2018

MyDispense

Marking Exams and Releasing Marks in MyDispense

Workbook 2 for
Monday 15th July 13.00 session
"Learn how to use MyDispense for assessment"

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Important

Make sure you access the AUSTRALIAN MyDispense instance on the workshops page.

Marking Exams - The Exam Manager

The exam manager is where the administration and marking of assessments are managed. In the exam manager you can view student marks, see which students have completed the assessment and which ones didn't, mark individual students and export the marks for use in another application.
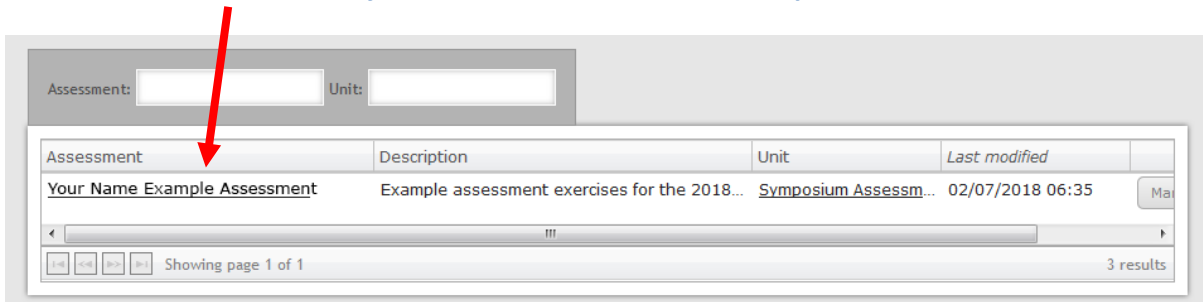
Accessing the exam manager

Click the exam manager button on the main menu to access the exam manager.

The landing page for the exam manager is the assessment list. The assessment list displays all assessment tutorials in MyDispense.

Click the *assessment that has your name on it* *to access the example exam.*

You will see the home page for the selected assessment, which shows summary statistics for the assessment

Click on one of the buttons that says 'First student'.
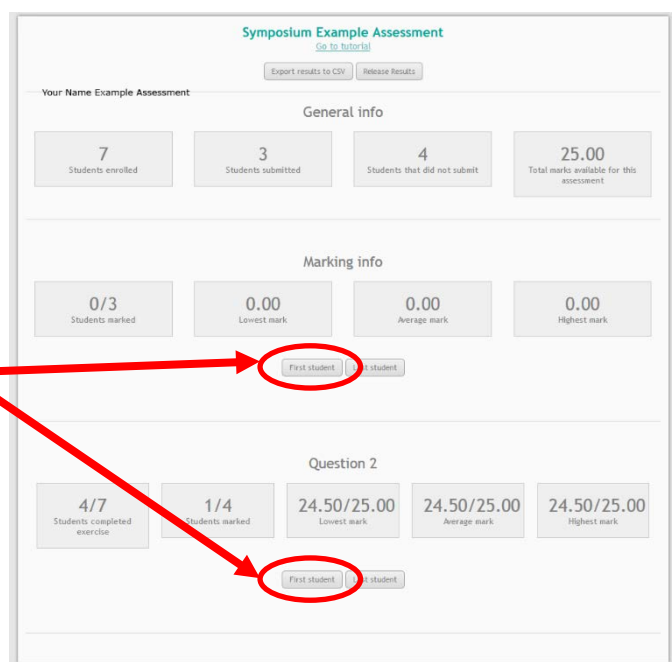
You will now see the summary marking page for this assessment:

Note that this question has already been marked for the first student.

Click on the Next student button at the bottom of the page to go to the submission from the next student.

You will see the Final Mark screen for the next student in the list.

Click on the Question 1 tab to go to the marking screen.

You will now see the marking screen for this student for Question 1.

The marking screen is divided into a number of sections to make marking easier.

The **Exercise Items** section, at the top of the screen, groups together the elements that appear multiple times so they do not have to be marked in more than one place.

The Exercise Items marks are sub-totalled here.

This section shows the criteria for the first item on the prescription that have been auto marked. Auto marked items are shown in the pink sections.

The criteria for item 1 that are required to be manually marked are grouped here. Manually marked items are indicated by the blue sections.

The total mark for Item 1 is shown here. If there is more than one item on the Rx, then the above sections will be repeated.

Alongside the marking screen you will see the Marking Sidebar:

The assessment marking interface includes the marking sidebar on the right hand side of the screen. The sidebar provides an overview of the assessment, the total mark for the exercise, exercise flagging options, exercise submission buttons and navigation options.

Click on the Next Student button to begin marking the next student's question.

Work through the marking screen for this student (and the next if you have time).

Some tips for marking

The auto marked fields (pink) have the mark automatically entered for you. However, you will see a button on either side of the mark. These buttons allow you to overwrite the auto-mark, with prescribed values, if you feel that this is necessary.

