

# Double-marking Assignment - How to allocate assessors

151

Knowledge Base Administrator

Mon, May 25, 2026

Double-marking Assignment

71898 0

First name / Last name	Email	Assessor 1	Assessor 2
Student Five	student5@nonmail.com	<input checked="" type="checkbox"/> Teacher One <span>Change assessor</span>	<input checked="" type="checkbox"/> Teacher Three <span>Change assessor</span>
Student Four	student4@nonmail.com	<input checked="" type="checkbox"/> Teacher Two <span>Change assessor</span>	<input type="checkbox"/> Teacher One <span>Change assessor</span>

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.**

Double-marking Assignment setting page

**Marking workflow**

Number of times each submission should initially be marked: 2

Enable moderations agreement: No

Assessor allocation enabled: Manual allocations / Allocations upload

Assessors allocation strategy: 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

**Double-marking Assignment Test**

Double-marking Assignment Settings Advanced grading **Allocate assessors** Add assessors

**Allocate assessors**

▸ Assessors allocation strategy

Allocation strategy

Upload allocations

Equal numbers for each assessor

Assessor from Moodle course group assigned to Stage 1

Different percentage for each assessor

Save and exit

## Table of Contents

[Method 1: Manually select assessor](#)

[Method 2: Upload allocation spreadsheet](#)

[Method 3: Auto allocate by equal number for each assessor](#)

### 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:

**Double-marking Assignment Test**

Double-marking Assignment Settings Advanced grading **Allocate assessors** Add assessors More ▾

### Deadlines

Deadline for submissions Mon, 25 May 2026, 13:15  
Late submissions are not allowed.

After the deadline the current submission will autofinalise and no edits can be made.

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

### 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 ▾

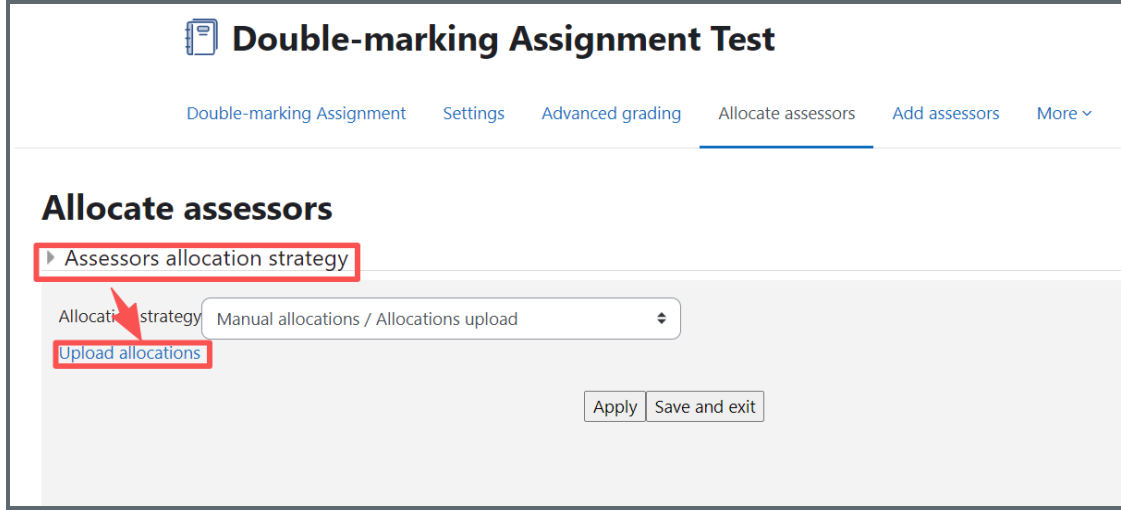
First name / Last name Email	Assessor 1	Assessor 2
Student Five student5@nonmail.com	<input checked="" type="checkbox"/> Teacher One	<input checked="" type="checkbox"/> Teacher Three

