

Policy and Procedure on Corrections of Long Essays and Dissertations

CODE: P065

Section: Academia

Policy Owner: Academic Research and Publications Board (ARPB)

Procedure Owner: Chief Operating Officer – Academia

Last Reviewed: July 2023

1. Minor amendments to long essays and dissertations shall be made during tutorials when presenting draft copies. The student shall then submit the final copy with all the amendments in the final submission area on Turnitin.
2. Both the tutor and the second reader shall independently correct and mark the long essay or dissertation on separate marking sheets. Both marking sheets shall then be passed on to the coordinator, who in turn is required to check the discrepancy between the marks.
3. If the discrepancy between the two marks is **20% or less**, the coordinator shall then request both the tutor and the second reader to formulate one joint marking sheet with feedback. In other words, both the tutor and the second reader are required to meet and produce one joint marking sheet with feedback. Upon completion, the joint marking sheet with feedback shall then be sent back to the coordinator for processing.
4. Upon receipt, the coordinator shall then request the tutor to send the joint marking sheet with feedback to the student. The coordinator shall also send the Registrar's Office the final mark, which must be the average score taken from the original marks of both the tutor and the second reader.
5. If the discrepancy between the two marks is **more than 20%**, the coordinator shall then request the chair of the ARPB to appoint a moderator.
6. If one of the marks is a **fail**, the coordinator shall also request the chair of the ARPB to appoint a moderator.
7. The coordinators must submit their request to appoint a moderator via email to arpb@its.edu.mt. The moderator must always be an ARPB member, or someone appointed by the ARPB. The moderator must also act as the third reader.
8. The moderator shall independently assess and grade the long essay or dissertation out of 100%, and then contact both the tutor and the second reader for a moderation session.
9. If a consensus on the final mark is reached during the moderation session, the mark of the long essay or dissertation shall then be deemed **final**.
10. If **no** consensus on the final mark is reached during the moderation sessions, the final mark shall then be calculated by taking the average score from the **two closest marks** out of the three marks given by the tutor, the second

reader, and the third reader. The two respective assessors shall then meet and compile one joint marking sheet with feedback accordingly.

11. Following the moderation session, one of the assessors or the coordinator shall then send the student the joint marking sheet with feedback. The coordinator shall also send the final mark to the Registrar's Office.
12. In the case of a joint feedback form for a **resit** long essay or dissertation, the tutor and the second reader must still provide their feedback and write down the actual marks. However, the tutor and the second reader must also indicate and write down a **70 % resit pass mark** for MBA dissertations or a **50 % resit pass mark** for the rest of the programmes. This must be indicated **below the final mark**.
13. The student has the right to appeal the final mark accordingly as per P068 – The Policy and Procedure on Revisions of Papers for Long Essays and Dissertations.

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