




WESTERN CAPE COLLEGE OF NURSING (WCCN) STANDARD OPERATIONAL PROCEDURE (SOP)

MARKING

STANDARD OPERATIONAL PROCEDURE (SOP) MARKING	
Compiled by: WCCN HOC's, HOD's and input by CDC forum members	Date: 2018
	Revised 19 April 2021
Signed: 	Date: 2021/09/02 Re branded and updated 18 April 2024 Updated 24 July 2024

1. Marking of all paper-based assessments (hard copies)

The purpose of this SOP is to give guidelines for marking of all hard copy assignments and theoretical assessments. This will enhance uniformity across all campuses.

General

1. All marking including moderation and publication of any summative assessment must be done in the time frame of fourteen (14) working days. The fourteen (14) working days are the maximum time allowed: for marking seven (7) working days, for moderation five (5) working days, courier time and for publication on day 14.
2. All marking of examinations must be done as soon as possible to allow five (5) working days for external\internal appointed moderation.
3. A written memorandum\matrix must be available for all assessments.
4. To increase reliability where more than one person is marking scripts or assignments adherence to memorandum is crucial. Apply norming marking procedures before marking commences.
5. In tests and examinations, all blank spaces (including unanswered multiple-choice questions) must be cancelled with a red line drawn through them.
6. Only mark the first quantified number of answers provided to a quantified question e.g. the quantified number of answers required was two (2) if more than two (2) is provided no consideration will be given to the answers beyond the two (2) asked even if those answers are correct



7. Each tick is equivalent to half ($\frac{1}{2}$) a mark unless otherwise indicated on the memorandum.
8. The number of ticks must tally with the mark obtained by the student. In other words, everyone (1) mark is equivalent to two ticks unless otherwise indicated on the memorandum in the case of multiple-choice questions. Once the student has achieved the maximum marks for a question the lecturer must stop marking or delete any extra ticks. Extra ticks are deleted by drawing a line through them and initialling next to them.
9. The total achieved by a student for every section of a question must be expressed as a fraction of the maximum mark, e.g. $\frac{4}{5}$ or $\frac{1}{2}/1$ as indicated in the memorandum.
10. Marks for sub-sections will be reflected only in the left-hand margin, totals for the question will be on top in the middle of the relevant question.
11. Marks reflected on the cover page of book one (1) will reflect the total marks of all questions as well as the final score.
12. To ensure consistency, one lecturer wherever possible, marks the same section of every student's paper.
13. The adding of marks and the calculation of the percentage of every student must be checked by a second lecturer. That person must sign or initial next to the total for each question and next to the total score and percentage achieved by the student
14. Marks must be entered on mark sheet in alphabetical order and be submitted with assessments to moderator.
15. Assessment documents must be couriered where applicable to reach the moderator within seven (7) working days after assessment or examination.
16. Ratio for hard copy marking 10($\frac{1}{2}$)100-mark scripts per day and 20 ($\frac{1}{2}$)50-mark scripts per day (*if single marker*). The maximum days for marking including courier of scripts are seven (7) working days after assessment or examination.

2. Electronic Marking of Assessments

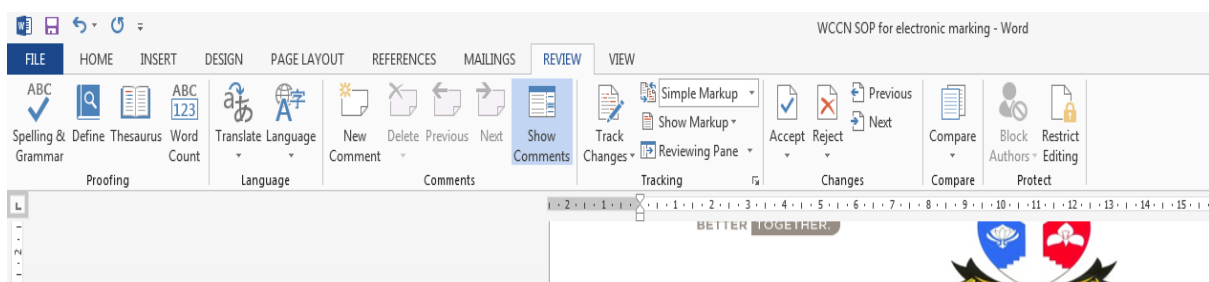
Purpose

The purpose of this SOP is to give guidelines for the electronic marking of all assignments and theoretical assessments which are submitted electronically. This will enhance uniformity across all campuses. Through the submission of electronic assignments, the College intends to go green and furthermore this will save the students money in terms of purchasing paper and paying for printing. Furthermore, it will curb situations such as students alleging, they have submitted paper-based assignments and implicating that the college lost assignments. This method will also save on the severe shortage of archive space in the WCCN as electronic copies will be kept on disc for future reference.

