



**Academy of Forensic Medical Sciences**

**Diploma in Management of the Dead  
(DipMoD)**

**Regulations, Syllabus and Information for Candidates**

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**Notice of future amendments to these Regulations and revisions following publication of this version.**

The DipMoD Examination will continue to change to reflect developments in the area of Management of the Dead. While every attempt has been made to ensure that this version of the DipMoD Examination Regulations and Syllabus is accurate, further changes to the examination, the Regulations and closing dates may be implemented during any time. Candidates should refer to the Academy of Forensic Medical Sciences website ([www.afms.org.uk](http://www.afms.org.uk)) for the most up-to-date information, where any such changes will be detailed. In order that candidates are fully briefed about the status of any proposed changes, they are advised to check the Academy website regularly.

These regulations first came into effect on 27<sup>th</sup> November 2016

## **1. Introduction**

The Diploma in Management of the Dead (DipMoD) was designed by Academy of Forensic Medical Sciences. It is intended to demonstrate an understanding and knowledge of the main aspects related to the proper management of deceased persons in all circumstances and environments from when death occurs, until lawful disposal, and beyond. It also explains the processes involved in ensuring the dead are managed in a proper and dignified manner, including consideration for the needs of bereaved families.

The examination is open to all candidates who have successfully completed a course in Management of the Dead run by the Academy of Forensic Medical Sciences.

The examination will be conducted in English throughout and will consist of:

- a. A written 3 – hour examination paper consisting of 15 compulsory short answer questions covering the syllabus.
- b. A dissertation on a topic chosen by the candidate from a list of 5 subjects provided by the examinations office. Candidates must include a written declaration and allocate joint copyright of the work to the Academy

All parts of the examination must be taken at first entry. Entry and re-entry to the examination must be made within 3 years of completing the course. Candidates must pass all parts of the examination (written paper and dissertation) in order to be awarded the diploma. A pass result in either the written paper or the dissertation can be carried to the next chosen sitting provided that this is within the time limit set above.

The personal data of MoD candidates will be stored with the Academy in accordance with the Data Protection Act 1998. Candidates wishing to exercise their data subject rights under the Act should contact the AFMS Examination office.

Any material relating to this examination is confidential. It must not be placed on the World Wide Web, disclosed or discussed with any unauthorised person in any circumstances, except with written permission of the AFMS. Candidates may be penalised in accordance with these regulations if they are found to have infringed these rules.

## **2. Course contact details**

For details of the course please contact:

Mr Adam Konstanciak  
Academy of Forensic Medical Sciences  
117 Charterhouse Street, London EC1M 6AA  
Email: [info@afms.org.uk](mailto:info@afms.org.uk)

Telephone: +44 (0) 207 882 3401 or +44 (0) 207 253 4454  
Fax: +44 (0) 207 882 3424

## **3. Purpose of the examination**

These set of guidelines apply to the Diploma in Management of the Dead examination. This examination can be sat by students who have successfully completed the

Management of the Dead course offered by the Academy of Forensic Medical Sciences. The examination has been set to test candidate's knowledge and experience in this field. It should not however be considered as an examination leading to a specialist qualification in any aspect of Management of the Dead.

#### **4. The aims and objectives of the examination**

The aim of the DipMoD examination is to assess candidate's detailed understanding and awareness of:

- a. the various procedures and complexities involved in dealing with the deceased at all stages
- b. the importance and process of management and logistics in both single death and mass disasters
- c. the role and interaction of the various professionals involved in the management of the dead.

Successful completion of the DipMoD examination will demonstrate a good understanding and awareness of all the important issues in the management of the deceased and the role played by and interaction of different professionals

#### **5. Mitigating circumstances**

The Academy recognises that students may suffer from a sudden illness or other serious and unforeseen event or set of circumstances which adversely affects their ability to complete an examination or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied.

If your ability to take an assessment or the results you obtain for an assessment have been adversely affected by a mitigating circumstance, you must:

- notify the examination office straight away,
- submit appropriate documentary evidence to substantiate the claim of mitigating circumstances that you make on your form.
- ensure all the documentation and evidence have been submitted by the relevant departmental deadline for mitigating circumstances claims.

