

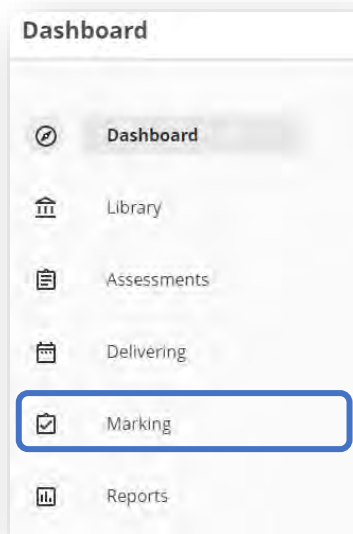


QuestUP Coordinating Assessment and Moderation step sheet

NOTE: All assessors and Moderators should complete the xxx form in order to receive access to the correct module in QuestUP BEFORE they can be assigned to marking of assessment.

A. COORDINATING MARKING TASKS

1. Click on **Marking** to access the assessments.



2. On the **Coordinator** tab you will find a list of assessments to distribute to allocated assessor(s).
 - The coordinator will be setting up the marking workflow for assessors and/or moderators.
 - This tab is only used when the assessment has been published as an **extended workflow** for manually marked questions such as Essay questions and File Response questions.
 - The coordinator selects the relevant assessment to start setting up a workflow.
3. Click on the name of the assessment to start the process.

Marking

The image shows the 'Marking: coordinator' interface. It has a navigation bar with 'Coordinator', 'Assess', 'Results', 'Rescoring', and 'Remarking'. Below the navigation bar is a search bar and a table of assessments.

TITLE	CODE	TYPE	START	END	HIERARCHY	STATUS
Example Assessment 2023	2023EA01	Mixed	31/01/2023 07:30	31/01/2023 09:30	TST 123_s1_2022	ASSESSOR NEEDED
Sport Injuries	EXE110	Mixed	25/01/2023 14:00	25/01/2023 17:00	TST 123_s1_2022	ASSESSOR NEEDED
2023_GRK_Test 1	T1	Mixed	25/01/2023 14:00	25/01/2023 17:00	TST 123_s1_2022	ASSESSOR NEEDED

4. A screen with 3 tabs will display: Settings, Assessors, and Allocation.

Settings Tab:

Step 1: ASSESSING

- **Assessing type:** select how many assessors will mark EACH script, 1 or 2 assessors. If you choose **Two assessors**, it means 2 of the assessors that are marking will have to mark each submission before you will be able to finish the process. This setting does **NOT** control how many assessors you can assign to mark the assessment.
- ⚠️ **Allocation by:** you can select **Candidate** or **Items**.
 - If you select **Candidate**, each assessor will have to mark all the questions within a submission from a student.
 - If you select **Item**, each assessor will mark a specific question/s for all students.
- **Allocation of assessors:** controls who will assign assessors to either candidates or items (questions). **Manual** – Coordinator does assignment, or distributes scripts randomly, or select **Let assessor decide** (each assessor will choose which students/item they will mark).
- **Share assessments between assessors:** allows assessors to view each other's marking with the permission sought from each other beforehand.
- **Anonymous candidate:** this will hide the names of candidates. The candidate will be given a random number e.g. Anonymous 5
- **Anonymous assessor:** this setting ensures that the assessors will be hidden from each other and from students.
- **Manually score auto-scored questions:** allow the assessors to give a different mark to questions that were automatically marked by the system (according to the settings that were used for each question in the Library).

Step 2: MODERATION

If you want to set up moderation for an assessment, click on **Add moderation round**.

NOTES:

- Moderation can only start after assessors have submitted their marks, and the schedule window has ended.
- You can set up to 3 moderation rounds. All moderation rounds have to be completed before the marks of the assessment can be published.

Step 2 MODERATION

Moderators are senior assessors tasked with verifying the marking of assessors. Moderators can be allocated automatically to scripts based on business rules

Show assessor annotations


Difference in scoring attempt: > %

Proximity to pass-mark: +/- %

Marking results range: % and %

Sample moderation: %

Moderation settings to choose from:

- a. **Show assessor annotations:** assessor notes on essay questions will be visible to the moderator but not the marks allocated to that question.
-  In order for the moderator to see the mark allocation, the assessor should add it to the notes.
- b. **Difference in scoring attempt:** only used with the **Two assessors** setting. Only assessments that have a percentage difference between the two assessors' marks, will be available to the moderator.
- c. **Proximity to pass-mark:** set a percentage above and below the pass mark to make only those scripts available to the moderator, e.g. the pass mark is generally set to 50%. If you set the Proximity to pass-mark to +/- 2%, all scripts that scored between 48-52% will be available to the moderator.
- d. **Marking results range:** assessor selects a marking range for scripts that should be available to the moderator, e.g. 73-77%.
- e. **Sample moderation:** select the percentage of scripts that will be randomly selected for moderation. If you use this setting, the **Difference in scoring attempt**, **Proximity to pass-mark** and **Marking results range** should not be used.
- f. Click **Save and next step**.

5. Click on the **Assessors** tab to assign assessors and moderators and select the necessary settings for each role player.

Marking / Manage assessors

Settings Assessors Allocation

<input type="checkbox"/>	NAME	USER ID	ROLE	EDIT MARKING SCHEME	PUBLISH RESULTS	VIEW PUBLISHED RESULTS	RESCORE	
<input type="checkbox"/>	Wonderful Mentor	10000023	Lecturer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assessor ▾
<input type="checkbox"/>	Bright Expert	10000024	Lecturer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assessor ▾
<input type="checkbox"/>	Clever Teacher	10000021	Lecturer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assessor ▾

- Click in the **Search box** and type in the name of the assessors and moderators.
NOTE: If the name does not appear in the list, contact the CBT team.
- Set the permissions and role for each assessor by adding a tick if the person will Edit marking scheme, Publish results, View published results and/or Rescore. Finally select their role.

- **Edit marking scheme:** gives permission to the assessor(s) to edit the marking scheme.
- **Publish results:** allows the person to complete the marking process and send the marks to the Reports section and clickUP Grade Center.



NOTE: We advise that only ONE person, preferably the coordinator, should be allowed this permission.

- **View Published Results:** allows participant access to the results on the Reports > Results
- **Rescore:** only people with this permission will see this tab. This setting allows an assessor to:
 - Change the answer of an item
 - Change the score of an item
 - Award full score for a specific item
 - Remove items from an assessment

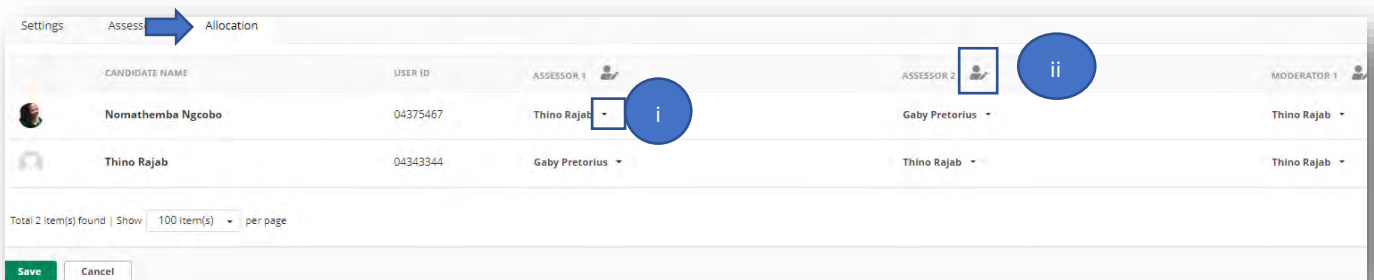
NOTE: We advise that only ONE person, preferably the coordinator, should be allowed this permission.

- Select role of user from **Assessor, Moderator, Assessor and Moderator** (dual role) or **Other**. See description of each role below:
 - Assessor: marks the assessment during first round of assessment.
 - Moderator: marks the assessment during moderation round, and will receive scripts according to the settings described above.
 - Assessor and moderator: the same person will fulfill the role of both assessor and moderator.
 - Other: by selecting Other you can assign non-marking staff to publish the results of the assessment later on.


- Click **Save and next step**.