General



1. All marking including moderation and publication of any summative assessment must be done in the time frame of fourteen (14) working days. The fourteen (14) working days are the maximum time allowed: for marking seven (7) working days, for moderation five (5) working days, courier time and for publication on day 14.
2. ALL electronic assignments MUST be submitted in WORD form. No PDF assignment documents will be accepted.
3. The assessor may mark in PDF.
4. Assignment to be correctly marked: (reflected as: Surname; space; INITIALS; full stop; student number; SUBJECT CODE; full stop; assessment; space; day; space; month; space; year (day of the due date of submission)).
5. Students are to mail their assignments to the e-mail address of the lecturer or submit via iLearn. Depending on the assignment instructions.
6. Important is that NO late assignments will be accepted, the due date is fixed, and the time is fixed at the end of business 23h59.
7. Important to check your junk mail daily as some e-mails are delivered to the junk mailbox and not directly into the inbox.
8. Time allowed for marking will be 20 assignments per day if it is a 50-mark assignment and 10 per day if it is a 100-mark assignment, (*if single marker*). The maximum days for marking including courier of scripts are seven (7) working days after assessment or examination.
9. When you download the assignment from your mailbox save it into a folder named after the assignment and date. This saved folder can then be copied onto a flash drive for marking at home.
10. Marking of electronic assignments can be done via the review option. See below.

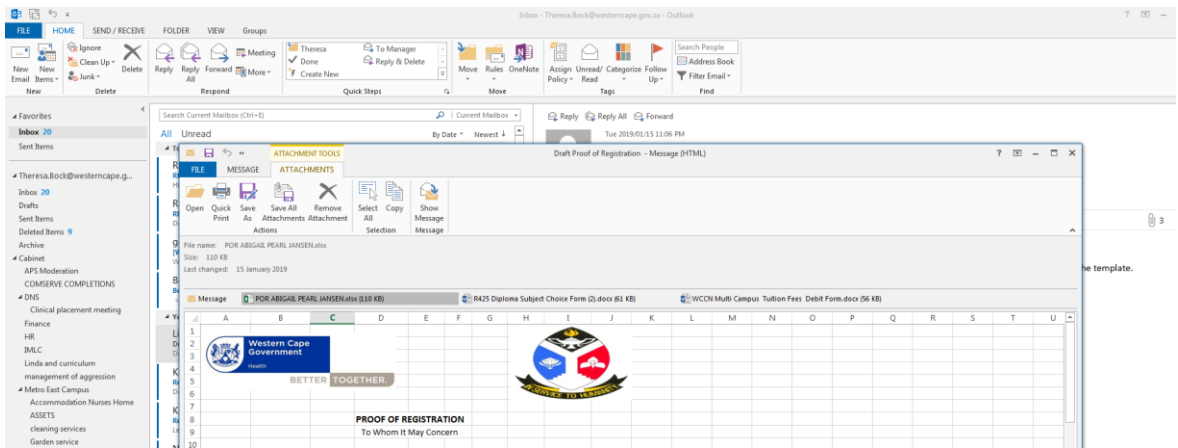


11. Activate track changes and use the new comment option to make comments on the document
12. Do not use the strike through option use the review, track changes and comment option. The comment option will reflect your initials as set up on your computer and this will allow the moderator to give comments pertaining to individual markers.

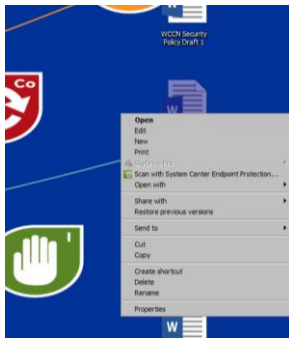
SOP for the process of downloading the assignment



1. Open the mail and right click on the attachment the following will be displayed



2. Once you have downloaded the document right click on the document and scan for viruses



3. Right click and use the properties option to see when the document was created and changed. This will indicate who the original author was and when it was last saved by whom. To allow us to detect if the student who submitted the document actually did the assignment



4. These documents after having been marked can all be saved into one folder (safe and send via Microsoft Share Point) or copied to a Re-writable CD which can be forwarded to the Moderator by means of the disc.
5. The moderator will be able to select the documents to be moderated and will follow the same procedure as the examiners via track changes and review.

