

# Assessment System 🤔 How does it work?

## 1. How to import Test marks?

Go to your course in the assessment system and import file format in a **.CSV file** with the first line as follows: Username, Student ID and Total.

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	A	B	C	D
1	Username	Student ID	Total	
2	amorjhen	300481718	58	
3	berryliv1	300474410	72	
4	bibbykali	300364014	80	
5	bliemchri	300487161	64	
6	bowersnath	300490643	50	
7	brudvilark	300476666	66	
8	churchbryo	300205192	70	
9	dawsoncatr	300479098	41	

### Assessment System

Home (2020T1) / MATH261

#### Assessments for MATH261 (2020 Trimester 1)

[+Add new assessment](#)

CLICK THIS ICON

Name	Weight	Due date	Marks Released	Tutor Marking	Config	Delete	Marks	Stats
Assignment_0	Weight: 0	2020-03-05 23:59:00	Not released					
Assignment_1	Weight: 0	2020-03-12 23:59:00	2020-04-20 10:26:07					
Assignment_2	Weight: 0	2020-03-19 23:59:00	2020-04-20 10:40:31					
Assignment_3	Weight: 0	2020-04-30 23:59:00	2020-05-04 17:25:26					
Test_1	Weight: 0	2020-05-05 14:00:00	Not released					
Assignment_4	Weight: 0	2020-05-14 23:59:00	Not released					
Assignment_5	Weight: 0	2020-05-21 23:59:00	Not released					
Assignment_6	Weight: 0	2020-05-28 23:59:00	Not released					
Test_2	Weight: 0	2020-06-02 14:00:00	Not released					

### Assessment System

Home (2020T1) / MATH261 / Test\_1 / Assessment marks

#### Marks for MATH261 Test\_1 (2020 Trimester 1)

##### Import marks

[Browse...](#) [Import marks](#)

Import file format is a .csv file with first line as follows:  
Username,Question1,Question2,... or StudentID,Question1,Question2.  
Replace Question1.. with the real question names. (Optionally you can also add the tutor username using a "Tutor" heading)  
Example import file  
The import process will also unapprove/replace marks added by tutors for each row in the file (depending on moderation option).

Approve marks while importing

##### Export marks and display options

[Export marks](#)

Display approved marks only

**Counts (only for enrolled students)**

Enrolled students: 39

Submitted (marked): 36 (36)

Not submitted (marked): 3 (2)

##### Mark statistics: Distribution Grades

Maximum	100.0
Upper quartile	82.5
Median	73.1
Lower quartile	66.6
Minimum	48.8
Mean	74.0
Count	38

★ next to username indicates admin notes

Tick APPROVE if you wish to make the marks visible to students

Username	Student ID	Total [80]	Calculated Final [80]
amorjhen	300481718		
berryliv1	300474410		

## 2. How to set-up the assessment weight and total?

Go to **Config** icon and to **Marking**. In the **Marking items**, click **Edit**. Type the total in the **Maximum Value** and click **Save Item**.

**Assessments for MATH261 (2020 Trimester 1)**

[+Add new assessment](#)

example only

1

Search:

Name	Due date	Marks Released	Tutor Marking	Config	Delete	Marks	Stats
Assignment_0	Weight: 0 2020-03-05 23:59:00	Not released					
Assignment_1	Weight: 0 2020-03-12 23:59:00	2020-04-20 10:26:07					
Assignment_2	Weight: 0 2020-03-19 23:59:00	2020-04-20 10:40:31					
Assignment_3	Weight: 0 2020-04-30 23:59:00	2020-05-04 17:25:26					
Test_1	Weight: 0 2020-05-05 14:00:00	Not released					
Assignment_4	Weight: 0 2020-05-14 23:59:00	Not released					
Assignment_5	Weight: 0 2020-05-21 23:59:00	Not released					

**Marking items** [+Add new marking item](#)

Item	Name	Minimum value	Maximum value	Type	Admin mark	Edit	Delete
M1	Total		80	Unspecified			

Each item that needs to have a mark must be setup by using the 'Add new marking item' link.

