

## Japanese 12 & Spanish 12

### Step-by-Step Guide to Marking

**Review the following guidelines in advance of the scheduled marking dates.**

#### ***Prior to Online Exam Marking:***

1. Consult the *Electronic Exam System User Manual* available at <http://www.bced.gov.bc.ca/eassessment> for specific information regarding online marking.
2. Familiarize yourself with the Scoring Guide I – General Response Scoring Guide. You may want to highlight some keywords for each scale point.
3. Familiarize yourself with the marking procedure through the practice marking website available at <http://www.bced.gov.bc.ca/eassessment>.
4. Make sure that you have the username and password needed to access the official marking site.
5. Have your technical support personnel ensure that the computer used for marking has the required software installed and hardware needed for the marking (soundcard, keyboard, mouse, speakers, head set).

#### ***During the Online Exam Marking of General Responses:***

1. This portion of the exam has six (6) responses. A holistic mark should be assigned to the responses as a whole. Make sure that you listen to ALL six (6) responses BEFORE assigning a mark.
2. Before assigning a final mark, place the group of responses in one of three categories: high (5,6), medium (3,4) or low (1,2). Then determine if the responses are high or low within the category. A response may or may not show all the features of any single scale point.
3. Your professional judgment must be guided by the provincial standards of the examination in order to give each response a fair and reliable assessment. Be aware of your personal biases.

#### ***During the Online Exam Marking of Thematic Responses***

1. Familiarize yourself with the Scoring Guide II – Thematic Response Scoring Guide.
2. Listen to the student's response in full BEFORE assigning a mark. You may need to listen to the electronic file more than once, especially if the sound quality is poor. However, it is recommended that each student's response is not listened to more than THREE (3) times.
3. A response may or may not show all the features of any single scale point. Your mark should reflect the OVERALL performance of the student. Remember that students should not be penalized for poor sound recording quality or any interruption which might have interrupted the recording during the administration.

#### ***After the Online Marking Administration:***

1. Make sure that ALL electronic files have been marked for each student (General Response and Thematic Response).
2. Please fill out the online *Marking Feedback Form* located at [http://www.bced.gov.bc.ca/exams/marketing\\_materials/marketing\\_feedback/ja/questionnaire.htm](http://www.bced.gov.bc.ca/exams/marketing_materials/marketing_feedback/ja/questionnaire.htm). Your feedback will help improve the marking process for the 2007/2008 school year.

**Contact Information:**

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