

This guide will cover:

- How to manually mark the Essay question type
 - By each question at a time
 - By each student at a time
 - o <u>Tutors can mark Essay questions from their own class</u>
- How to re-mark an already marked question

Marking Essay Questions

All questions in a quiz are marked automatically except Essay questions. You can choose to mark one Essay question at a time for all students, or mark one student's answers to all Essay questions at a time.

Our recommendation is to mark by each question at a time as you are seeing all student's answers to the same question.

By each question at a time

Select the Exam link on your course home page. Once the quiz opens, select Manual grading from the Administration block.	C All	DMINISTRA iz adminis Edit settir Edit quiz Preview Results © Grades © Grades © Statist © Manua Locally as	TION stration ngs s nses ics il grading ssigned roles	3		
All the Essay questions will display.	ABCD 1234 Final Examination Questions that need grading					
Under the To grade column	Also show questions that have been graded automatically					
select Grade (which is a link).	Q #	т	Question name	To grade	Already graded	Total
You can also select Grade all in	1		Essay question 1	2 grade	0	2 grade all
the final column.	2		Explain these calculations	2 grade	0	2 grade all



Marking Online Quiz Exams

At the top of the marking page you can choose how many Questions per page to display and choose how to Order attempts .	ABCD 1234 Final Exa Grading question 1: Essay Options Attempts to grade Questions per page Order attempts	ination lestion 1 Back to the list of questions Those that need grading (2) v 5 Randomiy v By date			
Below this all the student's	Grading attempts 1 to 2 of 2	By student last name By student id number			
answers for that Essay question will be listed. The answer will be in the blue section.	Attempt number 1 for Lachian Pridham (110195561) Questim 1 Complete Marked out of 10.000 V V	nd discuss the rationale of xyz. onsectetur adipiscing elit. Pellentesque suscipit ultrice osqu ad litora torquent per conubia nostra, per incept odio vel ligula. Morbi aliquet, nist eu ultamcorper portz consequat hendrerit. Duis in nisi suscipit, etelfend nequ	s diam sagittis fermentum. Aenean nulla nisi, os himenaeos. Etiam ac diam sit amet dui terr I, metus nisi sollicitudin tortor, eget scelerisq Ie id, pellentesque augue. Quisque sollicitudin		
Enter a mark for that student's answer in the green section. There is no requirement to add a feedback comment. Scroll down to mark the next student's answer for the same question. Once complete select Save and	Comment Pent family B T U E I I I Path p Mark out	Fond size Peragraph ▼ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●			
go to next page. When all answers have been marked the table will be updated. Marks can be updated by selecting Update grades in the Already graded column.	ABCD 1234 Final Examination Questions that need grading Also show questions that have been graded automatically Q # T Question name To grade Already graded Total 1 Image: Essay question 1 O 2 update grades 2 grade 2 Image: Explain these calculations 2 grade O 2 grade				
Repeat these steps for the next and subsequent Essay questions.					



By each student at a time

This is a slower method than the previous one, however it may be more useful depending on the number and order of Essay questions.

Select the Exam link on your course home page. Select Attempts: <i>nn</i>	ABCD 1234 Final Examination Attempts allowed: 1 This quiz opened at Wednesday, 21 October 2020, 12:00 PM This quiz will close on Friday, 27 November 2020, 3:00 PM. Time limit: 3 hours Attempts: 2					
The quiz report will display the students and the questions that require grading. Select Requires grading for the first student you want to mark.	ABCD 1234 Final Examination Attempts: 2 First name / ID Surname ID Surname ID Not yet Requires graded grading grading Review attempt ID Review Attempt ID Rev					
You can also select Review attempt under each student's name. This will show you all the student's answers on one page.	ABCD 1234 Final Examination First name / ID number Username Email address Grade/100.00 /90.91 /9.09 Review attempt I III IIIIIIIIIIIIIIIIIIIIIIIIIIIIII					
The process below applies to both	Requires grading and Review attempt.					
A new window will open.	Read the following scenario and discuss the rationale of xyz.					
The student's answer is in the blue section.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eu neque maximus, vitae neque nulla. Aenean eu leo ornare, iaculis ligula a, vestibulum nibh. In velit ante					
Select Make comment or override mark.	convallis, semper congue diam pretium. Nullam rutrum ut tortor et pharetra. Donec v Make comment or override mark					
Another new window will open.	Read the following scenario and discuss the rationale of xyz.					
Enter a mark for that student's answer in the green section.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eu neque maximus, vitae neque nulla. Aenean eu leo ornare, iaculis ligula a, vestibulum nibh. In velit ante convallis, semper conque diam pretium. Nullam rutrum ut tortor et nharetra. Donec y					
There is no requirement to add a feedback comment.	Comment Font family V Font size V Paragraph V (S) P II (AB)					
Select Save at the very bottom after Response history.	Path: p					
	Mark out of 10.00					



Tutors can mark Essay question from their own class

This only works for two kinds of Groups:

- Groups that have been created from the timetabling process, i.e. tutorial classes
- Manually created groups made specifically for the exam quiz

Tutors follow the same initial steps to get started:

Select the Exam link on the course home page. Once the quiz opens, select Manual grading from the Administration block.	AL AL Q Q L	MINISTRATI iz administr Edit setting Edit quiz Preview Results © Grades © Respons © Statistic: © Manual e Locally assi	ON ration js ses s grading igned roles	<u>.</u>		
All the Essay questions will display.	ABCD 1234 Final Examination Questions that need grading					
Under the To grade column	Also show questions that have been graded automatically					
select Grade (which is a link).	Q #	т	Question name	To grade	Already graded	Total
	1		Essay question 1	2 grade	0	2 grade all
You can also select Grade all in the final column.	2		Explain these calculations	2 grade	0	2 grade all
If there are groups in the	Online	Exam				
course the option to select	Separate groups		All participants		Questions that need grading	
	Q #	т	Question name	To grade	Already graded	Total
Select the drop-down in Separate groups to choose a group (class).	7		Essay Question 1	2 grade	0	2 grade all
	8		Essay question 2	2 grade	o	2 grade all



How to re-mark an already marked question

You can manually remark any question, including questions that are automatically marked.

Select the grade already assigned to the question that is to be remarked. This grade is a link.	First name / ID Surname number Username Email address Grade/100.00 /12.50 /6.25 / Review attempt 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Q. 3 Q. 4 /6.25 /62.50 X 0.00 Requires grading				
A new window will open.	Read the following scenario and discuss the rationale of xyz.					
The student's answer is in the blue section. Select Make comment or override mark .	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eu neque maximus, vitae neque nulla. Aenean eu leo ornare, iaculis ligula a, vestibulum nibh. In velit ante convallis, semper congue diam pretium. Nullam rutrum ut tortor et pharetra. Donec v Make comment or override mark					
Another new window will open.	Read the following scenario and discuss the rationale of xyz.					
Edit the mark for that student's answer in the green section.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eu neque maximus, vitae neque nulla. Aenean eu leo ornare, iaculis ligula a, vestibulum nibh. In velit ante convallis, semper congue diam pretium. Nullam rutrum ut tortor et pharetra. Donec v					
Select Save at the very bottom after Response history.						
	Comment Font family Font size Paragraph Comment					
	Path: p					
	out of 10.00					