

# Double-marking Assignment - How to allocate assessors

COURSEWORK

Coursework test

CourseworkSettingsAdvanced gradingAllocate assessorsMore

Please make sure assessors are allocated.

Allocate assessors

Assessors allocation strategy

Assessor/moderator grades

Use the checkboxes next to the name of assessors to pin/unpin the assessors to students/groups. This will prevent any change being made to the assessor allocated to the student/group.

Showing: 20

First name / Last name Email	Assessor 1	Assessor 2
Sandbox Student 1 sdstudent1@invalid.noemail	Chenhui Li	<div>Choose assessorChenhui LiRuibin ZhuChoose assessor</div>
Sandbox Student 2		

An example of manual assessor allocation

## Overview:



This guide will show you how to allocate assessors to each student submission. It will include Manual allocation, allocation upload, and equal numbers for each assessor.



## What to know:


Module leaders can select assessor allocation methods both on the "Marking workflow" category on the settings page, or change it on the "Allocator assessors" page later.

**Note:** Only module leaders can allocate assessors.


## ▼ Marking workflow

Number of times  2   
each submission  
should initially be  
marked.

Enable moderations  No   
agreement

Assessor allocation  enabled



Manual allocations / Allocations upload  
Equal numbers for each assessor  
Assessor from Moodle course group assigned to Stage 1  
Different percentage for each assessor


Assessors allocation  strategy

Manual allocations / Allocations upload 



Assessor allocation page

## ▼ Marking workflow

Number of times  2   
each submission  
should initially be  
marked.

Enable moderations  No   
agreement

Assessor allocation  Yes 

Assessors allocation  Manual allocations / Allocations upload   
strategy

Sampling enabled  No 

Chenhui's Test Module / Coursework test / Allocate assessors

COURSEWORK

## Coursework test

Coursework Settings Advanced grading **Allocate assessors** More ▾

Please make sure assessors are allocated.

### Allocate assessors

▸ Assessors allocation strategy

Allocation strategy Manual allocations / Allocations upload ▾

Upload allocations Manual allocations / Allocations upload

- Equal numbers for each assessor
- Assessor from Moodle course group assigned to Stage 1
- Different percentage for each assessor

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### Method 1: Manually select or update assessors

On the Double-marking Assignment settings page, please enable "Assessor allocation" and make sure the "Assessors allocation strategy" is "Manual allocations / Allocations upload".

