

OAT Enhancements

Supporting Anonymous Marking and Late Submission policy

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Anonymous Marking Support

Links to Moodle Assignment.

Purpose: The purpose of this is to enable tutors to quickly check that they are feeding back / grading the correct student.

How it works:

A link that will open (in a new tab) up a student's submission in Moodle will appear next to each student within an Assignment in OAT allowing the tutor to cross reference the correct work with the correct feedback form.

Online Assessment Feedback Tool

Logged in as: Ruth Powell (rpowell)

Courses Assessments **Student List** Export Grades

16/17 PG Cert Academic Practice in Art, Design and Communication
Inclusive Teaching & Learning in Higher Education
Holistic Assessment

Student ID	File Submission	Name	Feedback Status	Viewed
ALB98008452	Submission Link	Albiol Estrada, Isabel	Draft feedback	
AMA08236676	Submission Link	Amaning, Christopher	No feedback	
AND97010590		Andrews, Tove	No feedback	
AND99016067	Submission Link	Andrews, Timothy	No feedback	
BLA09261254	Submission Link	Blackman, Caroline	No feedback	
BLO17505475	Submission Link	Bloomer, Lisa	No feedback	
BOW16497424	Submission Link	Bowman, Sarah	Draft feedback	
BRY00046380		Bryan, Romero	No feedback	
BUC14440712		Buckley, Clare	No feedback	
BUN17505263	Submission Link	Bunting, Elizabeth	No feedback	
BUS11350887	Submission Link	Bush, Lewis	No feedback	
CAR03120114		Carr, Emile	No feedback	
CHA10313530	Submission Link	Chan, Jessica	No feedback	
CHA17505520	Submission Link	Chalaris, Konstantinos	No feedback	
CHI16505260	Submission Link	Chiu, Jacqueline	No feedback	
CHO98030627		Chong Kwan, Sara	No feedback	
CLA17505259	Submission Link	Clarey, Leo	No feedback	
CRO03119210		Crowley, Annabel	No feedback	
DAV09267367	Submission Link	Davies, Lydia	No feedback	
DEU17505264	Submission Link	Deubel, Nora	No feedback	
DIN11334230	Submission Link	Dingwiza, Tapiwa	No feedback	
DRE17505269	Submission Link	Drepaul, Xandra	No feedback	
EAD17505272	Submission Link	Eades, Vivienne	No feedback	
EDM17505275	Submission Link	Luz, William	No feedback	
FAS99023350	Submission Link	Fashola, Ronke	No feedback	
FEA96118208	Submission Link	Fearon, Sandra	No feedback	

How to set this up:

- You need to be a *SuperUser* to do this!
- Go to Settings for chosen Assessment

Logged in as: Ruth Powell (rpowell)

Courses Assessments Manage Users

16/17 PG Cert Academic Practice in Art, Design and Communication

Unit ID	Unit Name / Assessments	Assigned Users:
FU009035F541316/17	Settings Holistic Assessment	No users assigned
	Hand in date: 05/10/2018 Publish by date: 10/10/2018 Exam board date: 06/04/2018	
	Settings Second marking	No users assigned
	Hand in date: 31/05/2017 Publish by date: Not set Exam board date: Not set	
FU009035F541416/17	Settings Holistic Assessment	No users assigned
	Hand in date: Not set Publish by date: Not set Exam board date: Not set	
	Settings Second marking	No users assigned
	Hand in date: 31/05/2017 Publish by date: Not set Exam board date: Not set	

- At the bottom of the Settings screen, select the Moodle Assignment to link to, click Save.

Fields marked with an asterisk (*) are compulsory.

