

Assessment Convening User Guide

Colin Clark 25th April 2008

Jane Monaghan 28th May 2010 (updated)

Overview

The assessment convening pages have been developed as an extension of the convening pages which used to just deal with coursework assessments.

The assessment convening pages provide a view of non-coursework formal assessments as well as containing the existing functionality for working with coursework marks.

Where to get help

Help with the Assessment Convening Pages is available from Applications Operations at

itservicedesk@sussex.ac.uk and the Sk(k)-7.w 0 -1.714 Tx (h)-16 (ere)-23.7 (t)-8.9 --167 (c)-7.9 (on)24.2 (v)-31.8 (en)

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Course Details

I 2017

Prof. Charles Wilson: [Home](#) | [Contact](#) | [Feedback](#)

AUTUMN Credits: 24 Level: 3 Term: 1

COURSE OUTLINE

The course seeks to explain the process of radical political change by examining the decline of communism in Eastern Europe and the reasons that led to its sudden collapse in 1989. It focuses on the six countries that comprised the former Soviet bloc: Bulgaria, Czechoslovakia, the GDR, Hungary, Poland and Romania. The countries that the course seeks to address are why did the East European communist regimes collapse in 1989?

LEARNING OUTCOMES

By the end of the course, students should be able to:

1. They should have developed an appreciation of the current relevance of the topic.
2. They should have developed skills of close textual reading and analysis.
3. They should have developed skills of professional scholarly standards.

Assessment Convenor(s)

From Date	To Date	Name	Contact Type	From Date	To Date	Name	From Date	To Date
1 Oct 2007		Maxfield, Edward R	CONVENOR	1 Oct 2007	22 Sep 2008	Hough, Daniel T	1 Oct 2007	
		Szczepiak, Aleks A	CONVENOR	10 Sep 2008				

Other Contacts

Szczepiak, Aleks A	EXAMINER 1
Teacher, Adrian H	EXAMINER 2
Maxfield, Edward R	EXAMINER TUTOR
Szczepiak, Aleks A	SEMINAR TUTOR

Sponsorships Departments

Department (Department Code)	Percentage Share
Politics and Contemporary European Studies (POLITICS)	100

Assessments

Mode	Type	Assessment Mode	Submission Weight	Coursework Mode	Term	Weight	Days	Time	Assessment Convenor
NON-EXAM	CWRK	Coursework	30%	BSS - Essay	AUTUMN	8%	Wed	10:00	
	BSS	Essay	70%		SUMMER	5%	Mon	10:00	

Duration (Hours): 3 **Number of Groups: 1**

1 9 1 10 1

Y PC Y TV Y

Term: AUTUMN **Method: SEMINAR** **Estimated Size: 18** **Duration: 1 hour**

Week Pattern: 1 1 2 1 3 1 4 1 5 1 6 1 7 1 8

Room Type: GTS Seminar Room **Networked:** Y **Projector:** Y

Comments:

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1.3 Marks Summary

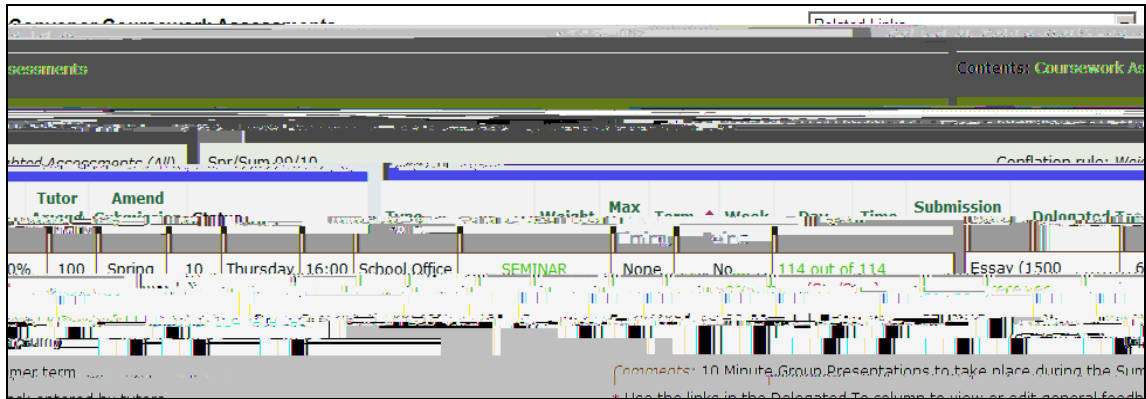
Clicking on the link in the marks column on the assessment convening page leads to a table showing the overall mark for each candidate and all the sub assessment marks for the course.

