

Double-marking Assignment - Submission marking process

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
Allocated to Assessor						
Allocated to Assessor	Grade			Date		
Chenhui Li	91 			Thu, 26 Oct 2023, 15:39		
Ping Zhang	92 			Thu, 26 Oct 2023, 15:43		
Ruibin Zhu	93 			Thu, 26 Oct 2023, 15:44		

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).

Table of Contents

[Step 1: Open and view the Double-marking Assignment submission](#)

[Step 2: Download the submissions](#)

[Step 3: Online Marking Process](#)

[Step 4: Offline Marking Process](#)

[Step 5: Advanced Marking methods](#)

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.

DOUBLE-MARKING ASSIGNMENT

Double-marking Assignment Test

Double-marking Assignment Settings Advanced grading 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.

Grading Summary

Participants	6
Submitted	3
Needs grading	3
Graded (Agreed grade)	
Initial Assessor 1	0
Initial Assessor 2	
Graded and published	0

Step 2: Download the submissions

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

1. 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

2. 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

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:

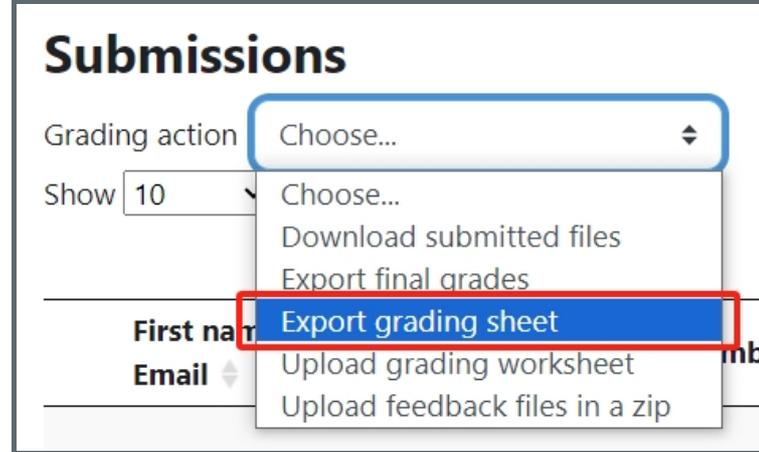
- As the screenshot below shows, module leader will be able to see all the students' Double-marking Assignment. Teachers will only see the students' submissions that are assigned to them (Click to see [How to allocate assessors](#)).
- The submission needs to be finalized to allow assessor(s) grade. If the submission is not finalized, the teacher won't see the "[New feedback](#)" button for marking.
- Assessor 2 can start to mark any time and doesn't need to wait for assessor 1 to finish.
- 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Allocated to Assessor</th> <th style="width: 30%;">Grade</th> <th style="width: 40%;">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		Assessors marking		
Allocated to Assessor	Grade	Date											
Ping Zhang	95	Tue, 31 Oct 2023, 11:30											
Chenhui Li	New feedback												

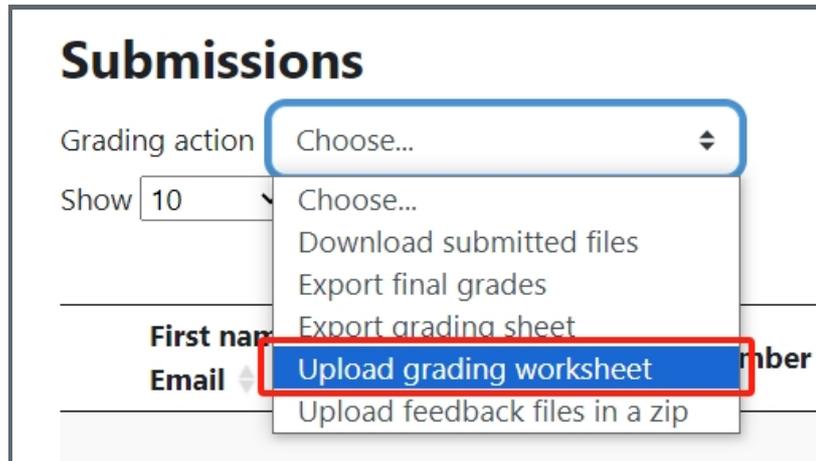
Step 4: Offline Marking Process

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.

- Download the grading sheet:

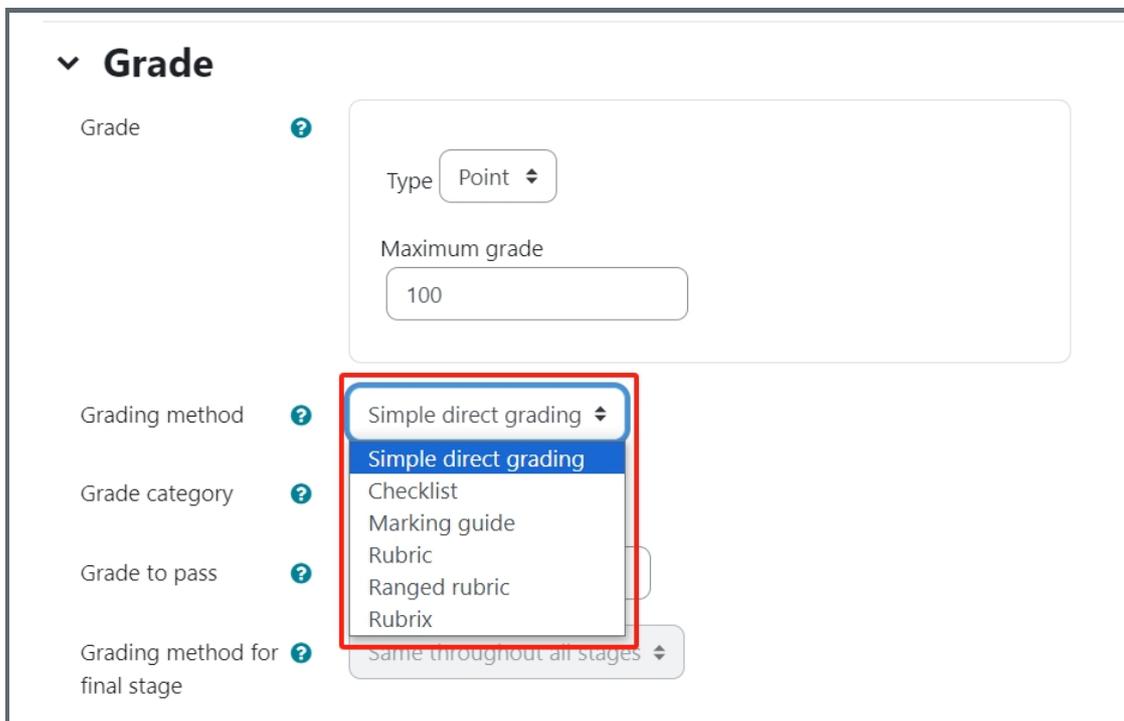


2. Fill in the markings and comments on the spreadsheet:
3. Upload the spreadsheet:



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:



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

[Double-marking Assignment](#)[Settings](#)[More ▾](#)

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](#)[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