

# User guide for graders Digital school exams

The role 'grader' in Inspera Assessment can access the tool «Grading» in Inspera.

## Login

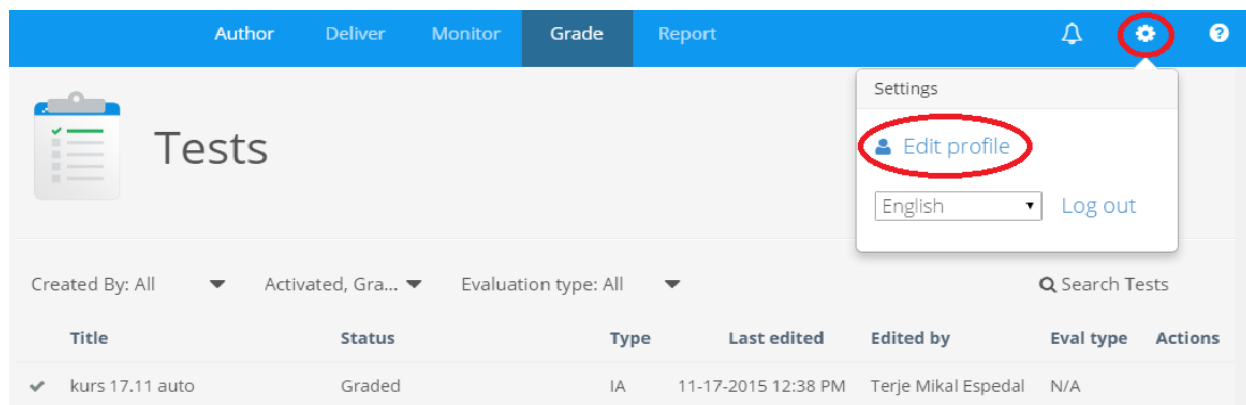
To log in to Inpera assessment as grader at the University of Bergen you need a user account in Inpera and the role «grader» for the course in question.

**External graders** receive an e-mail from Inpera Assessment with assigned username and a link to create a password (log in with registered user). **Internal graders** log on to Inpera with their regular UiB user account (Choose «log in med FEIDE»).

Link to login:

<https://eksamen.uib.no/admin>


## Change your profile



The screenshot shows the Inpera Assessment interface. At the top, there is a navigation bar with tabs for Author, Deliver, Monitor, Grade, and Report. A settings gear icon is circled in red. Below the navigation bar, the 'Tests' section is visible. A 'Settings' dropdown menu is open, showing 'Edit profile' (circled in red), a language dropdown set to 'English', and a 'Log out' button. Below the settings menu, there are filters for 'Created By: All', 'Activated, Gra...', and 'Evaluation type: All'. A search bar labeled 'Search Tests' is also present. At the bottom, a table lists test entries with columns for Title, Status, Type, Last edited, Edited by, Eval type, and Actions.

