

Introduction

This guide covers the marking of standard student submissions in WISEflow.

The scope of this guide is such that it will not cover all aspects of marking, such as annotations and marker allocation, but will focus on the practical elements of completing marking and custom rubrics. 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, there will be an allocation of one marker to one student. In WISEflow, an assessor can only access and mark the submissions of students to which they have been allocated.

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. By default, if no other instructions have been received, CADI will set up the MC with 100% allocation. If you have multiple assessors, or the MC is not the assessor on this flow then the following steps will take you through the allocation process.

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)

Double Blind Marking in WISEflow - ASSESSOR

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

2. 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.

?

Name X

Quick allocation

Allocation matrix

10

Participant Index	First name(s)	Last name	Grade Audit Trail	Submission date	Allocations	Assessors
1	Example	Student 1	<input type="checkbox"/>	05/11/2024 21:56	1	Gandalf The Grey
2	Example	Student 2	<input type="checkbox"/>	05/11/2024 21:58	1	Gandalf The Grey
3	Example	Student 3	<input type="checkbox"/>		1	Gandalf The Grey

3. Use the grid to toggle on and off the allocation of students to markers. In the example below “Gandalf” has students 1, 3, 4, 8 & 9 and “Frodo” has students 2, 5, 6, 7, & 10. For setting up double marking, please refer to the [Double Blind Marking guide](#).
4. Click **Save**

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

The allocation of students to assessors for marking has now been set up.

Double Blind Marking in WISEflow - ASSESSOR

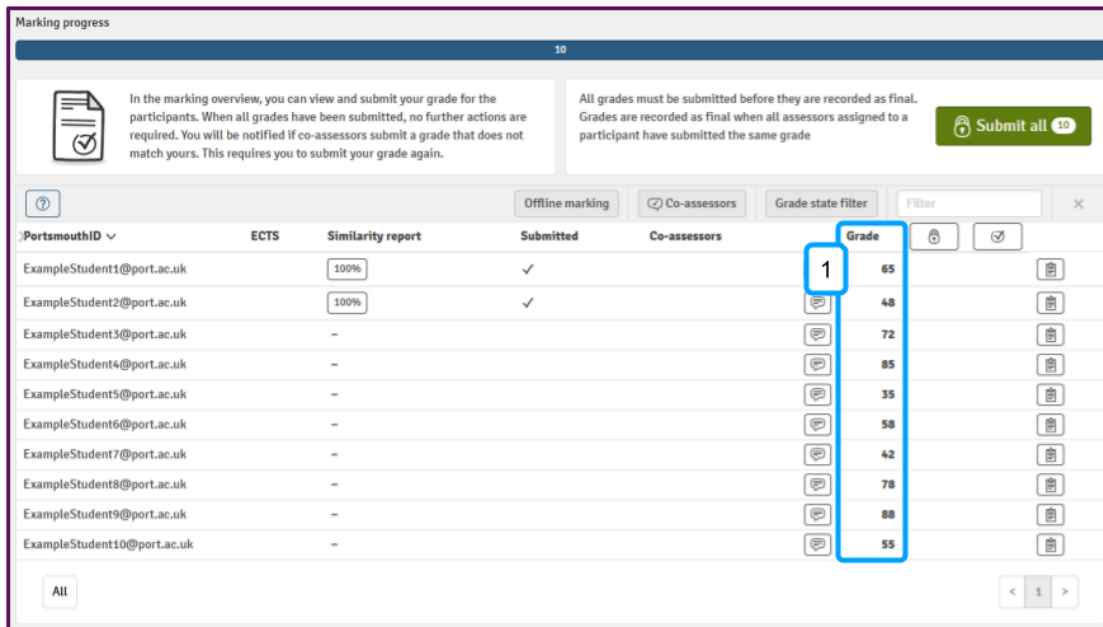
Marking phase

The marking can begin after the deadline passes. Prior to this students submissions can be viewed via the [reviewer role](#), and student activity can be seen in the [Participant Monitor](#).

