

កុំឱ្យសាកលវិទ្យាល័យព្រះសីហមុនីរាជ  
Date: 01<sup>st</sup> September 2025

## 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: 20<sup>th</sup> August 2028