Deadline: all students have 2 weeks after completion of the examination to submit a claim

Evidence: this must be in English, produced by an appropriate third party, and give precise details about how and when your performance was affected by your circumstances.

*What is a mitigating circumstance?*

- A serious or significant event which is unforeseen and/or unpreventable and could have significantly impaired the academic performance of a student in one or more assessed activities, possibly over a period of time.
- Mitigating circumstances may include medical matters or events directly affecting someone other than the student.

Examples of mitigating circumstances may include:

- significant physical or psychological illness
- severe personal difficulties
- serious illness or death of a member of your immediate family (e.g. mother, father, sister, brother, son, daughter)
- sudden deterioration in a long standing medical condition or disability
- being the victim of a serious crime
- legal proceedings requiring attendance at court

The following would not normally be accepted as mitigating circumstances:

- failure to read the examination timetable or coursework deadline properly
- pressure of work
- failure to save work properly
- minor illnesses or self-induced conditions (colds, hangovers etc.)
- religious festivals
- domestic or personal disruptions which may have been anticipated (e.g. moving house, holidays etc.)
- sporting fixtures

Evidence of mitigating circumstances:

It is not enough to just inform the examination office that you believe your assessment performance has been affected by a mitigating circumstance. You must also submit the appropriate information and supporting documentation from an appropriate third-party as evidence of the mitigating circumstance.

The evidence must explain: (1) what the circumstance is; (2) exactly how it affected you in relation to your studies/assessment; (3) precisely when

You are responsible for obtaining all appropriate documentary evidence and ensuring that it is submitted on time. The Academy of Forensic Medical Sciences will not seek documentary evidence on your behalf. Only evidence written in English can be considered. It is your responsibility to obtain and submit a verified translation if the original evidence is in another language.

## **6. Special arrangements**

Students with disabilities, specific learning difficulties such as dyslexia and temporary conditions (including pregnancy) can apply for Special Examination Arrangements as part of the Academy' legal obligation to provide reasonable adjustments as specified under the Equality Act 2010.

The Academy of Forensic Medical Sciences also has policies in place to ensure equal treatment of students such as:

- Disability equality scheme
- Race equality policy
- Equality and diversity policy
- Equal opportunities policy

Special examination arrangement requests are considered in a fair and transparent manner. At the same time, these special examination regulations ensure that the

arrangements do not give a student an unfair advantage over others, including the students who take their examination under standard conditions.

### Making applications

Requests must be made to the Academy's Examination Office in writing (this can include a letter or email) no later than 1 month before the examination.

Further details regarding seeking special examination arrangements can be found within Academy's Policy on Special Examination Arrangements [[click here to download](#)]

## **7. Date and place of the examination**

Once confirmed, the exact date for the examination will be published on the Academy website under the DipMoD section. All students who attended the MoD course will be notified of the deadline for application. All applications for examination must be made before the deadline (1 month before the examination). Applications made after the closing date will not be considered.

The dissertation subjects are made known to potential candidates 7 calendar months prior to the written examination and they are required to submit the dissertation one calendar month before the written examination. i.e. they have 6 months to complete the dissertation.

## **8. Examination timetable and fees**

<b>Deadline for receipt in the Examinations Office of hard copy application and fee</b>	<b>Monday, 13<sup>th</sup> March 2018 at 5pm</b>
<b>Due date for submission of dissertations</b>	<b>Wednesday, 20<sup>th</sup> September 2018 at 5.00pm</b>
<b>Exam written paper</b>	<b>Wednesday, 25<sup>th</sup> October 2018 at 10.00am</b>

EXAMINATION FEES: (Academic year 2018 – 2019)

The examination entry fee is **£600**.

The re-entry fee for the written paper is **£300**.

The re-entry fee for the dissertation is **£300**.

### **PLEASE NOTE:**

An application is not complete without the due fee. Candidates whose employers are paying for their examination entry, and who therefore need an invoice from the Examinations Office to prompt the payment, should note that the fee must have been paid by the application deadline, and should plan well ahead accordingly.