Manually marked fields (blue) do not have the mark automatically entered for you. They do however, have a button to the left of the mark field which shows the maximum allowable mark for that criterion. To allocate the maximum mark, simply click this button.

Any mark field (both auto and manual) can also be overwritten manually by clicking into the field and entering a value.

Marking criteria can be set as **critical** in the exercise designer, Critical criteria act as normal marking criteria until they receive a mark of 0 or less. When a critical criterion goes below zero, it is highlighted in the marking table and displayed as a direct link in the marking sidebar. Critical criteria are used for elements that would cause a student to fail the question because their mistake is potentially harmful to the patient.

Marks in a section are not saved until the section is saved. Section marks are saved by clicking the save marks button. The section mark is calculated by adding up the marks from each of the criteria within the section.
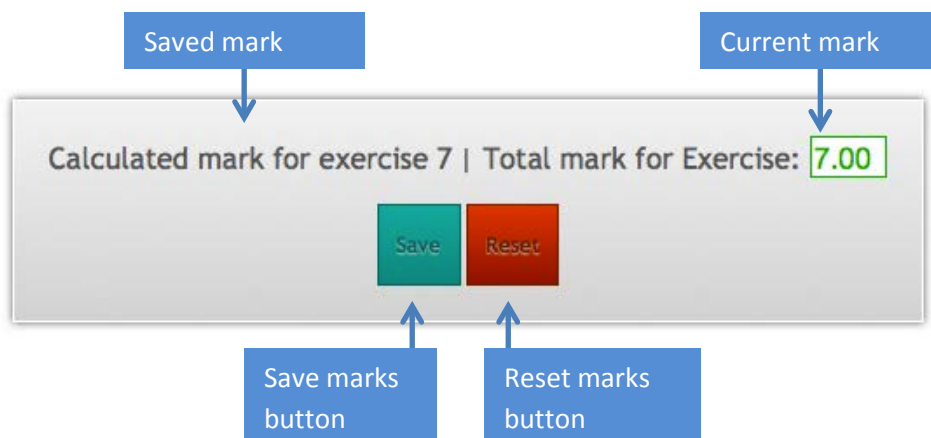
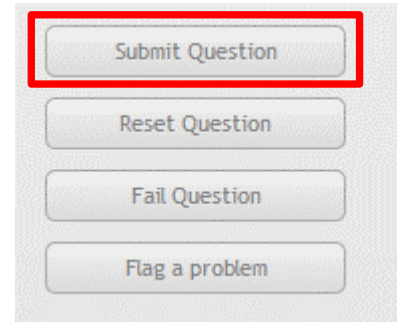*Be sure to mark each of the criteria and click on the save marks buttons.*

Remember, you can add a comment for each question which can be sent to the student in their feedback.

When you have finished marking a question, make sure you click the Submit Question button to save the marks and feedback.

| Submit Question |
| Reset Question |
| Fail Question |
| Flag a problem |

Click on the Final Mark tab to see the calculated mark for all of the questions that this student has attempted in this exam (note that we only have one question in this example).

| Question 1 | Final Mark |
| Marked | Not Marked |

Exercise marks

Exercise name	Mark	Status	Comment
Question 1:	24.50/25.00	Marked	You could have added label A since this is a controlled release preparation.
Calculated total:	24.50/25.00		

Final mark:

24.50/25.00 Override
Last updated on 12:48 AM 03 Jul 2018

Final Marker's Comment to the Student:

Well done.

Submit

Next Student >

Markers can also add a general comment for the whole exam for this student, which can be released to them as feedback.

Now that you have completed marking this student's submission, you can click the Next Student button to mark the next student's submission for this question.

| < Previous Student | Next Student > |
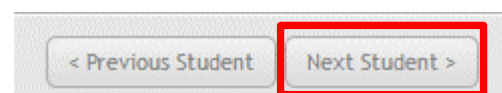
Releasing marks to students

You can pass on the marks and feedback from assessments to your students in two ways:

1. Exporting the marks via a csv file into your Learning Management System (LMS)
2. Releasing the marks within the application, so your students can see them within MyDispense

Exporting marks via csv file

The assessment home page has an export results to CSV button. Clicking the button will open an options screen where you can select what you want to export in the CSV file.
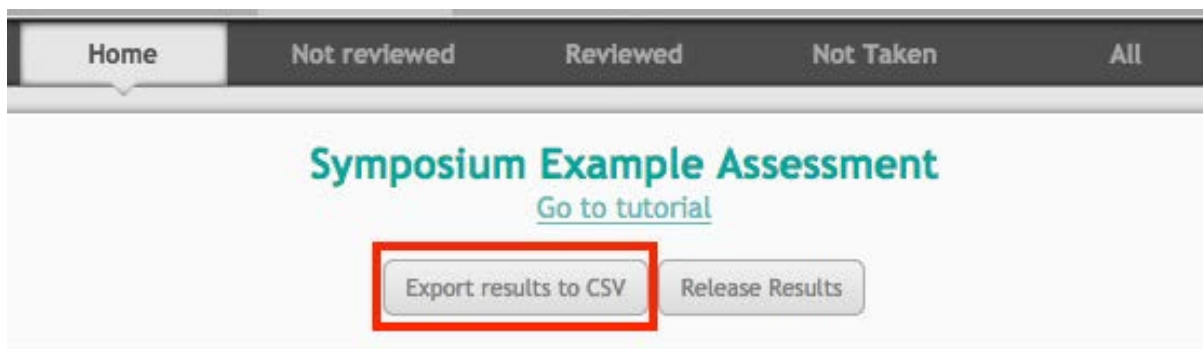
From the options screen, you can choose to export only the exercise marks, or the student status information about the exam. Such as whether the student submitted the assessment or has been marked, the IP address they used to complete the exam (for auditing purposes) and so on.