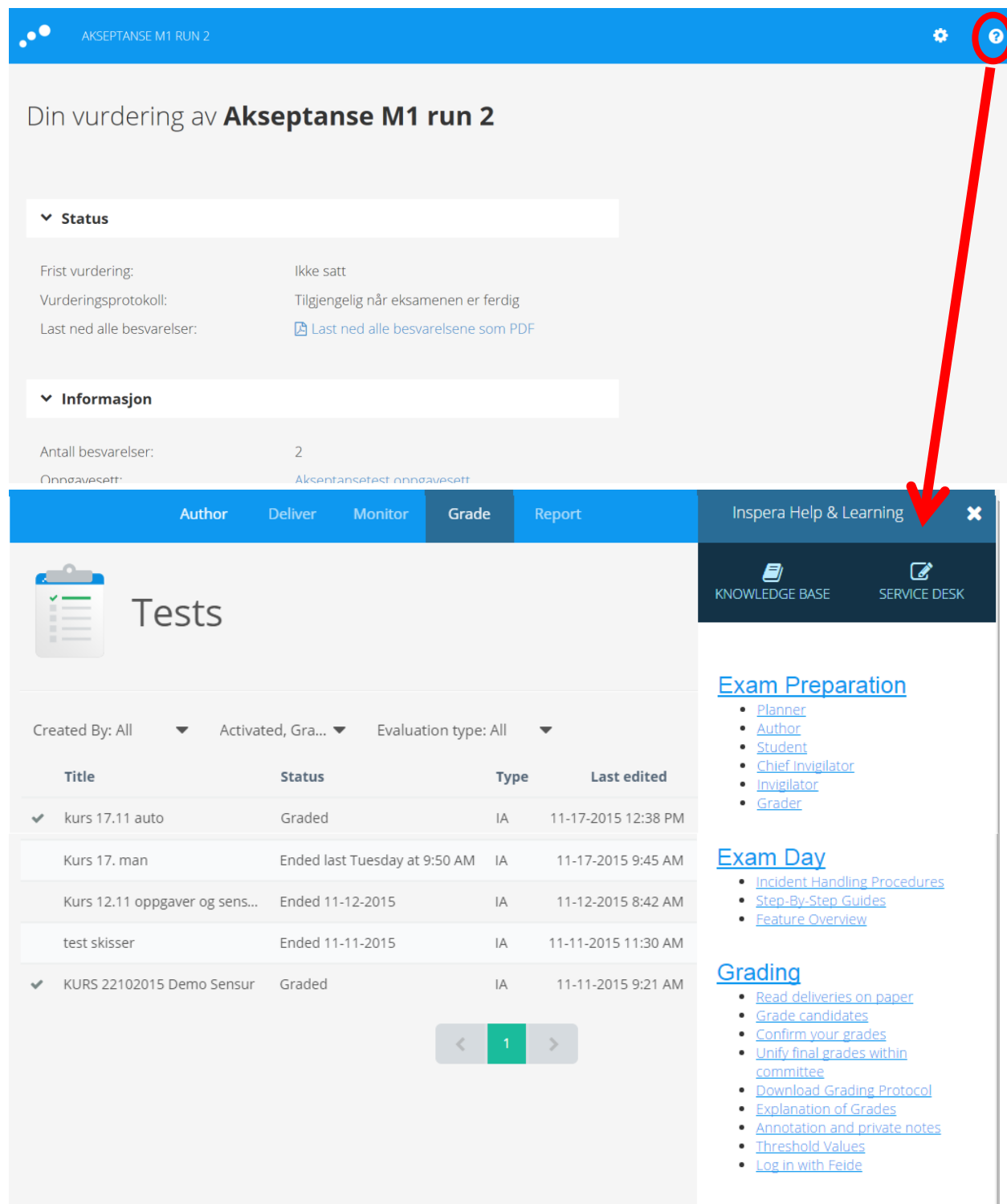
Title	Status	Type	Last edited	Edited by	Eval type	Actions
✓ kurs 17.11 auto	Graded	IA	11-17-2015 12:38 PM	Terje Mikal Espedal	N/A	

You can at any given time change your first name, surname, e-mail address and password in your user profile. You can, however, NOT change your username.

To change your user profile click the settings  - button next to your name in the task bar at the top. The press "User profile".

## Knowledge base

The Knowledge Base in Inspera Assessment can provide you with aid while grading. You can at any given time click the Help button at the top right and get a description of the functionality you are working with:



The screenshot shows the Inspera Assessment interface for the assessment 'Akseptanse M1 run 2'. The top navigation bar is blue and contains a settings gear icon and a help icon (a question mark inside a circle) which is highlighted with a red circle and a red arrow pointing to it. Below the header, the main content area is titled 'Din vurdering av Akseptanse M1 run 2'. It features two expandable sections: 'Status' and 'Informasjon'. The 'Status' section shows 'Frist vurdering: Ikke satt', 'Vurderingsprotokoll: Tilgjengelig når eksamenen er ferdig', and 'Last ned alle besvarelser: Last ned alle besvarelsene som PDF'. The 'Informasjon' section shows 'Antall besvarelser: 2' and 'Onngavesett: Akseptansetest onngavesett'. Below this is a navigation bar with tabs for 'Author', 'Deliver', 'Monitor', 'Grade', and 'Report'. To the right of these tabs is a 'Inspera Help & Learning' dropdown menu, which is open and shows options for 'KNOWLEDGE BASE' and 'SERVICE DESK'. The main content area is titled 'Tests' and contains a table of test results. The table has columns for 'Title', 'Status', 'Type', and 'Last edited'. The first row is 'kurs 17.11 auto' with status 'Graded' and type 'IA'. The second row is 'Kurs 17. man' with status 'Ended last Tuesday at 9:50 AM' and type 'IA'. The third row is 'Kurs 12.11 oppgaver og sens...' with status 'Ended 11-12-2015' and type 'IA'. The fourth row is 'test skisser' with status 'Ended 11-11-2015' and type 'IA'. The fifth row is 'KURS 22102015 Demo Sensor' with status 'Graded' and type 'IA'. Below the table is a pagination control showing '1' in a green box. On the right side of the 'Inspera Help & Learning' dropdown, there are three sections: 'Exam Preparation' with links for Planner, Author, Student, Chief Invigilator, Invigilator, and Grader; 'Exam Day' with links for Incident Handling Procedures, Step-By-Step Guides, and Feature Overview; and 'Grading' with links for Read deliveries on paper, Grade candidates, Confirm your grades, Unify final grades within committee, Download Grading Protocol, Explanation of Grades, Annotation and private notes, Threshold Values, and Log in with Feide.