6 Click on the **Allocation** tab to distribute the students or items (questions) between the assessors and moderators.

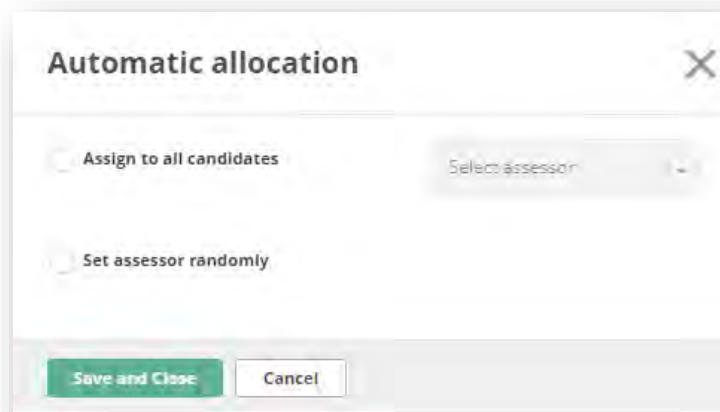
- If you chose to allocate students to assessors/moderators, you will see a list of students to which you have to assign assessors and moderators. You can assign markers individually or in bulk.



- Individually: Click on the dropdown button next to **Select Assessor**, and select a person to mark the student's work.

- Bulk assignment: Click on the marker icon  in the heading.

- iii. Choose to assign all candidates to an assessor, or to randomly distribute students among assessors.



- iv. Click on **Save and Close**

- 7 When you are sure your settings are correct, you can inform the assessors that they can start marking.

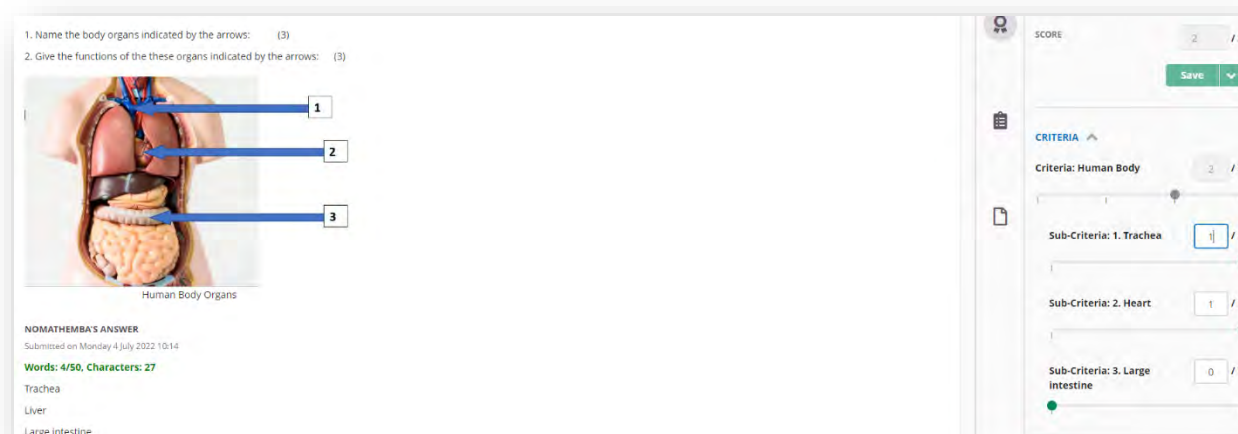
	Marking Coordination: Changing existing Markers for a schedule
Scenario	Action
1. No marking has been done:	Simply change the allocation of markers to individual candidates or items
2. Markers have started marking and have submitted scores. Marking coordinator changes assigned markers:	All existing scores will be deleted. This action cannot be undone Assessors will have to remark student submissions.
3. Markers have submitted scores AND published results:	Assigned markers cannot be changed. The remarking function is available.