Marks and comments for individual exercises can be exported from the screen as well. Once you have selected which fields you want to export, click on the Export button. Your browser will prompt you to download the CSV file.

Releasing marks to students

Assessment marks can also be released to students via MyDispense, using the <u>Release Results</u> button on the assessment landing page. Markers can choose how to display marks to students and schedule them for automatic release at a specific date and time from this menu.

Overall exam mark

Markers can select from five distinct options on exactly how students will see their overall mark for this assessment, Points, Percentage, Bands, Ranked or None.

Points

To display students' results as point values, select Points from the menu that appears when you click the Display list options.
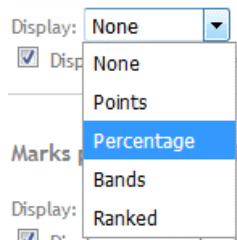
Points will show the student their exact mark as well as total marks available for this assessment.
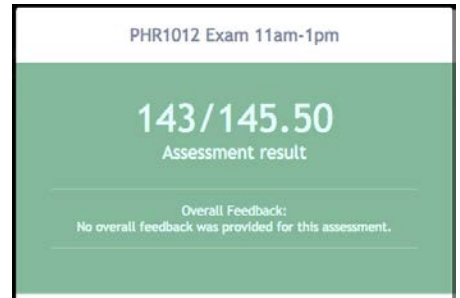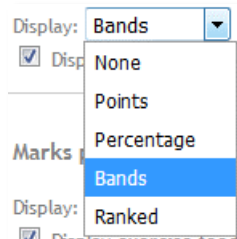

Percentage

To display students' results as percentage values, select Percentage from the menu that appears when you click the Display list options.

Percentage will show only the percentage of the total marks the student was awarded for this assessment.
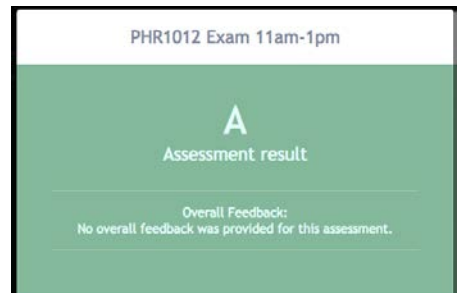

Bands

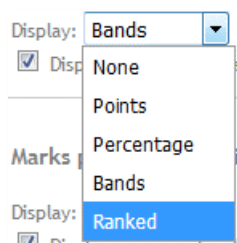*To display students' results as bands, select Bands from the menu that appears when you click the Display list options.*

Bands will display marks using a pre-defined grading system, on a per-institution basis, for example A-F, or High Distinction, Credit, Pass, etc. To change this grading schema, contact your system administrator.

Ranked

To display students' results as rankings, select Ranked from the menu that appears when you click the Display list options

Ranked will show numbered ranking for this assessment, where the student(s) ranked 1 were awarded the highest number of marks.

Markers can also disable the display of overall marks using None, as well as the display of any feedback or comments by unchecking "Display overall feedback".

Marks per each exercise

The same options as above are provided for displaying the total marks awarded for each exercise, as well as disabling the display of per exercise marks by selecting None.

Per exercise feedback can be disabled by unchecking "Display exercise feedback".

Marks per each exercise criterion

Markers can also choose to display the exact marks awarded for each exercise criterion, or the percentage marks awarded.

An obfuscated view known as Letter Grading is also provided, where the marker can specify 3 percentage bands and a label for each, for example Poor, Good and Excellent, to be displayed for each of the criteria. A checkbox is also provided to enable the display of the student's answer alongside the correct answer, where possible. As with both overall and per exercise marks, the display of any marking information at the per criteria level can also be disabled by setting the display option to None.

Releasing Assessment Marks

Once the release options have been configured, a time and date can be entered to release the assessment results to students.

After entering the desired date and time for release, click the Release button.

If for whatever reason the visibility options or release time needs to be changed, enter the desired settings changes and click the Update button.

To withdraw the marks from release and prevent students from viewing them, or to cancel release prior to the date and time, select the Unrelease button.

After the specified time and date has passed, students will be able to access their marks from the Units->Tutorial screen in the MyDispense client.