How to Grade Directly in WISEflow

# Justification for exam grade

Students are entitled to a written feedback for their grades if they request it. Many students want this to know what they have mastered and what they are lacking, and possibly as a basis for a complaint.

WISEflow has a function where students can request grade justification directly in the system. This is timely and replaces pen and paper. We have observed that there is a concern (and experience) that more students are requesting feedback since it is now easier to do so. To reduce resource usage, we encourage you to take advantage of the opportunities available in WISEflow.

We assume that the grader makes notes on each candidate as a basis for setting the grade (possibly in collaboration with co-graders) and to avoid having to re-read the entire submission if a request for grade justification is made. These summary points can be written so "officially" that they can be shared with the candidate without them having to request feedback. You can then also remove the possibility of the candidate requesting further feedback via WISEflow.

Below is a description of the procedure and our recommendations.

## Grading Guidelines

Good grading guidelines should cover the learning outcomes and what is required to achieve the individual grades. This is published in WISEflow alongside the grade and can thus provide the student with information on assessment in the exam. In addition, many students want individual feedback, which they are entitled to.

You can find a template for grading guidelines, among other things, at nih.no.

# Grading Directly in WISEflow with Grade Justification

Open the grading tool in WISEflow and read through the exam. You can now write "comments" continuously in the student’s submission and/or write a summary feedback in word that is copied into WISEflow or uploaded as a file.

## Comments in the submission

Use the tools in the lower left corner when you are in the submission.

Choose between inserting a symbol (e.g. an arrow), highlighting text, and/or freehand drawing.

When you have marked where you want to add a comment, click on the arrow/highlighting/drawing and a comment field opens where you write the comment.

NB! You must make an active choice about whether to share the comments with the candidate and/or co-grader. See the bottom of the previous image, where it now says "private." Press to change. If you share with the candidate, the feedback will be visible when the grading period is finalized. Comments shared with co-graders will be visible immediately.

If you "get lost" in the comment field, you can find it again under Comments on the toolbar at the top right.

## Set Grade and Add Comment and/or Grade Justification

Go to grading at the very top right. Set the grade as usual. In the same place, you have the option to add a comment, which is recommended even if you have specific notes in the submission. This can be additional feedback and/or a single text that says, for example: "The grader's assessment of the submission can be read as comments continuously in the task. These, along with the grading guidelines that you also find in WISEflow, are then considered feedback for your grade."

Remember to change the setting from "private" to participant.

If you give feedback as a summary text, you can choose to write freely in the comment field and/or upload a file, just like above.

## Remove the possibility of requesting further feedback

In both the above described cases, you can check off the "grade justification" box. Then the student will not be able to request further feedback.

# Grading of Flow Multi

If the exam consists of something more than self-correcting questions, you should add a comment that can serve as grade justification and also close the possibility to request additional feedback.

# Additional online tools

[Using the Marking Tool](https://wiseflow.zendesk.com/hc/en-gb/articles/4407007191058-Using-the-Marking-Tool)

* Accessing submissions
* The marking tool layout
* Moving between submissions
* Working with group submissions
* The marking archive

[Annotations](https://wiseflow.zendesk.com/hc/en-gb/articles/4406999288466-Annotations)

* Creating annotations
* Awarding marks and credit
* Sharing settings

[Paper and Cohort-Level Comments](https://wiseflow.zendesk.com/hc/en-gb/articles/4407007195282-Paper-and-Cohort-Level-Comments)

* Adding comments at the paper level
* Adding comments at the cohort level
* The commenting tool