Part IIB Examination Guidelines

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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 breakdown of credit between the various assessed components, 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 graded 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. At the end of the year, each marker reviews the guideline marks they have given on all components and makes a recommendation for an overall grade: I/II.1/II.2/III.
4. It is the responsibility of the Coordinator to arrive at a single moderated grade for each student. If the two markers do not agree in their recommendations a moderation procedure is laid down: if the Coordinator thinks the lower of the two recommended grades might be appropriate a third marker is brought in to give an independent assessment of the written work.
5. No scaling of project marks is carried out.

Prizes

See the prize guidelines for Part IIB 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 IIB project, coursework and examination 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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