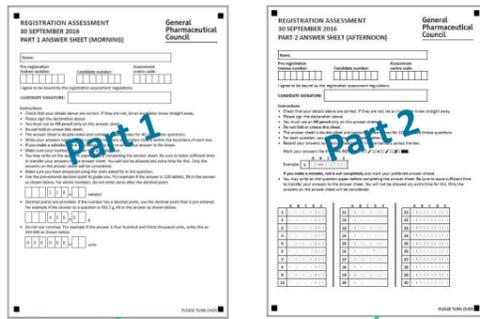# Marking assessment papers and issuing results to candidates

1. Candidates' answer sheets are read electronically and advanced software records each answer.

2. Ten percent of all answer responses read solely by machine undergo a manual check at this stage.

3. Any answers that cannot be interpreted by machine for any reason are referred for manual review (stages 1 and 2). Technical Issues with machine-reading answers such as creased papers, or smudged answers are resolved at this stage.

4. If a response is not clear when read manually it is passed to the **GPhC** for review (stage 3). Two reviewers make a decision independently on the candidate's intended answer. If they agree that the answer is not clear, no mark is awarded. If the reviewers cannot decide, or do not agree, it is passed to the Board of Assessors for review (stage 4)

5. Candidate answer data for each paper is collated for analysis
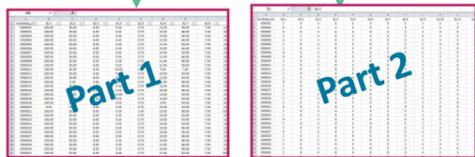
6. Answer data is analysed and a report prepared for the board of assessors on the performance of the questions and the papers.

Referral Stage 1

Referral Stage 2

Referral Stage 3
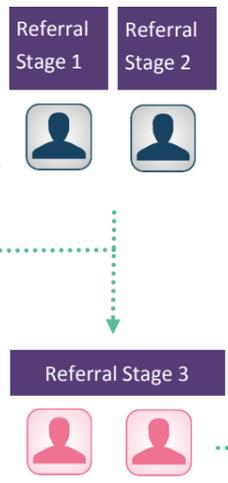
7. **Board of Assessors'** Post assessment meeting takes place and the board make decisions on:
   - Requests for nullification
   - Referred answers that are difficult to read
   - Whether there is reason for any questions to be removed or additional answers accepted.

   The board's decision is final.

8. Updates are made to the data to reflect the decisions made by the board.

   A report is prepared for the board on candidate performance. The board do not know the identify of any candidate, where they studied or trained, how many sitting attempts they have had, or whether or not they were granted an adjustment.

9. **Board of Assessors'** mark awarding takes place.

   Pass marks for Part 1 and Part 2 are agreed. Passes and fails are awarded to candidates. To pass the assessment candidates must pass part 1 and part 2 in the same sitting.

10. Any necessary updates are made to the data to reflect decisions made by the board. Results information is finalised and logged for each candidate.

Referral Stage 4
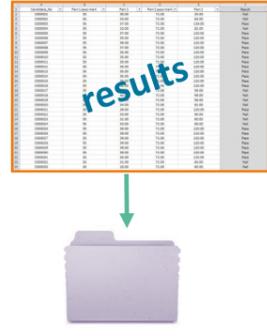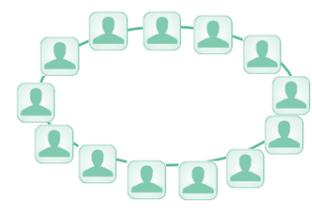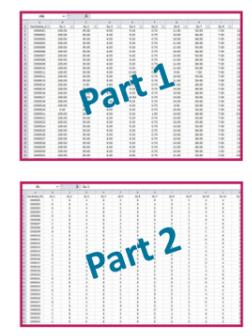
11. Proofs of all candidate results letters are prepared and the contents checked against the results data using a sampling process.

12. A second quality assurance check takes place.

   Further calculations are performed on candidate's original answer data to check marks achieved.

   These results are checked against the contents of results letters using a sampling process.

   Once all checks are completed satisfactorily pass lists are prepared for the website.

Results letters printed and posted to candidates.