



ELECTRICAL WORKERS REGISTRATION BOARD

MODERATION AND MARKING POLICY – 2008

1. INTRODUCTION

In line with the Electrical Workers Registration Board's strategic initiative to make all information relevant to the electrical/electronic industry available the Board has reviewed its policies relating to the moderation and marking of registration examinations. This paper sets out those policies.

2. NOMINATION OF MODERATORS AND MARKERS

Approximately 8 weeks before the first examination in a particular examination round, the Chief Examiner will send the nominations for the moderators and markers for all examinations in that round to the Registrar. The nominations must be made from the list of names maintained by the Registrar.

The Chief Examiner must nominate sufficient moderators for each examination paper (one moderator can moderate more than one examination paper) and, based on previous candidate numbers, sufficient markers for each examination paper. Generally, markers will not mark more than 100 examination scripts. Two remarkers for the examination round must also be nominated.

Generally the following will apply:

- (a) A moderator will not do marking for an examination paper they have moderated.
- (b) A moderator will not do remarking for an examination paper they have moderated.

- (c) A marker will not do remarking for an examination paper they have marked.

The Registrar will approve, or otherwise, the nominations within one week of receiving the nominations.

The Chief Examiner will invite the nominees to undertake the work and send confirmation to the Registrar within one week of the approval. The Chief Examiner may substitute moderators or markers where the original nominees are unavailable.

3. MODERATION

3.1 Moderation Objectives

The primary objective of moderating an examination paper is to ensure that candidates have a reasonable opportunity to complete the paper with the correct answers in the allotted time.

Moderation must ensure that:

- The questions are within the scope of the relevant guidelines or prescription.
- The questions are within the general experience of the candidates who will sit the examination
- Questions are correct and are clear, concise and easily understood and not ambiguous.
- Questions are laid out in a manner that can be clearly understood.
- The answers are concise and relevant to the question asked and not ambiguous.
- The marks allocated are fair and relative to the degree of difficulty of the question.
- The content of an examination paper presents a similar degree of difficulty to candidates as in previous papers of the same type.

Moderation does not ensure that all questions within a paper will take the same amount of time to complete.

3.2 Moderation methods

Two methods of moderation of examination papers are used:

- Teleconference and secure email
- Meeting and secure email

The two methods are used as follows

Date	Examination	Moderation method
May	All examinations	Teleconference and secure email
June	Electrical Service Technician A	Teleconference and secure email
	Electrical Service Technician B	Teleconference and secure email
	Tradesperson Electrical Work Certificate	Teleconference and secure email
	Electronic Security Alarm Installer	Teleconference and secure email
	Electrician Regulations	Meeting and secure email
	Electrician Theory	Meeting and secure email
	Electrical Inspector	Meeting and secure email
September	All examinations	Teleconference and secure email
November	All examinations	Meeting and secure email

The Board may change the method of moderation as and when circumstances dictate.

3.3 Moderation Process

The moderation process must ensure that examination papers and answer schedules are with the Examinations Officer at least 8 working days before the date of the examination.

Process common to both methods of moderation

1. The Chief Examiner will produce the 1st draft of the examination paper and answer schedule and the dates when certain tasks must be completed
2. The 1st draft of the examination questions will be emailed to the moderators. The Chief Examiner telephones the moderators to inform them of the document password.
All copies of the draft examination paper and answer schedule are to be password protected.
3. Each moderator will sit the paper under (as near to) examination conditions. On completion the moderator requests the answer schedule from the Chief Examiner and marks the paper accordingly. Each moderator must assess whether:
 - (a) Candidates will have a reasonable opportunity to complete the paper with the correct answers in the allotted time.
 - (b) Questions are within the scope of the relevant guidelines or prescription.
 - (c) Questions are within the general experience of the candidates who will sit the examination
 - (d) Questions are correct and are clear, concise and easily understood and not ambiguous
 - (e) Questions are laid out in a manner that can be clearly understood.
 - (f) Answers are concise and relevant to the question asked and not ambiguous.
 - (g) The marks allocated are fair and relative to the degree of difficulty of the question.
 - (h) The content of an examination paper presents a similar degree of difficulty to candidates as in previous papers of the same type.

In the context of the above, each moderator will note any problems encountered, provide suggestions for amendments and record the time taken to complete the paper.

