REVIEWER GUIDE

USER GUIDE



2023



User guide: Reviewing an exam (Reviewer)

Step 5: Reviewer guide

How to: Reviewing an exam (Reviewer) Reviewer guide



 Under the Reviewing tab, you may see the flow overview page, in which you may see all the flows you are assigned to.
Please note that below the workflow you see its state and see which ones you can start reviewing.

How to: Reviewing an exam (Reviewer) Reviewer guide



 Press the Statistics option to see an overview of the results of each student.
You can change the view of each statistic by – participant, score, assignment and selected responses.

2. Please note that the three-line option give us the option to download the answers of each student to an excel sheet by pressing the option in the red square – "Export all data to a spreadsheet".