



QuestUP Moderator step sheet

A. HOW TO ACCESS

1. Go to <https://www1.up.ac.za/> and log in through the UP Portal.
2. Type in your UP Portal username and password.
Username: u+EMPLID e.g. u12345678 (The number on your UP card),
Password: Your portal password
3. Click on **Login**
4. Click on **Add/Remove Portlets**
5. Add the Portlet named **QuestUP** (You only need to do steps 4 & 5 once)
6. Click on **Save**
7. Click on the **QuestUP Portlet** to access it.

B. MARKING ASSESSMENTS

1. Click on **Marking** to access the assessments
2. On the **Assess** tab, a list of assessments will display. The one that needs to be moderated will indicate "MODERATION NEEDED"

TITLE	CODE	TYPE	LAST SUBMITTED	STATUS
Testing marks with moderators	TMM	Mixed	02/06/2022 10:00	MODERATION NEEDED
20220315_Marking Essays	20220315_Marking Essays	Mixed	15/03/2022 07:31	ASSESSED

3. Click on the **name of the assessment** to access it. A list of candidates to assess will display:

NAME	FORM	ATTEMPT NO.	LAST ASSESSED	TOTAL SCORE	PROGRESS	STATUS
Gaby Pretorius	Form A	1	N/A	2	33%	SCORING IN PROGRESS
Mark Sias	Form A	1	N/A	0	33%	SCORING IN PROGRESS
Velly Nkosi	Form A	1	N/A	0	33%	SCORING IN PROGRESS

4. Click on the name of a student to start assessing.

5. The page with the student's assessment will display

The screenshot shows a student assessment results page. At the top, the assessment title and student name are displayed: "marks with moderators - Gaby Pretorius (02497727)". A blue arrow points to this header with the text "Name of assessment & student (if not marking anonymously)". Below the header, a message states: "Not all questions have been scored. In order for this report to be accurate all questions must first be scored." The "OVERVIEW" section shows: "Percentage 60%", "Overall score 6 of 10", "Percentage to pass 50%", "Result Passed", and "Grade Passed". A blue arrow points to the "Overall score 6 of 10" with the text "Student score". The "Answers" section has a dropdown menu set to "All". The "Results" section lists questions. Question 1 is a "MULTIPLE RESPONSE QUESTION WITH AUDIO CLIP" with a score of "2 of 2" and a "Change" button. Question 2 is an "Essay section" with a score of "0 of 8" and a "Details" button. A blue arrow points to the "Need assessment" button for question 2 with the text "Click on Need Assessment to start moderation".

6. To view the **marking scheme** for a question, click on the clipboard icon on the right
7. Click on 'Edit' below the marking scheme. Figure 1 below will appear which allows you to edit and save the marking scheme.
8. To return to assign marks, click on the top icon

The screenshot shows the marking scheme editor interface. The question title is "Write an essay about the benefits of skydiving (Marking scheme)". The "MARK'S ANSWER" section shows the student's response: "Submitted on Thursday 2 June 2022 09:56", "Words: 22, Characters: 109", and "Skydiving allows you to fly free in the air. It is a wonderful hobby and takes you away from...". On the right side, there are icons for "Add marks and feedback" (a person icon) and "Access marking scheme" (a clipboard icon). A blue arrow points to the person icon with the text "Add marks and feedback". Another blue arrow points to the clipboard icon with the text "Access marking scheme". The marking scheme text includes: "See the world from different perspective", "Feeling of freedom", "Keep you fit", "Keep attention focused on detail", "(Added during marking: Stress relieve)", and "Edit | View history".

The screenshot shows the student answer review interface. The "Progress" is 100% and "Attempt" is 1. The "SCORE" section shows "2 / 4" and a "Save" button. The "FEEDBACK TO MARK" section has a text input field containing "Think a bit deeper". A blue arrow points to the score field with the text "Add score of candidate. ⚠ Please note that your mark will overwrite the assessor's mark. View the assessor's mark in the annotations." Another blue arrow points to the feedback text field with the text "Provide feedback to the candidate". A third blue arrow points to the bottom toolbar (pencil, eraser, highlighter) with the text "Use these tools to annotate the student's answer. If the assessor added their mark, it can be viewed from the annotations." The bottom toolbar also includes a "Save" button.

