



Bespoke Professional Development and Training Limited

Second Marking Policy and Process

Updated: September 2021

Next renew due: August 2022

Version Number	Last Amended	Reason for Revision	Amended By-
v1	September 2021	N/A – New Policy/Process	Tracey Carter
v2	September 2021	Amendment to process	Tracey Carter

Second Marking Policy/Process

Second marking is the process by which a second internal member of BePro ensures that the criteria for assessment and arrangements for feedback have been appropriately applied. A sample of our Level 7 provision is required to be second marked. We are required to second mark 10% or 6 if not more than 60 students. It is the Programme Leads responsibility to ensure that second marking is arranged in a timely way.

It is also the Programme Leads responsibility to allocate second markers to each component of assessment; to determine where double marking should be applied and establish a system of sample second marking.

On completion of the second-marking process, the second marker will submit the appropriate CIPD template in order to provide evidence of the completion of the sample second marking process. The second marker may alter or propose alterations to the marks or grades determined by the first marker.

Second marker feedback will be annotated on to the CIPD assessment brief in the appropriate section and their own grading will also be input at this point. It is the second marker's responsibility to notify the first marker when this process has been completed. A discussion then needs to follow within 5 working days to confer and contrast their overall decision. Results of this discussion need to be annotated on the assessment brief in the appropriate section. The student should not be given their final grade until the first and second marker discussion has taken place and a final grade has been agreed.

For work submitted for reassessment, where the first marker awards a fail, double marking must be undertaken.

Factors that increase the likelihood that additional double marking is required include:

- The level of subjectivity required when reaching a judgement.
- Whether or not it is a new module.
- The experience of and number of markers.
- Whether or not the assessment technique is new or familiar to the markers.
- Whether there are specific professional, statutory & regulatory body requirements.
- Concerns raised previously by CIPD.
- Grade boundaries.

The above list is not exhaustive, and it may be a combination of more than one factor that is used to determine the requirement for more than the 10% sample for double marking.

Where double marking a sample reveals any significant issues, then the remaining work should be double marked.

Agreement of Marks/Grades Following Double Marking

Following double marking, the first and second markers meet and compare their judgements on the mark/grade awarded and the feedback. If there are no significant differences, the markers will agree the mark/grade and content of feedback to the student.

The names of both markers, their marks/grades and the agreed mark/grade are confirmed and recorded for inclusion in the Assessment Report by Programme Leaders.

If there are significant differences in the marks/grades, then the reasons for allocating marks/grades will be explored in an attempt to reach agreement on the mark/grade to be awarded. If the two markers are able to resolve their differences, then they will agree a set of marks/grades for the work.

If the two markers are unable to resolve their differences, then the matter must be reported to the Head of Teaching and Learning or equivalent. The Head of Department or nominee will review with the markers the marks/grades allocated and attempt to reach a resolution. Where this cannot be easily achieved, an independent person will be asked to double mark (concealed) the work as a third marker, and following discussion, the Head of Department or nominee will determine a final mark/grade for the disputed work to be given to the student.

On completion of the second-marking process, the second marker will submit the appropriate CIPD template in order to provide evidence of the completion of the sample second marking process.

Second marker feedback will be annotated on to the CIPD assessment brief in the appropriate section and their own grading will also be input at this point. It is the second marker's responsibility to notify the first marker when this process has been completed. A discussion then needs to follow within 5 working days to confer and contrast their overall decision. Results of this discussion need to be annotated on the assessment brief in the appropriate section.

If, following second marking, the first and second markers cannot agree the marks of one or more of the students, and a resolution is not possible, the Head of Teaching and Learning, or their formally appointed nominee, will appoint a senior member of staff, who has not acted as either a first marker or a second marker, to review all the work covered by the first and second markers concerned.

Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated September 2021 and is due for review August 2022

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

GSelmi

Georgina Selmi

CEO

Tracey Carter

Tracey Carter

Head of Quality and Compliance