

Introduction

In situations that demand it, such as final year projects and dissertations, WISEflow enables the use of double-blind marking within its marking tool.

This guide covers double-blind marking of submissions, the agreement process and the potential options for reviewing / verifying / 3rd marking when reconciliation is required.

The scope of this guide is such that it will not cover all aspects of marking, but will focus on the specifics of double-blind marking. For full guidance on marking and other areas of WISEflow, please visit the [User Guide Library](#) or refer to the [detailed Marking Guide](#).

Marker allocation

In most cases in WISEflow, there will be an allocation of one marker to one student. When double-blind marking is required, each student should have 2 assessors allocated to them.

The finer points of this allocation can be managed and adjusted by the Module Coordinator or any member of the CADI DLD team (cadi-digital@port.ac.uk).

Setting up and adjusting Marker allocation for double-marking

To adjust the marker allocation of a WISEflow assessment, you will need to be a Module Coordinator for the assessment in question.

1. In the Moodle activity for assessment click the **Adjust marker allocation** button.
Note: If you are the MC but do not see this button, please contact [cadi-digital](mailto:cadi-digital@port.ac.uk)

Written Report (pdf) + Supporting files (any)

- **Assignment Type:** FLOWassign
- **Wiseflow ID:** 7250809
- **Open date:** Tuesday, 5 November 2024, 11:00 AM
- **Close date:** Tuesday, 5 November 2024, 9:59 PM

Description:

Automatic 48hr Extension

All hand-in style assessments (like essays) allow students to submit up to 48 hours past the original due date.

EC/Late Submissions

Late submissions can be made to the separate EC/Late assignment up to 10 working days after the assignment's due date. Students will require a valid Extenuating Circumstances application to avoid capping their marks. For more information on applying for Extenuating Circumstances, please go to: <https://myport.port.ac.uk/my-course/extenuating-circumstances>

[Submitting to WISEflow - student guidance](#)

[Manage in Wiseflow](#) [Assessor view](#) [Reviewer view](#) [Invigilator view](#) [Adjust marker allocation](#)

Double Blind Marking in WISEflow - ASSESSOR

- On the Manage Assessors page, scroll down to the **Work distribution** section and click the **Allocation matrix** button

Work distribution
Here you can distribute the work to assessors by allocating participants.

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Name X

Quick allocation Allocation matrix

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Participant index	First name(s)	Last name	Email	Grade Audit Trail	Submission date	Allocations	Assessors
1	Example	Student 1	ExampleStudent1@port.ac.uk	<input type="checkbox"/>	05/11/2024 21:56	1	Mike Wilson
2	Example	Student 2	ExampleStudent2@port.ac.uk	<input type="checkbox"/>	05/11/2024 21:58	1	Mike Wilson
3	Example	Student 3	ExampleStudent3@port.ac.uk	<input type="checkbox"/>		1	Gandalf The Grey

- Use the grid to toggle on and off the allocation of students to markers. In the example below “Gandalf” and “Frodo” will double mark all students. This allocation can involve many different combinations of 1st and 2nd markers.
- Click **Save**

Participant index	First name(s)	Last name	Grade Audit Trail	Submission date	Allocations	Gandalf The Grey	Frodo Baggins
1	Example	Student 1	<input type="checkbox"/>	05/11/2024 21:56	2		
2	Example	Student 2	<input type="checkbox"/>	05/11/2024 21:58	2		
3	Example	Student 3	<input type="checkbox"/>		2		
4	Example	Student 4	<input type="checkbox"/>		2		
5	Example	Student 5	<input type="checkbox"/>		2		
6	Example	Student 6	<input type="checkbox"/>		2		
7	Example	Student 7	<input type="checkbox"/>		2		
8	Example	Student 8	<input type="checkbox"/>		2		
9	Example	Student 9	<input type="checkbox"/>		2		
10	Example	Student 10	<input type="checkbox"/>		2		

10 10

« < 1 > »

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Cancel Save

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The allocation of assessors for double-marking has now been set up.

Double Blind Marking in WISEflow - ASSESSOR

Marking phase

This phase involves both markers independently marking the submissions using the marking tool. Both markers can mark at any time; in this guide, the “1st Marker” refers to the marker who submits the marking first.


