Record of double marking

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| **Module code and title:** |  |
| **First marker:** |  |
| **Second marker:** |  |
| **Title of assessment:** |  |
| **Submission date for the assessment:** |  |

Double marking can be either open (where the second marker has access to the comments and marks of the first) or closed (where they do not). Which should be used is determined at department or, where necessary, subject level and markers should be informed which is used in their own department.

Marks should be reconciled (agreed between the two markers) not simply averaged.

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| Student registration number | Mark given by first marker | Mark given by second marker | Final (reconciled) mark | Comments on reconciliation (optional) |
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| **First marker signature:** |  |
| **Second marker signature:** |  |
| **Date of completion:** |  |

This form should be returned by the first marker, copying in the second, to xxx@essex.ac.uk. Where reconciliation of some or all marks is not possible for any reason the markers should contact xxx@essex.ac.uk to discuss how to proceed.