Visibility	Visible
Type	Formative Assessment
Course ID	05310F541316/17
Course Title	PG Cert Academic Practice in Art, Design and Communication
Unit ID	FU009035F541316/17
Unit Title	Inclusive Teaching & Learning in Higher Education
Assessment ID *	H1
Assessment Title *	Holistic Assessment
Publish By Date *	10/10/2018 (DD/MM/YYYY)
Hand In Date *	05/10/2018 (DD/MM/YYYY)
Exam Board Date	06/04/2018 (DD/MM/YYYY)
Academic Year	16/17
Available Criteria	<input checked="" type="checkbox"/> (1) Research <input checked="" type="checkbox"/> (2) Analysis <input checked="" type="checkbox"/> (3) Subject Knowledge <input checked="" type="checkbox"/> (4) Experimentation <input checked="" type="checkbox"/> (5) Technical Competence <input checked="" type="checkbox"/> (6) Communication and Presentation <input checked="" type="checkbox"/> (7) Personal and Professional Development <input checked="" type="checkbox"/> (8) Collaborative and / or Independent Professional Working
Anonymous Marking Option	Disabled
Assignment Link	(Moodle) Submit your draft evaluative statements here 17/19/21 July

Save Cancel

Things to consider:

- If there is more than one assignment submission area in Moodle, the Moodle assignment names must be clearly differentiated so that it is clear which assignment to select from this drop down list.
- There is a 24 hour delay between changes made in Moodle and information appearing in OAT. E.g. an assignment created in Moodle will take 24 hours to appear in this drop down list. It will take 24 hours from a student submitting before the link back to their assignment in Moodle appears in OAT.
- If a student hasn't correctly anonymised their work, i.e. they have identified themselves in the file name of their work, then their anonymity will be jeopardised by using the links back to Moodle from OAT.

Seeing who hasn't submitted work for Assessment:

Purpose: This enables those with the correct permissions to view the names of students that haven't submitted assessed work when Anonymous Marking is enabled.

How it works:

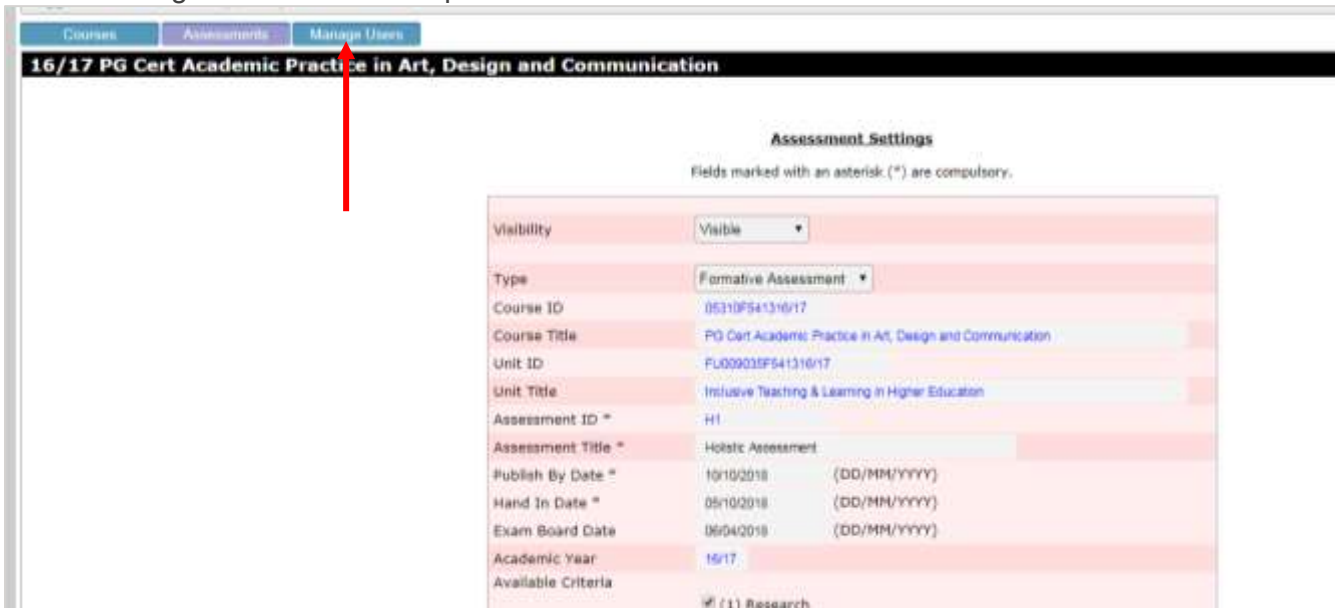
A superuser can assign permissions to any other role enabling them to view names of students who haven't submitted.