## WITHDRAWING FROM THE EXAMINATION

Candidates who wish to withdraw from the examination must notify the Academy in writing. Withdrawal penalties are detailed below:

If the date of receipt of notification of withdrawal falls:	The penalty incurred will be:
Before the application deadline stated above.	No penalty
In the 2 weeks after the application deadline	£90
Within 6 weeks of the date of the written examination	£180
Within 2 weeks of the date of the written examination	Full fee

## **PAYMENTS**

Payments can be made via:

1. Cheque: The payment must be made identifiable by the inclusion of the diploma abbreviation and candidate's surname and address (e.g. DipMoD White, 1 High Street, London, EC1M 6AA), Cheque should be made payable to 'Academy of Forensic Medical Sciences' in Pound Sterling.
2. Payment over the phone: Please ring the Examination Office to arrange a payment, you will require to have your Credit/Debit Card with you. The cost of this facility is the examination fee + £10 handling charge (which is non-refundable).
3. Payment by direct bank transfer: Please contact the Examination Office to request an invoice with AFMS' Bank details.

## **9. Regulations for admission to the examination**

- Candidates must have satisfactorily completed the Management of the Dead course of lectures (at least 80% of attendance), and must have been issued with a Certificate of Attendance.
- Form A (for those applying for the first time) or Form B (for re-entrants) and the fee must have been received by the closing date published on the Academy website. Evidence of satisfactory completion of the course will be verified by the Examination Office.
- If applicable, Form C (Application for Special Examination Arrangements) must have been received by no later than 1 month before the examination.

## **10. Attendance and conduct during the examination**

Candidates are required to arrive at the exam venue 15-20 minutes before the start of the exam.

Each candidate will be required to identify himself or herself in the examination room by producing a valid form of identity.

- a) No candidate can be admitted to an examination later than one hour after the beginning of the examination. A candidate who arrives late will not be given extra time, except in exceptional circumstances outside his/her control. Candidates who are more than one hour late will not be permitted to sit their exam.
- b) No candidate will be permitted to leave earlier than one hour after the beginning of the examination nor within fifteen minutes of the end of the examination.
- c) A candidate leaving before the end of the examination must surrender his or her examination script to an invigilator and will not be readmitted.
- d) A candidate leaving the examination room temporarily for any reason must be accompanied by an invigilator.
- e) A candidate must sit at the desk allocated on the seating plan and place his or her form of identity face up on the desk to enable the invigilator to confirm identify.
- f) Candidates may not talk to each other from the time of entering the examination room until the time they leave. A candidate who needs to attract the attention of the invigilator is required to raise his/her hand.
- g) No candidate may start writing until the invigilator announces the start of the examination.
- h) At the end of the examination, all candidates must remain seated until all examination scripts have been collected and the invigilator in charge directs that they may leave.
- i) No examination materials may be removed from the examination room by a candidate except, at the discretion of the Academy, his or her examination paper.

Large bags may be placed in the examination room only at the discretion of the Senior Invigilator. Candidates are required to leave personal items in the designated area at the beginning of the examination. Valuable items such as keys, purses, mobile telephones and other small electronic devices may be placed under the student's chair, and a clear plastic bag will be provided for this purpose. Mobile phones and other electronic devices must be turned off. Possession of a mobile phone or other electronic device that allows information to be stored or internet access is strictly prohibited unless stored within the clear plastic bag under the chair or at the front of the examination room.

During an examination, candidates must not consult, or have access to, unauthorised material such as books, mobile phones, electronic devices (that allow information storage or internet access), notes or other aids unless their use is authorised for the particular



examination. No pencil cases/tins will be allowed in any Examination Venue. Students are permitted to use a completely clear plastic bag or clear case with no writing in any area to contain their stationery.

Candidates may only use models of non-programmable calculators on an approved list issued by the Examinations Team. Candidates are not allowed to store formulae in calculators and exam invigilators will check that all calculators' memories are cleared at the start of the exam. Candidates who arrive with other models of calculator to those specified will not be permitted to use them in the examination.