The grid of marks builds over time, when there is a complete set of marks for each sub assessment they are shown, and when all the sub assessment marks are present the overall marks are shown.

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1.4 Assessment Modes

Clicking on the link in the number of coursework assessments leads to a list of the coursework assessments



Tutor	Amend	Weight	Max	Term	Week	Day	Time	Submission	Delegated To
0%	100	Spring	10	Thursday	16:00	School Office	SEMINAR	None	No
								114 out of 114	Essay (1500)

Comments: 10 Minute Group Presentations to take place during the Summer term

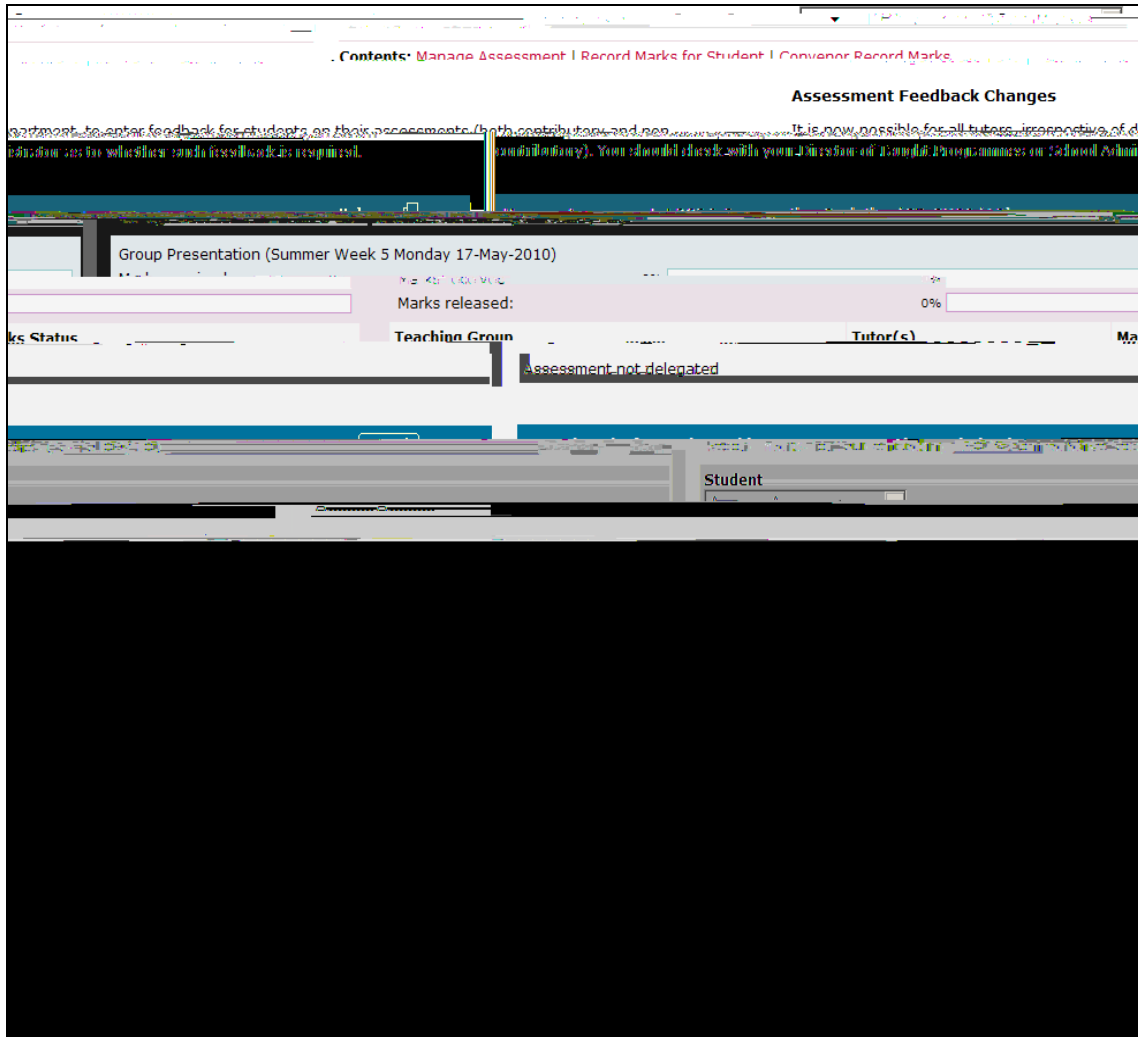
* Use the links in the Delegated To column to view or edit general feedback

