Active IQ Procedures for Internally Marking Multiple Choice Theory Papers

Invigilation Requirements and Examination Guidance

Active IQ requires all centres to invigilate the multiple choice theory papers by adhering to the Active IQ Invigilated Assessment Procedures and all other aspects of the examination process as set out in the Active IQ’s Guidance for Centres.

The Process

Step 1

Each centre must sign a declaration form to agree to the Active IQ Terms and Conditions of internally marking multiple choice theory papers. *Note: the signatory must be someone in authority within the centre.* The declaration form should then be emailed to: examinations@activeiq.co.uk

Step 2

Once we have received the signed declaration form from your designated contact, you will be emailed the following:

- a percentage formula to allow you to allocate the appropriate percentage (%) marks for each learner
- PDF documents that you will be able to print to a clear acetate, A4 sheet to allow you to easily utilise the Active IQ marking sheets
- PDF documents of the correct marks (these are simply an additional marking tool should you not wish to use the acetate sheets)
- PDF documents summarising the units which contain multiple choice question papers and the qualifications they appear in

Step 3

Learners will sit their Active IQ multiple choice theory papers adhering to Active IQ invigilation guidelines.

Step 4

Marking multiple choice theory papers: papers should be marked in a secure, quiet environment by a designated marker, using the applicable Active IQ marking schemes. Please see the enclosed “Example Marking Guide” as Active IQ’s recommendation for “best practice” when marking. Papers should be marked within five (5) working days. Once marked (by the
designated marker), the marker must ensure that the marking sheet is fully completed to include the following:

- the marker’s signature (this is the signature of the individual that has marked the paper)
- the date the paper was marked
- the percentage (%) that the learner has achieved
- the Pass (P) or Refer (R) should be circled appropriately

**Step 5**

To ensure that each centre applies appropriate internal quality assurance and quality control, a percentage of learner marking sheets must be internally moderated by a designated member of staff. Active IQ will require a minimum of 30% of each cohort of learner marking sheets to be moderated (re-marked).

The moderator (the designated member of staff) should follow the procedures set out in step 4 and then place their initials at the bottom of the Active IQ marking sheet.

**Step 6**

Learners should be informed of their result as soon as possible. This may be done informally, i.e. verbally or formally via email or letter. For learners that are required to resit, due to referral, start the process from step 3. The centre must ensure that the marking sheets are stored securely for a period of 12 months (in line with the Centre Retention of Learner Records guidance).

**Step 7**

Assessors should update the learner achievement portfolios (LAPs) with the learners’ result.

When updating on Quartz, each learner’s exam result should be entered into your appropriate class ID for each learner.

**External Moderation**

External moderation will take place from time to time by Active IQ. This will be done in the following ways:

- Active IQ may request a specified cohort of learner marking sheets to be sent to Active IQ for sampling *Note: we strongly recommend that you photocopy the learner marking sheets prior to sending and that marking sheets are sent via recorded delivery*
- Active IQ External Verifiers (EVs) may request a cohort of learner marking sheets to sample during an on-site EV visit
Additional Guidance and FAQs

What if the internal moderator that samples a percentage of the papers finds that the first marker has incorrectly marked the papers?

The moderator must verify 100% of the marking sheets to check for marker accuracy across ALL learners. The moderator must also verify ALL other cohorts of learners that have been marked by that particular marker. In addition the following points must be actioned:

- the moderator should notify all required personnel within the centre and the learner/s of the correct results
- the moderator should notify Active IQ immediately of any marking discrepancies
- the centre should produce an action plan to mitigate any further risk of incorrect marking and send to Active IQ for agreement

In the event that a centre has claimed incorrectly for a learner certificate based on inaccurate marking Active IQ will:

- notify the regulators of the invalid certificate claim
- require the centre to re-call the learner certificate and take appropriate steps to allow the learner to re-sit
- based on the nature of the invalid certificate claim, Active IQ may issue the centre with a sanction, or launch a maladministration (or malpractice) investigation, along with an action plan for the centre to mitigate any further risk of incorrect marking

What if the External Verifier samples a percentage of the papers and finds that the first marker and/or moderator have incorrectly marked the papers?

The EV must then verify 100% of the marking sheets to check for assessor accuracy across ALL learners. The external verifier must also verify ALL other cohorts of learners that have been marked by that particular marker and/or moderator. In addition the following points must be actioned: *Note: Active IQ reserves the right to perform all additional sampling at its head office.

- the EV should notify all required personnel within the centre of the correct results
- the EV should notify Active IQ and Active IQ’s Head of Quality Assurance immediately of any marking discrepancies
- the centre should produce an action plan to mitigate any further risk of incorrect marking and send to Active IQ for agreement

How do I work out a percentage (%) mark?

This is done by using a simple calculation:
Divide the learner’s score by the total number of questions in the theory paper. Then multiply the answer by 100 to give you the overall learner’s percentage. Please see the example below, based on a 50 question theory paper, with a pass mark of 70 %. The learner achieved 35 correct answers:

35 divided by 50 = 0.7, multiplied by 100 = 70%

**What if a learner scores for example 69.4 %?**

You should round the number down to the nearest whole number when it is less than 0.5; therefore in this example the learner would score 69%.

**What if a learner scores for example 69.7 %?**

You should round the number up to the nearest whole number when it is equal to or more than 0.5, therefore in this example the learner would score 70%.