General Instructions for Evaluation

When evaluating a paper in IGCSE (International General Certificate of Secondary Education), examiners follow a specific set of guidelines and marking criteria to ensure fairness and consistency in the assessment process. The exact criteria may vary depending on the subject, but there are some common principles that IGCSE examiners typically follow. Here are general instructions for evaluating IGCSE exam papers:

**1. Familiarity with Marking Scheme:** Examiners are expected to be thoroughly familiar with the marking scheme and assessment objectives provided by the examination board. These documents outline the specific criteria for each question and indicate how marks should be allocated.

**2. Consistency:** Examiners must strive to be consistent in their marking. This means applying the same standards and criteria to all papers, regardless of the candidate. Examiners often receive training to ensure uniformity in marking.

**3. Objectivity:** Examiners should avoid personal bias and subjectivity when evaluating papers. Marks should be awarded based on the evidence provided in the candidate's response, not on the examiner's opinions or assumptions.

**4. Clarity and Conciseness:** Responses should be clear, concise, and directly related to the question. Examiners look for relevant content that addresses the specific requirements of the question.

**5. Assessment Objectives:** Each subject has specific assessment objectives, which outline the skills and knowledge candidates are expected to demonstrate. Examiners should evaluate how well candidates meet these objectives.

**6. Deduction of Marks:** Marks should only be deducted when candidates provide incorrect or irrelevant information. The penalty for incorrect answers varies by subject and question type, as outlined in the marking scheme.

**7. Partial Credit:** In some cases, partial credit may be awarded if a candidate provides a partially correct answer or demonstrates partial understanding of the topic. Examiners follow guidelines in the marking scheme to determine how partial credit is awarded.

**8. Neatness and Presentation:** While neatness and presentation may not be explicitly assessed in all subjects, they can contribute to the overall impression of the response. Examiners should reward candidates who present their work clearly, use appropriate formatting, and organize their responses logically.

**9. Contextual Understanding:** In subjects that require contextual understanding, such as history or literature, examiners assess how well candidates contextualize their responses within the relevant time period, cultural context, or literary genre.

**10. Awarding Full Marks:** Examiners should award full marks to responses that fully meet the criteria specified in the marking scheme, demonstrating a complete and accurate understanding of the topic.

**11. Special Considerations:** Examiners are also instructed to consider special circumstances, such as candidates with disabilities, and apply any accommodations or adjustments as specified by the examination board.