How to set this up:

1. You need to be a SuperUser to do this!
2. Enable anonymous marking by selecting the option from the Settings screen.

Visibility	Visible ▼	
Type	Formative Assessment ▼	
Course ID	05310F541316/17	
Course Title	PG Cert Academic Practice in Art, Design and Communication	
Unit ID	FU009035F541316/17	
Unit Title	Inclusive Teaching & Learning in Higher Education	
Assessment ID *	H1	
Assessment Title *	Holistic Assessment	
Publish By Date *	10/10/2018	(DD/MM/YYYY)
Hand In Date *	05/10/2018	(DD/MM/YYYY)
Exam Board Date	06/04/2018	(DD/MM/YYYY)
Academic Year	16/17	
Available Criteria	<input checked="" type="checkbox"/> (1) Research <input checked="" type="checkbox"/> (2) Analysis <input checked="" type="checkbox"/> (3) Subject Knowledge <input checked="" type="checkbox"/> (4) Experimentation <input checked="" type="checkbox"/> (5) Technical Competence <input checked="" type="checkbox"/> (6) Communication and Presentation <input checked="" type="checkbox"/> (7) Personal and Professional Development <input checked="" type="checkbox"/> (8) Collaborative and / or Independent Professional Working	
Anonymous Marking Option	Enabled ▼	
Assignment Link	(Moodle) Submit your draft evaluative statements here 17/19/21 July ▼	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

3. Select 'Manage Users' from the top of this screen



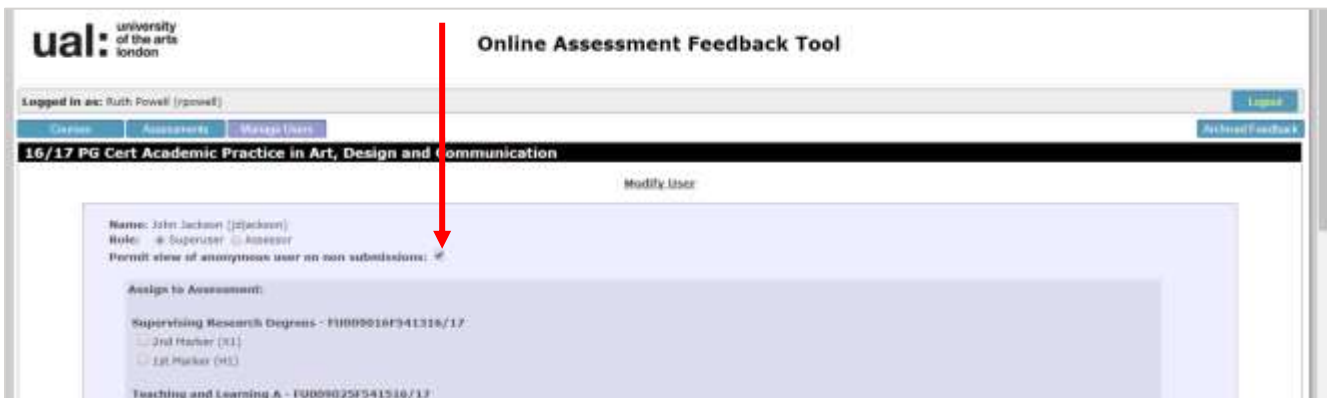
The screenshot shows a web interface for managing users. At the top, there are three tabs: 'Courses', 'Assessments', and 'Manage Users'. A red arrow points to the 'Manage Users' tab. Below the tabs is a header for the course: '16/17 PG Cert Academic Practice in Art, Design and Communication'. The main content area is titled 'Assessment Settings' and includes a note: 'Fields marked with an asterisk (*) are compulsory.' The settings are as follows:

Visibility	Visible
Type	Formative Assessment
Course ID	05310F541316/17
Course Title	PG Cert Academic Practice in Art, Design and Communication
Unit ID	FU009035F541316/17
Unit Title	Inclusive Teaching & Learning in Higher Education
Assessment ID *	H1
Assessment Title *	Holistic Assessment
Publish By Date *	10/10/2018 (DD/MM/YYYY)
Hand In Date *	05/10/2018 (DD/MM/YYYY)
Exam Board Date	06/04/2018 (DD/MM/YYYY)
Academic Year	16/17
Available Criteria	<input checked="" type="checkbox"/> (1) Research

4. Select the user you want to give permission to and click Modify



At the top of the screen tick the box to allow user to view, click Save



The names of any student who hasn't submitted for that assignment will be revealed.