Any unauthorised material found in the possession of the student after an examination has begun will be confiscated. The candidate's answer paper will be annotated at that point, and the circumstances of the confiscation will be recorded by the Senior Invigilator on the appropriate form. Unauthorised material will normally be submitted to the student's department for checking, except for mobile phones, where the normal expectation is that the phone will be returned to the student at the end of the examination. The possession of a mobile phone must be seen as a significant examinations offence, and the normal expectation is that it should be treated the same as the possession of unauthorised written material in the examination.

Candidates are responsible for checking that they have the correct examination papers and materials needed to complete their exam.

A candidate who suspects that there is an error in an examination paper should consult an invigilator.

Candidates will be liable to Disciplinary Proceedings, as laid down in the Regulations, for irregular conduct relating to an examination including:

- a) Consulting or having access to unauthorised material such as books, electronic devices (that allow information storage or internet access), and notes during an examination unless their use is authorised for the particular examination.
- b) Aiding or attempting to aid another candidate during an examination.
- c) Obtaining or attempting to obtain aid from another candidate during an examination.
- d) Attempting to read the work of another candidate.
- e) The removal of examination stationery from the examination room (exam papers may only be removed if authorisation is given by the head invigilator).
- f) Indiscipline or causing a disturbance during an examination.
- g) Plagiarism
- h) Impersonation
- i) Any deed (verbal or physical) deemed inappropriate or considered as an examination offence by an invigilator.

The Senior Invigilator may, after warning the candidate, exclude from the examination room any candidate whose conduct is in the opinion of the invigilator likely to disturb other candidates. Any such exclusion shall be reported to the Examination Board.

In the event that the fire alarm is activated and the exam room evacuated during an examination, students will continue to be under exam regulations. When it is safe to re-enter the building, the Senior Invigilator will decide if the examination is to continue.

Examinations Office staff have a general discretion to take such action during an examination as may be required in consequence of unforeseen circumstances, subject to a report being made to the Examination Board as soon as possible. In the absence of Examinations Office staff, the Senior Invigilator may take any such action as may be required, subject to a report being made to the relevant department as soon as possible.

### **11. Award of the DipMoD Certificate**

Successful candidates who pass both parts of the examination (written paper and dissertation) will receive an email confirming that they were successful in their examination and they are awarded the DipMoD certificate. Such candidates will also be eligible to use the postnominal DipMoD after their name. Each candidate will receive the Diploma Certificate by post.

A list of successful candidates including their full name will also be published on the AFMS website ([www.afms.org.uk](http://www.afms.org.uk)) under DipMoD section.

### **12. Review and appeal procedures**

Further details regarding appeal procedures can be found under Academy's Academic appeals policy [[www.afms.org.uk](http://www.afms.org.uk)].

### **13. Written Examination**

Candidates should arrive 15 – 30 minutes before the examination and follow directions from the Invigilation team. He \ she should bring a valid identification document to be admitted to the examination.

The written examination will consist of 1 Paper of 3 hours duration, comprising 15 compulsory short answer questions to be answered within that time. All questions carry equal marks. Each candidate will receive his/her examination number, answer booklet and question paper and will have an allocated seat within the examination room.

All regulations under point 10 (*Attendance and conduct during the examination*) should be followed by all candidates at all times.

Each candidate must achieve a pass mark of 50% to be able to pass this part of the examination.

All examination papers will be double marked and a decision will be approved by the Examination Board.

### **14. The Dissertation**

Dissertations written as part of this examination should be produced in accordance with the guidelines set out below:

- A) Candidates will receive 5 dissertation topics which will be published by the Examination Office on the Academy website. Each student will have to choose 1 title and notify the Examination Office of their choice as soon as possible.

Candidates will have 6 calendar months from receipt of the titles to submit their dissertation. This will have to be done in print and electronically.

- B) Candidates are encouraged to carry out literature searches, to reference the work and to include original comment, diagrams and photographs.

