Part IIB Examination Guidelines

Table of contents

- Guidelines for Examiners and Assessors: Part IIB supplement
- Guidelines for Examiners and Assessors: key points for all Parts

Guidelines for Examiners and Assessors: Part IIB supplement

Style of the exam papers

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

Project assessment guidelines

1. For a mark breakdown see the project, coursework & examination credit notice for Part IIB.
2. The marks for Progress and Industry are awarded by the Project Supervisor.
3. All other elements of the project are marked independently by two markers. The first marker is the Supervisor. The second marker (Assessor) is appointed by the Group Coordinator, who is also the Group Examiner (Projects). Normally the same Assessor is appointed for the Michaelmas and Easter presentations and also for all aspects of the project assessment.
4. It is the responsibility of the Coordinator to arrive at a single mark for each aspect of the assessment for each student. In cases of difficulty, or when the Coordinator has reason to believe that marks do not conform with guidelines, it is the responsibility of the Coordinator to discuss the matter with the Supervisor and Assessor before setting the moderated mark.
5. No scaling of project marks is carried out.
6. Particular attention is to be paid by Supervisors, Assessors, and Coordinators to projects judged to be at the first-class threshold (overall mark close to 70%, i.e. 252) since the mark may influence the award of a Distinction, to projects judged to be at the II.1 threshold (overall mark close to 60%, i.e. 216) since the mark may influence the award of a Merit, and to projects judged to be of third-class standard or lower (overall mark below 50%, i.e. 180), since the mark may affect overall success or failure. A mark below 50% indicates that in the markers’ opinion the project has failed to reach M.Eng. standard.

Prizes

See the prize guidelines for Part IIB Examiners.

Additional information

Advice on good practice in examining

Practical information about Part II exams

Form & conduct of the examinations (the notice for the 2017 exams will be published after the November meeting of the Faculty Board)

Part IIB project, coursework and examination credit notice

Marking & classing criteria

Exam data retention policy
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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