Title	Status	Type	Last edited
✓ kurs 17.11 auto	Graded	IA	11-17-2015 12:38 PM
Kurs 17. man	Ended last Tuesday at 9:50 AM	IA	11-17-2015 9:45 AM
Kurs 12.11 oppgaver og sens...	Ended 11-12-2015	IA	11-12-2015 8:42 AM
test skisser	Ended 11-11-2015	IA	11-11-2015 11:30 AM
✓ KURS 22102015 Demo Sensor	Graded	IA	11-11-2015 9:21 AM

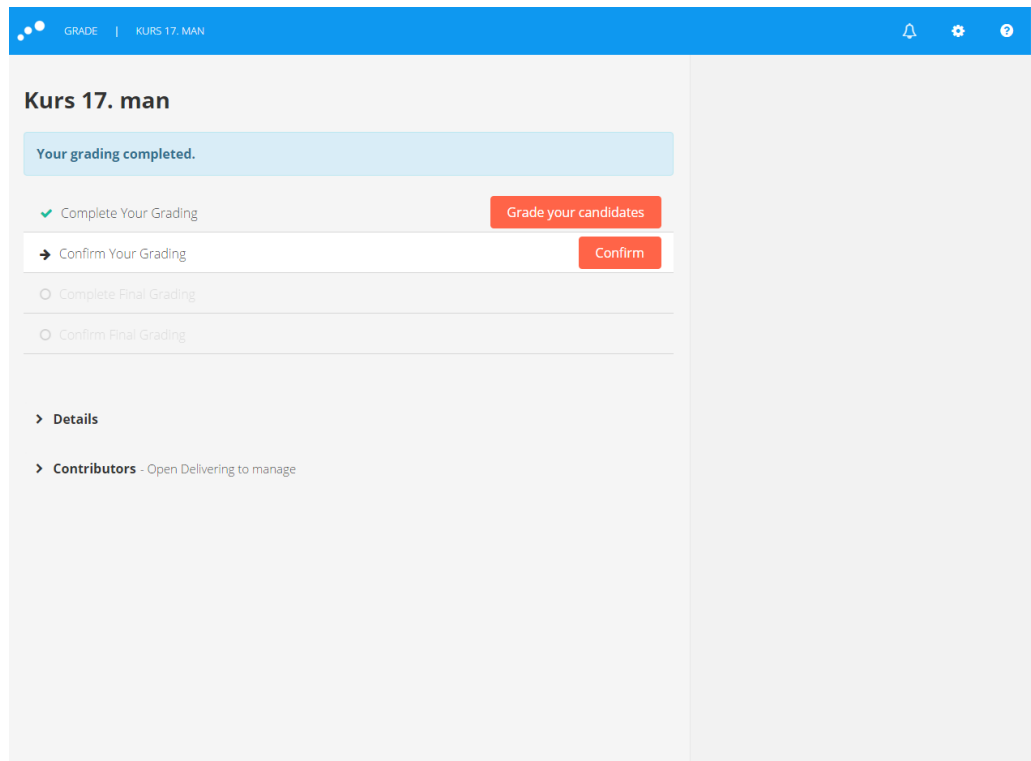
## Start Page for grading

The screenshot shows the 'Tests' page in the Inpera Assessment system. The top navigation bar includes 'Dashboard', 'Author', 'Deliver', 'Monitor', 'Grade' (highlighted with a red circle), and 'Report'. The left sidebar has 'CONTENT TYPES' with 'Tests' selected, and 'QUICK FILTERS' with options like 'Created by me', 'Edited today', and 'Clear all filters'. The main content area displays a table of tests with the following data:

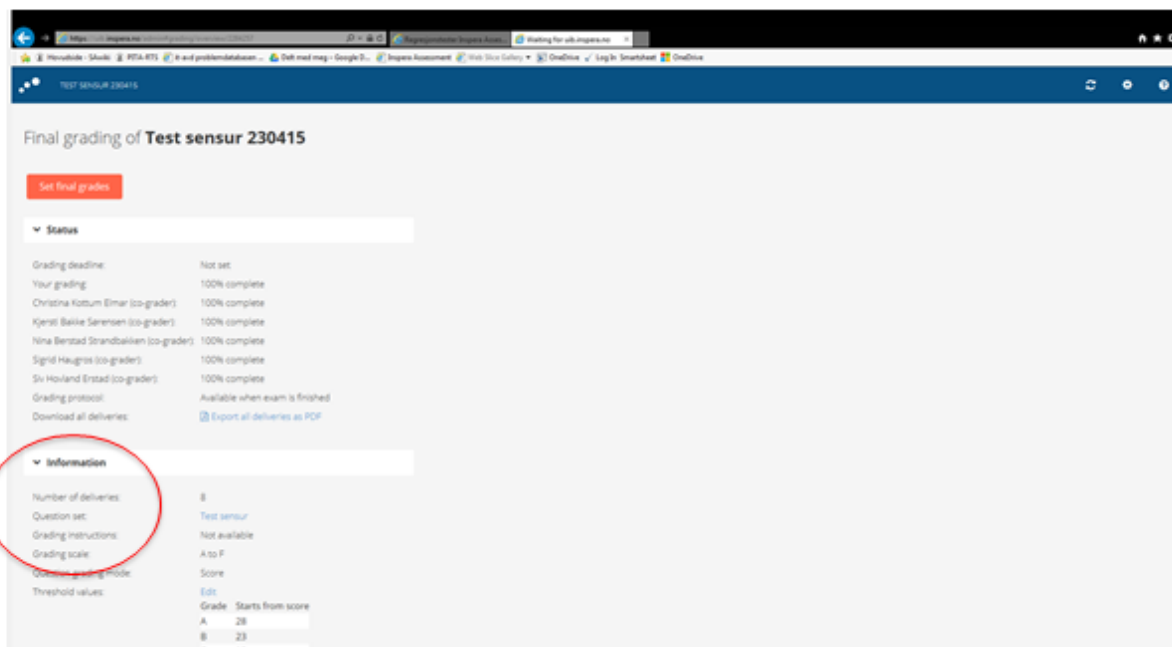
Title	Status	Type	Last edited	Edited by	Eval type	Actions
JUS260-2-C 0 Kjennetegnrett	Ended yesterday at 1:30 PM	FS	11-20-2015 11:09 AM	Siv Hovland Erstad	Skriftlig eksamen	
JUS131 0 Kontraksrett II	Ended 10-16-2015	FS	11-20-2015 11:04 AM	Mette Optun	Skriftlig eksamen	
MEV1103 0 Medietekster: teo...	Ended last Wednesday at 1:00 PM	FS	11-20-2015 10:04 AM	Mette Optun	Skriftlig eksamen	
● Test - eksamen NOR-U4	Started today at 10:00 AM	IA	11-20-2015 9:47 AM	Thomas Gårder Brendefur	N/A	
● INFO352 0 Advanced Topics I...	Started today at 10:00 AM	FS	11-19-2015 4:39 PM	Jannicke Lervik-Kristensen	Oppgave i gruppe	
● ZNORD-1- Namnegransking	Started today at 9:00 AM	IA	11-19-2015 4:24 PM	Siv Hovland Erstad	N/A	
MEDIND4-B 0 Indremedisin ...	Ended yesterday at 2:18 PM	FS	11-19-2015 3:46 PM	Mette Optun	Skriftlig eksamen	
● JUS255-2-A 0 Påtalerett	Started today at 9:00 AM	FS	11-19-2015 2:39 PM	Mette Optun	Skriftlig eksamen	
● PSYK106 0 Personalpsykologi	Started today at 9:00 AM	FS	11-19-2015 2:32 PM	Mette Optun	N/A	
ENG212 0 Engelskspråklig litt...	Ended last Wednesday at 3:00 PM	FS	11-19-2015 12:56 PM	Mette Optun	Skriftlig eksamen	

When you log in to Inpera and click the 'grading' tab on the task bar, all the exams you have been assigned to will appear in an overview. Choose the exam you want to grade by clicking it in the list (shown below):

## Information page



From the information page the grader can start the grading of the candidates by clicking «grade your candidates». If you have already started grading, the exam the system allows you to pick up where you left of by clicking the text “continue from last graded”. If there is more than one grader in the system, other co-graders can confirm their grades without entering a value (A to F etc.) The commission can then approve/confirm the final grades. If the commission wishes to use the co-grading support within the Inspera system, all the graders can confirm their individual grades and proceed to the co-grading to review the discrepancies in the candidates grades given by the individual graders.



The information page contains further information about the exam and the deliveries each grader has been assigned. Grading instructions will be available here if the administration have uploaded them to the Inspera grading tool.

## Your assessment - An overview of the candidates in the commission

The overview of your assessment is a list consisting of the candidates you are to grade. The candidates are listed with their candidate numbers. In the example shown here grades are not set for any of the candidates. When the grades are set the icons of the candidates will appear blue.

You access the delivery you want to assess by clicking the icon on the left side (marked with the candidate number).

When the grader has finished grading all the assigned deliveries, the grader can confirm the grades by clicking «confirm your grades» on the information page:

## Digital examinations in Inspera Assessment for school exams at the University of Bergen

GRADE | TEST VURDERING

### test vurdering

Your grading completed.

- ✓ Complete Your Grading
- ✓ Confirm Your Grading
- Complete Final Grading [Open Final Grading](#)
- Confirm Final Grading

Now the graders can start the co-grading for exams with more than one grader in the commission:

GRADE | TEST VURDERING

### test vurdering

1 candidates and 0 committees - [Edit](#) [View log](#)

Your grading completed.

