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"

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

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

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

Name of assessment & student (if not marking anonymously)

Student score

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

Add marks and feedback

Access marking scheme

Add score of candidate. ⚠ Please note that your mark will overwrite the assessor's mark. View the assessor's mark in the annotations.

Provide feedback to the candidate

Use these tools to annotate the student's answer. If the assessor added their mark, it can be viewed from the annotations.
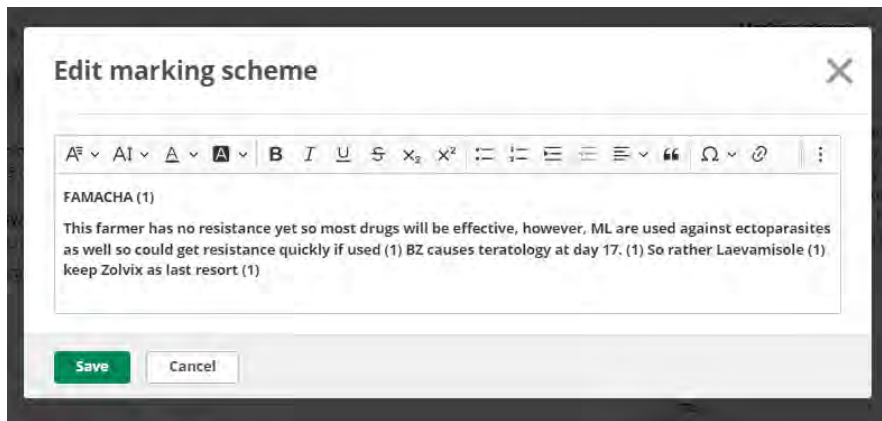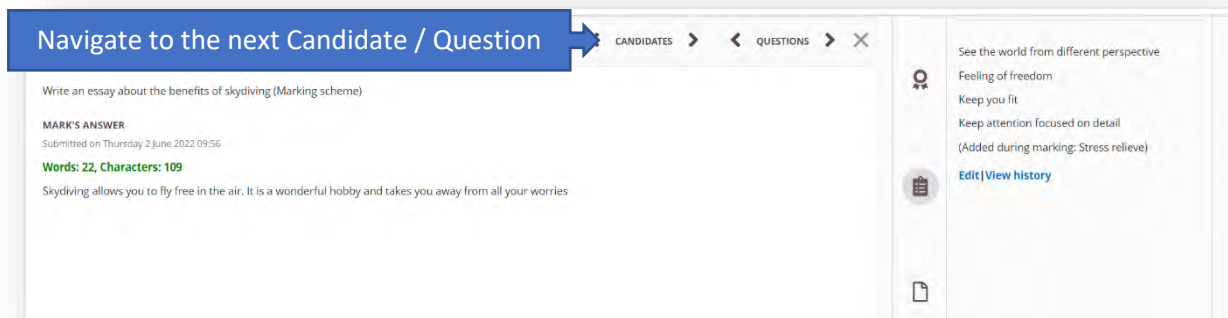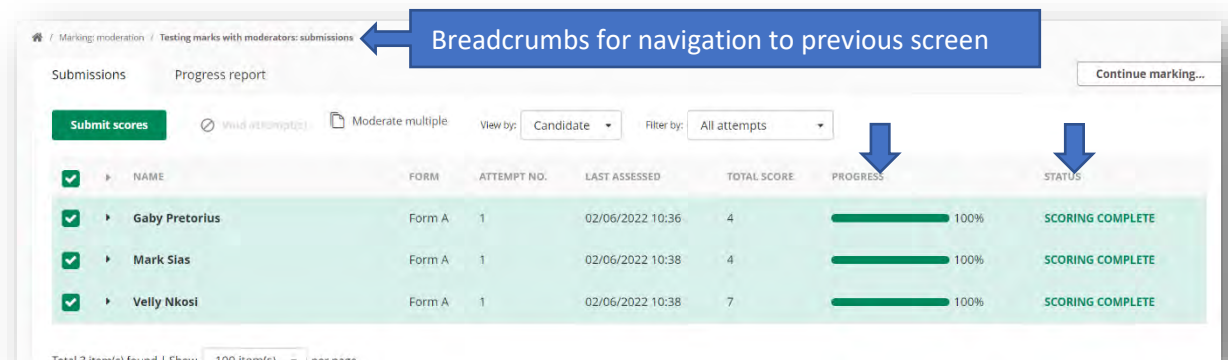
Figure 1

9. 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)

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

12. 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.

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