Change assessor dropdown menu: Teacher One, Teacher Three, Teacher Two

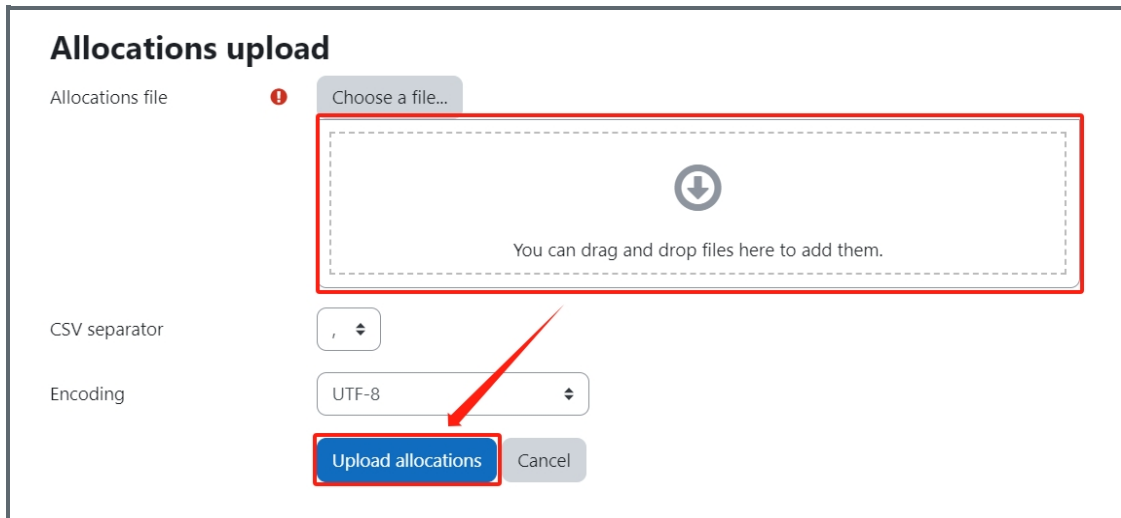
Remember to click the "Save" button at the bottom after you finish the manual allocation or updating.

## 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.



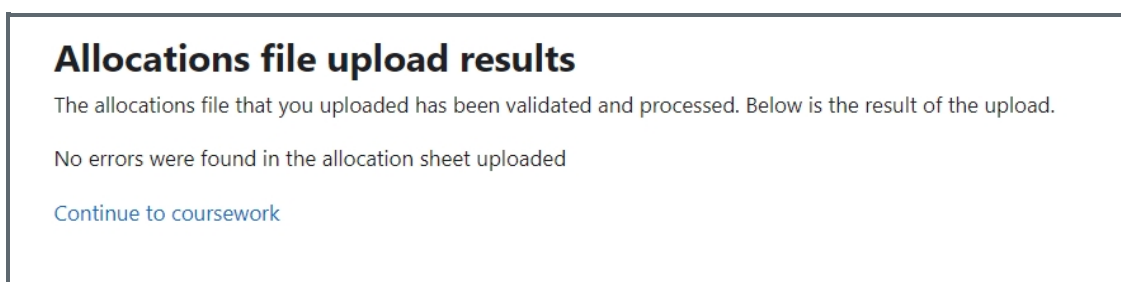
#### Assessor allocation file format:

- 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:



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[]

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)											
<table border="1"> <thead> <tr> <th>Allocated to Assessor</th> <th>Grade</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Chenhui Li</td> <td> New feedback</td> <td></td> </tr> <tr> <td>Ruibin Zhu</td> <td></td> <td></td> </tr> </tbody> </table>							Allocated to Assessor	Grade	Date	Chenhui Li	New feedback		Ruibin Zhu		
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)											
<table border="1"> <thead> <tr> <th>Allocated to Assessor</th> <th>Grade</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Ruibin Zhu</td> <td></td> <td></td> </tr> <tr> <td>Chenhui Li</td> <td> New feedback</td> <td></td> </tr> </tbody> </table>							Allocated to Assessor	Grade	Date	Ruibin Zhu			Chenhui Li	New feedback	
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 ?