- ✓ Complete Your Grading
- ✓ Confirm Your Grading
- Complete Final Grading [Edit final grades](#)
- Confirm Final Grading [Confirm Final Grading](#)

When the commission is in accord on the final grades, the final grades must be confirmed:

## Your assessment - The candidate's delivery

The screenshot shows the 'Grading Candidate 1' interface. At the top, there are navigation links for 'GRADE', 'GRADING INSTRUCTIONS', and 'CANDIDATES'. Below this, the candidate's name 'Candidate 1' is displayed. There are links for 'View delivery', 'BM PDF', 'NY PDF', and 'EN PDF'. The 'Your grade' section has buttons for F, E, D, C, B, and A. The 'Explanation' section has a dropdown arrow and the text 'Add'. The 'Total score' section shows a progress bar from 0 to 85, with a blue bar indicating a score of 1. Below this, there are filters for 'SHOW ALL', 'HIDE AUTOMATICALLY GRADED', and 'HIDE GRADED'. The main list of questions is as follows:

Question ID	Question Text	Score	Grading Status
01	Oppgave A: Politisk risiko	10	Manually graded (black circle)
02	Oppgave B: The absolving bargain	10	Manually graded (black circle)
03	EKG	2	Automatically graded (lightning bolt)
04	Ny oppgave	2	Automatically graded (lightning bolt)
05	Ny oppgave	10	Manually graded (black circle)
06	New Question	1	Automatically graded (lightning bolt)

On the right side, there is a 'Private notes' section with a text area and a link 'Click here to create a private note'.

The candidate's delivery is presented as a list of all the different questions in the question set. Manually graded questions are marked with a circle and automatically graded questions are marked with a lightning bolt. As a grader you can choose to hide the automatically graded questions. In the list deliveries that have not been assessed are marked with a black circle, and the assessed deliveries are marked with a green circle.

To start assessing single questions the grader can click a question in the list. The candidate's answer to that question will then appear.



HJEMMEKSAMEN > KANDIDATER > KANDIDAT 114

Resultat for kandidat **114**

Private notater for 114

Vis besvarelse - EN PDF

Din karakter

F E D **C** B A

1 ● Oppgave 1

F E D **C** B A

In many cases the delivery will consist of one, or a few, essays. The grader can choose to assess the deliveries with point and/or threshold values, or set a grade manually. If the Question Set consists of only one Question the overall grade for the delivery will be updated automatically when the question has been graded.

### Manually setting a score on automatically graded questions

GRADE | TEST TEST > CANDIDATES > 1 > QUESTION 1

Delivery Question

Your grading

Calculated score: 1/1

Set manually

Private note

question 1 by candidate 1

Click here to create a private note

Ny oppgave

Erstatt denne teksten med din oppgavetekst...

Velg et alternativ

✔ Sant

Usant

Riktig svar

Poengsum: 1 av 1

1 2 3

It is possible to override the predefined score on an automatically graded question. This can be done by clicking the button show in the picture. Please note that this has to be done for every candidate you are grading. You should always have a close dialogue with the administrator of the exam before manually overriding the automatic score.

