

NATIONAL MATHEMATICS OLYMPIAD (NMO)

MARKERS BRIEFING

Markers will consist of the following groups:

- 1x Head marker
- 2x Assistant marker
- 10x Markers

The Head marker must have an initial briefing with all the markers before the marking process starts. The following should be done during the initial briefing:

- Head Marker, 2 Assistant Head Markers and the Quality Assurance Committee should be introduced to the markers;
- Answer scripts should be assigned to markers and the projects of any no-show markers should be reassigned to another marker;
- Each marker should go through the list of assigned answer scripts to check if there are any **conflicts of interest** and **must declare it** for the project(s) to be reassigned;
- **Each marker must understand and sign the form of conflict of interest;**
- **Each marker must understand and sign the form of confidentiality;**
- Each marker should check the content of their clipboard/ file;
- The marking procedures, criteria and guidelines should be reviewed;
- It should be made clear to the markers that they **must not** do the calculations on the form because this will be done by the Quality Assurance Committee in the spirit of fairness; and
- All markers who marked the script must initial on the script and put a sticker on the script to indicate that the script was mark.