

# HOW TO GRADE AN EXAM

USER GUIDE

User guide: How to grade an exam (Assessor)

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## Step 4: Grade and comment on exams

## How to: Grade exams (Assessor)

# GRADE AND COMMENT ON EXAMS

The screenshot displays the WISEflow user interface. At the top, a dark navigation bar contains the WISEflow logo and a series of tabs: Participation, Invigilation, Authoring, Marking, Reviewing, Managing, and Support. The 'Marking' tab is highlighted with a red box and a circled '1'. To the right of the tabs is a 'Create' button and a user profile dropdown. Below the navigation bar, the 'Overview' section is visible, featuring a checkmark icon and the text 'Overview' and 'This is the overview of the flows where you are assigned as assessor'. An 'Assessor Archive' button is located on the right. The 'View Flows' section follows, with a filter input field. A red box highlights a specific flow entry. This entry includes a 'New' badge, the title 'Exam + Course Name', a laptop icon, start and end dates, and a horizontal progress bar with four segments. The third segment of the progress bar is green, and the status text below it reads 'Status: The marking period has started'. A circled '2' is placed below the red box. At the bottom of the interface, there is a 'Demo flows' button.

1. Under the Marking tab, you may see the flow overview page, in which you may see all the flows you are assigned to. Under the assessor archive you may see all the exam flows which are no longer active.

2. Please note that below the workflow you see its state and see which ones you can start evaluating and which ones you cannot. The arrows will assume different colors according to the state of the workflow.

3. To access the assignments handed in by students, you must double click the workflow.

## How to: Grade exams (Assessor)

# GRADE AND COMMENT ON EXAMS

The screenshot shows the 'Marking' workflow page for an exam. The top navigation bar includes icons for Participation, Invigilation, Authoring, Marking, Reviewing, Managing, and Support, along with a 'Create' button. The main content area is divided into two columns. The left column contains a header 'Exam + Course Name' (1), a 'Marking period' timeline from Wednesday 12 JUL 2023 14:30 to Monday 31 JUL 2023 08:00 (2), and two buttons: 'Open the marking tool' (5) and 'Open the marking overview' (6). The right column contains 'Flow information' (UN06889297), 'Manager' (4), 'Assignment' (No general assignment), and another 'Assignment' section (3). The 'Marking period' timeline and the two buttons are highlighted with a red border.

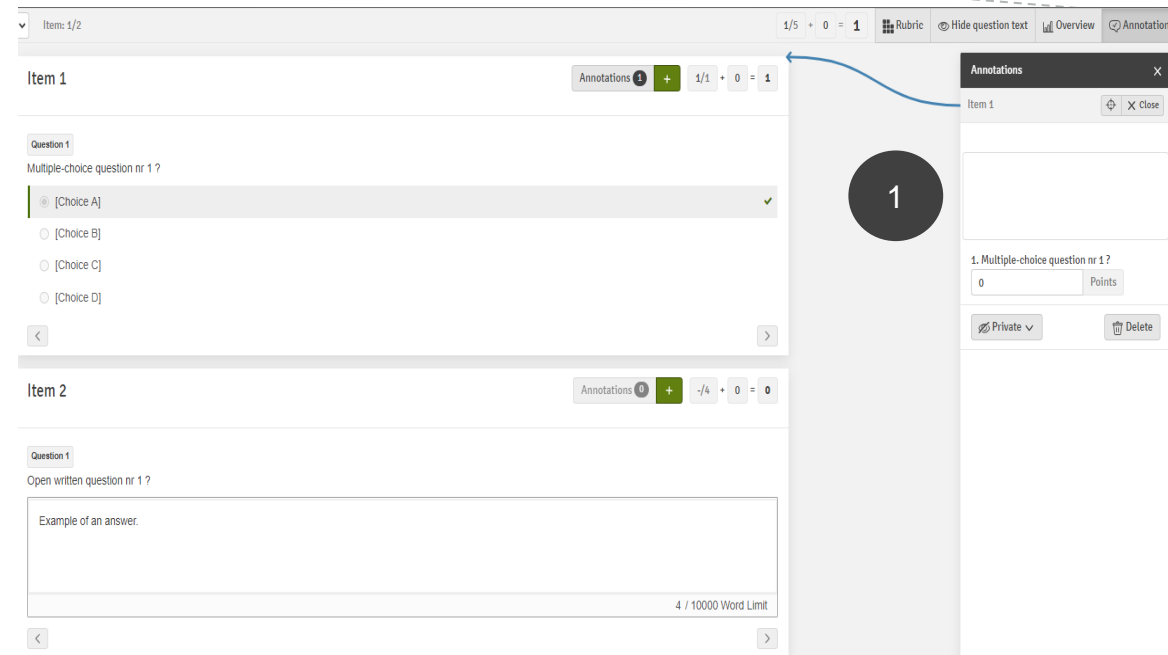
When you enter the workflow you see the flow page which changes according to the status of the workflow. Here you may:

1. See the assessment period & participation period
2. See the grading scale
3. Open the assignment
4. See the manager of the flow
5. Open the assessor tool – in which you may comment and give feedback to students on the assignment. This tool can only be opened when the assessment period starts (otherwise it is blocked).
6. Open the tool to register marks – this tool can only be opened when the assessment period starts (otherwise it is blocked).
7. See the list of all participants

