Part IIA Examination Guidelines

NB. The 2017-18 version of this document will be uploaded after the Faculty Board meeting on 9 October 2017.

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Guidelines for Examiners and Assessors: Part IIA supplement

Style of the exam papers

The style of the paper should be in keeping with a Part II examination that is the final classified examination of the four-year course.

Prizes

See the prize guidelines for Part IIA Examiners.

Additional information

Confidential advice on examining

Practical information about Part II exams

Form & conduct of the examinations (the notice for the 2018 exams will be published after the November meeting of the Faculty Board)

Part IIA Coursework and Exam Credit notice

Marking & classing criteria

Exam data retention policy

Regulations for the Engineering Tripos

University guide to undergraduate examinations

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).

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