

Access To Marked Examination Scripts

Notes For Guidance

These notes for guidance explain how the information provided when scripts are returned can be interpreted.

How are scripts marked?

Scripts can be marked either traditionally or on screen.

In traditional marking, scripts are sent to examiners who mark the hard copy and return marks and scripts, separately, to OCR.

In on-screen marking, scripts are scanned and supplied to examiners electronically. They are then marked using a custom-made marking application called *scoris*[™].

In both methods of marking, a number of quality assurance procedures are used. These procedures are regulated by the GCSE, GCE and AEA Code of Practice, which is issued by the regulatory authorities and which all the awarding bodies must follow.

Every script is marked by an examiner selected on the basis of his/her qualifications and experience. A Principal Examiner is responsible for the setting of the question paper and the standardisation of its marking. The first stage in the process is that senior examiners meet with the principal examiner to ensure that the marking scheme is fair and can be applied accurately and consistently. All examiners are then standardised using scripts marked previously by this senior team and, during the marking period, the work of each examiner is checked by a more senior examiner.

What marks will I be able to see?

For scripts marked electronically, OCR provides a copy of the scanned image of the script plus a transcript that shows the marks awarded for each question item and the total mark for the paper.

For scripts marked traditionally, the marks are shown on the script in the place where they have been awarded. Some scripts may show more than one mark – often, different colours are used for each mark. This indicates that the script has been part of the quality assurance checking process, and that the script has been checked by one or more senior examiners. The final mark input at this point may not necessarily reflect the highest mark recorded on the script. Sampling marks by senior examiners, whether higher or lower than the examiner's mark, are not used unless the original examiner's marking was outside acceptable parameters.

Will I be able to see any comments written by the examiner on my script?

Scripts marked electronically will not usually show comments (known as annotations) from the examiner. However, where comments have been made, they will be provided when the scripts are returned to centres.

The principal purpose of annotation is to allow the original examiner to indicate to more senior examiners how marks have been decided upon, and should be closely related to the relevant mark scheme. You may notice that traditionally marked scripts usually carry limited but focused annotation – this shows the examiner is marking as instructed.

How will I understand how marks have been awarded?

Detailed marking schemes for each component/unit will be available on OCR Interchange following the publication of results. If you refer to the marking scheme, you will find how the examiner has arrived at the final mark for each script, including specific items such as quality of written communication.

Examiner adjustments

Occasionally, if an examiner is marking consistently but slightly generously or harshly, the marks of the examiner are adjusted to bring them in line with all other marks. This is not shown on the script, but may be one of the reasons why the result reported does not appear to tally with the mark on the script.

When scripts are marked electronically on screen, no adjustments are made to the marks awarded by examiners. With the exception of cases where special consideration adjustments have been applied (see below), the mark on the transcript will be that used to generate the outcomes for the component/unit and reported with the results.

Special consideration

Where a school or college has asked for special consideration to be given to a candidate, extra marks may have been allowed by OCR. Any such adjustment will not be shown on the script or the transcript.

Uniform Mark Scale (UMS)

Marks for question papers which are part of a unitised scheme of assessment are reported in terms of a uniform mark scale. The mark reported under the uniform mark scale will usually be different from the mark shown on the script or the transcript. Further details of how uniform marks are used can be found on the OCR website.

Weighting of paper marks

Marks for question papers which are part of a linear scheme may be weighted before aggregation with marks from the other components to give an overall outcome for the unit or specification.

Enquiries

OCR operates an Enquiry about Results procedure (EAR) for the review of marking and checking of scripts after results have been issued. This service is provided to centres and it is important that the formal EAR procedure is used so that any further queries can be followed up. The only direct contact between a candidate (and/or parent, etc.) and an awarding body occurs when the candidate is a private candidate.