



## **Marking School – Notes to Team Representative**

### **Role:**

Each Team Representative (TR) leads a team of markers to perform marking during a Marking School session. The team size depends on the number of script booklets for marking and the number of questions assigned for marking by the team.

### **Objective:**

To coordinate, monitor and control the quality marking of the assigned question(s) by a team of markers, according to the operating guidelines and the marking scheme, on a consistent basis, within the targeted time frame.

### **Markers' Meeting 1 (MM1):**

#### **Before MM1**

1. Study the Q&A of the assigned examination paper section thoroughly.
2. Trial mark ALL questions in SAMPLE scripts.
3. Review the answers for the assigned question(s) contained in original script bundles distributed (2 bundles of 10 scripts to be distributed to each TR in advance).
4. Research the relevant materials, if necessary, to comment on the marking scheme for the question(s) assigned, e.g. typical paragraphs in Learning Pack or popular textbook.

#### **During MM1**

5. Walk through TR's trial marked results under the leadership of the Examination Panelist (EP).
6. Obtain a good understanding of the agreed marking scheme from the EP for use in MM2.
7. Ensure operating and technical issues related to assigned question(s) have all been dealt with and resolved satisfactorily in MM1.
8. Liaise with the Institute staff for necessary update or amendment to the marking scheme, if required.
9. Make comment or suggestion on adequacy in number of markers deployed.

### **Markers' Meeting 2 (MM2):**

#### **Before MM2**

10. Plan the briefing of the agreed marking scheme to Team Markers (TMs) in light of the MM1 experience.

#### **During MM2**

11. Brief TMs on marking scheme and requirements of EP.
12. Advise TMs on marking standard based on experience of review of original script bundles distributed (i.e. 2 bundles reviewed at home).
13. Alert TMs any possible pitfalls or controversy contained in the answer, and agree on common approach.



14. Highlight to TMs any answers commonly copied and pasted from Learning Pack and textbook by candidates.
15. Walk through TMs' trial marked results (at least 3 samples), preferably those used in MM1.
16. Lead TMs to live mark ALL 10 original scripts for the assigned question(s).
17. Monitor TMs' marking administration matters during live marking, e.g. cross out the marked pages.
18. Align TMs' understanding of the agreed marking scheme attained in MM1.

### **Marking School (Day 1 & 2):**

#### Sample review of marked bundles

19. Sample review candidates' script booklets in each marked bundle (2 per each bundle in Day 1 morning session and at least 1 per bundle on average in other sessions) and check TMs' marking performance in accordance with marking scheme and operating guidelines to ensure strict adherence and consistency.
20. Ensure TMs follow the administrative instructions including:
  - correct posting of marks to the front page;
  - cross out the marked pages;
  - proper adjustment on maximum marks; and
  - count the quantity of booklets included in the bundle before and after marking.
21. Verify unusual findings contained in the script booklets. (e.g. **wrong booklets, tear booklets, use of pencil**, etc.) and flag a yellow post-it on the page for confirmed case.
22. Collect script bundles for review from "Pending for review" box.
23. After review, sign on the "Bundle Cover Sheet" where appropriate for those reviewed script booklets of your assigned question(s) (refer to the "sample cover sheet" in plastic folder). Count and confirm the booklets quantity of the reviewed bundle and place the bundle in the "Reviewed" box.
24. Record the bundle number for that reviewed bundle on the "Review Log for Team Representative".
25. Advise TMs on the treatment when TMs report that candidates have not labeled their answers with proper Question Numbers and Sub-section Question Numbers.
26. **Discuss at the earliest with subject TM individually on sample review findings as instant feedback, and to align or correct marking discrepancy, rectify administrative errors, etc. If necessary, alert other TMs when impacted.**
27. Hold short discussion meeting when necessary during live marking to share thoughts, maintain aligned marking approach and prevent potential threats to inconsistency.
28. Alert TM on his/her speed of marking if opined as too slow or too fast, if necessary.
29. Be aware of the necessity to adjust the number of TMs based on the coverage of marked booklets anytime.



30. If necessary, nominate TM(s) who is suitable to be a "transferee" among the team.  
Selection criterion for "transferee" including:
- Marker's willingness;
  - Marker's attitude (e.g. with positive thinking);
  - Marker's marking speed; and
  - Marker's capability

#### Administration

31. Collaborate with Institute staff to ensure a smooth running of the Marking School session.
32. Maintain close communication with Institute staff and other TRs.
33. Ensure cross consistency of live marking with other teams and share thoughts on approach to operating and technical issues.
34. Report to Institute staff on performance and operating issues.
35. Support TMs on any technical or operating issues.
36. Monitor speed of marking of TMs to ensure completion within the targeted time frame.
37. Motivate TMs to achieve quality marking and prevent them from acting with disturbing behavior that may affect the marking process.
38. Act as the quality controller of the marking process.
39. Evaluate performance of team quantitatively and qualitatively with suggestions for future improvement on recruitment of markers and running of Marking School session.
40. Complete the questionnaire of assigned question and marking school.

#### Bad weather arrangements

41. Stay alert to the email communications with you for any possible bad weather arrangements.
42. Be prepared for any changes to the Marking School working hours e.g. a delayed start or an extended working hour; and reserve the following weekend for a possible supplementary Marking School session.