1st Marker

The 1st marker completes their marking using the WISEflow marking tool. For more detailed marking guidance, please refer to the guide [Marking in WISEflow](#).


1. When the **1st marker** has submitted their grades you will see the grades **will not** be finalised as they ordinarily would in the single marking process. Although the grades are submitted, they are not listed in the final column in green font.

Marking progress











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 In the marking overview, you can view and submit your grade for the participants. When all grades have been submitted, no further actions are required. You will be notified if co-assessors submit a grade that does not match yours. This requires you to submit your grade again.

All grades must be submitted before they are recorded as final. Grades are recorded as final when all assessors assigned to a participant have submitted the same grade

 Submit all 0

Offline marking Co-assessors Grade state filter Filter

PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade		
ExampleStudent1@port.ac.uk		100%	✓	Frodo Baggins	62	62	
ExampleStudent2@port.ac.uk		100%	✓	Frodo Baggins	48	48	
ExampleStudent3@port.ac.uk		-		Frodo Baggins	72	72	
ExampleStudent4@port.ac.uk		-		Frodo Baggins	85	85	
ExampleStudent5@port.ac.uk		-		Frodo Baggins	35	35	
ExampleStudent6@port.ac.uk		-		Frodo Baggins	58	58	
ExampleStudent7@port.ac.uk		-		Frodo Baggins	42	42	
ExampleStudent8@port.ac.uk		-		Frodo Baggins	78	78	
ExampleStudent9@port.ac.uk		-		Frodo Baggins	88	88	
ExampleStudent10@port.ac.uk		-		Frodo Baggins	55	55	

Double Blind Marking in WISEflow - ASSESSOR

2nd Marker

Like the 1st marker, the 2nd marker completes their marking using the WISEflow marking tool.

- When the **2nd marker** has submitted their grades they will be checked against the 1st markers grades and the result will be displayed in the table. Grades that **do not match** will be coloured **red** and will appear in the padlock column.
- Grades that **do match** will be coloured **green** and will appear in the final column.

Marking progress

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In the marking overview, you can view and submit your grade for the participants. When all grades have been submitted, no further actions are required. You will be notified if co-assessors submit a grade that does not match yours. This requires you to submit your grade again.

All grades must be submitted before they are recorded as final. Grades are recorded as final when all assessors assigned to a participant have submitted the same grade. Submit grades again after conflicts have been corrected.

Submit all ?

Offline marking Co-assessors Grade state filter Filter X

PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade		
ExampleStudent1@port.ac.uk	100%	✓	Gandalf The Grey	55	55	✓	
ExampleStudent2@port.ac.uk	100%	✓	Gandalf The Grey	48	48	✓	
ExampleStudent3@port.ac.uk	-		Gandalf The Grey	68	68	✓	
ExampleStudent4@port.ac.uk	-		Gandalf The Grey	72	72	✓	
ExampleStudent5@port.ac.uk	-		Gandalf The Grey	38	38	✓	
ExampleStudent6@port.ac.uk	-		Gandalf The Grey	58	58	✓	
ExampleStudent7@port.ac.uk	-		Gandalf The Grey	48	48	✓	
ExampleStudent8@port.ac.uk	-		Gandalf The Grey	68	68	✓	
ExampleStudent9@port.ac.uk	-		Gandalf The Grey	78	78	✓	
ExampleStudent10@port.ac.uk	-		Gandalf The Grey	55	55	✓	

1st Marker

- The **1st marker** will now receive a notification informing them that their co-assessor has submitted marks, and prompting them to reload their page

A co-assessor has made changes. Please reload the page.

Reload

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- On reloading, the **1st marker** will also now see the **red** and **green** grades indicating which grades match with the **2nd marker**.

Marking progress

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In the marking overview, you can view and submit your grade for the participants. When all grades have been submitted, no further actions are required. You will be notified if co-assessors submit a grade that does not match yours. This requires you to submit your grade again.

All grades must be submitted before they are recorded as final. Grades are recorded as final when all assessors assigned to a participant have submitted the same grade. Submit grades again after conflicts have been corrected.

Submit all ?

