

Double-marking Assignment - Submission marking process

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Double-marking Assignment

24447 0

First name / Last name Email	ID number	Status	Filename / File ID	Coursework submissions	Submission date	Agreed grade	Grades	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								
Chenhui Li	91	 View feedback			Thu, 26 Oct 2023, 15:39			
Ping Zhang	92	 View feedback			Thu, 26 Oct 2023, 15:43			
Ruimin Zhu	93	 View feedback			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).

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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.



Deadlines

Deadline for submissions No deadline

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

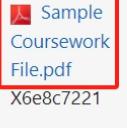
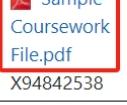
In order to mark the students, teachers will need to download the submissions to review.

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

Submissions

Grading action

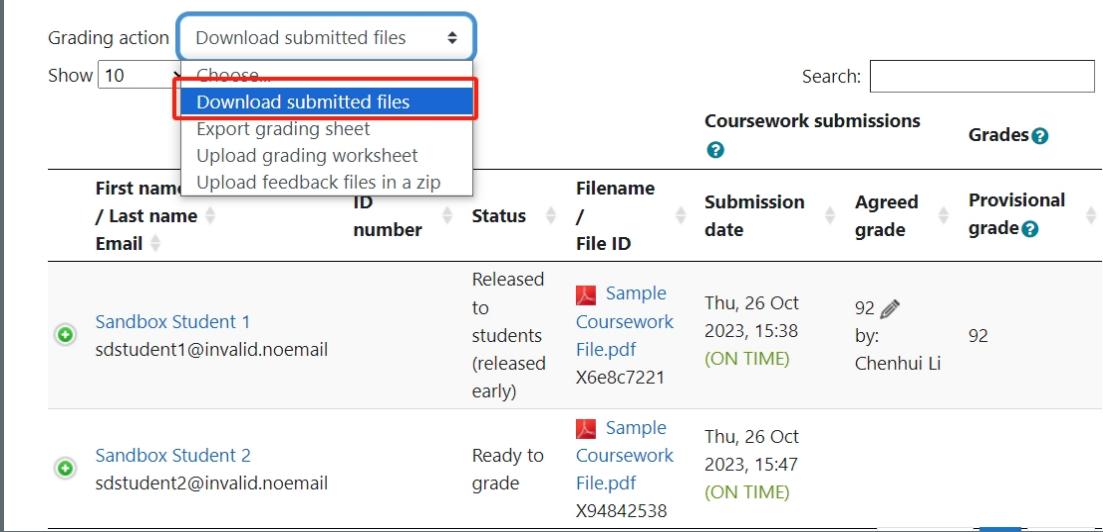
Show 10 entries

	First name / Last name	ID number	Status	Filename / File ID	Coursework submissions	Grades
	Sandbox Student 1 sdstudent1@invalid.noemail		Released to students (released early)	 X6e8c7221	Thu, 26 Oct 2023, 15:38 (ON TIME)	92
	Sandbox Student 2 sdstudent2@invalid.noemail		Ready to grade	 X94842538	Thu, 26 Oct 2023, 15:47 (ON TIME)	

Showing 1 to 2 of 2 entries

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

Search:

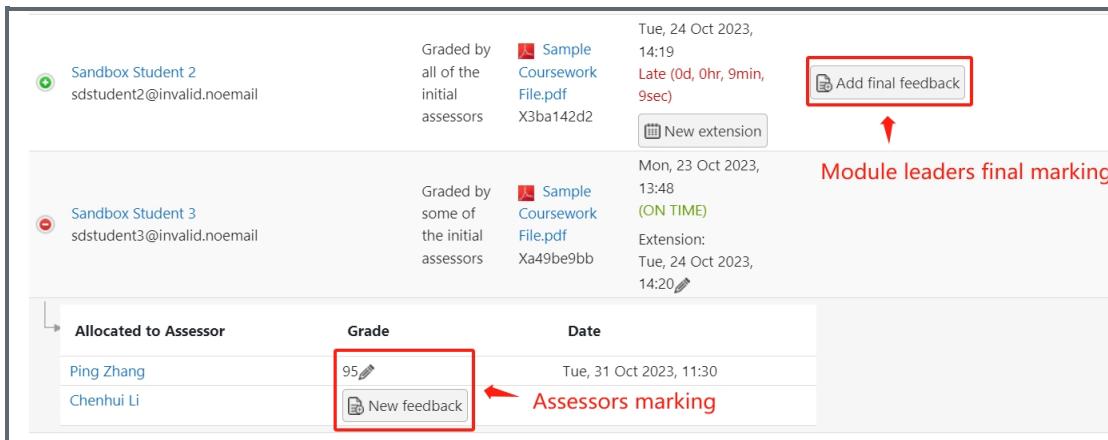
Coursework submissions [?](#) [Grades](#) [?](#)

First name / Last name	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)

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

Allocated to Assessor	Grade	Date
Ping Zhang	95	Tue, 31 Oct 2023, 11:30
Chenhui Li	New feedback	

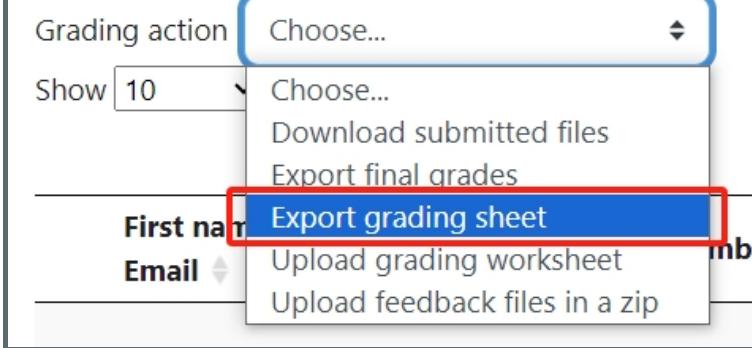
Assessors marking

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 Choose...

