

Punjab Examination Commission (PEC)

Sample Script Checking Form

SSCF1

District Tehsil Marking Centre

Subject Question Grade Date

Name of Head Examiner Name of Examiner

	Sample 1			Sample 2			Sample 3			Sample 4			Sample 5				
	Ver No			Ver No			Ver No			Ver No			Ver No				
	Roll No and Name of Candidate			Roll No and Name of Candidate			Roll No and Name of Candidate			Roll No and Name of Candidate			Roll No and Name of Candidate			Total AMD	
Part	E	HE	DIF	E	HE	DIF	E	HE	DIF	E	HE	DIF	E	HE	DIF		
Totals																	

AMD Values	English	Islamiat	Mathematics	Science	Social Studies	Urdu
Acceptable	0-5	0-5	0-3	0-3	0-5	0-5
Retrain	6-10	6-10	4-6	4-6	6-10	6-10
Stop marking	11 +	11 +	7+	7+	11 +	11 +

Add specific comments here

Recommended Action: Continue ** Continue After Re-Training ** Stop from Marking

Signature of Head Examiner Signature of Master Trainer

Instructions for Head Examiners and Master Trainers

1. You must use this form to check Examiners' marking regularly.
2. You must tell Examiners to use the rubric. They must speak to you if they find an answer that is not on the rubric.
3. Tell each Examiner to fill in the top of the form before marking starts.
4. When the Examiner has marked 10 scripts, take them and pick one script. Fill in the **Sample 1** column with the:
 - a. Version Number
 - b. Candidates' Roll Number
 - c. Candidates Name
5. Write the Examiner's marks for each part of the question in the 'E' column.
6. Re-mark the script and put your marks in the 'HE' column.
7. Subtract the EXAMINER mark from YOUR MARK for each part and put this in the 'DIF' column.
8. Add up the 'E' column.
9. Add up the 'HE' column.
10. Add up the 'DIF' column **BUT IGNORE THE SIGN**. This gives an **ABSOLUTE MARK DIFFERENCE (AMD)**.
11. Tell the Examiner where to change marks in the 10 scripts before they can mark any more.
12. When the Examiner has marked another 10 scripts, fill in the **Sample 2** column.
13. Do this again every 10 scripts marked until 50 are marked, filling in **Sample 3, Sample 4** and **Sample 5**.
14. Add up the 'DIF' marks in the 'Total AMD' column. **IGNORE THE SIGN OF THE MARK**.
15. Add up the marks in the 'Total AMD' column and write this in the 'Total AMD' box.
16. Check this number against the AMD numbers in the column for your subject under the mark table.
17. If the number is in the **ACCEPTABLE** range, the Examiner can continue marking. **You must give feedback and make sure any changes are made on the other scripts.**
18. If the number is in the **RETRAIN** range, you must go through each script in the 10 with the Examiner and explain how each question should be marked. Warn the Examiner that marking must get better.
19. Where the number is in the **STOP MARKING** range, you must talk to the Master Trainer. You must decide if the Examiner can carry on marking or be stopped then.
20. You must sign off the form at the end of the marking session. If an Examiner is to be stopped, the Master Trainer must sign the form as well.

Collating and Managing the Forms

1. When all marking has been done for the day and all the forms have been signed, put them in an envelope.
2. The envelope must have the details of the marking syndicate, marking centre and date on the envelope.
3. All forms must be returned to PEC at the end of each session.