Guidelines for Course and Module Leaders on Electronic Management of Assessment (EMA).

These guidelines draw on the experiences of administrators and teaching teams across the University who have undertaken eSubmission, eMarking, eFeedback, and eReturn. The definitions of these are:

- **eSubmission** - electronic submission of an assignment
- **eMarking** - electronic marking (including offline marking eg in Word)
- **eFeedback** - electronic feedback (ie text, audio, video but not hard copy)
- **eReturn** - electronic return of marks

The university's General Examination and Assessment Regulations include e-only Submission for all text based assessments, and encourage eFeedback and eMarking.

The guidelines are not intended to be prescriptive, but rather to encourage practices which have been shown to work. The guidance is fairly general and focusses on Turnitin and studentcentral, with links to the Learning Technology webpages which have more detailed technical support. It should be read in conjunction with the [Guidelines to EMA](#) which state expectations in relation to eSubmission, and with any School-level guidance on EMA. This guidance does not supersede School-level guidance where this exists.

1. **Creating eSubmission points**

   i. The creation of eSubmission points is covered in the EMA guidelines and posts on Turnitin and studentcentral tools on the IS website. Creating a series of eSubmission points is a good way of managing the marking of students who do not submit on time or have variations in the way that their work should be marked. These include:

      - Students submitting late
      - Students with extensions
      - Students with learning support plans (LSP)

   ii. Turnitin is not the only solution for supporting the electronic management of assessed work. The alternatives are:
• the studentcentral Assignment Tool can be used for:
  ◊ Groupwork
  ◊ Assessments made up of multiple files
  ◊ Large files (currently greater than 20 MB)
  
• Studentfolio, an ePortfolio tool with inbuilt submission functions
• Studentcentral blogs, journals and wikis
• Studentcentral tests, these include multiple choice questions, short answer, essay questions and allow file submissions.
• The Grade Centre in studentcentral can also be used to record marks for non-eSubmitted work

iii. This guidance focusses on Turnitin and studentcentral, for support on using the other options, or if you are unsure which solution best meets your needs then speak to your Learning Technologies Advisor.

iv. The choice of eSubmission tool will also have an impact on the eMarking and eFeedback tools available to you.

v. When setting up eSubmission points, these are the key things to bear in mind:

• If the assignment needs to be anonymous (based on the moderation guidelines and School guidance) this needs to be confirmed when the eSubmission point is set up.
• It is recommended that students should be able to submit a draft assignment to Turnitin, see the originality report, and resubmit the assignment.
• Turnitin's Post Date refers to the date that eMarks and eFeedback are released, and also when the eSubmission point is de-anonymised. This is respected by both Turnitin (GradeMark) and the Grade Centre ensuring that students have access to their marks and feedback at the correct time. See this page.
• All marks are subject to change before the Assessment Board, so any accidental releases will not be final marks.

2. Managing the assignment of marking to marking teams

i. This section is particularly relevant to assignments where more than one marker is involved, for instance large cohorts, or where different questions are marked by specialists in that area. If you are undertaking blind double marking it is worth considering whether this is necessary as this limits the options available to you. The moderation guidelines and local School guidelines will expand on this.

ii. There is no perfect solution to this issue. Studentcentral’s Assignment tool is better at managing multiple markers than Turnitin’s GradeMark, but currently has no originality report and fewer eFeedback tools than GradeMark.
iii. When using Turnitin, for small to medium cohorts you can:

- Divide up the marking by putting a number associated with a particular marker in the Grade box situated in the top right hand corner of the Document Viewer in GradeMark. This will appear in the Assignment Inbox, and the marker will therefore be able to identify his or her marking, and overwrite the indicator number with their mark.
- Generate a report from studentcentral’s Grade Centre that can be used to create an Excel spreadsheet to help manage your data. An example spreadsheet used in the University can be found here.

iv. The two scenarios in iii. involve staff time to organise them which may be problematic for large cohorts. Options for bigger cohorts using Turnitin’s GradeMark include:

- For assessments that are simply divided up into markers, go to the Assignment point and organize the assessments by date submitted, count down the number of assessments for that assignment and give the student ID of the final one to the marker. This option can also be used in the iPad app.
- For assessments where marking is divided by subject to particular markers, you can create a grouped submission point which students sign up to, and to which particular markers are assigned. However, this doesn’t work on the iPad app.

v. In studentcentral’s Assignment tool the marking can be distributed between markers using the delegated grading function. Click here for detail on using this option.

