# YouTestMe 

Multiple Graders

## Table of Contents

1 Introduction ..... 2
2 Custom Question Properties ..... 3
2.1 Labelling Questions ..... 8
3 Creating a Grader Role ..... 10
4 Creating a Test ..... 11
4.1 Creating Grader's Queue ..... 13
5 Candidate's Perspective - Test-Taking. ..... 14
5.1 Example of Strategy 1 - Describe the sound strategy. ..... 14
5.2 Example of Strategy 1 - Rationale ..... 15
6 Grader's Perspective ..... 16
6.1 Accessing the Grading Dashboard ..... 16
6.1.1 Via Notification ..... 16
6.1.2 Through Profile ..... 16
6.2 Grader Dashboard ..... 17
7 Administrator's Perspective ..... 20
7.1 Initial Setup ..... 20
7.2 Additional Grader - Status Rejected ..... 22
7.3 Additional Grader - Two Different Results ..... 23
7.4 All Reports Resolved ..... 24
7.5 Reviewing the Grader's Marks ..... 25
8 Candidate's Perspective - Report Resolved ..... 26

## 1 Introduction

This document contains step-by-step instructions on how to achieve the BIAA scenario for Multiple Graders.

## 2 Custom Question Properties

To create a new custom question property, you should navigate to the "System" and select "Settings and customization".


1. Click on the "Custom properties" tab.
2. Click on the "Custom data types" tab.
3. Click on the "New custom type" button to create a type and values for the dropdown question property.


The new window will appear where you should:

1. Enter the name of a custom type.
2. Optionally add a description.
3. Click the "Save" button.


Once you create a custom type, you should create values for it:

1. Click on the "Preview" icon.
2. Click on the "Add new value" button.

3. Enter the name of a value.
4. Optionally add a description.
5. Click the "Save" button.

Note: Repeat the same steps for all dropdown values.


Once you create custom types and their values, you can create a "Dropdown" custom question property.

1. Click on "Custom question properties".
2. Click on the "Create new" button.


The new window will appear where you should:

1. Enter the title of a dropdown property.
2. Optionally add a description.
3. Select a "Dropdown" custom data type.
4. Select previously created custom data type.
5. Click the "Save" button.


### 2.1 Labelling Questions

To label the questions with previously created properties, you should navigate to the "Tests" and select "Question pools".


From the list of all pools, select the desired one.


1. Click on the "Questions" tab.
2. Click "Add question" button.
3. Select "Essay" question type.
4. Define the "Issue" value.
5. Click "Create new" or "Import from library" to add a video.
6. Enter the question text.
7. Click the "Add to pool" button.

Note: Repeat the same steps for all questions. Please note that you should create 3 the same questions, with the same video but with different "Issue" values.


## 3 Creating a Grader Role

Enter the name of the role and select the following permissions.


## 4 Creating a Test

Navigate to "Tests" and select "New Test".


On $5^{\text {th }}$ step of the test creation wizard you should:

1. Click the "Add new" button to add new versions.
2. Click the "Import from pools" button to import previously created questions.

Repeat the same steps for all test versions.


On the $6^{\text {th }}$ step of the test creation wizard you should:

1. Define the "Passing mark" for the test.
2. Click on "Grader report".
3. Set 2 for "Minimum number of submitted graded reports".
4. Enable the "Auto assign graders" option.


Once you finish the test creation wizard you should organize a testing session and assign candidates to different test versions.

### 4.1 Creating Grader's Queue

To create a grader's queue, you should:

1. Click on "Graders" tab.
2. Select "Test version".
3. Click "Assign grader".
4. Select the graders qualified to grade this version.
5. Click "Assign graders" button.
6. In the table with assigned graders, you can see the position of each grader.


## 5 Candidate's Perspective - Test-Taking

### 5.1 Example of Strategy 1 - Describe the sound strategy

In the test-taking window, candidates can:

1. Click on the "Preview" icon to open the video.
2. Enter the answer based on the video for issue 1.


The next question is also Strategy 1 - Describe the sound strategy, contains the same video but it's associated with issue 2.


