MET Part IIA Examiners and Assessors: Faculty Board guidelines

Guidelines approved by the Faculty Board for use in 2017-18.

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Guidelines for Examiners and Assessors: key points for all Parts

1. Examiners and Assessors are required to adhere to the timetable and detailed instructions provided by the Chairman of Examiners.
2. Form and conduct notices that detail any changes to the examinations from the previous year are published annually in the Cambridge University Reporter.
3. External Examiners have an important role to play in our examinations. In particular, Examiners should pay due attention to comments made on their draft question papers by the External Examiner.
4. The exam paper will show the approximate number of marks for each part of a question in the right margin, the mark to be level with the end of the paragraph(s) to which it refers.
5. Examiners must follow all aspects of agreed policies on security.
6. Symbols used in questions should be clearly defined except where the definitions are systematically provided in examination data books or data sheets.
7. No comments whatsoever should be made on the scripts.
8. Each Examiner should mark the scripts in accordance with the published Marking & Classing Criteria.
9. All aspects of the marking process must be fully auditable and defensible in case of an appeal. Examiners must mark the scripts in such a way that a third party (e.g. a checker, External Examiner or Chair of Examiners) can understand what process has been followed.
10. Where a candidate answers more than the required number of questions the Examiner should mark all the questions answered and then exclude from the marks recorded the question(s) scoring the lowest mark(s).

MET Part IIA supplement

Setting the paper

Questions should aim to examine the current year's work as listed in the objectives and syllabus for the module.

The first solution should be provided by the setter. The second would normally come from the Examiner, but when questions are provided by the Examiner another Lecturer should do it.

Prizes

The MET IIA Major Project Prize should be awarded to the team of students with the best performance in the Major Project.

The Morcom Lunt Prize should be awarded for the best overall performance in MET IIA.

Related Information

- Marking & classing criteria
- Exam data retention policy
Regulations for the Engineering Tripos

Regulations for the Manufacturing Engineering Tripos

University guide to undergraduate examinations

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