On this page the assessment convenor must complete deadline

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1.4.1 Convenor Record Marks

Clicking on the number of completed assessments in the status column of the coursework assessment page takes you to the convenor record marks page (see section 3.4 for details).



The Convenor Record Marks will normally open with the mark column ready for input if the marking has not been delegated. The Feedback column will default to view-only mode to speed up the loading for large courses. To enter feedback click on the [Enter Feedback] link. Alternatively you can click the [Edit all feedback](#) button if you wish the Feedback column to be in edit mode for all students. You can also choose to select one student and enter a mark and feedback. Select the student name or candidate number from the drop down list on the **NEW** 'Record Marks for Student' form

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3.0 Assessment Convenor Actions

Prior to the start of the term in which the teaching of a course commences the assessment

convenor should ~~check the course details on the system and ensure that the assessment details are correct and that the assessment is set up correctly in the system~~

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3.1 Check pattern of assessment and coursework conflation rule

Either use the web report mentioning in section 1.1 or to just check coursework assessments:

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the ['assessments'](#) link in the 'Mode (Weight)' column.

You can see the information you should check in the picture below

Conflation Rule at the right hand side of the green header
Weighted – weights recorded in programme specifications database are used (these are displayed in the Weight column of the convenor assessment table). Equal Weighting – all the coursework assessments are equally weighted
(the weighting column displays a calculated weight by dividing 100 by m

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3.2 Complete coursework deadlines

Some deadlines are stored in the database for use year on year (deadlines which do not vary according to the teaching timetable), other deadlines are coincident with teaching events so vary year on year with the teaching timetable – you will usually need to complete such deadlines.

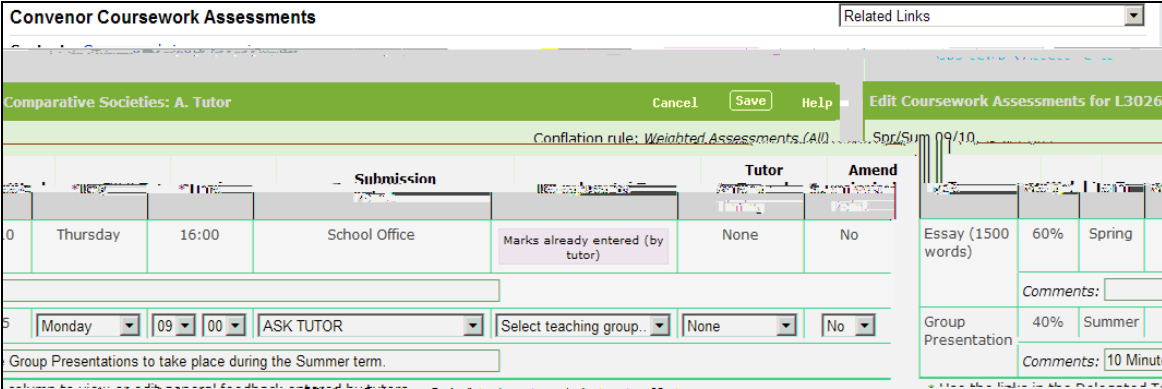
Completion of deadline information is important, without a complete deadline:

*** The deadline will not show on the students' personal study timetables in Sussex Direct ***

*** You won't be able to input marks for the assessment ***

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.

2) To set the day and time click on the edit button on the right of the blue table header



Submission	Tutor	Amend
Thursday 16:00 School Office	None	No
Monday 09:00 ASK TUTOR	None	No

3) Select values from the drop downs then press **Save** in the green table header

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3.4 To input marks

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'X assessments' link in the 'Mode (Weight)' column. You will then be on the 'Convenor Assessment Page' which will look similar to the example below.

Weight	Max	Term	Week	Day	Submission	Tutor	Amend
40%	100	Summer	5	Monday	09:00	Ask Tutor	Not delegated
Comments: 10 Minute Group Presentations to take place during the Summer term. * Use the links in the Delegated To column to view or edit general feedback entered by tutors.							

2) Click on the link in the **status** column (above) a page similar to the one below will be displayed.

Teaching Group	Tutor(s)	Mark Status
Marks received: 0% Marks released: 0%		

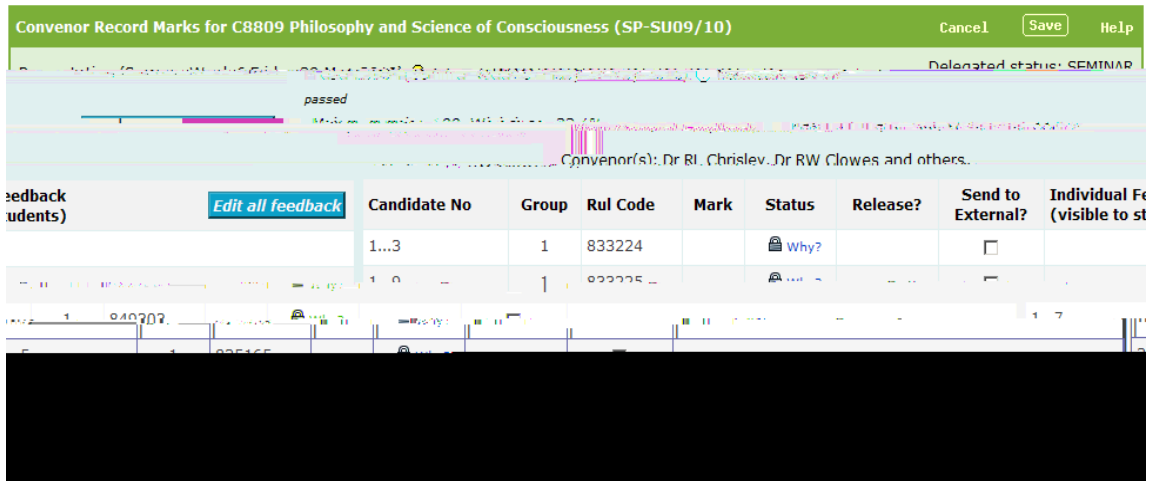
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3.5 Check that tutors have entered and sent marks for delegated assessments

- 1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.
- 2) Click on the link in the **status** column on the 'Convenor Assessment Page'. A page similar to the one below will be displayed.

