# Grade Centre - Sample / Double Marking

**IMPORTANT note 1: Students can submit as many times as they wish up to the end of the late window. Please only commence marking after the late window has ended.**

**IMPORTANT note 2: When marking, make sure that you are on the last attempt made by the student – attempts display as attempt 1 of 3 for example, so you would need to be on attempt 3 of 3.**

**IMPORTANT note 3: If you need to blind double mark, we recommend using the Spreadsheet marking function instead.**

## Pre-marking set-up

**IMPORTANT: Before any marking starts, you should hide the Grade Centre column from students. This way you can control when students see their mark and feedback after the marking is complete.**

Go to Grade Centre > Full Grade Centre > Edit Column Information > set '*Show this column to students*' to No > set '*Include this column in Grade Centre calculations*' to No > Select '*Submit*'.

If the column header has a grey icon with a pink strike, it indicates the column is hidden from students.

**Allocate Marking:**
There is no allocation in the Grade Centre, but UWE have developed the UWE Marking Allocation Tool. This tool provides the first marker with a list of students (can be anonymised) which takes the marker into the student attempt in the Grade Centre.

**Two options:**

Module Leader allocates first marking using the UWE Marking allocation tool and the markers access the submissions via the tool.

Or,

Module Leader tells the markers which students to mark, and they access the submissions directly from the Grade Centre.

## First marker(s)

**Access Student Submissions:**
If UWE Marking Allocation tool used, access student submission from there (found under Course Tools).

Alternatively, enter the Full Grade Centre. From a student's cell, select the latest attempt (the bottom one), OR
From Column Header drop down select *Mark Attempts*

**Need to mark anonymously?**
From Column Header drop down select *Mark with Usernames hidden*

**View student submission:**
Submitted files are listed in the right-hand grey Submission area > click on the download icon.

**Remember to make sure you are marking the very last attempt for that student**

**View SafeAssign report:**
Within student attempt click on the SafeAssign link > click on *View Originality Report*

**Enter mark:**
Enter your mark in the pink Attempt field

**Enter Feedback:**
Expand pale blue bar under the pink Attempt field to show the *Feedback to Learner* area > enter text by clicking on the A icon, or to attach a file click on the Plus icon > choose from *local file* or *content collection* > browse to and select file > Select *Open*.

**Save and continue:**
To save select *Submit*.

If using the UWE Marking Allocation tool, you will be taken back to your list of allocated students.

If not using this tool, you will be taken to the next submission

## Second marker(s)

**Access Student Submissions:**
Enter the Full Grade Centre.
From a student's cell, select the latest attempt (the bottom one).

**View student submission:**
Submitted files are listed in the right-hand grey Submission area > click on the download icon or view in the annotation frame.

**View SafeAssign report:**
Within student attempt click on the SafeAssign link > click on *View Originality Report*

**View first marker feedback:**
Expand pale blue bar under the pink Attempt field to show the *Feedback to Learner* area.

To view feedback files, you will need to access 'View Mark Details' from the student's cell in the Grade Centre

Or if first marker has annotated student work, view in the annotation frame in the attempt.

**Add 2ⁿᵈ mark to Marking notes:**
Expand pale blue bar under the pink Attempt field to show the *Feedback to Learner* area > click on *Add notes*.

Record what the second mark is and any comments for the marking team. Include your name and the date. Select *Submit*.

Please note that Marking notes are NOT visible to students.

## Final marker

**Review / add to Marking notes:**
Expand pale blue bar under the pink Attempt field to show the *Feedback to Learner* area > click on *Add notes*.

Review notes added by Second marker and add to this with your notes about the final agreed Mark. Include your name and the date.

**If Appropriate, update Feedback:**
Expand pale blue bar under the pink Attempt field to show the *Feedback to Learner* area > enter text by clicking on the A icon.

Or to attach a file click on the Plus icon > choose from *local file* or *content collection* > browse to and select file > Select *Open*.

**If appropriate, update annotated file:**
Use the annotation function to annotate a copy of the file for the student to view.

**If appropriate, update mark:**
Within student attempt, update mark in the pink Attempt field to be the final agreed mark.

This is the mark that will be released to the student.

**Save and continue:**
To save select *Submit*.

You will be taken to the next submission (make sure it is the last attempt for that student)

## Release marks

**IMPORTANT**
**Marks can only be sent to ISIS when each latest attempt at the assignment has a mark.**

**You can only use the 'send marks to ISIS' function for assignments that have fed from ISIS.**

**Send marks to ISIS:**
From Course Tools select '*Release marks to ISIS*'.
Select '*Extract Grades*' and select whether to make available to students and / or post an announcement. Select '*Submit*' and the marks will be sent to ISIS.

**External Examiner Sample:**
Ask the External Examiner to view the submissions and marking done in the Grade Centre directly.

External Examiners have full access to the Grade Centre and so you can just point them to the appropriate column in the Grade Centre and provide details of the students you want them to review.