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01st September 2025

Date:

Marking Keys Policy

Policy owner: Faculty Deans

1. Purpose

To provide clear guidance on the preparation and use of marking keys or schemes to ensure fairness and transparency in assessment.

2. Scope

Applies to all assessors, markers, and moderators.

3. Principles

- Marking keys must align with intended learning outcomes and assessment criteria.
- They must be standardised across all campuses and delivery modes.
- Students have the right to receive feedback consistent with marking standards.

4. Requirements

- Every formal assessment must have an approved marking key.
- Marking keys must specify the allocation of marks and criteria for judgement.
- Keys are to be retained securely for moderation and audit purposes.

5. Responsibilities

Programme Leaders ensure marking keys are developed, approved, and communicated to markers.

Next review date: 20th August 2028