

**MARITIME AND COASTGUARD AGENCY**  
**CERTIFICATE OF COMPETENCY EXAMINATIONS**



*NOTES OF GUIDANCE FOR MARKERS*

1. **If a candidate fails to sign the *Maritime and Coastguard Agency – Policy Regarding Cheating in Examinations and Assessment* on the inside cover of the candidate examination workbook, the workbook should NOT be marked under any circumstances.**
2. Markers should adhere to the official marking scheme shown on the specimen solutions and to any decisions taken at Moderating meetings. If in exceptional circumstances a Marker finds it necessary to depart from the official marking scheme then a note of the alternative scheme used and a statement of the reasons for its use must be included in the Marker's Report to the Scottish Qualifications Authority.
3. The marks awarded to a candidate should be based entirely on the answers presented and these answers should be judged on their pertinence to the questions asked. During marking no account should be taken of unsolicited information which has been presented, failure to comply with the instructions to candidates or any other circumstances which may have affected a candidate's performance. When such matters would be likely to affect a candidate's mark they should be mentioned in the Marker's report to the Authority.
- 4(a) If a candidate's answer contains both accurate and inaccurate information the nearest whole mark should be awarded to reflect the degree of accuracy of the answer as a whole (ie no half marks).
- (b) If the answer to a question consists of sequential steps then an error in one step should not affect the marks awarded for subsequent steps (eg where a candidate makes a numerical error the erroneous value thus obtained should be used by the Marker when checking subsequent steps and further marks should only be deducted if additional errors occur).
- (c) If a candidate displays a lack of fundamental knowledge which could endanger the ship or personnel, he should fail the engineering knowledge papers whatever the standard of the answers to the other questions attempted. In serious cases the cover on the answer book should be marked 'DANGEROUS' in red so that further action may be taken if necessary by Maritime and Coastguard Agency
5. All errors made by a candidate should be indicated on the scripts in **RED**.
6. The mark awarded for each part of a question should be an integer and should be shown in the right hand margin in **RED** adjacent to the appropriate part of the candidate's answer. Such marks should be written as fractions of the available marks

(eg  $\frac{2}{3}$  and  $\frac{0}{5}$  )

7. The total mark awarded for a question should be shown in the left hand margin in **RED** adjacent to the beginning of the question. Such marks should be written as fractions of the available marks and ringed

eg  $\frac{15}{20}$

The total mark for each question should also be entered in the table on the front of the script.

- 8.(a) The examination paper clearly states the number of questions to be attempted by the candidate. If a candidate has attempted more than the prescribed number of questions then the additional questions should not be marked.
- (b) Where a question asks for a prescribed number of items to be listed, stated etc (ie List FIVE ..... ) and the candidate's answer contains more than the prescribed number, then the marker should accept the first FIVE in the list as the candidate's answer.
9. The addition of both marks within questions and over the whole script should be checked carefully and the examination total entered on the front of the script book.
10. The total marks awarded to each candidate should also be entered on the Examination Candidate list and signed. No other notes, comments or marks should be written on the Examination Candidate List. The candidate marks for each question should also be input onto the MCAS database.
11. If a Marker suspects that copying or any other irregularity has occurred the grounds for this suspicion should be stated in detail in the Confidential Marker's Report Form Part II to SQA.
12. After marking the scripts the Marker should complete the Marker's Report Form Part I which should contain, in addition to the marks distribution, any general observations on the scripts marked which may help lecturers in the subject in future sessions. Such observations might include comment on the effectiveness of the candidates' communication, misreading of questions or use of sketches. Any observations on the performance of individual candidates or colleges, criticism of the examination paper or syllabus and any other matters to which the Marker wishes to draw to the Authority's attention should be contained in the Confidential Marker's Report Form Part II. The Confidential Marker's Report Form Part II will NOT be circulated to centres.
13. Fully marked scripts should be posted by Parcelforce 48 hr delivery OR Courier to the SQA along with the relevant Examination Candidate list, Marker's Report and Expenses Claim Form in a single package marked "Private and Confidential" to arrive by the due date.