**Your grading**

Calculated score: 1/1

**Set manual score**

Decimals allowed

< 1 >

Cancel Update

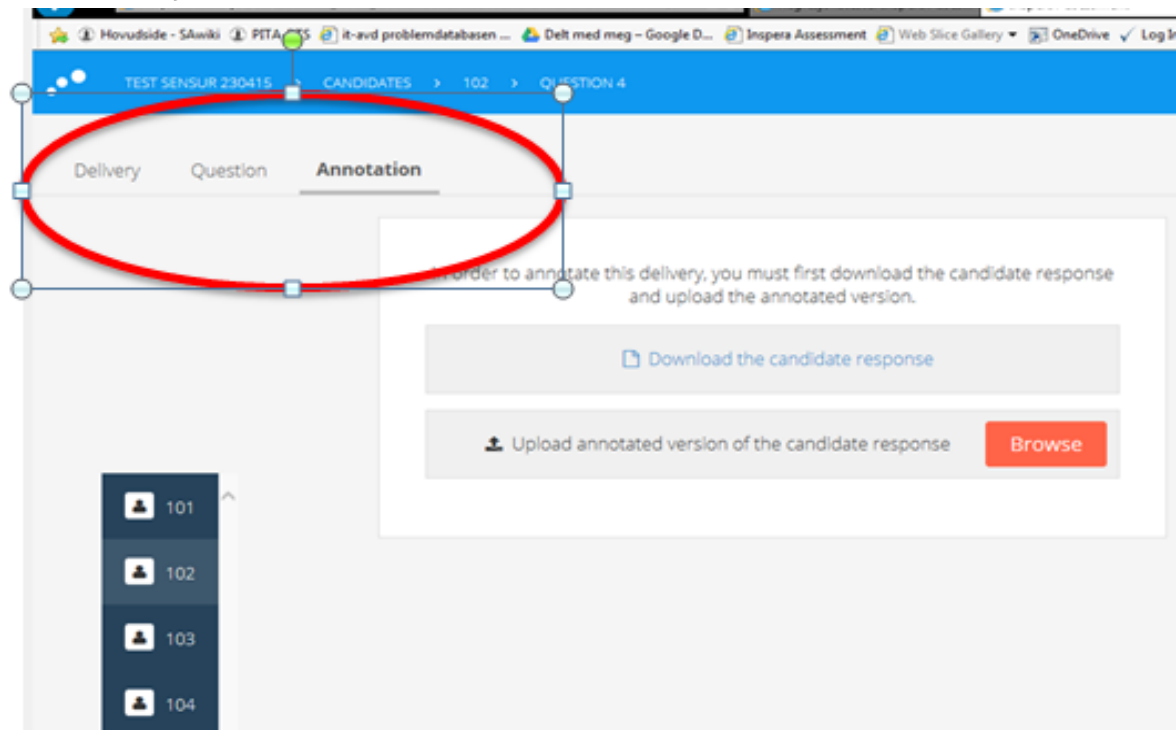
**Private note**

question 1 by candidate 1

[Click here to create a private note](#)

## Your assessment - Assess a delivery

### The delivery



The tab underneath shows the candidates answer to a question. On the right hand side the point or is displayed. The grader gives the assessment by clicking the point/grade.

The grader can add private notes for each question. These notes will remain private throughout the grading process and will not appear to other co-graders or candidates, nor will they appear if a candidate complains about the grade and asks for a new assessment.

### Question

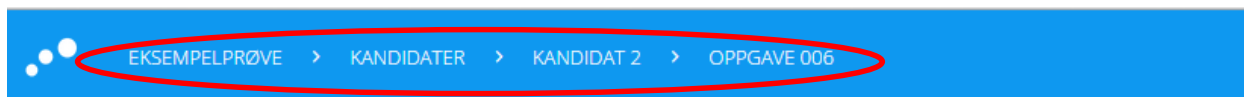
In this tab the grader can see the question as it was shown to the candidate on the exam

### Annotation (to be released at a later date)

Annotation allow graders to add private comments to candidate deliveries as points, areas or text selections. All annotations are private to the grader. Annotations can be added as Point, Area and Text selection, and all annotations can be deleted. Annotations are added to a preloaded PDF version of the candidate delivery