Dissertations should demonstrate evidence of review of the relevant literature with a demonstration of understanding and appropriate critical interpretation in the discussion. There should be use of theory to support arguments, and evidence of the development of student's own thoughts based on critical evaluation of the information gathered.

- C) The dissertation must not be plagiarised nor be a paraphrase from textbooks and other sources (see point 16 of these regulations).

If another person's work is quoted, it must be acknowledged fully by means of a reference in the text (source to be given in the reference list) and putting the quotation in quotation marks, i.e. "...".

This also applies to copying of short sections from a source. Paraphrasing statements/text of factual knowledge or ideas from published works, lectures or web sources is not plagiarism if the original source is referenced and the paraphrasing is not extensive.

Any diagrams, tables, graphs and figures which have been taken directly from a source or modified from a source must include appropriate details of the author and source, as well as being acknowledged e.g. from White et. al. 2011 or adapted from White et al 2011. Simple reproduction of complete articles in appendices is not permitted. Any candidate who is found to have plagiarised material in the dissertation will be referred to the Examinations Board.

The work of any candidate who is found to have plagiarised material in the dissertation will be rejected.

- D) FORMATING:

The text of the dissertation must be typed and capable of electronic transfer.

Dissertations should be between 6,000 and 10,000 words in length excluding references, diagrams and photographs; dissertations which are significantly above or below those limits will have that fact reflected in the marking.

Dissertations should be typed on A4 page layout in Microsoft Word text format. Double line spacing should be set throughout and text should be formatted in 12 pt. font in Times New Roman. All pages should be numbered.

- E) Dissertations benefit from having a clearly identifiable structure, which assists readers and examiners alike. The following sections are suggested:

- Title page: indicating title of dissertation, author, course title and date (Month and Year).
- Declaration of originality form: see required layout below

- Acknowledgements: if relevant
- Table of contents: indicating section and sub-section titles and page numbers
- Abstract: approximately ½-1 page, summarising the content of the dissertation and stating word count (excluding references, tables and appendices).
- List of figures: if relevant
- List of tables: if relevant
- List of abbreviations: if relevant
- Introduction: indicating scope of the dissertation and aims & objectives if relevant
- Main text: subdivided into sections dealing with separate topics
- Conclusions
- References: see below for required format
- Appendices: if relevant

Each section should be identified by an appropriate heading, using a numbering system.

This could also apply to sub-sections, for example:

1. Introduction
  - 1.1 Topic 1
  - 1.2 Topic 2

F) The dissertation must include a title page with the following:

**Diploma in Management of the Dead**  
**Dissertation title**  
**Candidate name**  
**Date (e.g. 14 July 2016)**  
**Word count excluding references (e.g. 6,985)**

G) DECLARATION OF ORIGINALITY

Candidates must make and sign a declaration such as the one given below. It must be incorporated into the dissertation:

Declaration of Originality

Name: .....

I certify that this dissertation is entirely my own work and free from plagiarism. I allocate joint copyright to Academy of Forensic Medical Sciences.

Signed ..... Date .....

H) REFERENCES

The text of the dissertation must be supported by references taken from the relevant published literature. Usually these will be from books or refereed journals.

References to Internet sources must include all the information required for a full and complete reference plus full details of the website (the URL of the site) and the date on which it was accessed, as the content of sites may change with time.

References to newspaper articles containing details of fact, such as case reports, may exceptionally be made, but candidates should recognise that these are not considered authoritative and are not subject to peer review before publication.

Format of references must follow the Vancouver style, i.e.:

Medical and scientific references must be numbered consecutively in the order that they are first mentioned in the text and placed in superscript each time the author is cited. The full list of references must be arranged at the end of the dissertation in numerical order. e.g. references may be made to journals or to books or to both.

[for Journals]

- Authors' Names & Initials, The Title of the Article, The full Title of the Journal, the Year, the Volume, the first and last Page Numbers referred to.

[for Books]

- Authors' Names & Initials, The Title of the Book, The place of Publication, the Publisher, the Year. [if there are more than six authors list the first three followed by et al]
- Legal references should be cited in the form used in reports issued by the Incorporated Council of Law Reporting: e.g. DPP v Smith [1990] 2 AC 783

(guidance on legal references can be found in Raistrick's 'Index to Legal Citations and abbreviations'.)