### 5.2 Example of Strategy 1 - Rationale

Once the candidate finishes all 3 questions related to Strategy 1 - Describe the sound strategy, the next 3 questions would be Strategy - Rationale. All 3 questions would have the same video but will be associated with different issues.


Once a candidate finishes the exam, they will see the message that the report is not available yet.

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You have completed the attempt, but the report is not available yet. The manager needs to review it.

## 6 Grader's Perspective

Once a candidate finishes the exam, the grader assigned to that specific version and first in the queue will receive a notification.

### 6.1 Accessing the Grading Dashboard

There are two ways on how graders can access the grading dashboard:

1. Via notification.
2. Through profile.

### 6.1.1 Via Notification

The grader can access the grading dashboard by clicking the "Preview" text in the notification.
Note: This action is available only one time. Once the grader clicks on "Preview" the notification will be removed.


### 6.1.2 Through Profile

At any time, the grader can access the list of all reports assigned for grading, and open a grading dashboard from there. To do so, they should:

1. Click on the "Profile" icon.
2. Click on their name.
3. Click on "My grading reports".
4. The table with all assigned reports will be presented.
5. Click on "Open report" to open the grading dashboard.


### 6.2 Grader Dashboard

Once graders access the grader dashboard, they can:

1. Accept request or
2. Reject the request

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| Grader report results |  |  | ? |



If the request is accepted, the grader can:

1. Click on the "Grade" text to open the question.
2. Enter the number of points.
3. Click "Submit" to save the previously entered number of points.
4. Enter the comment.


Once all questions are graded，the grader can：
1．Click on＂Show advanced options＂to open the breakdown by issues．
2．Exclude the lowest score by clicking on＂Exclude＂button．
3．See the initial score achieved by grading the questions and final score after the issue is excluded．
4．Click＂Submit＂once grading is finished．

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Grader report results


## 7 Administrator's Perspective

### 7.1 Initial Setup

Once a candidate finishes the exam, the first two graders in queue receive a notification. Until graders accept or decline requests the administrator will be able to see which graders are assigned to take the test.

To do so, the administrator should navigate to the candidate's tab and open a personal report for a specific candidate.


In the personal report the administrator can see:

1. In case all graders rejected the request, the administrator will see the number of graders that need to be assigned in order for a report to be released to the candidate.
2. The list of graders that are initially assigned.
3. The admin can manually assign new graders to report.
4. In case there are no graders left for this version, the admin can go back to the grader's tab, assign new graders to the queue and click "Auto-assign graders" to trigger the auto-assignment again.


### 7.2 Additional Grader - Status Rejected

If one grader rejected the request, the next grader in the queue will be automatically assigned and receive a notification. In the personal report, the administrator can see:

1. The two initial gradings that are assigned. One grader submitted the grading while another rejected the request.
2. The third grader that is automatically assigned because one of the graders rejected the request.


### 7.3 Additional Grader - Two Different Results

On this screen, we can see the next situation:

1. Two graders that are initially assigned, one of them submitted the test with a result passed, and one of them rejected the test. The third grade that was assigned after the second one rejected the request submitted the exam but the result is failed.
2. The next grader from the queue assigned as the results of two graders are not the same.


### 7.4 All Reports Resolved

On this screen, we can see that:

1. Two graders graded report with "Passed" result.
2. The overall "Passed" score.
3. Admin can "Verify" the report.


### 7.5 Reviewing the Grader's Marks

At any time, the admin can open the report of each grader and do the following:

1. Change the status of the report.
2. Submit the change of status.
3. Click "Grade" to open the question and see the grader's mark


For each action in the system, the admin will receive the appropriate notification:


## 8 Candidate's Perspective - Report Resolved

Once all graders grade their reports, the overall result is calculated and candidate is able to open a personal report.