Marking tool

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

1. When the marker enters grades (but does not submit them) they will appear in **black** on the marking overview in the **Grade** column



Marking progress

10

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 10

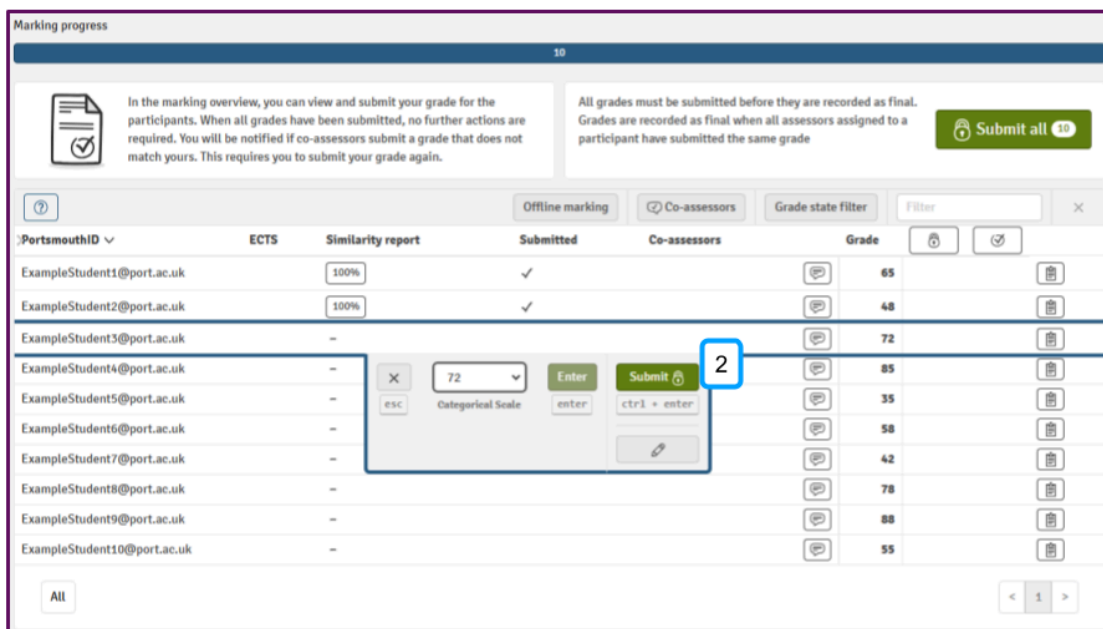
Offline marking Co-assessors Grade state filter Filter

PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade		
ExampleStudent1@port.ac.uk		100%	✓		65		
ExampleStudent2@port.ac.uk		100%	✓		48		
ExampleStudent3@port.ac.uk		-			72		
ExampleStudent4@port.ac.uk		-			85		
ExampleStudent5@port.ac.uk		-			35		
ExampleStudent6@port.ac.uk		-			58		
ExampleStudent7@port.ac.uk		-			42		
ExampleStudent8@port.ac.uk		-			78		
ExampleStudent9@port.ac.uk		-			88		
ExampleStudent10@port.ac.uk		-			55		

All

< 1 >

2. If grades need to be adjusted, you can select a row and adjust each grade manually.



Marking progress

10

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 10

Offline marking Co-assessors Grade state filter Filter

PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade		
ExampleStudent1@port.ac.uk		100%	✓		65		
ExampleStudent2@port.ac.uk		100%	✓		48		
ExampleStudent3@port.ac.uk		-			72		
ExampleStudent4@port.ac.uk		-			85		
ExampleStudent5@port.ac.uk		-			35		
ExampleStudent6@port.ac.uk		-			58		
ExampleStudent7@port.ac.uk		-			42		
ExampleStudent8@port.ac.uk		-			78		
ExampleStudent9@port.ac.uk		-			88		
ExampleStudent10@port.ac.uk		-			55		

All

< 1 >

Double Blind Marking in WISEflow - ASSESSOR

- When all grades are ready you can submit them by clicking **Submit all** followed by **Confirm** on the pop up dialogue box.
- This will set the grades as final, as is confirmed by them appearing in the final column in **green**.