## Navigation

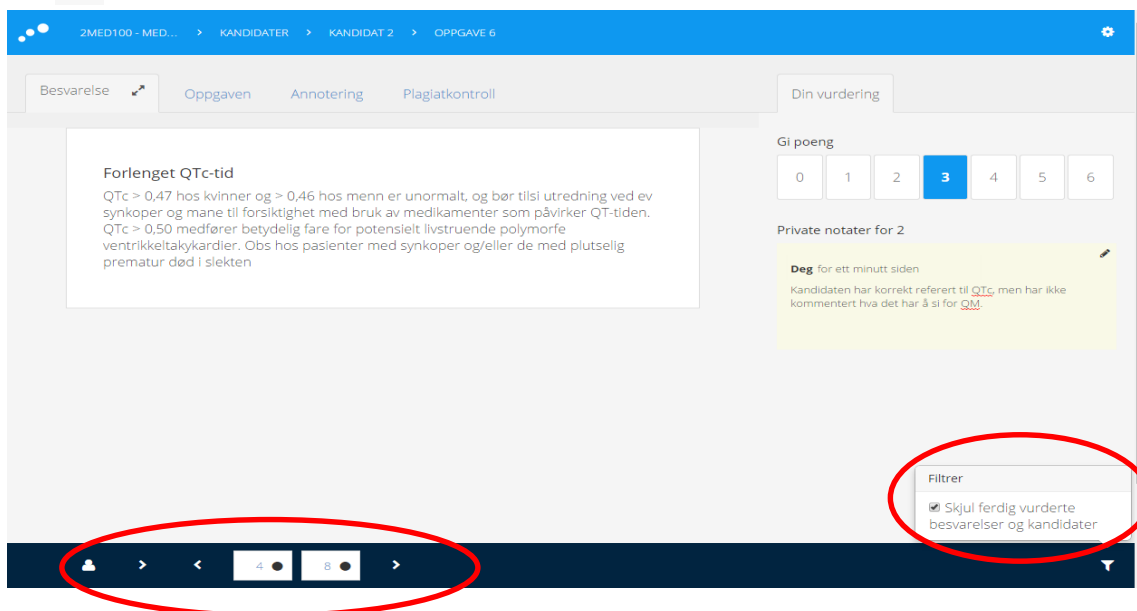
### Breadcrumb trail



### Navigating between different questions

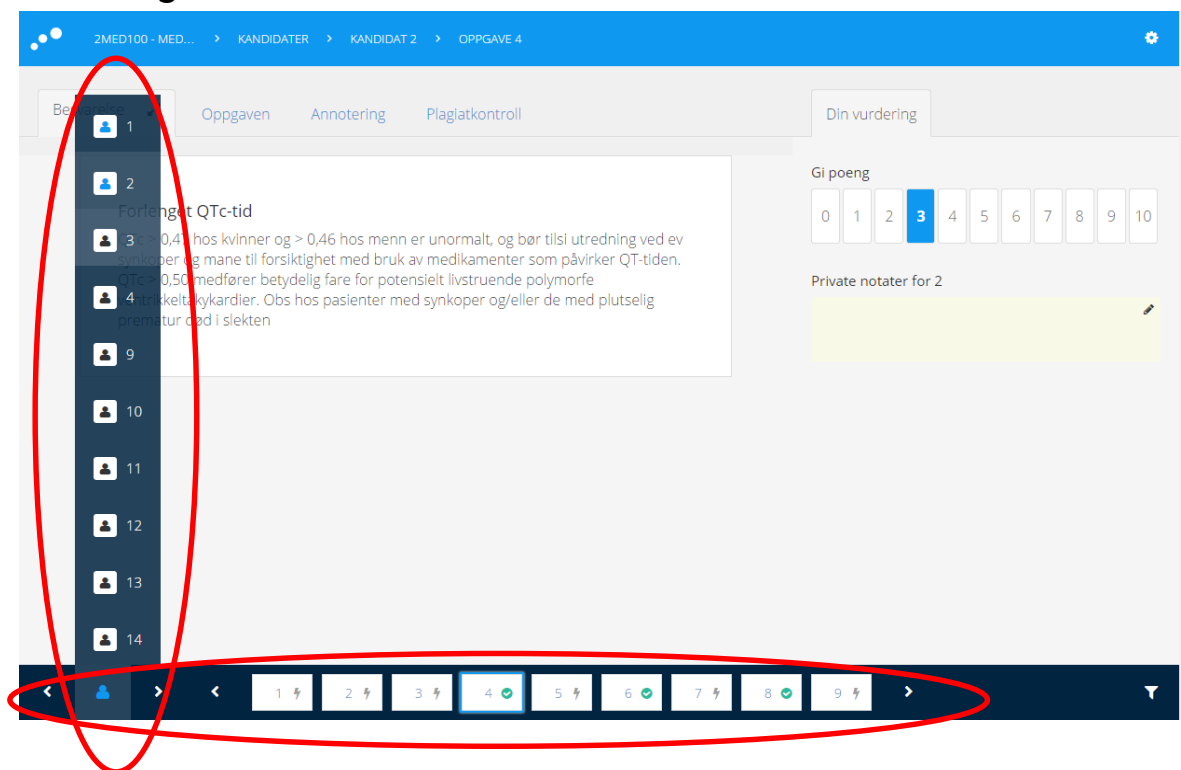
At the top of the Assessment tool there is always a breadcrumb trail that the grader can use to navigate. In the example shown below one can navigate by clicking the different breadcrumb items:

- EKSEMPELPRØVE – Navigate to the information page for the test
- KANDIDATER – Navigate to the candidate list
- KANDIDAT2 – Navigate to the result page for candidate 2
- OPPGAVE 006 – Navigate to the delivery of question 6 for candidate 2
- The icon at the top left – Closes the session and returns the grader to the main page with all the exams listed (for that particular grader)



It is not necessary to navigate back to the candidate's list to open a new delivery. The grader can navigate directly to the next candidate or the next question. The grader can also choose to hide all previously graded candidates or questions. The navigation tool will take the hidden items into consideration and surpass them. This implicates that the grader can move through the questions and deliveries in a seamless fashion until the list of remaining assessments is empty.

## The navigation Bar



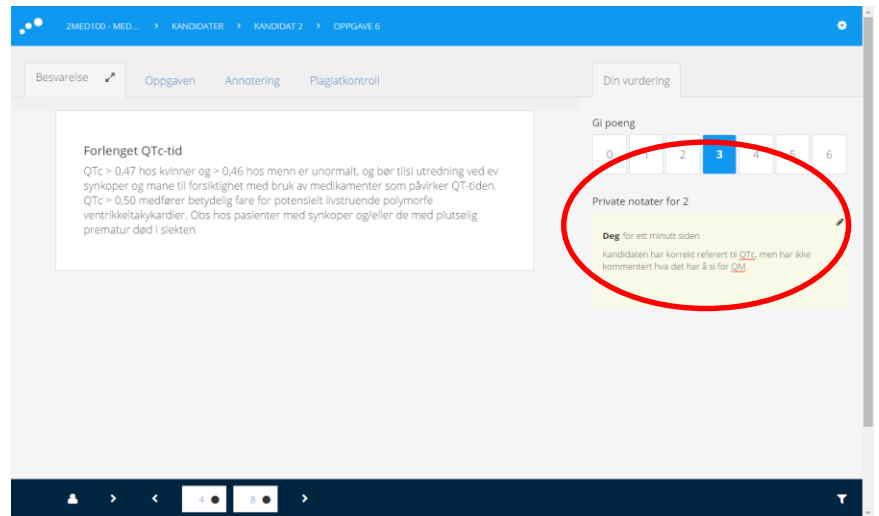
The navigation bar shows all the questions in the delivery. It can show only those that are not graded yet if the grader chooses to use the filter tool at the bottom right. Questions marked with a lightning bolt are, as mentioned before, automatically graded. The questions marked with a black circle needs to be graded with points or grades As the grader moves through the questions and assesses them, the black circles turns into green check bullet points.

