



2008 Modern Languages

Intermediate 1 & 2

Reading and Listening

Finalised Marking Instructions

© Scottish Qualifications Authority 2008

The information in this publication may be reproduced to support SQA qualifications only on a non-commercial basis. If it is to be used for any other purposes written permission must be obtained from the Assessment Materials Team, Dalkeith.

Where the publication includes materials from sources other than SQA (secondary copyright), this material should only be reproduced for the purposes of examination or assessment. If it needs to be reproduced for any other purpose it is the centre's responsibility to obtain the necessary copyright clearance. SQA's Assessment Materials Team at Dalkeith may be able to direct you to the secondary sources.

These Marking Instructions have been prepared by Examination Teams for use by SQA Appointed Markers when marking External Course Assessments. This publication must not be reproduced for commercial or trade purposes.

Instructions to Markers

1 Prior to Markers' Meeting

- a When the first batch of papers reaches you, read through as many scripts as you can comfortably overtake in the time available before the Markers' Meeting.
- b While reading through the scripts, annotate your copy of the appropriate Detailed Marking Instruction in the light of responses which you find, noting down also any queries. Bring your annotated copies of this Detailed Marking Instruction to the Markers' Meeting.
- c Do **not** make any marks on scripts at this stage. During their preparation for Markers' Meetings, the Examining Team will have developed an Amended Marking Instruction for the Reading and Listening assessments in the light of candidate scripts; these will replace the initial Detailed Marking Instruction and will be issued to you at the Markers' Meeting.
- d Photocopies of a number of candidate scripts in Writing will be sent to you before the meeting; **you must mark all of these in accordance with the relevant Detailed Marking Instruction and bring them to the Markers' Meeting. In marking the essays it is important to underline the errors you find.** At the meeting the photocopied pieces will be allocated to Pegged Mark categories and will serve thereafter as a guide to the common standard.

2 Markers' Meeting

- a At the Markers' Meeting, you will have an opportunity to discuss points of difficulty or doubt on matters of procedure and marking.
- b Markers' Meetings are part of SQA's procedures to ensure that all markers mark to a common standard. Their purpose is primarily to clarify, where necessary, the Examining Team's decisions and to deal with queries. Although the majority opinion may, where it seems justified, amplify the Team's decisions, this is not the primary purpose for holding meetings. The Examining Team's decisions must be final. It should be appreciated that decisions which you may not agree with will generally have been made in the interests of consistent marking by all markers.
- c As the meeting progresses, you should enter agreed versions on your copy of the Amended Marking Instruction which will be distributed at the meeting. **The decisions finalised at the Markers' Meeting will be binding on all markers**, and the Amended Marking Instruction(s) as revised at the meeting, must be closely followed.

3 After the Markers' Meeting

- a Marking should be carried out in accordance with the following instructions.
- i You should be looking for **appropriate responses** in these papers. You should not concern yourself with the quality of English expression, nor with accuracy of spelling.
- Candidates' responses need not be expressed in complete sentences, and need not conform to the pattern shown in the Marking Instruction provided.
- ii For each point awarded in accordance with the Marking Instruction, put a tick at the appropriate part of the script. Add up these ticks, and enter the total mark for each question in the **inner** right-hand margin, **on the line beside the indication of available marks**.
- iii **A mark must be entered for every question** even if the mark is 0.
- iv *Transposed information*
- In some questions, credit clearly cannot be given for misplaced information, eg in a grid.
- If the form of the question permits an overlap of information, the credit should be given. In such a case, the correct response should be ticked, circled, and arrowed to the appropriate part of the script.
- v *Extraneous material*
- Extraneous material may be penalised. For the Extraneous Rule to apply, the candidate must firstly **have exceeded the total** items for which points will be awarded, **and** the additional information given must be **wrong**. The **maximum deduction** per question/sub-question for extraneous material is **1 mark**.
- To indicate such a penalty, cross out one of the ticks already awarded, and put an E beside it, eg ✓ ✓ ✗ E.
- An indication will be given at the Markers' Meeting of situations in which this Rule will apply.
- vi On completion of the marking of each script, complete the box marked "TOTAL" on the outside front cover of the booklet and enter the total mark against the candidate's name in the column headed "MARK" on the Mark Sheet.

- b It is not possible to cover all the possible answers at the Markers' Meeting. Therefore, if after the meeting you find an example not dealt with in the Marking Instruction, you should use your own judgement and, having made a decision, **take a note of it in your Marking Instruction and apply it throughout your marking**; do not assume that if you meet the problem again later in your marking you will automatically make the same decision. It is essential that your own marking should remain **consistent throughout**; hence the importance of noting such decisions as and when they occur.

- c If, during your marking, you realise that you have not been marking a specific point in accordance with the key and you are unable to rectify the error in **all** scripts marked by you because some have already been sent to the SQA, **do not begin marking the point on a different basis**. Continue to mark it as you have been doing and forward a note to SQA immediately (not at the end of marking) endorsed "For the attention of Sylvia Stevenson", identifying the subject, paper and question and your marker's number, and drawing attention to the error.

- d On completion of marking, Marking Instructions should be destroyed; they should **not** be returned to the SQA.

[END OF MARKING INSTRUCTIONS]