



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

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TUS Examinations Guidance Notes for Markers 2023 - 2025



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TUS Examinations Guidance Notes for Markers

Notes for Examination Markers:

To comply with the Freedom of Information Act, the examination process is required to be fully open and transparent. Due process must be observed and be seen to be observed, with all criteria for marking set out and with proof that these criteria were applied fairly and consistently to each candidate. Students can view their marked scripts and any Marking Schemes/Guidelines used in deciding the mark awarded.

Examination Scripts:

- These are to be marked in accordance with the Marking Scheme/Guidelines for the Module(s).
- Please use **RED** ink when marking. You are asked to use red as the external examiner is asked to annotate in another colour, so it will be clear throughout the script who has given what mark.
- If there are sub-sections to be marked – please ensure that marks are clearly identified for that subsection – e.g. if there are 8 marks for that section and you awarded 5, please write 5/8 and do not circle this mark.
- Please total the mark for the question as a whole at the end of the question – e.g. 12/20 and circle it to clearly show that it is the final mark for the question.
- Please do not use fractional marks.
- Write the letter M (for marked) in red ink at the end of each page of the examination script to indicate that you have read this page (this is to comply with the FOI Act).
- Enter the marks awarded per question –again in red – on the front of the answer book(s).
- Please DO NOT WRITE any additional comments on any part of the examination scripts.
- Please return these Scripts by the date agreed, and in person to the nominated function. Make sure that the package is clearly labelled.