

Guidelines for Internal Marking

This document is designed to clarify the process to follow for internally marked theory papers. Please ensure that you follow all of the steps outlined below.

1. After an assessment has taken place, take copies of each learner's answer sheet.
2. Using the acetate answer template or the paper-based answer sheet provided by CYQ, mark the copy you have made of each learner's answer sheet (please do not mark the original answer sheet). Note the total score and assessment outcome (pass/fail) for entry onto the result template (see point 3).
3. Complete an electronic copy of the result template provided by CYQ (this must include your CYQ Centre code, the assessment date and the assessment paper code as well as the assessment scores/outcomes of each learner). Keep a copy of this result for your records and print off a copy to include with the original answer sheets that you post to CYQ (see points 4 and 5).
4. Place the original answer sheets in an envelope along with a copy of the completed result template and the CYQ candidate register. On top of these documents place a copy of the internal marking cover sheet provided by CYQ.
5. Address the envelope as follows:

CYQ Exams Team
112 Great Russell St
London
WC1B 3NQ

CYQ will sample these papers within 10 working days of receipt to verify that the results you have generated are correct. Where any discrepancies arise, CYQ will contact you to discuss this further.

6. Keep all copies of learner answer sheets in a dedicated file for possible further sampling by your External Quality Assurer. These copies should be retained for a minimum of 12 months after the assessment date.
7. Load the learners' results into Parnassus (CYQ's online registration, grade entry and certification system).

Because sampling takes place within 10 working days of receipt you must not submit certificate requests for the learners any earlier than 12 days after posting the papers to CYQ.

Where result discrepancies are identified during sampling, CYQ can amend a result in Parnassus if necessary.