Logged in as: Ruth Powell (rpowell)

Courses Assessments **Student List** Export Grades

**16/17 PG Cert Academic Practice in Art, Design and Communication
Inclusive Teaching & Learning in Higher Education
Holistic Assessment**

Student ID	File Submission (Participant ID)	Name	Feedback Status	View
LEE00029818		Lee-Woolf, Mary	No feedback	
00036887	Submission Link 21-07-2017 19:31:59 GMT (467114)	Anonymous Candidate	No feedback	
BRY00046380		Bryan Romero	No feedback	
GRA01061960		Gray, Louise	No feedback	
02082929	Submission Link 17-07-2017 15:39:30 GMT (464558)	Anonymous Candidate	No feedback	
HOW02088103		Howe, Joceline Mary Jane	No feedback	
MUL03100525		Mullender, Robert Paul	No feedback	
03113880	Submission Link 21-07-2017 07:55:33 GMT (461314)	Anonymous Candidate	No feedback	
CRO03119210		Crowley, Annabel	No feedback	
CAR03120114		Carr, Emile	No feedback	
03121659	Submission Link 17-07-2017 22:29:35 GMT (461060)	Anonymous Candidate	No feedback	
04125904	Submission Link 19-07-2017 18:28:37 GMT (496646)	Anonymous Candidate	No feedback	
04130061	Submission Link 18-07-2017 10:53:33 GMT (21185)	Anonymous Candidate	No feedback	
04139205	Submission Link 17-07-2017 17:04:03 GMT (463975)	Anonymous Candidate	No feedback	
WRI05147814		Wright, Nehanda	No feedback	
05151895	Submission Link 21-07-2017 14:01:00 GMT (461067)	Anonymous Candidate	No feedback	
HOW05156952		Howard, Tyson	No feedback	
06181023	Submission Link 23-07-2017 19:30:08 GMT (474733)	Anonymous Candidate	No feedback	
06181636	Submission Link 19-07-2017 13:36:38 GMT (482000)	Anonymous Candidate	No feedback	
LAI06212226		Laing, Morna Sutherland	No feedback	
08236445	Submission Link 19-07-2017 15:58:11 GMT (21583)	Anonymous Candidate	No feedback	
08236676	Submission Link 21-07-2017 22:54:28 GMT (466306)	Anonymous Candidate	No feedback	
ROB08241747		Robinson, Mark	No feedback	
08246634	Submission Link 17-07-2017 22:43:09 GMT (467313)	Anonymous Candidate	No feedback	
SNO09257589		Raphael, Laura	No feedback	
09258884	Submission Link 17-07-2017 21:37:35 GMT (462540)	Anonymous Candidate	No feedback	



Points to consider

Not all the students listed will be a non-submission, e.g. there may be cases when a student listed has a different submission date.

Late Submissions

Tutors can now record late submissions on the OAT Feedback form.

The date and time of submission (Moodle only) is shown here:

Student ID	File Submission (Participant ID)	Name	Feedback Status	Viewed	Creation Date	Last Modified	Published Date
LEF20028518		Lee-Woolf, Mary	No feedback				
00026887	Submission Link	Anonymous Candidate	No feedback		21-07-2017 18:51:08 GMT (467114)		
BEY00040780		Bryan, Romero	No feedback				
06A01061900		Gray, Louise	No feedback				
02062629	Submission Link	Anonymous Candidate	No feedback		17-07-2017 18:59:03 GMT (464558)		
MD002088103		Howe, Joceline Mary Jane	No feedback				
HU103100323		Hullender, Robert Paul	No feedback				
03113180	Submission Link	Anonymous Candidate	No feedback		21-07-2017 21:08:22 GMT (461214)		
CE0021192110		Cronley, Annabel	No feedback				
CAR03120110		Carr, Emily	No feedback				
02121659	Submission Link	Anonymous Candidate	No feedback		17-07-2017 20:29:39 GMT (461050)		
04122908	Submission Link	Anonymous Candidate	No feedback		18-07-2017 08:18:37 GMT (490646)		
04130061	Submission Link	Anonymous Candidate	No feedback		18-07-2017 10:53:33 GMT (21185)		
04129205	Submission Link	Anonymous Candidate	No feedback		19-07-2017 17:04:43 GMT (463975)		
WF003147814		Wright, Nehanda	No feedback				
05151895	Submission Link	Anonymous Candidate	No feedback		11-07-2017 14:01:03 GMT (461067)		
MD007150232		Howard, Tyson	No feedback				
06181022	Submission Link	Anonymous Candidate	No feedback		19-07-2017 18:20:09 GMT (474733)		
06181636	Submission Link	Anonymous Candidate	No feedback		19-07-2017 13:50:39 GMT (462000)		
LA00212226		Laing, Nana Sutherland	No feedback				
05238445	Submission Link	Anonymous Candidate	No feedback		19-07-2017 15:58:11 GMT (21583)		
08236676	Submission Link	Anonymous Candidate	No feedback		11-07-2017 22:54:38 GMT (466306)		
HC00241797		Robinson, Mark	No feedback				
08259638	Submission Link	Anonymous Candidate	No feedback		17-07-2017 22:43:09 GMT (467313)		
SH009257589		Raphael, Laura	No feedback				

At the bottom of the Feedback form there are 4 options to record lateness. These are mandatory fields.

Late Submission Status

Your indicative grade may be subject to penalties in line with the assessors' Regulations.

On time
 Up to 1 hour late (may incur a penalty of 1 increment, i.e. B- to C+)
 Between 1 and 24 hours late (may incur a penalty of 1 grade, i.e. B- to C-)
 Over 24 hours late

Indicative Grade NS (No-submission) * Please see important notes about your grade below.

Marker John Jackson

Internally Moderated

Internal Moderator

Date 27/09/2017

If 'Over 24 hours late' is selected NS is automatically entered as the grade.

What the student sees:

Go to the top of the screen and select Print Form A.
Students get a late submission Status

Demonstrates suitable behaviour for working in a professional context alone, or with others and in diverse teams (an increasing reality of the creative industries and in an international context). **

* Please refer to course handbook for additional information.

Feedback

The feedback you are given should be informed by the criteria and should help you plan and execute work in the future as well as understand how your mark was arrived at. Marks are arrived through markers holistic judgement informed by the criteria.

General comments and advice on how to improve your work in the future

Late Submission Status Assignment submitted between 1 and 24 hours late (may incur a penalty of 1 grade, i.e. B- to C-)

Grade ** Select here ▼

Marker John Jackson

Internally Moderated

Internal Moderator

Date 27/09/2017

** The above grade is indicative until confirmed by the Exam Board.

The grade may change if:

- You have submitted past the deadline
- You have validated Extenuating Circumstances

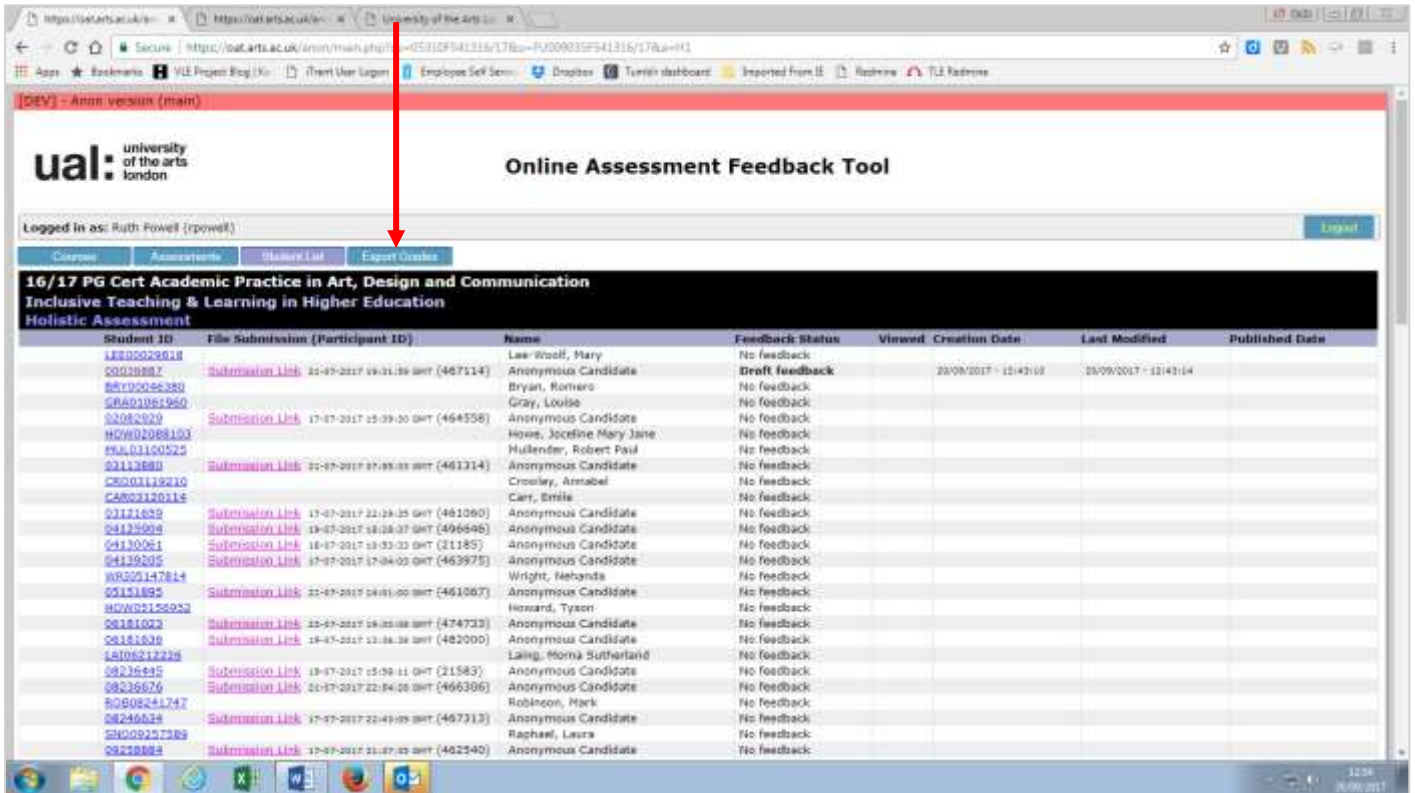
The grades for your cohort are moderated by the External Examiner(s)

Producing a report of Late Submissions

Purpose: This produces a report showing student names, date and time of submission and the late submission category awarded by tutor

How to produce a report:

From the list of students within an Assignment click on Export Grade



Online Assessment Feedback Tool
 Logged in as: Ruth Powell (rpowell) [Logout](#)

[Courses](#) [Assessments](#) [History List](#) [Export Grades](#)

16/17 PG Cert Academic Practice in Art, Design and Communication
Inclusive Teaching & Learning in Higher Education
Holistic Assessment

Student ID	File Submission (Participant ID)	Name	Feedback Status	Viewed	Creation Date	Last Modified	Published Date
1E120529618		Lee Woolf, Mary	No feedback				
00018687	Submission Link	Anonymous Candidate	Draft feedback		23/09/2017 - 12:43:08	28/09/2017 - 12:43:04	
8E120526389		Bryan, Romero	No feedback				
8E01061960		Gray, Louise	No feedback				
02082829	Submission Link	Anonymous Candidate	No feedback				
HOW02088103		Hose, Jocelyn Mary Jane	No feedback				
ML01160525		Hullender, Robert Paul	No feedback				
0113880	Submission Link	Anonymous Candidate	No feedback				
CE00119210		Crosley, Annabel	No feedback				
CA00120314		Carr, Emile	No feedback				
01121659	Submission Link	Anonymous Candidate	No feedback				
04125004	Submission Link	Anonymous Candidate	No feedback				
04130061	Submission Link	Anonymous Candidate	No feedback				
04139205	Submission Link	Anonymous Candidate	No feedback				
WR005147814		Wright, Nehanda	No feedback				
01131895	Submission Link	Anonymous Candidate	No feedback				
HOW02156952		Howard, Tyson	No feedback				
08181022	Submission Link	Anonymous Candidate	No feedback				
08181639	Submission Link	Anonymous Candidate	No feedback				
16106217229		Laing, Mona Sutherland	No feedback				
08236445	Submission Link	Anonymous Candidate	No feedback				
08236676	Submission Link	Anonymous Candidate	No feedback				
80608241747		Robinson, Mark	No feedback				
08246624	Submission Link	Anonymous Candidate	No feedback				
8HC09257389		Raphael, Laura	No feedback				
08238884	Submission Link	Anonymous Candidate	No feedback				

From the drop down menu at the top of the screen select Export Late submission Report, click Export

Export Feedback Grades

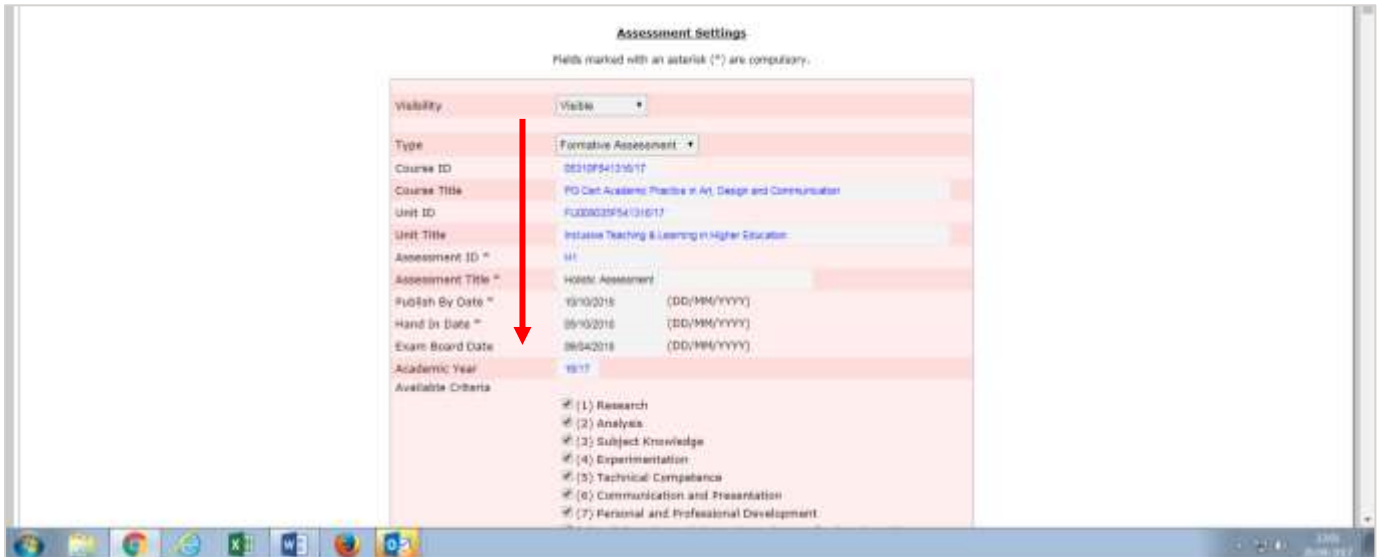
Optional Data fields

Export All Records ▾	
Select here....	
Export All Records	
Export Late Submission Report	
Export Published Records only	