The icons of the candidates that have had their delivery assessed turn blue. Candidates whose deliveries are yet to be graded are shown as black icons. In the menu to navigate between candidates the same iconography is being used. The menu opens when you click the candidate icon. This action displays a list over all the candidates in the test. A grader can navigate directly to a candidate's delivery from this starting point.

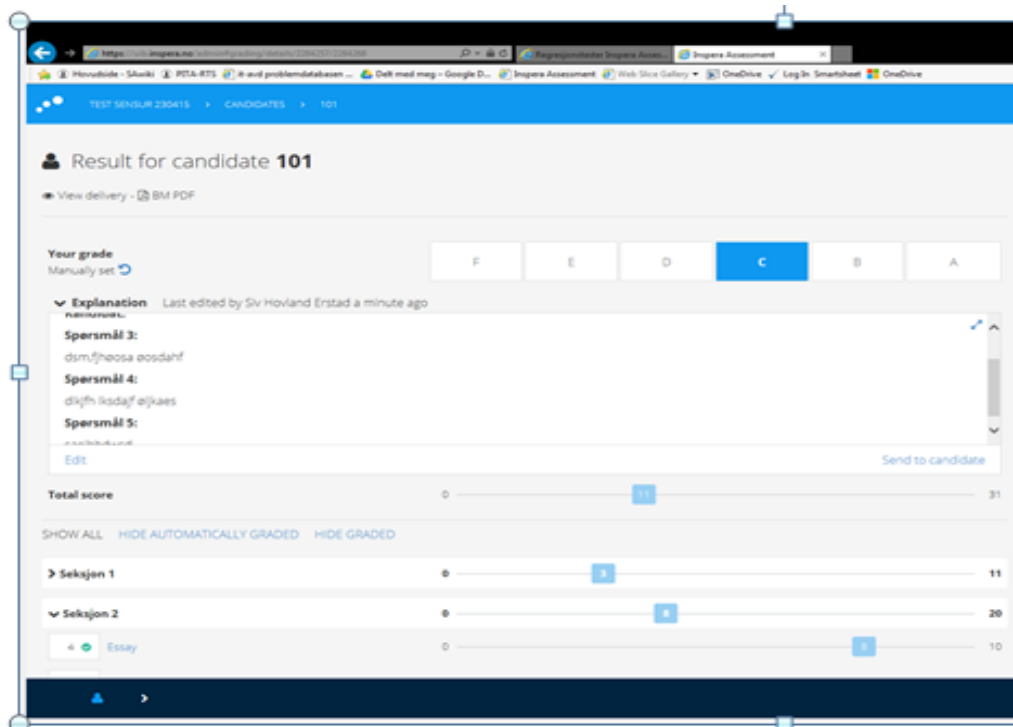
## Notes and annotation

### Notes

The grader can make notes for the entire delivery or for each singular question in the delivery. The notes are private and cannot be view by anyone else throughout the entire grading process. The notes are entered in the field at the right hand side.



On the candidate's delivery (the separate candidates «result page») the grader can also make notes. This page also contains a view of the graders comments on the different questions.



## The assessment protocol and earlier assessments

The protocol will be available at the information page when the assessment is completed. The protocol will only contain results for candidates in the commission (not for the entire course).

**Ny prøve**

Grading completed.

- ✓ Complete Your Grading
- ✓ Confirm Your Grading
- ✓ Complete Final Grading [Show results](#)
- ✓ Confirm Final Grading [View Grading Protocol](#)

After the graders have confirmed their final grades the grades are ready to be transferred to FS (manually). At this point the grades are locked and can no longer be changed. If a grader needs to view previous assessments this can be done by opening the test with status assessed/graded and choose «show results» on the right hand side.

Final grades will be shown as light blue to indicate that they can no longer be changed. The grader can see the private notes that were made during the grading process. This may be useful in case of a grade appeal where the candidate wishes to get the delivery reassessed.

## Blank delivery

SENSORVEILEDNING 1 > CANDIDATES > 101

**Result for candidate 101 - blank delivery**

View delivery - BM PDF - EN PDF

**Your grade**

F E D C B A

▼ **Explanation** Add

**Total score** 0 0 32

SHOW ALL HIDE AUTOMATICALLY GRADED HIDE GRADED

1 ● 1. Digital kunst / Digital Art 0 25

2 ● Ny prøve 0 1

Digital examinations in Inspira Assessment for school exams at the University of Bergen

If the candidate has delivered blank it will appear as shown below. The grader must still grade the delivery (the automatically recommended grade will always be the lowest at the scale chosen for the test).