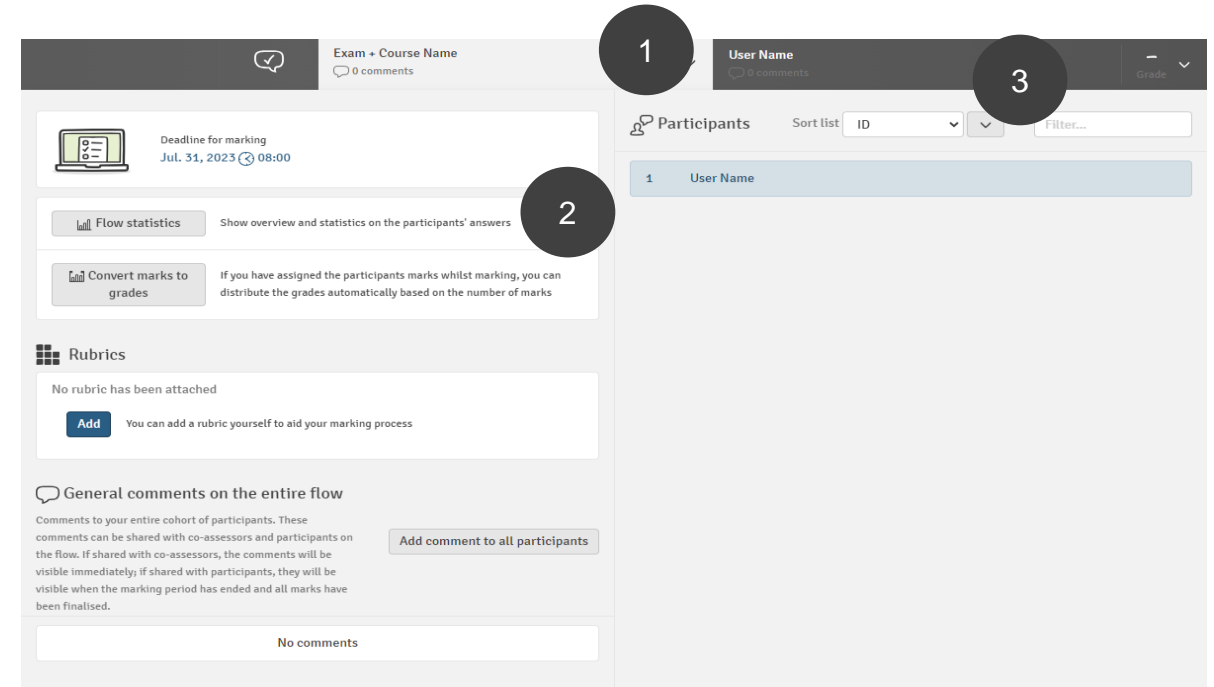
## How to: Grade exams (Assessor)

# GRADE AND COMMENT ON EXAMS

Open the marking tool



1. Under the assessor tool, the assessor may add a comment and grade each question
2. Under the tab overview, the assessor may see statistics and distribution of the grades among questions



1. Under the tab comments, the assessor may add generic comments/feedback to all participants.
2. In this tab it is also possible to see statistics of the assignment.
3. The assessor may also filter the submitted assessments per name or ID.

## How to: Grade exams (Assessor)

# GRADE AND COMMENT ON EXAMS

**WISEflow**

Exam + Course Name

User Name

Grade

Summary

Summary of your comments and annotations as well as comments and annotations shared by co-assessors. The feedback to the participant will appear in a similar summary.

1

Enter grade

Enter grade

2

Go to submission of grades

Here you can submit your grades on the flow.

Comments on this submission

These comments can be shared with co-assessors and the participant or group who made this submission. The comments will be visible to co-assessors immediately and to the participant or group when the marking period has ended and all grades have been finalised.

Add comment

No comments

1. To set a student's grade you should enter the grade in the indicated space and press the option of **“Enter grade”**.
2. To submit all of the grades press the option **“Go to submission of grades”**.

# How to: Grade exams (Assessor)

## GRADE AND COMMENT ON EXAMS

Open the marking overview

ParticipationInvigilationAuthoringMarkingReviewingManagingSupport

Create

Overview / Exam + Course Name / Marking overview


< Return to the flow page

Exam + Course Name

Deadline for submission  
31 July 2023 08:00  
UN06889297

Marking progress

1



In the marking overview, you can view and submit your grade for the participants. When all grades have been submitted, no further actions are required. You will be notified if co-assessors submit a grade that does not match yours. This requires you to submit your grade again.

All grades must be submitted before they are recorded as final. Grades are recorded as final when all assessors assigned to a participant have submitted the same grade

Submit all 0

Offline markingCo-assessorsGrade state filter

This column shows grades, submitted by you, where co-assessors either still need to submit a grade or have submitted a grade different from yours.

Participant index	First name(s)	Last name	ECTS	Submitted	Co-assessors	Grade	
1	User	Name		✓			

All

1

< 1 >

1. Under the mark overview tool, the assessor may have an overview of information concerning the assignment for each student as: if it was handed in, grade and comments and information provided by a co-assessor.