- I) Two hard copies and one electronic copy of the dissertation must be submitted to the Examination Office by the specified closing date.

### Requirements for the Printed Version

Binding - Dissertations must be bound in an efficient, but not necessarily formal, manner. Inexpensive binding techniques include comb binding, perfect binding, velobinding and wire-O binding. Two copies must be supplied.

### Requirements for the Electronic Version

A machine-readable, electronic version of your dissertation must be submitted via e-mail to Examination Office, no later than the deadline published on the Examination web-page on the Academy website.

File name – Each dissertation must be presented as a single file. Files names must be created as: Your name; DipMoD; Date (YYMMDD).

For example: Andy White DipMoD 120716.doc

- J) The following check list may assist final proof reading. Consider:
  - Clarity of objectives
  - Relevant literature review undertaken
  - Evaluation of evidence with development of original thoughts
  - Conclusions relevant and sound with a summary of any recommendations
  - Acceptable standard of grammar and spelling
  - Report is coherent and arguments are sequenced logically

- References are included where needed and distinction between author's opinion and published evidence/opinion is clear
- The dissertation is in the correct format including the numbered endnote referencing style, and with page numbers.

## 15. Marking scheme

### A) The Written Paper.

Scripts must be legible. If two examiners cannot decipher the handwriting, marks cannot be allocated.

The written paper is marked against prepared bullet points to guide the marking process for each question.

Each script is double marked. The marks are averaged unless the discrepancy is greater than 30%, in which case the figures are examined in detail by the Examination Board and a final mark agreed.

### B) The Dissertation

The dissertation will be assessed by 2 examiners, marks being awarded for format, clarity of English, introduction, discussion, references, additional and adherence to production requirements.

The pass mark for the written part of the examination (Section A) is 50%.

The dissertation (Section B) requires a pass mark of 50%.

To pass the DipMoD examination the candidate needs to achieve at least 50% in both sections of the examination (A and B).

## 16. Plagiarism

Academy of Forensic Medical Sciences defines plagiarism as “the use or presentation of the work of another person, including another student, as your own work (or as part of your own work) without acknowledging the source”. Plagiarism is considered as an examination offence and there are extremely severe penalties for students found guilty of plagiarism.

## 17. Syllabus

The DipMoD examination course will cover the areas shown in the timetable for the Management of the Dead which is specified below. Attendees will be expected to have a theoretical/legal or practical knowledge of the basic facts and principles around the management of the dead within England. Topics to be covered include:

### Legal aspects of managing the deceased

- Identification of deceased
- Certification and death registration
- Reasons for referring to the coroner
- Investigation and legal process in various categories of death

- Legal requirements for burial or cremation
- Brief overview on relevant legislation

#### Procedures for the recognition of life extinct and diagnosis of death

- Authorised personnel responsible in pronouncing and certifying death
- Diagnosis of brain death and protocols and issues arising
- Pronouncing death within healthcare facilities (hospital, care home etc)

#### Organ donation and transplantation

- The regulations involving organ donation in the United Kingdom both in the deceased and brain dead donors

#### *The environment*

- Healthcare Environments (Hospitals, Care Homes, Hospices)
  - The procedures involving how the body is managed after life is pronounced extinct in a clinic/hospital
  - Measures taken to ensure that the deceased is treated in an appropriate way with dignity and taking into consideration any religious or cultural practices
- Indoor (non-custodial) Death
  - These may vary from domestic, workplace or various public premises
  - Procedure on discovering or notification of death and what steps need to be taken depending on the category of death, including securing and examining the scene
- Custodial Death
  - The deceased may be in custody but within a hospital or within a prison, police station, mental health institution
  - Description of the protocols involved and the necessary investigation to be carried out to include the role of the police, IPCC, Coroner
- Outdoors (land and water)
  - Protocols in dealing with an outdoor environment and examination of the body in situ prior to removal
- Other topics
  - General principles of management of a scene
  - Management of multiple deaths including mass disasters, genocide, armed conflicts
  - Mortuary practices, post-mortems and issues arising
  - Management of the next of kin
  - Preparing for lawful disposal and funeral practices
  - Dealing with the media
  - Presenting evidence at court