#### ▼ Marking workflow

Number of times each submission should initially be marked. 2 ▾

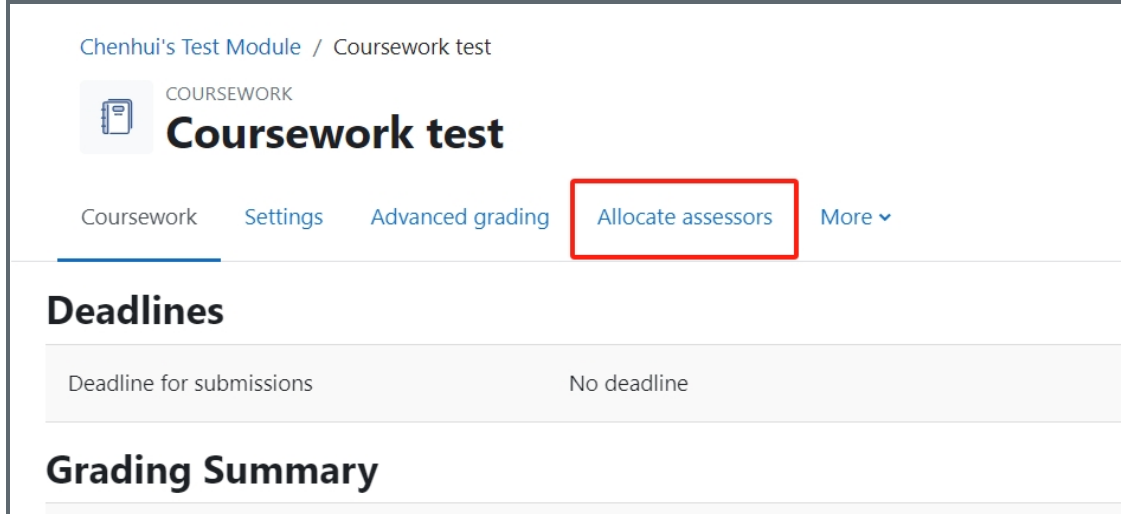
Enable moderations agreement No ▾

Assessor allocation enabled **Yes ▾**

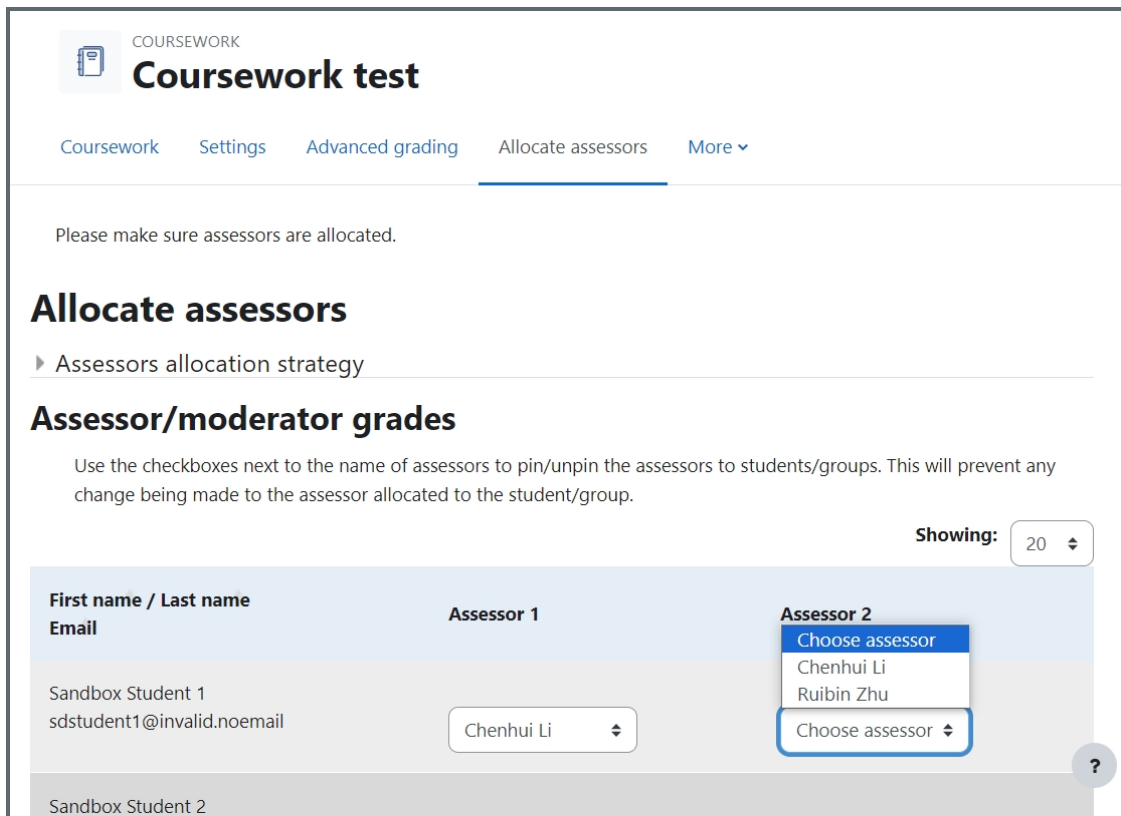
Assessors allocation strategy **Manual allocations / Allocations upload ▾**

Sampling enabled No ▾

On the Double-marking Assignment page, a new tab "Allocate assessors" will appear:



Open the allocation page, you can select teachers for each student:



Remember to click the "Save" button at the bottom after you finish the manual allocation or updating.

## Method 2: Upload allocation spreadsheet

On the allocation page, please click to expand the "Assessors allocation strategy" on the top. Then you can click "Upload allocations" link to open the uploading page.

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## Coursework test

Coursework Settings Advanced grading Allocate assessors More ▾

Please make sure assessors are allocated.

### Allocate assessors

▸ Assessors allocation strategy

Allocation strategy Manual allocations / Allocations upload ▾

Upload allocations

Apply Save and exit

On the uploading page, you can drag the prepared csv files to the box, and click "Upload allocations" start uploading.

### Allocations upload

Allocations file Choose a file...

You can drag and drop files here to add them.

CSV separator , ▾

Encoding UTF-8 ▾

Upload allocations Cancel

Assessor allocation file format:

- Please follow the spreadsheet format as below to put the columns of "allocatable email", "assessor1 email", "assessor2 email" and "assessor3 email" (Please use lowercase. You can also download and edit on the file template at the bottom of the page.). If you only have two or one assessors, please delete the empty column:

	A	B	C	D	E
1	allocatable email	assessor1 email	assessor2 email	assessor3 email	
2	student3@edu.cn	teacher4@test.com	teacher2@test.com	teacher1@test.com	
3	student@edu.cn	teacher1@test.com	teacher3@test.com	teacher2@test.com	
4	student2@edu.cn	teacher4@test.com	teacher1@test.com	teacher3@test.com	
5					
6					
7					

- Save the file as a csv file.

If there's no error, you will see the message as below:

## Allocations file upload results







The allocations file that you uploaded has been validated and processed. Below is the result of the upload.

No errors were found in the allocation sheet uploaded

[Continue to coursework](#)

You can click "Continue to Double-marking Assignment" which will lead you to the Double-marking Assignment page.

After allocating the teachers and students, teachers will only see their assigned students by default, as the screenshot below shows

Submissions							
Grading action		Choose...					
				Coursework submissions		Grades	
First name / Last name Email	ID number	Status	Filename / File ID	Submission date	Agreed grade	Provisional grade	
 Sandbox Student 1 sdstudent1@invalid.noemail		Ready to grade	 Sample Coursework File.pdf X3f439cda	Tue, 24 Oct 2023, 14:26 (ON TIME)			
Allocated to Assessor		Grade		Date			
Chenhui Li		 New feedback					
Ruibin Zhu							
 Sandbox Student 2 sdstudent2@invalid.noemail		Ready to grade	 Sample Coursework File.pdf Xa05db660	Tue, 24 Oct 2023, 14:26 (ON TIME)			
Allocated to Assessor		Grade		Date			
Ruibin Zhu							
Chenhui Li		 New feedback					

### Method 3: Auto allocate by equal number for each assessor

If you set "Equal number for each assessor" as the allocation method for this Double-marking Assignment activity, the system will automatically allocate students' submission equally to the current teachers in the module page.

#### ▼ Marking workflow

Number of times  
each submission  
should initially be  
marked.



1

Enable moderations  
agreement



No

Assessor allocation  
enabled



Yes

Assessors allocation  
strategy



Equal numbers for each assessor

Sampling enabled



No