

SOP Template: Marking, Grading, and Result Recording Processes

This SOP details the procedures for **marking, grading, and result recording processes**, encompassing the systematic evaluation of assessments, standardized grading criteria, accurate recording of results, verification and quality control measures, and secure data management. The objective is to maintain fairness, consistency, and integrity throughout the assessment lifecycle, ensuring transparent and reliable academic or performance outcomes.

1. Purpose

To establish a standardized and transparent process for marking, grading, and recording results of assessments in order to ensure accuracy, fairness, and data security.

2. Scope

This SOP applies to all staff responsible for evaluating assessments, assigning grades, and maintaining records, including internal and external examiners, administrative staff, and data controllers.

3. Responsibilities

Role	Responsibilities
Assessor/Examiner	Mark assessments per guidelines; apply grading criteria consistently; submit results promptly.
Quality Controller	Verify marking and grading accuracy; oversee moderation and appeals.
Administrative Staff	Record, store, and manage assessment results securely.
Head of Department	Review and approve final results; address discrepancies.

4. Definitions

- **Marking:** Evaluating student responses against marking schemes.
- **Grading:** Assigning grades based on predefined criteria or scoring rubrics.
- **Result Recording:** Logging assessment scores into official records or systems.

5. Procedure

1. **Assessment Collection:**
 - Collect all relevant assessment materials (scripts, projects, digital files).
 - Register each assessment with relevant IDs.
2. **Marking Process:**
 - Use approved marking schemes and rubrics.
 - Ensure objectivity and anonymity where required.
 - Document justifications for marks awarded, where necessary.
3. **Grading:**
 - Convert marks into grades according to standardized criteria.
 - Review borderline cases or discrepancies in consultation with relevant authorities.
4. **Moderation and Verification:**
 - Conduct sample cross-marking for consistency.

- Address any identified inconsistencies or errors.

5. Result Recording:

- Enter marks and grades into the official record system.
- Double check entries for accuracy.

6. Quality Control and Final Approval:

- Senior staff or head of department reviews and certifies results.
- Resolve complaints or appeals promptly through designated channels.

7. Secure Data Management:

- Store all records securely-digital files with password protection, physical scripts in locked cabinets.
- Limit access to authorized personnel only.
- Archive results per institutional or regulatory requirements.

6. Documentation

- Mark sheets and grading rubrics
- Assessment registers/logs
- Moderation and verification reports
- Result entry and approval records

7. Quality Assurance

- Periodic reviews and audits of the grading and result recording process
- Training for all personnel involved in assessments
- Feedback system for examiners, students, and staff

8. Review and Update

This SOP will be reviewed annually, or as required, to reflect updates in regulations or institutional practices.