## **18. Quality assurance**

- A) The overall purposes of the Academy's quality assurance mechanisms within the examinations and assessment process are:

- a) to guarantee that the Academy maintains an overall consistency of standards across their various examination;
  - b) to protect candidates against bias, conscious or otherwise, on the part of examiners
- B) The role of the external examiner is especially significant in assuring the quality of the assessment process, in respect of the standards of the awards made and the integrity of the assessment process. The following additional mechanisms are also used:
- a) anonymous marking of examination scripts (see paragraph D below);
  - b) anonymous classification results
  - c) the use of a mark proforma for all examination scripts
- C) In addition, the Academy will adopt a range of mechanisms. Such mechanisms will include:
- a) anonymous marking (see paragraphs D - I below);
  - b) double marking (see paragraphs G - J below);

#### ***Anonymous marking of examination scripts***

- D) Anonymous marking is an important element in the Academy's strategy for the quality assurance of the assessment process. The rationale for anonymity is the protection of candidates against the possibility of bias in assessment. **All Academy' examinations must be sat and marked anonymously**

#### ***Anonymous classification of award***

- E) **The classification of award must be carried out anonymously.** This means that boards of examiners must have anonymised mark sheets and only the chair, secretary or other designated member(s) of the Board should have access to medical and other evidence of mitigating circumstances naming the student(s) concerned. He/she should communicate the necessary information to the board using the anonymous code. The minutes of the board of examiners should also refer to students by code, and have appended to them a table 'translating' the codes into the student names.

#### ***Anonymous consideration by the board of examiners***

- F) All meetings of boards of examiners, should be carried out with the students under consideration remaining anonymous. See the guidelines above.

#### **Mechanisms for the quality assurance of assessment: double marking**

##### **General principles**

- G) Double-marking is a mechanism which will be used as part of the process of quality assurance of all assessments at the Academy.

##### **Double-Marking**

- H) The purpose of double-marking is to provide quality assurance in regard to the marks assigned to individual scripts or coursework by providing combined academic judgement through the agreement of marks between first and second examiners and the resolution of problematic cases. In the case of work which is not marked anonymously it also provides some assurance against conscious or



unconscious bias on the part of the first marker (who may have been a student's tutor or supervisor).

- I) As double-marking concerns the quality assurance of individual marks it must be applied to all scripts. Individual marks awarded by the first marker cannot be changed unless the second marker has also marked all scripts, as not all students would have been considered equally.
- J) Double-marking is to be applied to all dissertations.

### **Marking**

- K) No marks or judgmental comments are to be written on examination scripts. It is, however, permitted to make factual annotations where these assist the marking process, for example in marking a language exercise or a mathematical problem. Marks or judgmental comments may be written on summative coursework, in order to support the provision of effective feedback to students.
- L) Marking to a template involves marking to a specified set of answers with marks clearly allocated for each element of the work. This sort of marking will be carried out in all Academy examinations.

### **Checking of assessment material**

- M) The Examination Office staff should have in place clear procedures for the checking of assessment material. This should ensure that all pages/questions have been marked (by both markers) and that marks have been totalled correctly and there are no arithmetical or other errors in the marking process.

## **19. Examination Office contact details**

Examination Office staff can be contacted by post, email or telephone:

Academy of Forensic Medical Sciences  
117 Charterhouse Street, London EC1M 6AA

Email: [info@afms.org.uk](mailto:info@afms.org.uk)

Telephone: +44 (0) 207 882 3401 or +44 (0) 207 253 4454

Fax: +44 (0) 207 882 3424

## **20. Application Forms (all can be downloaded from [www.afms.org.uk](http://www.afms.org.uk))**

- A) Examination Entry Form
- B) Examination re-entry form
- C) Special examination arrangements form