

## Moderation in Sussex Direct

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Sussex Direct will be changed to allow the moderation process to take place without having to wait for late submissions.

### What are the Changes?

#### Moderation Status Bar

The screenshot displays the 'Record Marks' interface. At the top right, there is a 'Related Links' dropdown menu. Below it, the 'Contents' section lists 'Find Candidate: C8512 Clinical Psychology and Mental Health (Spring Teaching 15/16) Seminar Group 13 · Record Marks'. The main content area is divided into two sections. The first section, titled 'E-Submission: C8512 Clinical Psychology and Mental Health (Spring Teaching 15/16) Seminar group 13', includes the text 'Case Study (2000 words) (Spring Teaching Wednesday 20-Apr-2016 16.00)' and a message: 'Submissions for this assessment are being received online. Use this button to go to Study Direct where you can view the submissions and enter marks and feedback.' A blue button labeled 'View E-Submissions' is positioned to the right. The second section, titled 'Find Candidate: C8512 Clinical Psychology and Mental Health (Spring Teaching 15/16) Seminar Group 13', includes the text 'Case Study (2000 words) (Spring Teaching Wednesday 20-Apr-2016 16.00)' and a search input field containing '117056' with a 'Go' button. At the bottom, a purple-bordered box highlights the 'Moderation Status' section, which displays the text 'Assessment not ready for moderation'.

The **Moderation Status** bar will appear whenever an assessment needs moderation on both the tutor and convenor screens. This will show the status of moderation and whether the sample set is ready to go to the moderator, or not.

## Moderation Ready Flag (New)

- This appears to both **tutors** and **convenors** to say that they have finished marking and are ready for the marks to be moderated.
- The flag will only appear when **marks are present for all students who submitted on time**. This means that it will be possible to moderate without having to wait for late submissions or students with reasonable adjustments.

The 'ready to moderate' flag will appear when all marks have been entered for students who submitted on time

**Moderation Status**

The non-late marks are now complete. Is this assessment ready to moderate?

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**Convenor Record Marks for TEST0002 Test 0002 (Autumn Teaching 15/16)** Cancel Save Help

Essay (End of Year Assessment Thursday 12-May-2016 10.40) Delegated to: Not delegated

Maximum mark: 100, Weighting: 50%

Convenor(s): MO Saliman

**General Feedback for All Students:**

**B I U** HTML

Candidate	Rul Code	Mark	Status	Release?	Individual Feedback (visible to students when released)
<b>Student with reasonable adjustment</b> (adjusted due date: 19-May-2016 10.40)	1798094				
	1798095	90		<input type="checkbox"/>	View feedback
	1798092	85		<input type="checkbox"/>	View feedback
	1798100	81		<input type="checkbox"/>	View feedback
<b>Late submission</b>	1798097				

It will be possible to set 'ready to moderate' flag even if 'late' students or those with reasonable adjustments haven't submitted yet

## Tutors

- Tutors will be able to review and amend their marks before ticking the 'ready to moderate flag'.
- Once the flag has been ticked then these marks **will be available for moderation** – even though it may not be possible to send all the marks back to the convenor as late submissions still need to come in.

- After ticking the flag, the 'Moderation Status' bar will indicate that the marks are ready for moderation:

**Moderation Status**

✓ These marks are ready for moderation

- **Alternatively**, if the full set of marks are present and complete (i.e. there are no late or reasonably adjusted submissions) then the tutor will be able to click the '**Send to Convenor**' button to send the marks to the convenor – as they do now. At this point the marks **will also be available for moderation**.

**Send Marks to Convenor**

All marks have been entered for this contributory (formal) assessment, so you can now use this button to send the marks to the convenor: Send to Convenor

Cancel Save Help

**Record Marks for TEST0002 Test 0002 (Autumn Teaching 15/16) Seminar group 1**

*Book Review (End of Year Assessment Thursday 12-May-2016 10.40)* Contributory assessment

Maximum mark: 100, Weighting: 50%

Tutor(s): MO Saliman

**General Feedback for All Students:**

**B I U** HTML

Candidate	Course	Rul Code	Mark	Status	Individual Feedback <small>(visible to students when released)</small>
	BA American Studies (with a study abroad year)	1798100	76	🔒	<span style="border: 1px solid #ccc; padding: 2px 5px;">View feedback</span>
	BA American Studies (with a study abroad year)	1798103	72	🔒	<span style="border: 1px solid #ccc; padding: 2px 5px;">View feedback</span>
	BA American Studies (with a study abroad year)	1798102	74	🔒	<span style="border: 1px solid #ccc; padding: 2px 5px;">View feedback</span>
	BA American Studies (with a study abroad year)	1798104	68	🔒	<span style="border: 1px solid #ccc; padding: 2px 5px;">View feedback</span>
	BA American Studies (with a study abroad year)	1798101	66	🔒	<span style="border: 1px solid #ccc; padding: 2px 5px;">View feedback</span>

**Now click here to save this data:** Save

**Total: 5 records**

**IMPORTANT:** Students flagged orange have student support documents available via Sussex Direct. Choose

*Convenors: Delegated Marking*

If a convenor has delegated marking then they will be able to send marks for moderation when **all the teaching groups** have either:

- Sent marks back to convenor **or**
- Ticked the 'ready for moderation' flag

Until that point the 'Moderation Status' bar will indicate that the assessment is not yet ready for moderation.

**Moderation Status**

Assessment not ready for moderation

Once the teaching groups have indicated that their marks are ready for moderation or have sent the marks back to the convenor, then the convenor will be able to send the sample to moderator 1:

**Moderation Status**

✓ These marks are ready for moderation

[Click here to send sample to Moderator 1:](#)

[Send sample to Moderator 1](#)

### Convenors: Where Marking Is Not Delegated

Where convenors haven't delegated their marking to tutors, they will also see the 'Ready to Moderate' flag. This enables multiple markers to update and review the marks until a consensus is reached that the marks can be sent to the moderator.

**Manage Assessment: TEST0002 Test 0002 (Autumn Teaching 15/16)** Help

Essay (End of Year Assessment Thursday 12-May-2016 10.40) [Release All](#) [Unrelease All](#)

Mean mark for assessment: 67.8 ( $\sigma = 18.9$ )

Marks received: 86%

Marks released: 0%

**Find Candidate: TEST0002 Test 0002 (Autumn Teaching 15/16)**

Essay (End of Year Assessment Thursday 12-May-2016 10.40)

[Go](#)

[Back to top](#)

**Moderation Status**

The non-late marks are now complete. Is this assessment ready to moderate?

Once the 'Ready to Moderate' flag has been ticked, then the convenor will be able to send the sample to moderator 1, as above.

**Moderation Status**

✓ These marks are ready for moderation

[Click here to send sample to Moderator 1:](#)

[Send sample to Moderator 1](#)