

Summary for Part C Assessors

Responsibilities

As a Part C assessor you are responsible for:

- Setting 3 questions for the examination paper on your course (see enclosed guidelines).
- Giving your questions to the assessor nominated to check them, (see enclosed guidelines).
- Considering and responding, as necessary, to comments from the internal and external examiners.
- Thoroughly checking the questions set by the lecturer of the course corresponding to yours (see enclosed guidelines).
- Proof-reading the final version of your paper and signing to confirm that it is correct.
- Attending Examination Schools for the first 30 minutes of the examination for your course and being contactable by telephone thereafter.
- Marking the examination scripts of candidates taking your paper (deadlines and guidelines will be provided at the start of Trinity term).
- Writing a short report on your examination paper and being available for the examiners to contact you should any queries arise during script checking or the final examiners' meeting.

Schedule

Friday 8 th Jan	Deadline for submission of the final draft of MT papers.
Friday 4 th Mar	Deadline for submission of final draft of your paper by hand, together with full model solutions, marking scheme and course problem sheets, to Helen Lowe (S0.20).
Week 8	Examiners meet to review Hilary term papers; assessors may be contacted following the meeting.
Friday 18 th Mar to Monday 4 th Apr	External examiners review papers.
Monday 4 th Apr	Comments from external examiners returned. Helen Lowe will email assessors when comments can be collected from S0.20.
Monday 11 th Apr	Deadline for response to external examiners comments to be returned, by hand, to Helen Lowe S0.20.
Week -1	Examiners meet to review Hilary term papers for final time.
Monday 18 th Apr	Final versions of papers available for signing off.
Monday 25 th Apr	Deadline for papers to be submitted to Exam Schools.
Monday 30 th May to Saturday 11 th June	Provisional dates for examinations.
Wednesday 8 th June to Wednesday 15 th June	Marking deadlines will be staggered between these dates.
Friday 17 th June	Script checking – an independent check of the addition of the partial marks for each question carried out by graduate students.
Wednesday 22 nd to Friday 24 th June	Provisional dates for final examiners' meetings