

# Double-marking Assignment - Submission marking process

				Coursework submissions		Grades
First name / Last name Email	ID number	Status	Filename / File ID	Submission date	Agreed grade	Provisional grade
<div><div></div><div>Sandbox Student 1</div><div>sdstudent1@invalid.noemail</div></div>		Released to students (released early)	<div><div></div><div>Sample Coursework File.pdf</div><div>X6e8c7221</div></div>	Thu, 26 Oct 2023, 15:38 (ON TIME)	92 by: Chenhui Li	92
Allocated to Assessor				Grade	Date	
Chenhui Li				91	View feedback	
Ping Zhang				92	View feedback	
Ruibin Zhu				93	View feedback	

An example of the Double-marking Assignment activity

### Overview:

This guide will show you the marking process on Double-marking Assignment activity.

### What to know:

Teachers (assessors 1 to assessor 3) and module leaders will mark the submission at different stage. Basically, assessors will mark first, and module leaders will give a final grade and comment after all the assessors have finalized the grading (it will be a little different if you are using automatic agreed grade).

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Step 1: Open and view the Double-marking Assignment submission

At the top of the Double-marking Assignment page, teachers and module leaders will be able to see the summary form. However, teachers will only be able to see the allocated students' status. Module leader will see all students' information.

**Coursework test**

[Coursework](#)
[Settings](#)
[Advanced grading](#)

## Deadlines

Deadline for submissions	No deadline
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## Grading Summary

Participants	2
Submitted	2
Needs grading	1
Graded (Agreed grade)	1
Graded and published	1

## General feedback

No feedback yet

## Step 2: Download the submissions

In order to mark the students, teachers will need to download the submissions to review.

- Download submissions one by one : you can click the file name to download each file into your computer.

### Submissions

Grading action Choose...

Show 10 entries

Search:

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		Released to students (released early)	Sample Coursework File.pdf X6e8c7221	Thu, 26 Oct 2023, 15:38 (ON TIME)	92 by: Chenhui Li	92	
Sandbox Student 2 sdstudent2@invalid.noemail		Ready to grade	Sample Coursework File.pdf X94842538	Thu, 26 Oct 2023, 15:47 (ON TIME)			

Showing 1 to 2 of 2 entries

Previous
1
Next

- Download submission all together: you can click " download submitted files " to download all the submissions into a zip file. Each student files will be saved in a folder.

## Submissions

Grading action: Download submitted files

Show: 10 Choose...

Search:

**Download submitted files**

Export grading sheet

Upload grading worksheet

Upload feedback files in a zip

**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		Released to students (released early)	Sample Coursework File.pdf X6e8c7221	Thu, 26 Oct 2023, 15:38 (ON TIME)	92 by: Chenhui Li	92
Sandbox Student 2 sdstudent2@invalid.noemail		Ready to grade	Sample Coursework File.pdf X94842538	Thu, 26 Oct 2023, 15:47 (ON TIME)		

## Step 3: Online Marking Process

Things you need to know before starting marking on the Double-marking Assignment activity:

1. As the screenshot below shows, module leader will be able to see all the students' Double-marking Assignment. Teachers will only see the students' submissions that are assigned to them (Click to see [How to allocate assessors](#) ).
2. The submission needs to be finalized to allow assessor(s) grade. If the submission is not finalized, the teacher won't see the " [New feedback](#) " button for marking.
3. Assessor 2 can start to mark any time and doesn't need to wait for assessor 1 to finish.
4. The module leader needs to input the final feedback by clicking the " [Add final feedback](#) " link. (Module leader role can be assigned to the teacher depends on the needs in the department. )

Sandbox Student 2 sdstudent2@invalid.noemail	Graded by all of the initial assessors	Sample Coursework File.pdf X3ba142d2	Tue, 24 Oct 2023, 14:19 Late (0d, 0hr, 9min, 9sec) New extension	Add final feedback								
Sandbox Student 3 sdstudent3@invalid.noemail	Graded by some of the initial assessors	Sample Coursework File.pdf Xa49be9bb	Mon, 23 Oct 2023, 13:48 (ON TIME) Extension: Tue, 24 Oct 2023, 14:20	Module leaders final marking								
<table border="1"> <thead> <tr> <th>Allocated to Assessor</th> <th>Grade</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Ping Zhang</td> <td>95 </td> <td>Tue, 31 Oct 2023, 11:30</td> </tr> <tr> <td>Chenhui Li</td> <td> New feedback</td> <td></td> </tr> </tbody> </table>					Allocated to Assessor	Grade	Date	Ping Zhang	95	Tue, 31 Oct 2023, 11:30	Chenhui Li	New feedback
Allocated to Assessor	Grade	Date										
Ping Zhang	95	Tue, 31 Oct 2023, 11:30										
Chenhui Li	New feedback											

Assessors marking

## Step 4: Offline Marking Process

The offline marking process should be done under the control of module leaders. Teacher role or assessors will not have the permission to do it on LM Core. The following is the instruction for module leaders who will support to do the off-line marking.

1. Download the grading sheet:

## Submissions

Grading action Choose...

Show 10

First name

Email

- Choose...
- Download submitted files
- Export final grades
- Export grading sheet
- Upload grading worksheet
- Upload feedback files in a zip

2. Fill in the markings and comments on the spreadsheet:
3. Upload the spreadsheet:

## Submissions

Grading action Choose...

Show 10

First name

Email

- Choose...
- Download submitted files
- Export final grades
- Export grading sheet
- Upload grading worksheet
- Upload feedback files in a zip

### Step 5: Advanced Marking methods

As the same as the Assignment activity, you can use other marking methods such as Rubric, Marking guides, and Checklist to mark the students. The setting is available under "Grade" category of the Double-marking Assignment setting:

### Grade

Grade ?

Type Point

Maximum grade 100

Grading method ?

Grade category ?


Grade to pass ?

Grading method for final stage ?

- Simple direct grading
- Simple direct grading
- Checklist
- Marking guide
- Rubric
- Ranged rubric
- Rubrix



Same throughout all stages


After setting the grading method, please define and save the advanced grading.

 **Coursework test**


[Coursework](#) [Settings](#) [Advanced grading](#)

## Advanced grading


Change active grading method to  Rubric 




Define new  
grading form  
from scratch



Create new  
grading form  
from a template



Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status. 


If you want to make changes, you can always come back to change the setting before marking started:

 **Coursework test**


[Coursework](#) [Settings](#) [Advanced grading](#)

## Advanced grading

Change active grading method to  Rubric 



Edit the current  
form definition



Delete the  
currently defined  
form

**Rubric Ready for use**

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/double-marking-assignment-submission-marking-process-193.html>