First name Choose...

Email Download submitted files

Export final grades

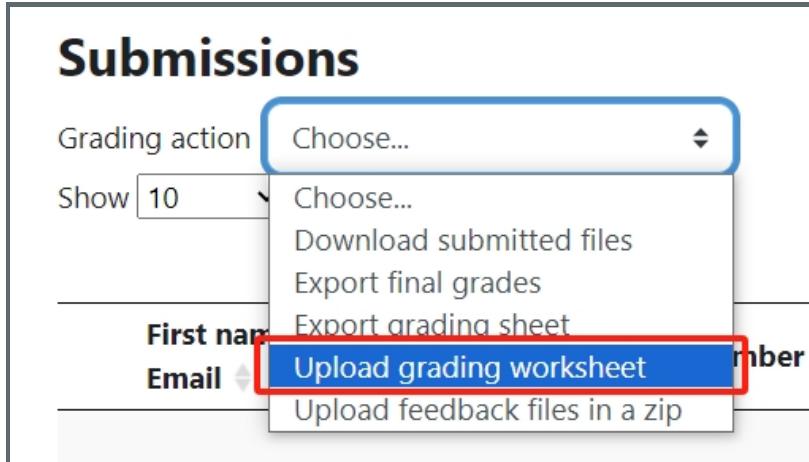
Export grading sheet

Upload grading worksheet

Upload feedback files in a zip

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

3. Upload the spreadsheet:



Grading action Choose...

Show 10 Choose...

First name Choose...

Email Download submitted files

Export final grades

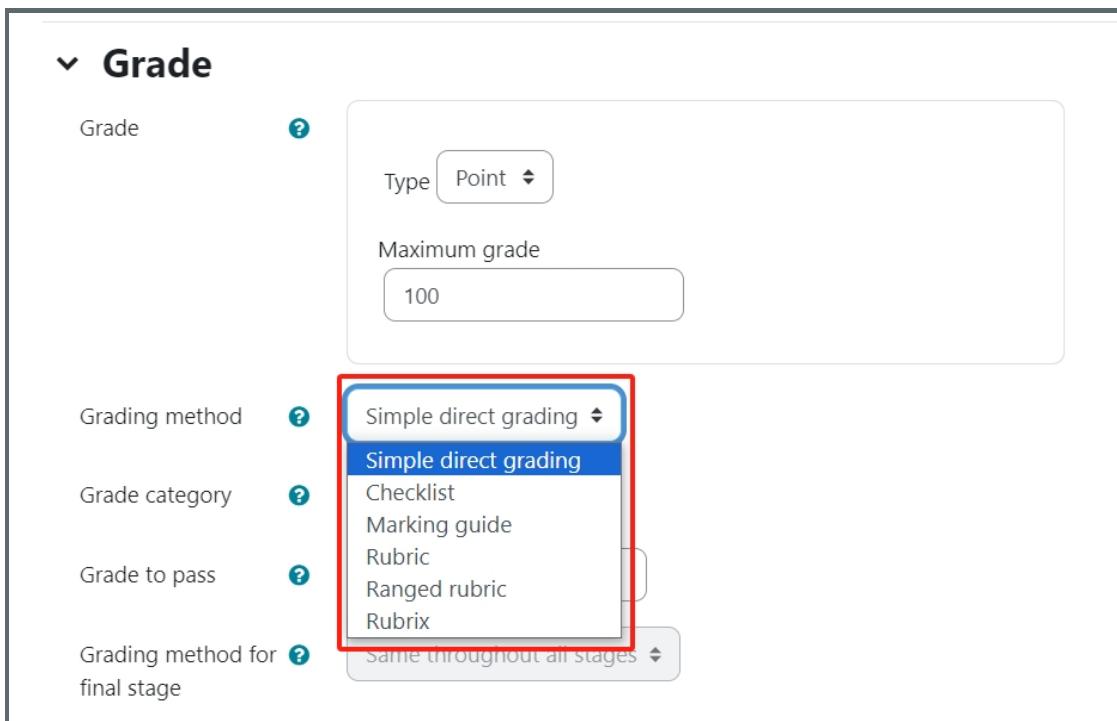
Export grading sheet

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

Type Point

Maximum grade 100

Grading method Simple direct grading

Grade category Checklist

Grade to pass Rubric

Ranged rubric

Rubrix

Grading method for final stage Same throughout all stages

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



Advanced grading

Change active grading method to Rubric

▼



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.

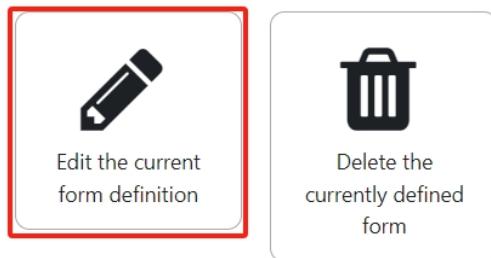
If you want to make changes, you can always come back to change the setting before marking started:



Advanced grading

Change active grading method to Rubric

▼



Rubric Ready for use