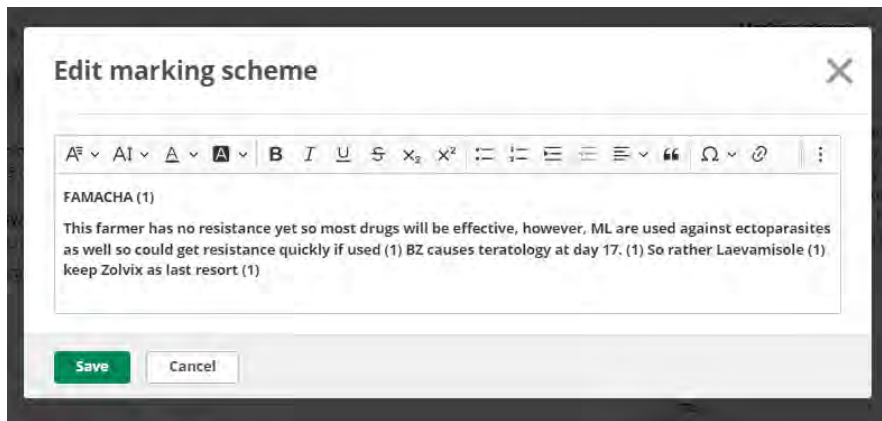
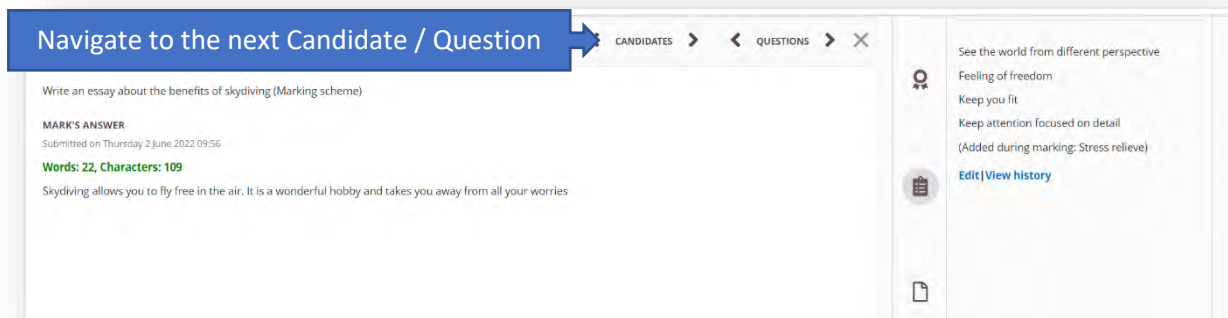
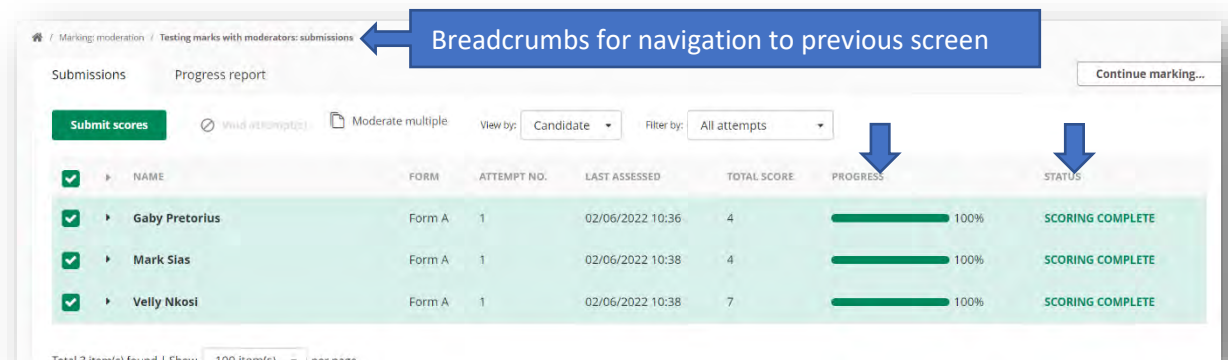


Figure 1

- Click on **Save**, or **Save and next Question** or **Save and next Answer** (use the green arrow next to Save to access the last two options)




- Click on the name of the assessment in the breadcrumbs to return to the Candidate list.
- The **progress** bar and **status** of each student will indicate your progress. The **Progress report** tab will also indicate your marking progress.




- When you have marked all candidates, submit the scores: Select the boxes in the front of all the student names and click on **Submit scores**, to send it through to the Exam coordinator.

Marking/moderation / Testing marks with moderators: submissions

Submissions Progress report Continue marking...

[Submit scores](#)  [Moderate multiple](#) View by: Candidate Filter by: All attempts

NAME	FORM	ATTEMPT NO.	LAST ASSESSED	TOTAL SCORE	PROGRESS	STATUS
<input checked="" type="checkbox"/> Gaby Pretorius	Form A	1	02/06/2022 10:36	4	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	SCORING COMPLETE
<input checked="" type="checkbox"/> Mark Sias	Form A	1	02/06/2022 10:38	4	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	SCORING COMPLETE
<input checked="" type="checkbox"/> Velly Nkosi	Form A	1	02/06/2022 10:38	7	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	SCORING COMPLETE

 3 item(s) found | Show 100 item(s) per page

13. After this submission, the assessment will disappear from your **Assess** tab and no further changes can be made.