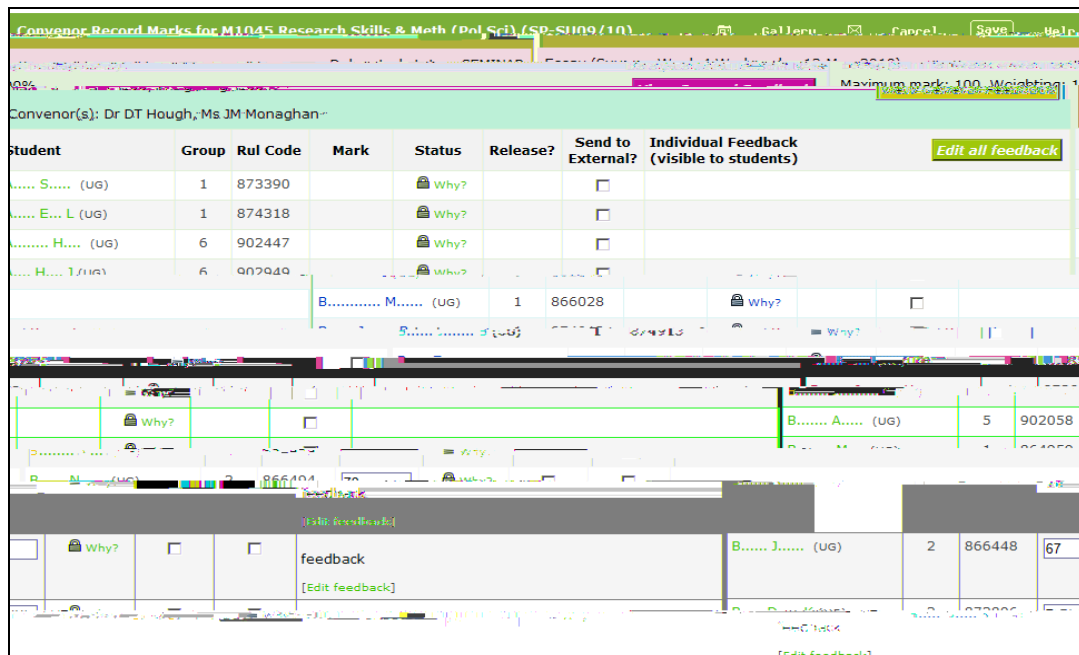
No marks have been sent:



Convenor Record Marks for C8809 Philosophy and Science of Consciousness (SP-SU09/10)									
Delegated status: SEMINAR									
passed									
Convenor(s): Dr RL Chrisley, Dr RW Clowes and others...									
Feedback (students)	Edit all feedback	Candidate No	Group	Rul Code	Mark	Status	Release?	Send to External?	Individual Feedback (visible to students)
		1...3	1	833224		Why?		<input type="checkbox"/>	
		1...3	1	833225		Why?		<input type="checkbox"/>	

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Some marks have been sent



Convenor Record Marks for M1045 Research Skills & Meth (Pol Sci) (SP-SU09/10) ... Save

Maximum mark: 100 Weighting: 100%

Convenor(s): Dr DT Hough, Ms JM Monaghan

Student	Group	Rul Code	Mark	Status	Release?	Send to External?	Individual Feedback (visible to students)
..... S..... (UG)	1	873390		Why?		<input type="checkbox"/>	
..... E... L (UG)	1	874318		Why?		<input type="checkbox"/>	
..... H..... (UG)	6	902447		Why?		<input type="checkbox"/>	
..... H..... 1 (UG)	6	902440		Why?		<input type="checkbox"/>	
B..... M..... (UG)	1	866028		Why?		<input type="checkbox"/>	
B..... A..... (UG)	5	902058		Why?		<input type="checkbox"/>	
B..... J..... (UG)	2	866448	67	feedback		<input type="checkbox"/>	[Edit feedback]