B. ASSESSORS MARK SCRIPTS

1. Click on the **Assess** tab – click on the name of the assessment that needs marking.



2. Under **Status**, note the following assess options:
 - **Pending:** candidates have not taken the assessment yet and cannot be assessed.
 - **Ready for assessing:** assessments have been submitted by candidates and can be assessed.
 - **Assessing in progress:** Assessors have started scoring student submissions
 - **Assessed:** marking/moderation was completed and submitted, pending publishing.
 - **Moderation needed:** a moderator can start moderation.
3. Click on the name of a student, or on the question that you need to mark.
 - Example of an Essay question showing marking with **Criterion:**



- Example showing the possibility for assessors to **edit the marking scheme:**

Marking: assessing / 20220304_RUM511_Test01_CBT Lab: submissions / Dewald / View And Mark Questions

QUESTION 3 (Item ID: Test01-10b, Version: 1) < CANDIDATES > < QUESTIONS > X

Which deworming strategy should he implement and which anthelmintic do you recommend? Motivate your answer. (5 marks)

DEWALD'S ANSWER
Submitted on Thursday 3 March 2022 12:02
Words: 1. Characters: 6
Words.

Marking scheme

FAMACHA (1)

This farmer has no resistance yet so most drugs will be effective, however, ML are used against ectoparasites as well so could get resistance quickly if used (1) BZ causes teratology at day 17. (1) So rather Laevamisole (1) keep Zolvix as last resort (1)

1 [Clipboard icon] 2 [Edit]

Select the icon in the middle, marked as 1, to view the Marking scheme.
Click on 'Edit' below the marking scheme, marked as 2. The following dialog box will appear which allows you to edit and save the marking scheme:

Edit marking scheme X

FAMACHA (1)

This farmer has no resistance yet so most drugs will be effective, however, ML are used against ectoparasites as well so could get resistance quickly if used (1) BZ causes teratology at day 17. (1) So rather Laevamisole (1) keep Zolvix as last resort (1)

Save Cancel

4. The **Progress report** below indicates the marking status of each question – to check the score of a particular question, click on one of the colour-coded blocks containing the question ID.

Submissions Progress report ← Continue marking...

View by: Candidate Filter by: Last attempt Assigned to me Status Search

CANDIDATE	ATTEMPT NO.	QUESTIONS MARKING PROGRESS
Nomathemba Ngcobo	1	T9841-4 T9841-7 T9841-6 T9841-3 T9841-1 T9841-2 T9841-5

● Completed ● To be marked ● Autoscored ● Scored by co-assessor ● Removed

- When the assessor has completed marking and does not need to make any more changes, he/she must select the tick box in front of the names of the students and click **Submit scores**.

NAME	FORM	ATTEMPT NO.	LAST ASSESSED	TOTAL SCORE	PROGRESS	STATUS
Nomathemba Ngcobo	Form A	2	05/07/2022 10:08	19	100%	SCORING COMPLETE
Thino Rajab	Form A	1	05/07/2022 10:02	15	100%	SCORING COMPLETE

- If a moderation round was set up for the assessment, the Status of each student will change to **WAITING FOR MODERATOR**. Assessment then becomes available to the moderator for finalization. If no moderation round was set up, the status of each student will change to ???

NAME	FORM	ATTEMPT NO.	LAST ASSESSED	TOTAL SCORE	PROGRESS	STATUS
Nomathemba Ngcobo	Form A	1	05/07/2022 13:58	25		WAITING FOR MODERATOR

C. MODERATION

- The Marking Coordinator should distribute the **Moderator step sheet (ADD LINK TO DOCUMENT)** to the Moderators for detailed information on how to navigate the system and do the moderation.
- The status **Moderation in progress** will display on the **Coordinator** tab:

TITLE	CODE	TYPE	START	END	HIERARCHY	STATUS
Thino_CAM_22JUL22(2)	CAM220722	Mixed	22/07/2022 15:23	22/07/2022 15:40	0	MODERATION IN PROGRESS
Thino_CAM_22JUL22	CAM220722	Mixed	22/07/2022 15:10	22/07/2022 15:20	01CBT team	MODERATION NEEDED

- IMPORTANT NOTE:** A moderator does NOT see the assessor's score for the File Response and Essay questions.

QUESTION 1 (Item ID: T9841-4, Version: 1)

You have made changes to this item. Click 'Save' to save them.