Offline marking Co-assessors Grade state filter Filter X

PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade		
ExampleStudent1@port.ac.uk	100%	✓	Frodo Baggins	62	62	✓	
ExampleStudent2@port.ac.uk	100%	✓	Frodo Baggins	48	48	✓	
ExampleStudent3@port.ac.uk	-		Frodo Baggins	72	72	✓	
ExampleStudent4@port.ac.uk	-		Frodo Baggins	85	85	✓	
ExampleStudent5@port.ac.uk	-		Frodo Baggins	35	35	✓	
ExampleStudent6@port.ac.uk	-		Frodo Baggins	58	58	✓	
ExampleStudent7@port.ac.uk	-		Frodo Baggins	42	42	✓	
ExampleStudent8@port.ac.uk	-		Frodo Baggins	78	78	✓	
ExampleStudent9@port.ac.uk	-		Frodo Baggins	88	88	✓	
ExampleStudent10@port.ac.uk	-		Frodo Baggins	55	55	✓	

Double Blind Marking in WISEflow - ASSESSOR

Decision/discussion phase

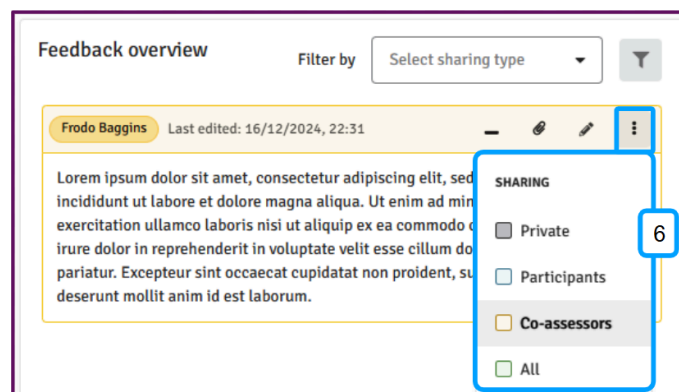
Both Markers

Now that both markers have submitted their grades, they will need to communicate outside of the platform to discuss any grade conflicts. At this stage, if they wish to see each other's feedback comments, then share settings can be adjusted.

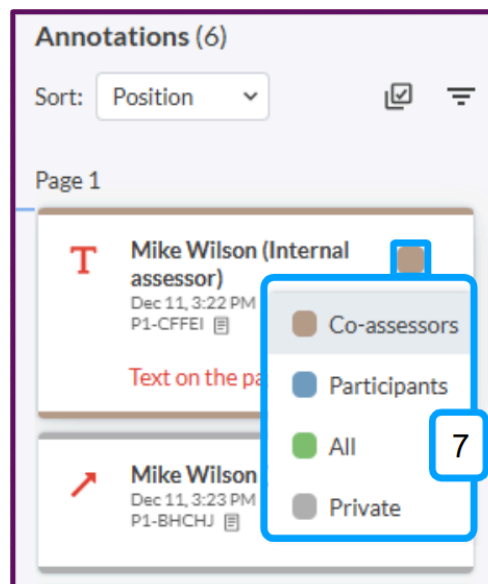
Sharing feedback with Co-assessors

Using the marking tool, each element of feedback can be changed from Private (**grey**) to Co-assessors (**brown**). Change the setting for each item you would like to share:

6. Sharing **submission feedback**:

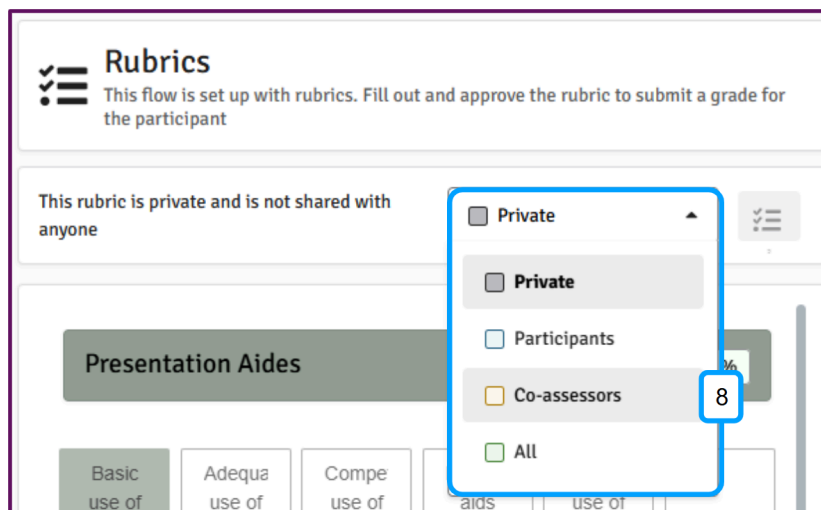


7. Sharing **annotation comments**:

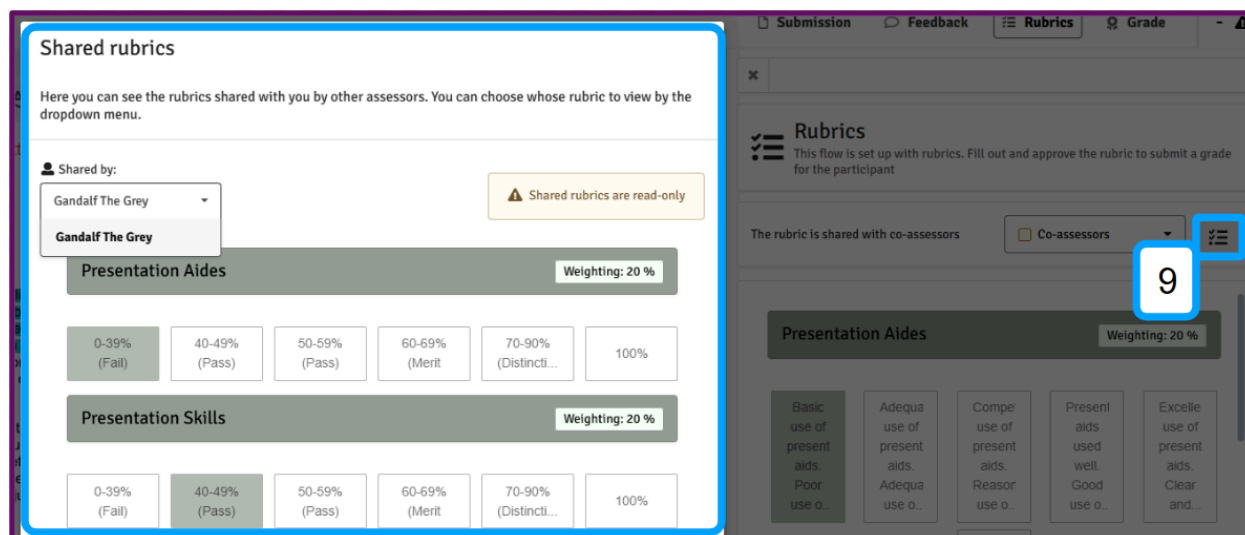


Double Blind Marking in WISEflow - ASSESSOR

8. Sharing rubrics:



9. When shared, Markers will see each other's feedback in their own marking tool. To view Co-assessors rubric, click the **Shared rubric** button:



Double Blind Marking in WISEflow - ASSESSOR

Finalising agreed grades

Both Markers

When both markers have agreed on a reconciled grade, then both must use the marking overview to resubmit the agreed grade

1. On each row of the marking overview table, submit the agreed grade
2. When both markers have resubmitted the agreed grade, they will now appear **green** in the finalised column

The screenshot displays the WISEflow marking overview interface. At the top, there are tabs for 'Offline marking', 'Co-assessors', and 'Grade state filter', along with a 'Filter' input field. The main table lists students with columns for 'PortsmouthID', 'ECTS', 'Similarity report', 'Submitted', 'Co-assessors', and 'Grade'. The 'Submitted' column shows checkmarks for the first two students. The 'Grade' column shows numerical values. A blue box labeled '1' highlights the submission modal at the bottom, which includes a dropdown menu set to '55', an 'Enter' button, a 'Submit' button with a lock icon, and keyboard shortcuts 'ctrl + enter' and 'enter'. A blue box labeled '2' highlights the 'Grade' column, where the first two rows show green checkmarks next to the grades 62 and 48, indicating finalised status.

PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade	Finalised
ExampleStudent1@port...	100%	✓	✓	Gandalf The Grey	62	62 ✓
ExampleStudent2@port...	100%	✓	✓	Gandalf The Grey	48	48 ✓
ExampleStudent3@port...	-	-	-	Gandalf The Grey	68	72 ✓
ExampleStudent4@port...	-	-	-	Gandalf The Grey	72	85 ✓
ExampleStudent5@port...	-	-	-	Gandalf The Grey	38	35 ✓
ExampleStudent6@port...	-	-	-	Gandalf The Grey	58	58 ✓
ExampleStudent7@port...	-	-	-	Gandalf The Grey	48	42 ✓
ExampleStudent8@port...	-	-	-	Gandalf The Grey	68	78 ✓
ExampleStudent9@port...	-	-	-	Gandalf The Grey	78	88 ✓
ExampleStudent10@por...	-	-	-	Gandalf The Grey	55	

These grades are now finalised and will be shared with students when the marking deadline passes.

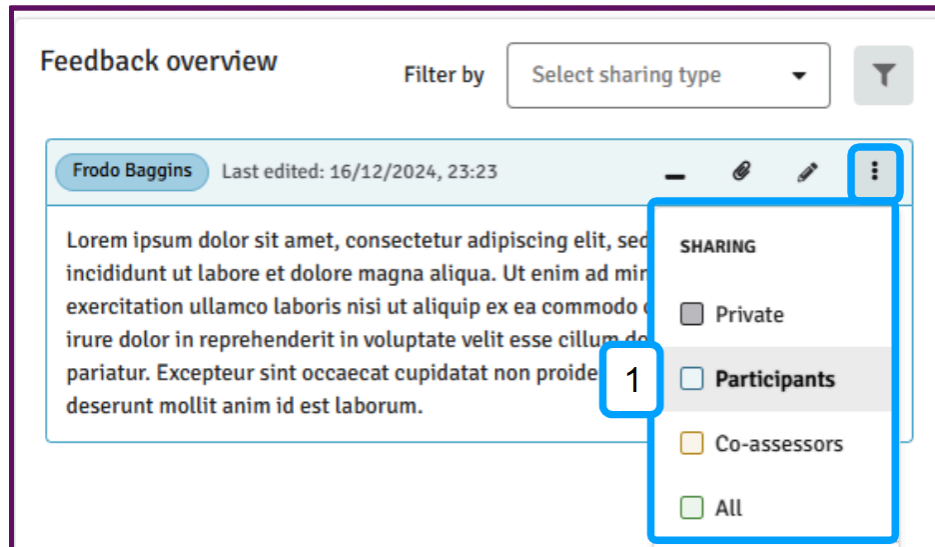
Double Blind Marking in WISEflow - ASSESSOR

Sharing comments with students (Optional)

Either Marker

Using the same process as in the **Sharing feedback** section, any item of feedback (comments, annotations, rubrics, etc) can be shared with students.

1. From the sharing menu for each item you wish to share, select **Participants** (blue) or **All** (green). This will share the feedback only with the student in question.



This can either be used to share existing feedback, or new feedback comments arising from the marks reconciliation discussion.

No agreement - conflict resolution (Optional)

3rd Marker/Reviewer

When the 2 markers cannot agree on a final grade, a 3rd marker may be needed to settle the dispute. Below are 2 methods to achieve this

Method 1: 3rd Marker - Marker Agreement

The above assessor allocation matrix method can be used to add a 3rd marker to the process. When they determine the final grade, all 3 assessors will need to submit the new grade to finalise it. This process follows the same steps as the 2nd marker as outlined above.

Method 2: Reviewer override - Reviewer Approval

The finalisation method can be changed to **Reviewer Approval** (contact [cadi-digital](mailto:cadi-digital@port.ac.uk)) and the MC can be given the permissions required to view the 2 submitted grades, act as the 3rd marker and override them with a moderated final grade. This follows the standard reviewer approval process - please see the relevant guidance here ([Link to reviewer approval guide - coming soon](#)).