Now some marks have been sent the mark, status and comments are updateable

The marks have been sent from Seminar group 2

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3.6 Release/Unrelease marks for assessment to students

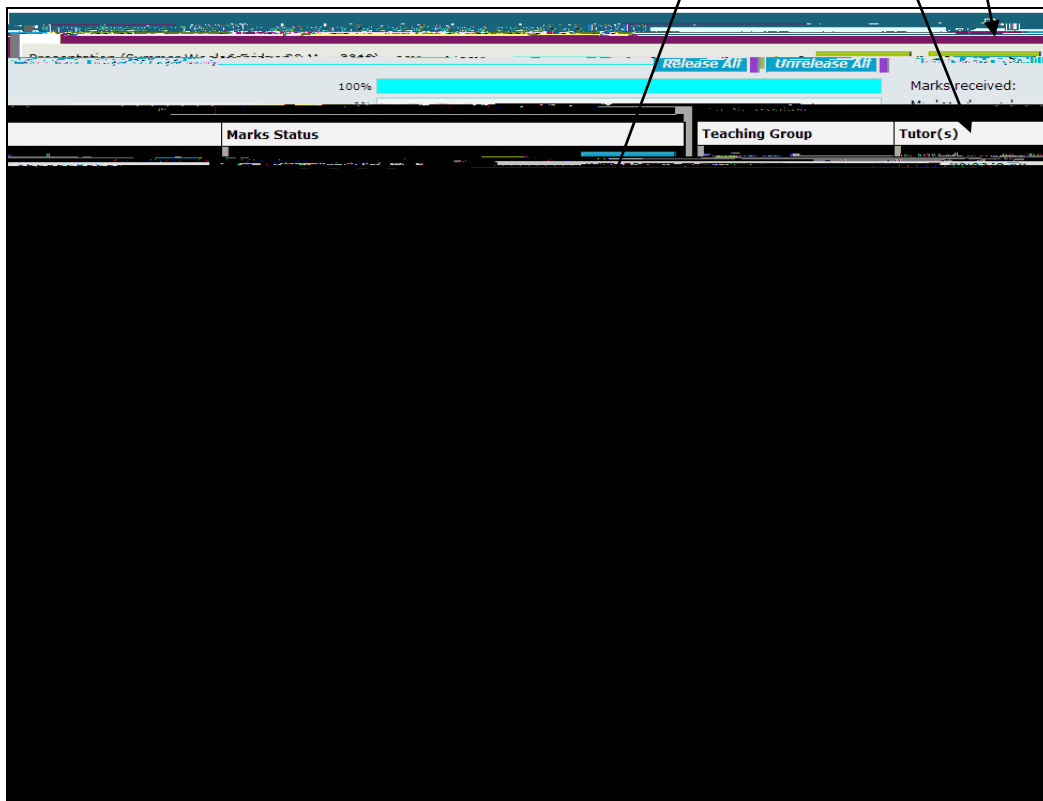
The convenor must release the marks to students as soon as possible. It is now possible to release and unrelease marks at 3 levels: course, teaching group, and student; or a combination of the above. For example, you could release marks at course level, and then unrelease a few individual students' marks; or you could release marks at course level, and then unrelease the marks for one of the teaching groups.

Marks can be Released / Unreleased by Course – Click 'Release All' or 'Unrelease All'

Marks can be Released / Unreleased by Teaching Group – Click 'Release All' or 'Unrelease All'

Marks can be Released / Unreleased by Student – Tick/Untick the 'Released?' box if you want to select individual students for Release/Unrelease.

NB: You must use the Save button if you release/unrelease at the student level.



