

Marking Process Checklist

Here is a marking process checklist to support you in your role as a marker.

Action - Checklist	Example of screen shot/prompts – please ensure you apply to
	the course that you are marking for.
1. Download the assignment brief from canvas	Home Announcements Units Discussions Assignments Assignments Grades Marker Allocation (requires Pulse) Information about the assignment and how to submit You are required to submit a 1500 word fully referenced reflective essay that equates to 30% of the total marks for this course. This element covers learning outcomes • Knowledge and skills [1,3] • Skills and attributes [1] Assignments Grades Grading Criteria 611 HSK Marking Criteria Written Coursework 1 Asthma Level 6 Sept 2019 AS.docx Assignments

 You will need to mark the coursework in line with the learning outcomes identified in the assignment brief and marking grid. Please check that these correspond before starting to mark. 	Marking Criteria and Ecedback Form - Level 5 Written Coursework 2 Asthma Student Name or SRN Number (for anonymous marking)
 Download a marking grid from the assignment portal and save to your desktop. Please do not use any old marking grids that you may have previously saved. 	Home Announcements Units Discussions Assignments Assignments Assignments Grades Grading Criteria Marker Allocation (requires Pulse) Information about the assignment and how to submit You are required to submit a 1500 word fully referenced reflective essay that equates to 30% of the total marks for this course. This element covers learning outcomes • Knowledge and skills [1,3] • Skills and attributes [1] Assignments Assignments Assignment Brief: Asthma Level 6 - Coursework 1 - Reflective Essay - V0120-4,pdf Grading Criteria 611 HSK Marking Criteria Written Coursework 1 Asthma Level 6 Sept 2019 AS.docx AS.docx Assignment Brief: Asthma Level 6 Sept 2019 AS.docx Assignment Brief: Asthma Level 6 Sept 2019 AS.docx Assignment Brief: Asthma Level 6 Sept 2019 AS.docx Assignment Brief: Asthma Level 6 Sept 2019
4. Add the student/learner number, module title and module code to the marking grid using the coversheet. Remember to ensure you insert the correct student number on each marking grid.	Student Name or SRN Number (for anonymous marking)
5. Start to mark the assignments. Ensure one comprehensive comment per paragraph, ensuring that you reflect the language of the grade the descriptors on the marking grid (i.e., Outstanding, Excellent, Very Good, Good, Clear Pass, Marginal Pass, Marginal Fail, Clear Fail, Little or nothing of merit). Please include details of strength or areas for development in the annotated comment where	Indicative Class Honours / Distinction Distinction Descriptor P Obtained State

possible. This is so that the student/learner can see where the marking has been awarded and where they need to improve.	
6. Highlight the relevant grade descriptor for each criterion on the marking grid – Remember this should be in line with the annotated comments.	Markers: Select criteria appropriate to the Indicative classification Descriptor Outstanding 90-100 Structure and organisation formula The structure organisation of the work is exemplary throughout.
7. Insert the mark awarded (do not insert a percentage symbol).	Learning outcomes achieved: Within word count limit: Yes / No Provisional weighted/overall mark (before application of penalties): 73
8. Confirm the learning outcomes have been achieved (delete yes or no as applicable). If the learning outcomes have not been met, a pass grade cannot be awarded.	Learning outcomes achieved: Within word count limit: Yes / No Provisional weighted/overall mark (before application of penalties): 73
9. Confirm the word limit has been met (delete yes or no as applicable).	Learning outcomes achieved: Within word count limit: Yes / No Provisional weighted/overall mark (before application of penalties): 73
10. Identify and insert on the marking grid three strengths of the coursework submitted using three bullet points	Strengths Areas for development
11. Identify and insert on the marking grid three areas of development for the coursework submitted using three bullet points	Strengths Areas for development

12. Check your annotations on the assignment match the marking grid comments	
13. Marking should reflect both developmental and positive comments	
14. Check the annotations match the grade descriptors from the marking grid.	For instance, if your annotated comments around referencing read "good – you have correctly referenced your work following the APA 7 TH edition" then your weighting on this part of the marking grid needs to also be highlighted as good.