1. Allocate more time than you expect
   Most academics, particularly new to marking, greatly underestimate the time that will be required. Use a diary to manage your time and specifically block out the time required for marking.

2. Count the number of exams/assessment tasks that you have
   Before you commence marking, count to ensure that you have the correct number of papers. (This prevents the anxiety of searching for the lost paper that you were never given!) You might even check them off against a class list and note those students who need to be followed up. At conclusion of marking, recount, and confirm that you still have the correct number of papers.

3. Familiarise yourself well with the marking guide/rubric
   Review the marking guide or rubric to ensure you understand all the criteria and standards against which you will be marking, before you commence.

4. Engage in a consensus moderation process of marking
   Participate in a peer review process for consensus moderation of marking; even if you are the only person marking. The process ensures that consistent marking is applied to all students and assures everyone that the standards applied are appropriate.

5. Mark the same question/section for all students
   Where possible, mark the same question/section for every student, then move onto the next question/section and mark for all and continue. This process helps maintain marking consistency.

6. Mark in batches and give yourself regular breaks
   As you tire, you are prone to make simple mistakes (missing a question), and errors in judgment.

7. Systemise the way that you award marks and feedback
   The system that you use is not as important as using one. Some strategies to use are:
   - Adding up the marks on each page and writing in the page corner, to simplify adding up the total marks once entire paper marked
   - Using alternate colour pens to mark different sections, to clearly identify the marks to be added up for a particular section
   - ‘Tagging’ questions and/or papers (e.g. with sticky notes) that you want to come back to later
   - Compile a numbered list of frequently made comments that you can refer to instead of writing them out repeatedly on each piece of student work.

8. Be mindful of ‘marker drift’
   As you progress with your marking, ‘marker drift’ whereby your marking becomes harder or easier is likely. Compare the first set of assessments that you marked with those marked later; to ensure consistency is maintained in the way that you apply the marking criteria and standards.

9. Check that all the questions have been marked on each exam/assessment task
   On completion of a batch of marking, double check that you have marked all the questions.

10. Review the work of any student whose mark is a fail or on a grade border
    Review the work of any student whose mark gives a failing grade, or a mark that is on a grade border. This can help prevent arguments later.

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TOP 10 TIPS FOR MARKING ASSESSMENT ITEMS

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