

# Double-marking Assignment - How to allocate assessors

COURSEWORK  
**Coursework test**

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

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 ▾	Choose assessor ▾ Chenhui Li Ruibin Zhu Choose assessor ▾
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 each submission should initially be marked.

Enable moderations 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

Assessor allocation page

## ▼ Marking workflow

Number of times each submission should initially be marked.

Enable moderations agreement

Assessor allocation enabled

Assessors allocation strategy

Sampling enabled

Chenhui's Test Module / Coursework test / Allocate assessors

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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.

Enable moderations agreement

Assessor allocation enabled

Assessors allocation strategy

Sampling enabled

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

Chenhui's Test Module / Coursework test

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

## Deadlines

Deadline for submissions No deadline

## Grading Summary

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

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

Please make sure assessors are allocated.

## Allocate assessors

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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 ▾

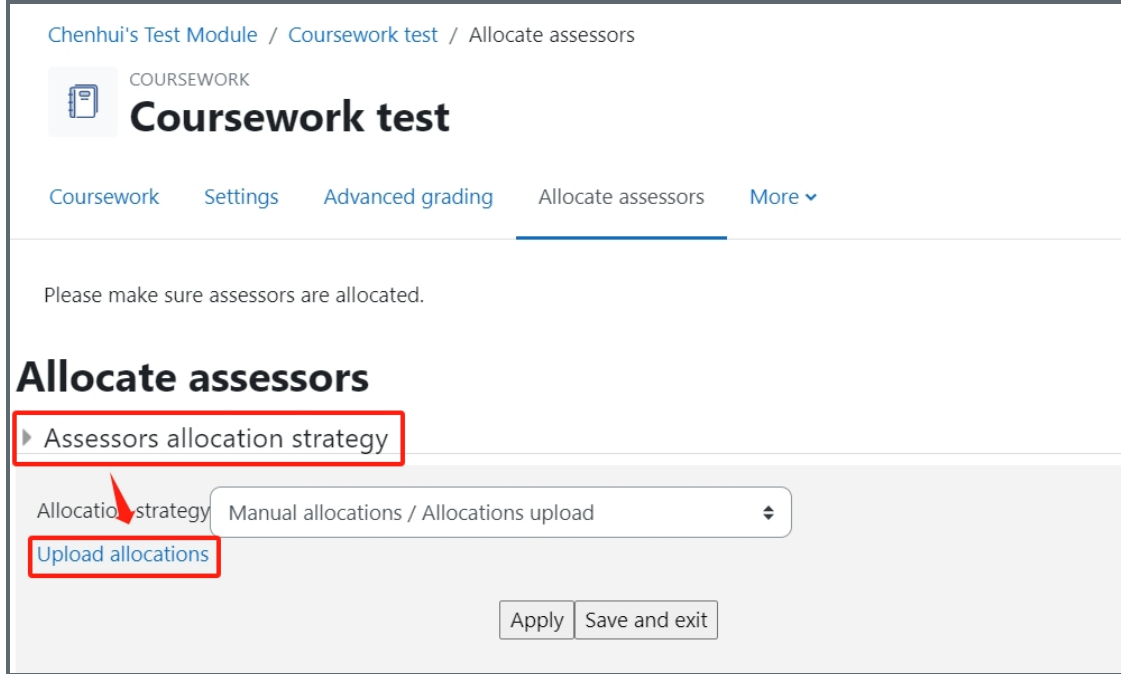
First name / Last name Email	Assessor 1	Assessor 2
Sandbox Student 1 sdstudent1@invalid.noemail	Chenhui Li ▾	Choose assessor Chenhui Li Ruibin Zhu Choose assessor ▾
Sandbox Student 2		

?

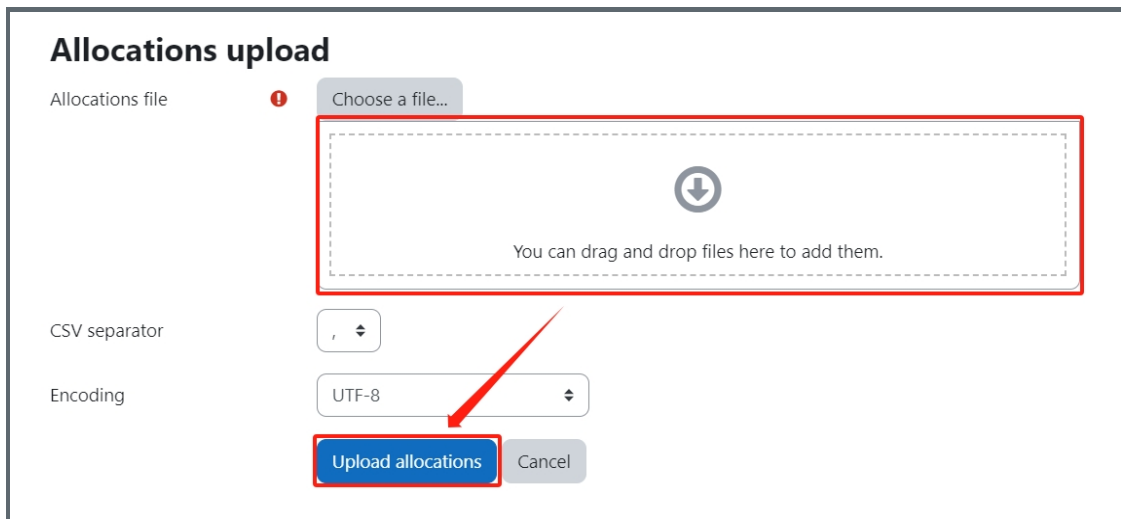
Remember to click the "Save" button at the bottom after you finish the manual allocation or updating.

## 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.



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



Assessor allocation file format:

1. 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					

2. 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.

Enable moderations agreement

Assessor allocation enabled

Assessors allocation strategy

Sampling enabled