**Final mark calculation**

M1

The current saved formula has a maximum calculated mark of 80

Final marks can be calculated (and displayed to students) automatically if entered here. To use do the following:

- Setup the marking items in the previous section.
- Enter an arithmetic formula. For example to calculate the final mark as the average of Item 1 and the Item 2 use:  $(M1 + M2)/2$ .
- Automatic late penalties (when enabled for the course) can be added with a calculation based on M0
- Piecewise linear scaling can be done by using `piecewise_linear_scale(current_formula, raw_mark, scaled_mark)`. For example `piecewise_linear_scale((M1+M2)/2, 50, 60)`.
- Use the Test new formula button to confirm the formula is working correctly before saving it.

See Help in the menu for more examples and information.

**Allow moderation**

If moderation is allowed more than one tutor can add marks (and comments) for each student. There will also be multiple marks if a tutor adds marks and you later import marks for the same students and questions. **Please note: this can't be disabled after it was enabled.**

**Hide moderation marks**

If enabled tutors will only see marks they added themselves. Staff will still see marks from all tutors and imports.

**Files to ignore for late submission**

List of files to exclude when calculating late submissions. Enter each filename on a new line. eg: \*.class

**Email addresses to notify when a late submission is approved**

List of email addresses that will receive notification when late submissions are approved. Enter each email address on a new line.

**Email addresses to notify when a tutor flag a problem**

List of email addresses that will receive notification when a tutor flag a problem on a submission. Enter each email address on a new line.

**Assessment weight percentage**

Used for calculating course marks and also prioritizes assignments when applying late days (highest weights used first). Range: 0-100

3

4

Click the icon to edit the Maximum Value.

Type the Assessment Weight here: Example: 20

Click Save config

### 3. How to upload scanned Test script?

- Rename the individual scanned Test script into students ID.
- ZIP the group of files to create a single document.
- In the Assessment System, follow the picture below.

**Assessments for MATH261 (2020 Trimester 1)**

[+Add new assessment](#)

Search:

Name	Due date	Marks Released	Tutor Marking	Config	Delete	Marks	Stats
Assignment_0	Weight: 0 2020-03-05 23:59:00	Not released	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_1	Weight: 0 2020-03-12 23:59:00	2020-04-20 10:26:07	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_2	Weight: 0 2020-03-19 23:59:00	2020-04-20 10:40:31	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_3	Weight: 0 2020-04-30 23:59:00	2020-05-04 17:25:26	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Test_1	Weight: 0 2020-05-05 14:00:00	2020-05-21 10:34:59	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_4	Weight: 0 2020-05-14 23:59:00	2020-05-29 11:58:25	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_5	Weight: 0 2020-05-21 23:59:00	2020-05-29 11:59:19	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_6	Weight: 0 2020-05-28 23:59:00	Not released	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Test_2	Weight: 0 2020-06-02 14:00:00	Not released	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_7	Weight: 0 2020-06-04 23:59:00	Not released	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_8	Weight: 0 2020-06-11 23:59:00	Not released	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Test_3	Weight: 0 2020-06-16 14:00:00	Not released	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>
Assignment_9	Weight: 0 2020-06-25 23:59:00	Not released	<a href="#">/</a>	<a href="#">/</a>	<a href="#">×</a>	<a href="#">[ ]</a>	<a href="#">[ ]</a>

**Upload zip file to feedback directories**

Use this to upload a zip file that contains multiple feedback files and copy each one to the student's feedback directory. The files must be named either [username].extn or [student\_id].extn - Select the Copy option below if you want to do the copies, otherwise it will show what will be copied without doing it.

Copy files

[Browse...](#) [Upload file](#)

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**Download all submissions**

Click here to download all submissions as a zip file.

[Download zip](#)

**Unapprove all marks and comments**

Click here to unapprove all marks and comments for this assessment. It will also unapprove all imported marks, you will have to run the import processes again to approve them.  
This should only be done if something has gone very wrong.

[Unapprove](#)

**Important:** To check if the ID filename of individual file is correct, do not tick the copy file. At the bottom, it will show if all filename are correct.

If mistake happen, go back to the original file and rename the Test script. ZIP all the files again to create a single document, **Upload Files**, tick the **Copy files** and **Download Zip**.

**Assessment System**

Home (2020T1) / MATH261 / Test\_1

**Submissions for MATH261 Test\_1 (2020 Trimester 1)**

Test 1

Assessment Due date 2020-05-05 14:00:00

Marking Due date

Show late submissions info [Released](#)

Approve Comments and marks

Tutor allocation Admin functions