By teleconference and secure email	By meeting and secure email
<p>4. Each moderator emails their comments to the Chief Examiner. If "marked-up" copies of the questions or answers are used for comments, these must be password protected.</p> <p>5. The Chief Examiner will consolidate the comments and produce a 2nd draft of the examination paper and answer schedule before the teleconference.</p> <p>6. The Chief Examiner chairs the teleconference and changes are made by consensus to the examination paper and answer schedule. Where no consensus can be reached on a given issue the Chief Examiner will make the final decision.</p> <p>7. All changes to the examination paper and answer schedule arising out of the teleconference are made and the final versions of the documents are sent, within two days of the teleconference, to the moderators for final checking.</p> <p>8. The Chief Examiner makes the final amendments and sends the completed examination paper and answer schedule to the Examinations Officer.</p>	<p>4. A moderator may email their comments to the Chief Examiner or retain them for use in the moderation meeting.</p> <p>5. The Chief Examiner chairs the moderation meeting and changes are made by consensus to the examination paper and answer schedule. Where no consensus can be reached on a given issue the Chief Examiner will make the final decision.</p> <p>6. All changes to the examination paper and answer schedule arising out of the moderation meeting are made and the final versions of the documents are sent, within 2 days of the meeting, to the moderators for final checking.</p> <p>7. The Chief Examiner makes the final amendments and sends the completed examination paper and answer schedule to the Examinations Officer.</p>

4. MARKING

4.1 Marking Objectives

The primary objective of marking examination papers is to ensure that candidates are fairly awarded the marks for the answers they have provided that are consistent with the answer schedule.

Marking must ensure that:

- The marking procedures and policies are followed.
- All questions in an examination paper are clearly indicated as being marked.
- The mark allocated to each answer is clearly indicated.
- The mark allocated to a particular question is totalled correctly and is clearly indicated.
- The marks are correctly totalled at the rear of each paper.
- The result is clearly marked on the cover sheet of the examination paper.

4.2 Marking Timeframe

There is a 4 week marking and reporting window commencing on the Monday following the examination.

1. 1st Monday after the examination date

The examination paper and answer schedule will be emailed to markers. Markers are to go through the examination paper and answer schedule and identify any changes needed.

2. 1st/2nd week after the examination date

Examination scripts (usually between 60 and 100) will be sent by overnight courier by the Examinations Officer. The scripts should arrive the next day. The delivery of scripts could extend into the 2nd week depending on how quick the completed scripts are returned to the Board by examination centres.

3. 2nd Monday or 2nd Tuesday after examination date

The 1st telephone conference will be held on either day. The teleconference will determine the changes necessary to the answer schedule just prior to or as marking commences.

An updated marking schedule will be issued or the changes required will be notified within 36 hours of the teleconference.

4. 3rd Monday or 3rd Tuesday after examination date

The 2nd telephone conference will be held on either day. This will resolve any problems and to identify areas where the marking schedule needs to be augmented or amended as a result of the answers provided by candidates.

An updated marking schedule will be issued or the changes required will be notified within 36 hours of the teleconference.

5. 4th Monday after examination date

The marked examination scripts are to be returned to the Board.

6. 5th Monday after examination date

Completed markers reports and spreadsheets are to be emailed to the Chief Examiner

Note: For the November examinations, the reporting timelines may extend due to Christmas. However, it is expected that all marked examination papers will have been returned to the Board before Christmas.

4.3 Marking Process for Examination Papers

The following process is to be used when marking examination papers:

1. A red pen must be used.
2. A tick is used to indicate clearly a correct answer on a candidate's answer

A cross is used to indicate clearly an incorrect answer on a candidate's answer.

3. The marks awarded for a part of a question are written in the **right-hand** margin. This can be either the mark gained (e.g. "2") or the marks gained out of the total marks available (e.g., "2/4").

If half marks are awarded, decimals are used.

4. If parts of a question are not answered red lines are put through only the space allocated for text - not all over the whole page.
5. Unless the question itself specifically requires a reference to be stated, no marks are awarded for stating references or marks deducted for not stating references.

6. The total marks gained for a question is written in the bottom **right-hand** corner of the page on which the question finishes. This is stated as the marks gained out of the total marks available (e.g. "6/10").
7. The total marks obtained for each question are transferred to the table on the last page. The marks are added to gain the total.

Where the total mark includes a part mark, the total is rounded-up (e.g. "76.5" rounds up to "77").
8. The final total is transferred to the result box on the front page and dated and signed.