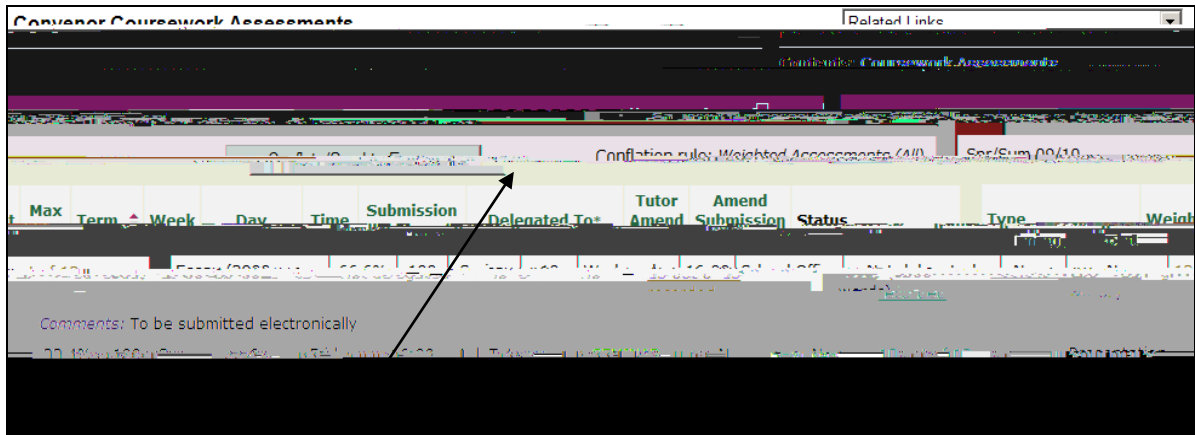
After marks have been released the buttons change to 'Unrelease All', so that the marks can be removed from display to students and alterations can be made in emergencies.

As soon as the marks for all the coursework assessments on the course are complete the assessment convenor should conflate the marks and send them to the exams system.

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3.7 Conflate the coursework marks and check the resulting overall coursework marks

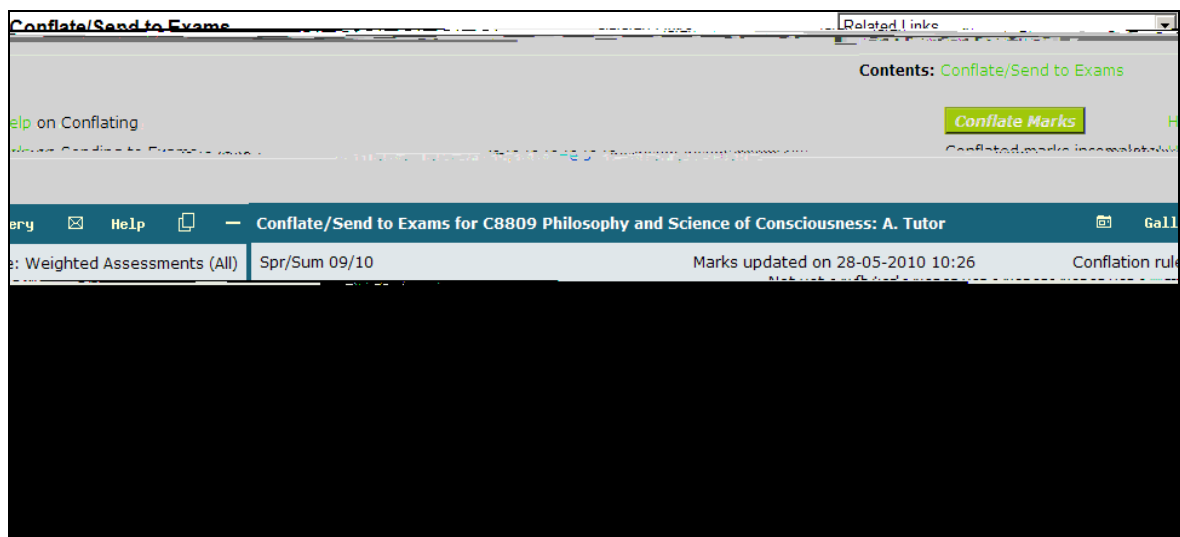
1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.



