**Notes from HN Business Graded Unit 1 Marking Exercise**

**HN Business Network Event 28.02.17**

The following are suggestions of good practice arising from discussion of the Business: Graded Unit 1 marking exercise at the HN Business Network Event on 28.02.17

**Prior to assessment**

* **Hold a prelim – helps motivate students and can be a “reality check”**
* **Involving students in peer marking can enhance preparation and highlight the need to develop answers in the examination**

**Markers’ meeting**

* **Markers’ meeting at outset based on a few initial scripts to familiarise/standardise before moving on to the remaining scripts**
* **Markers’ meeting should utilise blind marking to promote open discussion**
* **All markers should be present at meeting to facilitate instant feedback and ensure no-one “out of the loop” and nothing “lost in translation”**
* **Colour code different subject areas to allow marking to be divided and allocated according to specialism (see below)**

**Marking practice**

* **Double Marking**
* **Keep a record of processes and best practice as a reference guide**
* **Divide scripts into specific subject areas in which colleagues can specialise**
* **Separate booklets for dividing questions to maintain tidiness and transparency**
* **Mark in pencil to provide flexibility to amend marks as experience and confidence develops**
* ***Beware allocating marks for “explain/describe/evaluate/analyse” etc. (i.e. development) where the student has merely identified an aspect. To gain a mark for “explain/describe/evaluate/analyse” etc. students must develop the aspect they have identified to say something meaningful in the context of the case study and/or relevant factors.***

**After marking**

* **Provide student with feedback regardless of pass, fail or grade achieved**
* **Centre choice as to whether grade or specific mark shared with students**