In order to answer the following questions on Training in QuestUP 2.0, first upload the file titled 'Handout_Cirrus': [10]

1. What is a library of different question types called? (1)
2. Explain the process of Delivery? (5)
3. Name the 3 important parties involved in Marking. (3)
4. What is the final step in Marking? (1)

NOMATHEMBA'S ANSWER
Submitted on Tuesday 5 July 2022 13:38
[Handout_Cirrus_20220603.pdf](#)

SCORE / 10
Save

FEEDBACK TO NOMATHEMBA

QUESTION 4 (Item ID: T9841-3, Version: 1)

1. In which country was Jan van Riebeeck born? (1)
2. When did he arrive in Table Bay? (1)
3. What major exploration did Jan van Riebeeck accomplish? (4)

NOMATHEMBA'S ANSWER
Submitted on Tuesday 5 July 2022 13:38
Words: 6, Characters: 33

1. Netherlands
2. 1619
3. EEEEEE

CRITERIA
Criteria: Jan van Riebeeck / 6

- Sub-Criteria: Country / 1
- Sub-Criteria: Table Bay / 1
- Sub-Criteria: Exploration / 4

4. Auto-marked questions display as follows:
NB: The Moderator cannot make changes to these marks.

QUESTION 2 (Item ID: T9841-2, Version: 1)

0075FL02

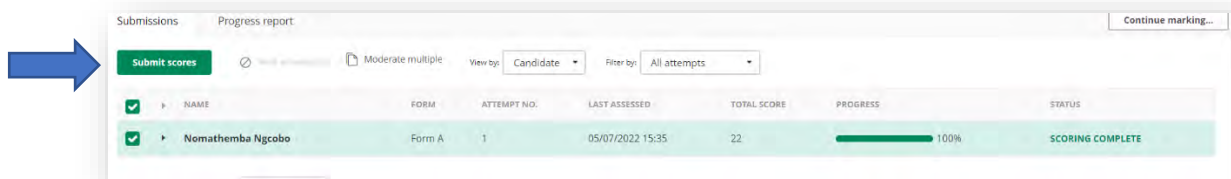
NOMATHEMBA'S ANSWER
Submitted on Tuesday 5 July 2022 13:38

These two staff members are members of the CBT team: Nomathemba Ngcobo and El-Marie Mostert

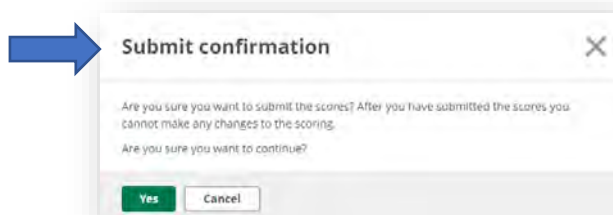
Your answer is correct

SCORE 2 / 2
Next

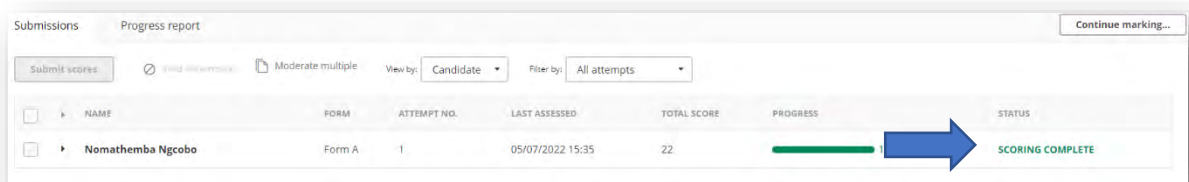
- After moderation is completed, the moderator must select the candidate names and click on **Submit scores**.



- NB! Moderator must be certain that all marking is finalized **before submitting the scores**, because no further changes can be made once marks are submitted to the Coordinator. A confirmation message will display to the Moderator (as shown below) to confirm the submission of scores for the students' that were selected.



- Once moderation is completed, marks are saved and on the **Assess** tab, under **Submissions**, the Status will indicate **Scoring complete**.



D. PUBLISH RESULTS

- The Coordinator undertakes the final step to publish the results from the **Results** tab. Select the tick box next to the assessment and click on **Publish results**



- When you click **Publish results**, the screen below appears to confirm whether you **are ready to publish the results**. We advise that you do not use the tick box to send e-mail to candidates, as they will not recognise the system name. Rather send an announcement from clickUP if necessary. Click on **Publish**.