2) Click the **Conflate/Send to Exams** button on the Convenor Coursework Assessments page. This will take you to the Conflate/Send to exams page.

When the coursework marks are complete the **Conflate Marks** button will be visible, if the button is not visible a mark or marks are missing, check all the assessments. If there is no mark a non-submission must be recorded to complete the set of marks.

3) Click the **Conflate Marks** button to conflate the marks for the coursework on the course. A busy sign will pop up, when conflation is complete the busy sign closes and you will be able to see marks in the 'Net Conflated Mark' column.



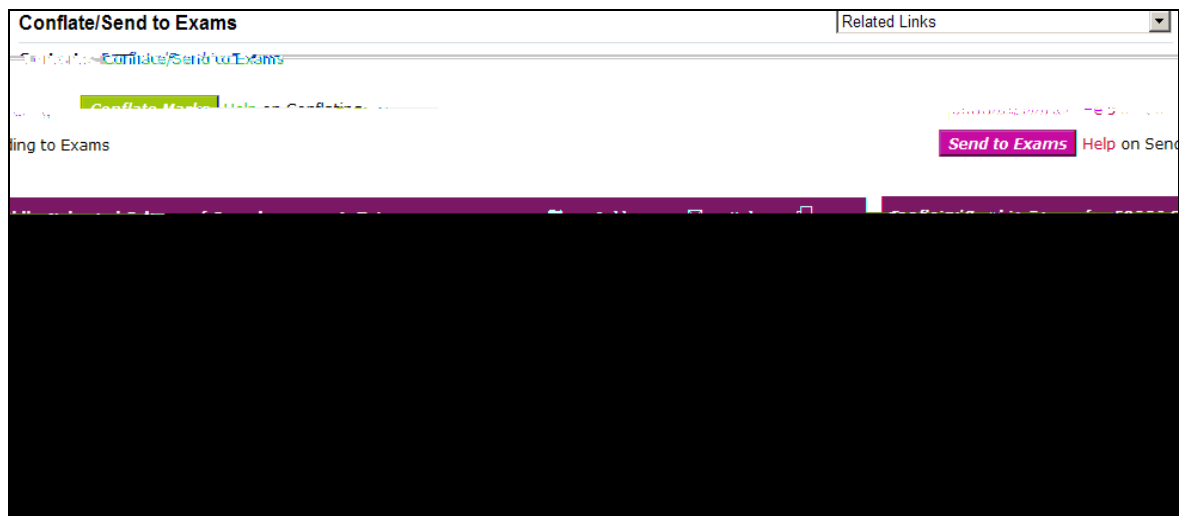
4) Check the net conflated marks that are produced to ensure that they are correct.

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3.8 Send the marks to the exams system

- 1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.
- 2) Click the **Conflate/Send to Exams** button on the Convenor Coursework Assessments page. This will take you to the Conflate/Send to exams page.

When all the conflated coursework marks that are expected by the exams system are present the Send to Exams button will be visible.



- 3) Check the column headed 'In Exams System?'. All students for whom this course forms a part of their degree programme should have 'Yes' in this column. If a student has 'No' then check why, often this will be because a student has either temporarily or permanently withdrawn. You can click on the student's name to get an overview of their current student record. If the student ought to have a record in the exams system please contact the Student Progress and Assessment Office to have it created.

- 4) When you are happy that you will be sending the correct marks to the exams system click the 'Send to Exams' button to send the marks to the exams system.

Once the marks have been sent to the exams system control of the marks passes from the Assessment Convenor to the Exams Office, who you will need to contact if any changes to the marks are required after they have been sent.

Why the urgency?

- * ***Coursework marks are needed in good time for exam boards***
- * ***Students will want to see their conflated coursework mark as soon as possible – it will be visible to them on their Sussex Direct Study Pages once the marks have been sent to the exams system***
- * ***It aids other processes such as the mitigating evidence processes.***