The screenshot shows the 'Marking progress' interface in WISEflow. At the top, there's a green progress bar labeled '10'. Below it, a message states: '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.' To the right, another message says: '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'. A blue box with the number '4' highlights the 'Submit all' button. Below the messages, there's a table with columns: 'PortsmouthID', 'ECTS', 'Similarity report', 'Submitted', 'Co-assessors', 'Grade', and a final column for grade status. The table lists 10 example students. The 'Submitted' column shows checkmarks for the first two students. The 'Grade' column shows numerical values. The final column shows the grades in green with checkmarks, indicating they are final. A blue box with the number '4' highlights this final column. At the bottom left, there's an 'All' button. At the bottom right, there's a pagination control showing '< 1 >'. The interface also includes tabs for 'Offline marking', 'Co-assessors', and 'Grade state filter', along with a 'Filter' input field.

PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade	Grade Status
ExampleStudent1@port.ac.uk		100%	✓		65	65 ✓
ExampleStudent2@port.ac.uk		100%	✓		48	48 ✓
ExampleStudent3@port.ac.uk		-			72	72 ✓
ExampleStudent4@port.ac.uk		-			85	85 ✓
ExampleStudent5@port.ac.uk		-			35	35 ✓
ExampleStudent6@port.ac.uk		-			58	58 ✓
ExampleStudent7@port.ac.uk		-			42	42 ✓
ExampleStudent8@port.ac.uk		-			78	78 ✓
ExampleStudent9@port.ac.uk		-			88	88 ✓
ExampleStudent10@port.ac.uk		-			55	55 ✓

These grades are now finalised and will be released to the students when the marking deadline is reached. If you wish to release grades early, please refer to the [Releasing Marks Early](#) guidance.

If after submitting your grades they do not appear in green, your assessment may be set to “Reviewer Approval” which requires the MC to approve and finalise the grade prior to release. Please refer to the Reviewer approval guidance for more details (*coming soon*).

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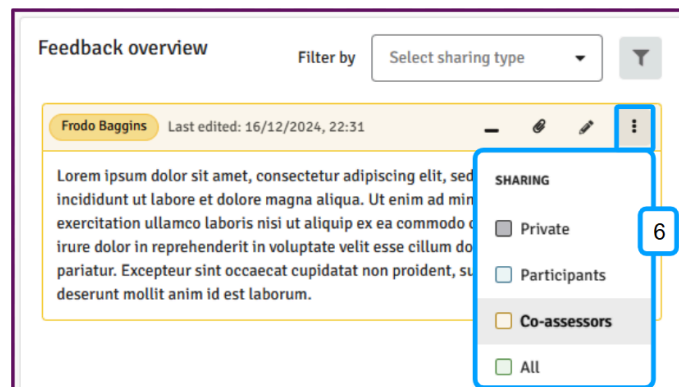
Adjusting shared feedback

Sharing feedback

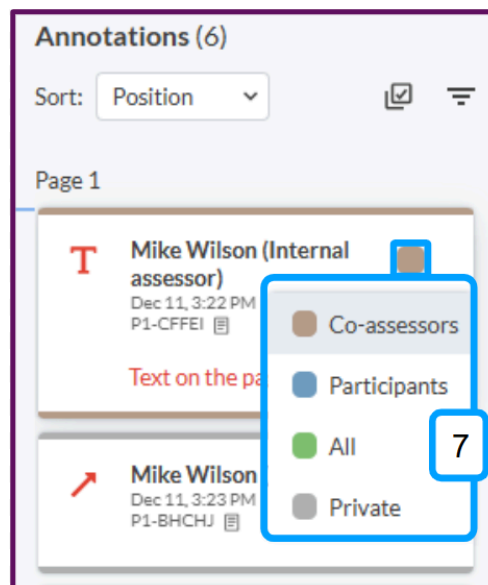
Using the marking tool, each element of feedback can be changed from Private (**grey**) to Co-assessors (**brown/yellow**) Participants (**blue**) or All (**green**). This alters what is shared with which user and can be used to fine tune what is shared with the student. By default, the share settings will be set to **All**. Change the setting for each item you would like to share as described below.

Note: Participants and All will only share with the student who submitted, not the whole cohort.

5. Sharing **submission** feedback:



6. Sharing **annotation** comments:



Double Blind Marking in WISEflow - ASSESSOR

7. Sharing rubrics:

