



Marking Guidelines for Online Assessments in Moodle

**Faculty of Commerce and Management Studies
University of Kelaniya**

Prepared by:

Dr. M. R. K. N. Yatigammana

Senior Lecturer – Department of Commerce & Financial Management

Mr. H. A. Prabath Perera

Senior Lecturer – Department of Accountancy

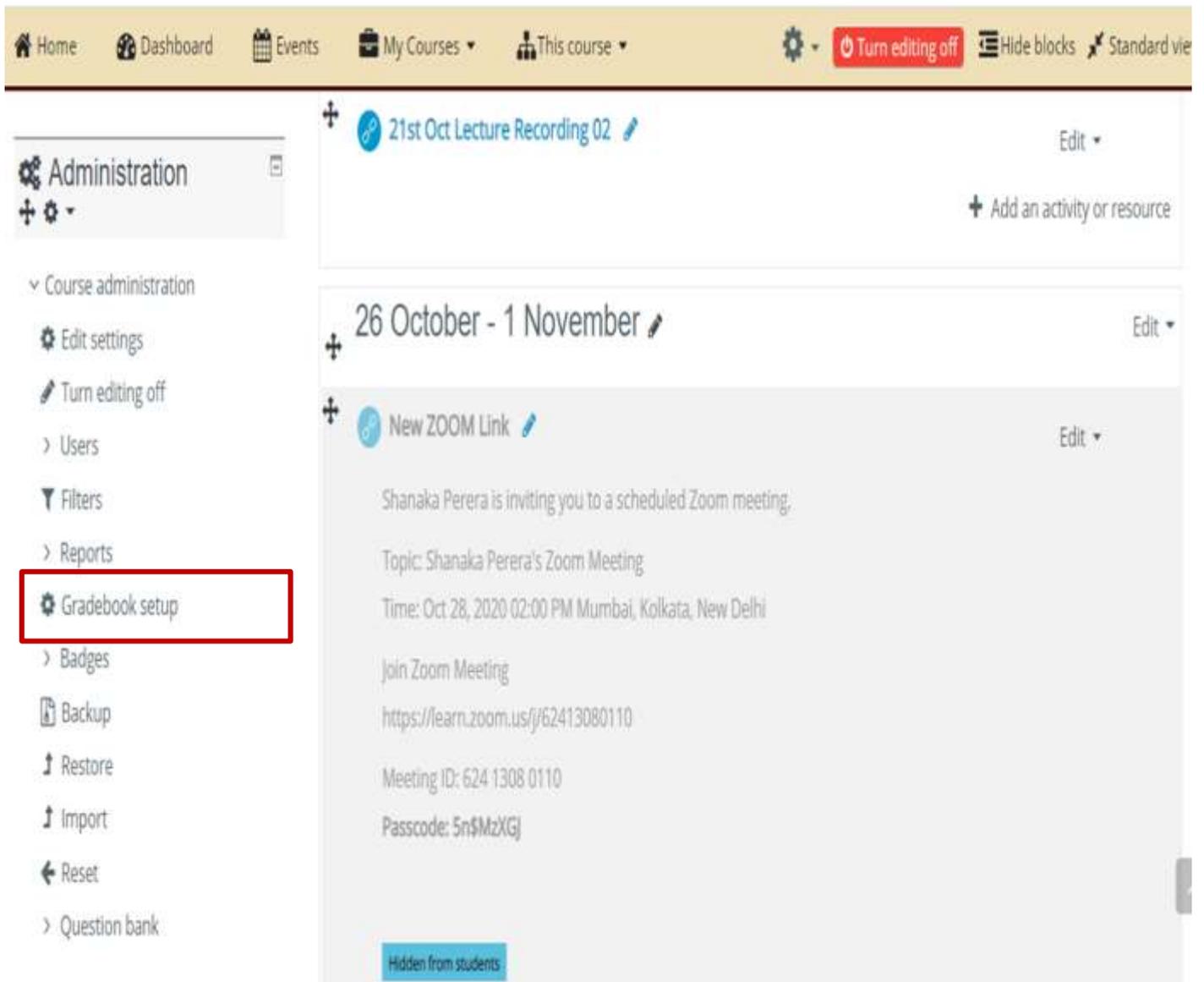
Ms. D. M. U. H. Dissanayake

Assistant Lecturer – Department of Finance

Before Starting the Marking

1. Hide the Gradebook

Administration  Gradebook setup



The screenshot shows the Moodle course administration interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, and This course. On the right side of the navigation bar, there are icons for settings, a red button labeled 'Turn editing off', 'Hide blocks', and 'Standard view'. On the left side, there is a sidebar menu under the heading 'Administration'. The menu items are: Course administration, Edit settings, Turn editing off, Users, Filters, Reports, Gradebook setup (highlighted with a red box), Badges, Backup, Restore, Import, Reset, and Question bank. The main content area shows a course block titled '21st Oct Lecture Recording 02' with an 'Edit' dropdown. Below it is a date range block '26 October - 1 November' with an 'Edit' dropdown. Underneath is a 'New ZOOM Link' block, which contains an invitation message from Shanaka Perera for a Zoom meeting on Oct 28, 2020 at 02:00 PM. The meeting details include the topic 'Shanaka Perera's Zoom Meeting', time 'Oct 28, 2020 02:00 PM Mumbai, Kolkata, New Delhi', a 'Join Zoom Meeting' link 'https://learn.zoom.us/j/62413080110', Meeting ID '624 1308 0110', and Passcode '5n\$MzXGj'. At the bottom of this block, there is a blue button labeled 'Hidden from students'.

Gradebook setup | Course grade settings | Preferences: Grader report

Name	Max grade	Actions
BFIN 22443 Corporate Law (18/19)	-	Edit
Assignment Submission	100.00	Edit settings
Assignment II - Corporate Law	100.00	Hide
Assignment	100.00	Edit
Course total Simple weighted mean of grades.	100.00	Edit

Save changes

Add grade item | Add category

1. Hide the gradebook

2. Save changes

2. Settings to be adjusted

Go to the submission link → Edit → Edit Settings

- In Feedback types,

User overrides
Locally assigned roles
Permissions
Check permissions
Filters
Competency breakdown
Logs
Backup
Restore
Advanced grading
View gradebook
View all submissions
Download all submissions

Feedback types

Feedback types: Feedback comments Annotate PDF Offline grading worksheet Feedback files

Comment inline: No

Submission settings

Group submission settings

Notifications

Turn on the annotate PDF

- **In Notifications,**

My courses

- (Online Assessment) - Repeat
- BFIN 11552/BBFE 11642 Principles of Finance (18/19)
- BFIN 12533/BBFE 12533 Macroeconomics (18/19)
- BFIN 21444 Corporate Finance (18/19)
- BFIN 22443 Corporate Law (18/19)
- BFIN 42312 / BBAN 42682 Analysis of Derivatives (18/19)
- BFIN 43316 Internship in Finance II (18/19)
- Certificate Course in English for

Notifications

- Notify graders about submissions: No
- Notify graders about late submissions: No
- Default setting for "Notify students": No**

Grade

Turn off the "Default setting for Notify students"

- **In Grade,**

Home Dashboard Events My Courses This course

Course administration

My courses

- (Online Assessment) - Repeat
- BFIN 11552/BBFE 11642 Principles of Finance (18/19)
- BFIN 12533/BBFE 12533 Macroeconomics (18/19)
- BFIN 21444 Corporate Finance (18/19)
- BFIN 22443 Corporate Law (18/19)
- BFIN 42312 / BBAN 42682 Analysis of Derivatives (18/19)
- BFIN 43316 Internship in Finance II (18/19)
- Certificate Course in English for

Grade

- Grade Type: Point
- Maximum grade: 100**
- Grading method: Simple direct grading
- Grade category: Uncategorised
- Grade to pass: 0.00**
- Blind marking: No

Change the maximum grade according to the marks allocated to the final assessment

Adjust the grade to pass (Minimum 25%)

During the Marking

To Start Marking,

Select	User picture	Name With Initials (Mapa A B) / Student Number (AA - 2011 - 0000)	Email address	Status	Grade	Edit	Last modified (submission)	Mahara portfolio
<input type="checkbox"/>		W.D.J.D Weerasinghe W.D.J.D Weerasinghe	damindaj@kln.ac.lk	Submitted for grading Graded	Grade 80.00 / 100.00	Edit	Wednesday, 10 February 2021, 12:19 PM	

With selected...

Options

Course: BFIN 22443 Corporate Law (18/19)
Assignment: Assignment
[View all submissions](#)

W.D.J.D Weerasinghe W.D.J.D Weerasinghe
damindaj@kln.ac.lk

Change user

1 Page 2 of 4

2

3

Submission
Submitted for grading
Graded
5 days 6 hours remaining
Student can edit this submission
FE_2018_005_BFIN 12323.pdf
10 February 2021, 12:19 PM
Comments (0)

