



Prior to Marking:

- Review the following guidelines for holistic scoring:
 1. Remember that this is a draft work. Look for what students can do and focus on what students do well. Mark what is on the paper, not what you think students might have done with more time or more elaborations.
 2. Read and mark. Read for a general impression of the paper. Read every paper straight through once, and assign a mark. Do not second-guess yourself.
 3. Mark holistically. Make an initial judgment and place the paper in one of three categories: high (5, 6), medium (3, 4) or low (1, 2). Then determine if the paper is high or low within the category. A response may or may not show all of the features of any single scale point.
 4. Don't correct the paper. It slows you down and interrupts the holistic judgment. As well, correcting errors makes the marker overly attentive to conventional elements rather than balancing all criteria in the scoring rubric.
 5. Use all scale points. Any given scale point does not reflect the wide range of student performance. When in doubt, refer to the scoring rubric and the paper.
 6. Your professional judgment must be guided by the provincial standards of the examination in order to give each paper a fair and reliable reading. Be aware of your personal biases.

Using the Training Papers, for each question

- Read the information provided with the question, if any, in the Training Papers document.
- Review the list of possible responses for the question and add additional responses to the list.

! **Tip:** No matter how many possible responses you may add, there will be many more acceptable ones from various students. You may wish to increase the response list as you mark.

- Review the Written-Response Scoring Criteria.

! **Tip:** Highlight key words: e.g.,

- at scale point 1: deficient recall of factual content
- at scale point 2: insufficient recall of factual content
- at scale point 3: minimal recall of factual content
- at scale point 4: adequate recall of factual content
- at scale point 5: proficient recall of factual content
- at scale point 6: excellent recall of factual content

- Mark the training papers for the question.

! **Tip:** Mark three or four training papers at a time.

- Compare your mark with the pre-assigned mark, and review the rationale for each paper.

During Marking:

- Decide on marking individually, in pairs or in groups.
- Make sure you have the following documents:
 - the student exam booklet;
 - the student response booklets;
 - the lists of possible responses;
 - the Training Papers;
 - the scoring criteria.
- Read the student exam booklet.
- Mark one question at a time.
- Review the lists of possible responses for each question, and add additional responses to the list.
- Follow the guidelines for holistic scoring listed above and mark student papers.
- Use the Written-Response Scoring Criteria to mark the question. Use the list of possible responses to assist in marking.
- Record mark on student response booklet cover.
- Review the scoring criteria regularly to refresh and refocus.

After Marking:

- Verify that all marks have been correctly recorded on the response booklet cover.
- Return all response forms, response booklets and exam booklets to the principal's office.