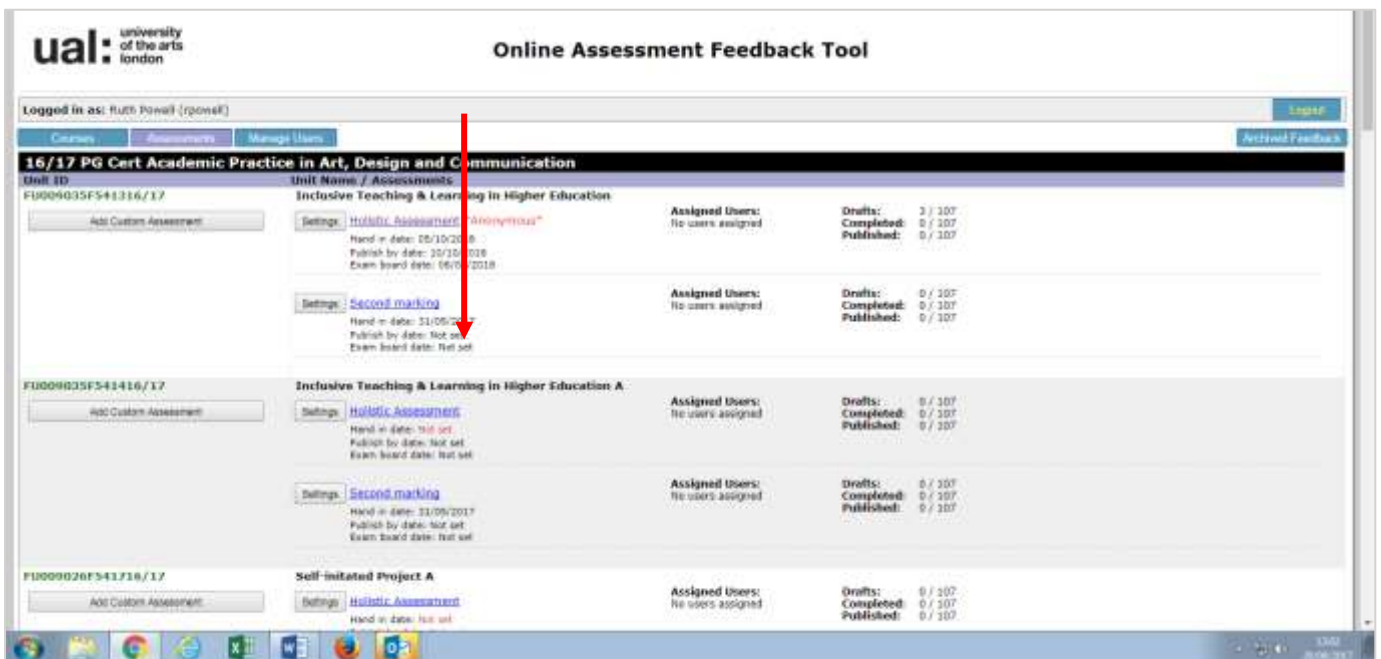
Unit AOS Code	<input checked="" type="checkbox"/>
Unit AOS Period	<input checked="" type="checkbox"/>
Unit ACAD Period	<input checked="" type="checkbox"/>
Assessment ID	<input checked="" type="checkbox"/>
Assessment Title	<input checked="" type="checkbox"/>
Student ID	<input checked="" type="checkbox"/>
Firstname	<input checked="" type="checkbox"/>
Lastname	<input checked="" type="checkbox"/>
Grade	<input checked="" type="checkbox"/>
Markers	<input checked="" type="checkbox"/>
Feedback Status	<input checked="" type="checkbox"/>
Internally Moderated	<input checked="" type="checkbox"/>
Internal Moderator	<input checked="" type="checkbox"/>
Viewed by student	<input checked="" type="checkbox"/>
Publish by date	<input checked="" type="checkbox"/>
Creation date	<input checked="" type="checkbox"/>
Last modified date	<input checked="" type="checkbox"/>
Published date	<input checked="" type="checkbox"/>

Exam Board Date

This is now an optional field in the Settings. Click on the field to edit it.



The Exam board date is also shown on the Assessments page



Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk



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