

UNIVERSITY OF EXETER
College of Engineering, Mathematics and Physical Science

Mark Distribution Review Form

MODULE CODE	MODULE TITLE	ACADEMIC YEAR

Before completing this form, please refer to the Mark Scaling Policy and Procedures:

<<http://newton.ex.ac.uk/handbook/ALL/MarkScaling.html>>

A copy of the statistical information used must be attached to this form.

Who referred this module for review and for what reason?

Assessment Officer <input type="checkbox"/>	External Examiner <input type="checkbox"/>	Module Leader <input type="checkbox"/>
Assessment Progression and Awarding Committee <input type="checkbox"/>	Other:	

Reason:

Reviewer's Comments

Debrief the module leader and review the assessed work, with the aim of identifying, where possible, the cause of the anomalous mark distribution. Summarise your findings here.

Reviewer's Recommendation

Either (a) state that the marks should be confirmed without further adjustment, or explain how some or all of the assessment components should be (b) re-marked, or (c) re-weighted, or (d) re-scaled in order to address the issue(s) you have identified.

signature _____ date _____

External Examiner's Comments

signature _____ date _____

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Assessment Officer

Recommendation to the Assessment, Progression and Awarding Committee (formerly known as the Board of Examiners. Delete as applicable:

- (a) In my opinion the Reviewer's recommendation is consistent with University Regulations and should be approved.
- (b) In my opinion, the Reviewer's recommendation is NOT consistent with University Regulations for the following reasons and should NOT be approved.

signature _____ date _____

Professional Services Checklist

- Signatures
- Discussion at APAC minuted.
- Adjusted marks uploaded to SRS/SITS.
- Marks in SRS/SITS checked with Assessment Officer
- Copy 1 archived with module scripts.
- Copy 2 sent to module leader.