Grade
Grade out of 100
80.00
Current grade in gradebook
80.00
Feedback comments

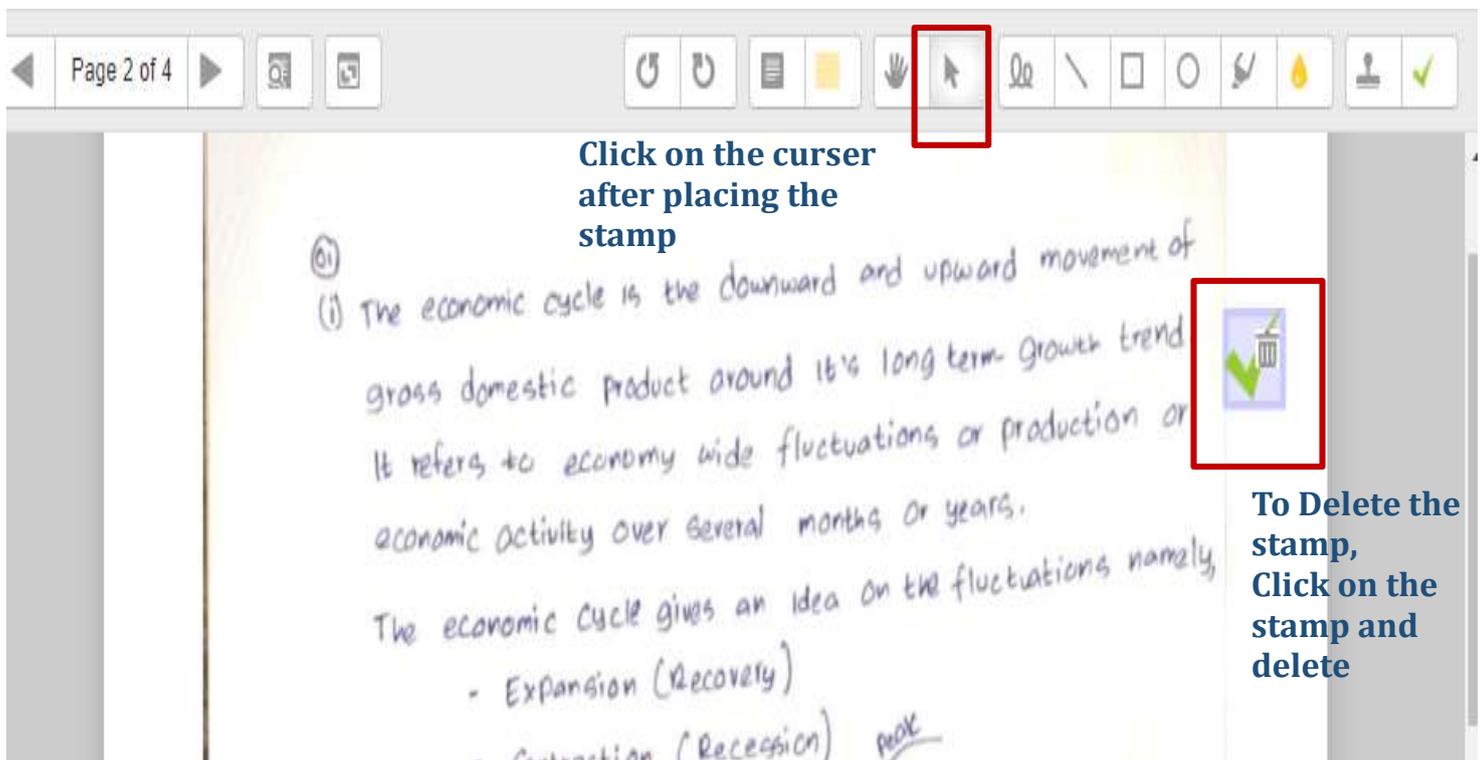
4 Notify students

5 Save changes

6 Save and show next

Reset

1. To change the pages
2. To add a comment on the PDF (First marker- Yellow and Second marker- Pink)
3. Use stamps to mark the paper
4. Notify students should be turned off
5. Click on “Save changes” before moving to another page
6. Click on “save and show next” to view the next answer sheet



The screenshot displays a PDF annotation tool interface. At the top, a toolbar contains various icons for navigation and editing. A red box highlights the cursor icon (a hand with a pointing finger) in the toolbar. Below the toolbar, a document page is shown with handwritten text in blue ink. The text reads: (i) The economic cycle is the downward and upward movement of gross domestic product around its long term growth trend. It refers to economy wide fluctuations or production or economic activity over several months or years. The economic cycle gives an idea on the fluctuations namely, - Expansion (Recovery) - Contraction (Recession) Peak. A red box highlights a stamp icon (a trash can with a green checkmark) on the right side of the page. To the right of the stamp, a text box contains the instruction: **To Delete the stamp, Click on the stamp and delete**.

After Marking

Go to gradebook setup → View → Grader report →
Export → Excel spreadsheet

In the Export format options,

Tick both “real” and “Percentage” → Click “download”

General Guidelines

- Both first and second examiners should download this report separately, just after the marking of all online assessments.
- Once the first marker downloads the excel sheet he/she should inform the 2nd examiner. Therefore, the second examiner should start marking only after the confirmation received from the first examiner.
- First and second examiners can use the CAL grade report to enter marks to mark sheets and the faculty results system.
- Examiners should consider minimum pass marks when finalising continuous assessments and final online assessment marks. (Continuous assessments - minimum 25%, Final Online Assessment - minimum 25%)
- Both first and second examiners should display final marks on the front page of the answer script as comments.
- Examiners should send CAL grade reports to the HoD (Excel sheet should save as pdf), after finishing their marking process.
- Second examiner or any other lecturer assigned by the HoD should download all the annotated final pdf assessments of each course unit and handover to the department.

After completing the Second Marking

Lock the Gradebook

Administration → Gradebook setup → Edit Settings

▼ Category total

Grade type  Value 

Scale  Use no scale 

Maximum grade  100.00

Minimum grade  0.00

 Hidden 

 Locked 

Show more...

Save changes

Cancel

2. Save changes

1. Turn on “Locked” to lock the gradebook after completing the final marking by the 2nd examiner.