**Film and Screen Media Marking Procedures (2020)**

* Refer to the appropriate Marking Criteria guidelines (for: Creative/Critical; Filmmaking; Oral; Screenwriting; or Written Assignments).
* Register marks and comments on the appropriate Assessment Sheet.
* Always mark out of 100, irrespective of the total marks available for each component.
* In case of late submissions, check with the Film and Screen Media Office whether an extension was agreed, and apply penalties as per Book of Modules, as necessary. Keep a record of penalties applied on the relevant Assessment Sheet.
* If you identify or suspect a case of plagiarism, please refer to the FSM Plagiarism Protocol.
* Return marks to the FSM Office strictly by the agreed deadline, as follows:
* All marks out of 100;
* All marks already modified to reflect any penalties applied;
* Complete one file (Word or Excel) per module;
* List all components of the assessment in the same file in line with the Book of Modules, labeling them clearly;
* Include detail of both the total marks per module and of the marks for each component, as per Book of Modules.
* The Office will upload marks on DMIS. Once uploaded, you will receive a file from the Office with the marks as entered; please double-check them against your own records.
* Return marked essays to the Office for safekeeping. If marking online, download all Grademarked papers from Turnitin and save them in a folder. Also save all media assignments in clearly labeled folders. Both written and media assignments must be filed and made available to the Extern in advance of the internal board meeting.
* Alert students of the availability of results when available. Marks and comments can be made available to students via the FSM Office, or via the Turnitin Grademark function if marked online. Students viewing their results in the Office will not be allowed to take marked copies away with them.
* General procedures to be followed are available from the Film and Screen Media Assessment Guidelines booklets (BA; MA).
* All documents/guidelines are available from the Staff Intranet:

Staff Area: <https://www.ucc.ie/en/fmt/film/staffintranet/>