4.4 Marking Policies for Examination Papers

1. The answer schedule contains the accepted answers to the examination questions as decided by the moderation panel and by the group of markers marking a particular examination.

Examination papers must be marked in accordance with the answers in the schedule.

2. The primary objectives of the marking teleconferences are to ensure that:
 - (a) The answers in the marking schedule are as accurate as possible.
 - (b) The marking schedule contains all of the most common answers that are relevant to the question.
3. It is expected that discretion will be applied where a candidate has, for example:
 - (a) Paraphrased a regulation or has stated their answer in words that mean the same as the answer in the schedule.
 - (b) Provided a different – but still correct – method of answering a question.
4. Candidates must answer questions in accordance with the instructions given.

For example, where a question asks for, say, FOUR tests to be stated and the candidate writes more than four, only the first four stated are marked and a red line put through the rest. All candidates must be marked on the same basis.
5. Where it is considered that:

- The question is structured such that answers different to the answer schedule are valid,
- Alternative solutions can be given for a question,
- There are anomalies in the answer schedule,
- There is uncertainty as to whether discretion should be applied,

then these issues must be discussed with (or emailed to) the Chief Examiner or raised at the telephone conferences.

The Chief Examiner will rule as to whether an alternative solution is acceptable and whether changes to the answer schedule are necessary.

6. Where a candidate has provided an answer that is considered hazardous, no marks are awarded for that part of the question. The word "hazardous" or "dangerous" can be noted on the question. The reason why may also be stated.
7. **Do not write anything on an examination paper other than what is permitted in this Part.** Any comment you do make can be obtained by through Official Information Act procedures
8. Where changes to the answer schedule occur during the course of marking, all scripts in the 50 – 58 mark range must be re-marked. The remark is only for the changes - not the entire examination paper. This is to ensure that those papers in the "pass/fail margin" are marked in accordance with the amended schedule.

4.5 Remarking Examination Papers

For remarking examination papers the policies in Part 3.4 apply. **The full examination paper must be remarked** (even though a candidate may be disputing only some of the marks allocated)

The following process is to be used when remarking examination papers:

1. A pen – other than a red pen - must be used.
2. A tick is used to indicate clearly a correct answer on a candidate's answer

A cross is used to indicate clearly an incorrect answer on a candidate's answer.

3. The marks awarded for a part of a question are written in the **left-hand** margin. This can be either the mark gained (e.g. "2") or the marks gained out of the total marks available (e.g., "2/4").

If half marks are awarded, decimals are used.

4. Unless the question itself specifically requires a reference to be stated, no marks are awarded for stating references or marks deducted for not stating references.
5. The total marks gained for a question is written in the bottom **left-hand** corner of the page on which the question finishes. This is stated as the marks gained out of the total marks available (e.g. "6/10").
6. The total marks obtained for each question are transferred to the spare column in the table on the last page. The marks are added to gain the total.

Where the total mark includes a part mark, the total is rounded-up (e.g. "76.5" rounds up to "77").

7. The final total is transferred to the spare result box on the front page and dated and signed.
8. On rare instances, an examination paper is remarked a 2nd time. In this situation, no further writing is to be done on the examination script. The mark allocation per question and the totalling of the marks is to be done on a separate sheet of paper.

4.6 Reporting to the Chief Examiner

1. An electronic reporting format and spreadsheet will be provided by the Chief Examiner.

Access is required to Word and Excel.

Reports and spreadsheets are to be emailed to the Chief Examiner and the Examination Officer. Handwritten reports and spreadsheets are not acceptable.

2. It is preferable that a report is provided. Comments only need to be brief.

General comments can be provided and/or comments on a specific questions. Comments only need to be provided where it is considered appropriate.

If general comments are provided, then:

- Provide an overall impression of candidates' performance.
- Provide an overall impression of the standard of the paper.
- Provide an impression of how the paper was moderated.

If comments are provided on a specific question, highlight the difficulties candidates encountered.

Comments will be consolidated into the Chief Examiners report.

Note: Any comment made can be obtained through Official Information Act procedures.

3. The spreadsheet must be completed – there are no exceptions.

The spreadsheets from all the markers marking a particular paper are be combined to provide overall statistics for an examination paper. They also provide a back-up source for results.

No alteration is to be made nor additional information or formulae inserted into the spreadsheet. If separate analysis is done, this must be done on a separate spreadsheet.



John Sickels
Registrar
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