3. Moderating and unseen double marking in Grademark and Assignment Tool.

i. There is currently no perfect solution to moderating and unseen double marking electronically. studentcentral’s Assignment tool offers better opportunities for managing multiple markers than Turnitin’s GradeMark. Details on double marking with the studentcentral tool can be found here, however currently this tool has no originality report and fewer eFeedback tools than GradeMark.

ii. You can use Smart Views in the Grade Centre to filter marking to help manage second marking and external moderator access.

iii. It is worth revisiting the University’s moderation guidelines to ensure that your practice is kept as simple as possible. To help with the terminology used in the following recommendations, the moderation guidelines distinguish between two sorts of second marking, the moderation of a sample of an assessment submission, and the unseen double marking of a whole assessment submission.
iv. Recording of second marking on an assignment can be done using a QuickMark labeled e.g. 1st marked/ moderated/ double marked. QuickMarks and comments also be used to distinguish different markers by starting the text in the box with e.g. ‘Comment by moderator’.

v. Certain assessments such as dissertations need to be unseen double marked. Currently this is difficult to achieve using Turnitin’s GradeMark facility, although there are plans to change this. There are two main ways to deal with this:

- The first marker uses GradeMark as usual, while the second marker marks on a downloaded digital copy, and the comments are combined when the final mark is agreed.
- Studentcentral's Assignment Tool can be set up for these submissions as it allows blind second marking, see this page.

4. Guidance to staff on type and quantity of eFeedback

i. Before starting marking, it is worth reminding staff of the principles of giving good feedback and giving some guidance on the type and quantity of feedback expected for a particular assignment. This is particularly important as the variety of tools means that there could be a wide difference in marking practice across teams.

- Advice on balancing types and quantity of eFeedback is available here.
- You may want to make decisions about how as a course team you relate feedback to assessment criteria and how to make the indicative weighting of assessment criteria explicit. For example in Turnitin's GradeMark criteria can be used to organize text in the general comments, or be put into a form, or structure the built-in rubric (see here).
- It is worth bearing in mind that not all features are accessible when marking on iPads, for example rubrics are, but forms are not.

5. Recording marks and communicating them

i. If you mark within studentcentral or Turnitin, the marks will automatically populate the Grade Centre. Staff should use the Grade Centre to record marks for assessments that are not marked online. This is because the more marks that are included here, the more complete a picture the students will receive in their Global Navigation area. Also, studentcentral monitors students’ engagement with this area, so if as many marks as possible are held there the data on engagement will be stronger.

ii. There is a tool available in the Grade Centre to convert a numeric mark in to a letter grade which can then be imported into SITS.

iii. The moderation guidelines require that all first marks, moderator’s marks, double marks and agreed marks are recorded. However there is currently no straightforward way that this can be done within the Grade Centre. The Grade Centre can however generate a report that can be used to create a
spreadsheet to record these marks, and that can then be used to upload marks into CAMs.

6. Giving eFeedback and eMarks for assessments that weren't eSubmitted

i. You can also give eFeedback and release eMarks to students for assignments that cannot be eSubmitted such as artworks or longer videos. This means that all the students' marks will appear in studentcentral's Global Navigation area, and will make it easier for them to follow up on feedback as it will be stored and be accessible electronically.

ii. This guidance covers various possibilities.

7. External examining

i. External examiners are very positive about accessing materials for moderation electronically. There are several ways that this can be done:
   • By giving access to the module areas in studentcentral where the materials are held. This is the preferred option.
   • By creating course areas in studentcentral where external examiners can access the sample to be moderated plus all the supporting documentation.
   • Through sending materials via email