

Valid from: March 2020

Prepared by: Head of Quality and Academic
Development, LMS Officer

Approved by: Deputy Chief Academic Officer

Marking a remote exam as a graded quiz

Introduction

Please note that the information below refers only to the marking of assessments which have been answered by students in the form of an online Canvas quiz. For information on marking standard assessments submitted through Canvas (but marked through Turnitin), please refer to the relevant BUV First/Second Marking Guide.

1) **Gradebooks:**

- What students see after submitting a quiz:

Demo Remote Exam - 100%

Due 22 Feb at 19:00 Points 121 Questions 7 Available 21 Feb at 9:43 - 22 Feb at



Submission details:

Time: less than 1 minute

* Some questions not yet graded

Instructions

- You have **60 minutes plus 10 minutes** reading time for this exam, which is worth 100% of your overall modu
- In the **first ten minutes** of the exam, you will **not** be able to access the quiz to submit any answers. Please usfter 10 minutes, you will be able to enter the quiz section without using an access code and start submitting your answers
- Answer all of the questions.
- This exam consists 2 parts.
 - Part 1: **2 multiple choice questions. The marks are showed at the end of the questions. Total marks are**
 - Part 2: requires essay-type answers. You should answer **THREE** questions from the four offered (20 maotal).
 - Total marks for this exam are 100 marks.
 - The use of non-programmable calculators is allowed.



Your quiz has been muted

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

- What MLs see in the gradebook. All grades are automatically hidden to students by LMS set up. **Grades must remain hidden until the Exam Office releases them after the exam board. Do not release the grades to students.**

Grades are hidden from students

Student name	Mid Semester Exa... Out of 100 MANUAL	Mid Semester Examin... 20% of grade	Total
HAN19090008 First sit students	75	75%	👁 75%
HAN20080073 First sit students	85	85%	👁 85%
HAN20090325 First sit students	70	70%	👁 70%
HAN20100007 First sit students	70	70%	👁 70%
HAN20100008 First sit students	65	65%	👁 65%
HAN20100010 First sit students	60	60%	👁 60%

2) Confirming marks for MCQ quizzes

Canvas automatically calculates grades for MCQ questions and displays the marks for each student in the gradebook. To confirm the marks, first and second markers must make an additional check to see that:

- The total points available sum to 100
- The answers as indicated in the answer paper have been correctly allocated to each question choice.

Once this has been checked, you must email buv-examoffice@buv.edu.vn to confirm that you approve the grade, so that this can move to the next stage.

If you find any errors in the above, please contact your programme leader, the exams office and the Head of Quality for further advice.

3) Marking using the Speedgrader:


- Multiple choices and True/False are automatically graded questions but you may also revise their scores.
- Essay and file upload questions require manual grading in SpeedGrader.
- You must provide a score between 0 and the maximum mark available for each essay/file upload question. Do not leave these as the default unscored value, even if the student has not provided a response.


In Course Navigation, click Quizzes

Home
Announcements
Assignments
Quizzes
Modules
Conferences

Click the name of the quiz you want to open.

▼ Assignment quizzes

 **Mock Managerial Accounting Exam**
Closed | Due 24 Feb at 16:25 | 100 pts | 11 Questions

 **Mid Semester Examination 30%**
Not available until 25 Feb at 10:00 | Due 25 Feb at 11:25 | 100 pts | 11 Questions

In the Sidebar, click the SpeedGrader link.

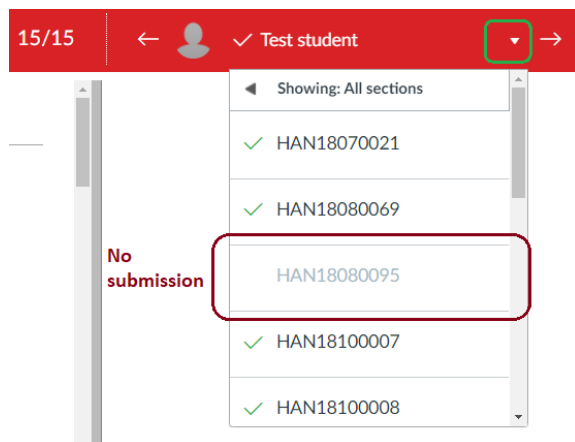
Related items

 Quiz Statistics

 Moderate this quiz

 SpeedGrader™

View student list with submission status



View Question

To view a question, scroll down the quiz to locate the quiz question you want to view.

If a question needs to be manually graded, you can click the question number directly within the notification window.

Mock Managerial Accounting Exam
Due: 24 Feb at 16:25 - Managerial Accounting

13/15 Graded 66.85 / 100 (67%) Average 15/15

Test student

Mock Managerial Accounting Exam results for Test student

The following questions need to be reviewed:
• Question 11

Score for this quiz: 0 out of 100 *
Submitted 24 Feb at 16:25
This attempt took 75 minutes.

Section A: Multiple Choice Questions
Answer all TEN (10) questions. Each question 4 marks, total 20 marks.

Unanswered Question 1 0 / 4 pts

The role of management accounting usually include the function of:

Submitted: 24 Feb at 16:25

Assessment
Grade out of 100
0

Assignment comments
Add a comment

Submit

Download submission comments

Assign Score

In the points field, enter the score for the question and add comments at the top of the question (Comments are not required to be added for every student, but can be used if you want to clarify something to the second marker. Students do not see these individual comments, only the overall one.

Mock Managerial Accounting Exam
Due: 24 Feb at 16:25 - Managerial Accounting

13/15 Graded 66.85 / 100 (67%) Average

Unanswered Question 11 60 pts

MAX plc produces and sells three products. X, Y and Z. It has contracts to supply products X and Y, which will utilize all of the specific materials that are available to make these two products during the next period. The revenues these contracts will generate and the contribution to sales (c/s) ratios of products X and Y are as follows:

	Product X	Product Y
Revenue	\$10 million	\$20 million
C/.s ratio	15%	10%

Product Z has a c/s ratio of 25 peer cent.

(v) Differentiate between cost classification and cost behaviour.

(15 marks)

(Note: The word limit for this part must be around 250 words)

Add comments for this question



Additional comments:

To expand the size of the comment field, click and drag the corner of the text box.

Assign Grade

Canvas provides an option to manually adjust scores by adding or subtracting 'fudge points' [1]. Please **do not use this function**, as all marking schemes/ answer copies must be followed to ensure students receive accurate grades.

To assign a quiz score, click the **Update Scores** button [2].

1

Fudge points:

You can manually adjust the score by adding positive or negative points to this box.

Final score: 32 out of 100

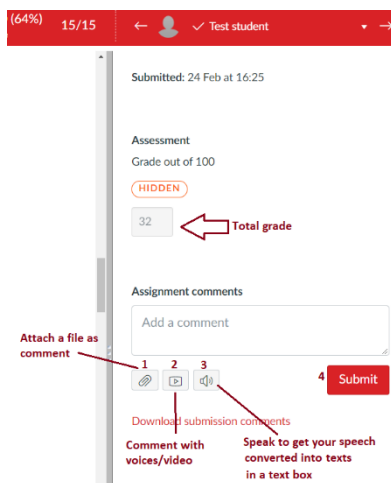
2 **Update scores**

Total grade and comments

On the right side of Speedgrader, you see the overall grade of the quiz and comments box. You can add comments under variable forms:

- To add a comment to the assignment, enter text in the Add a Comment field.
- To attach a file to the comment, click the Attach icon [1].
- To record a video or audio comment, click the Media icon [2].

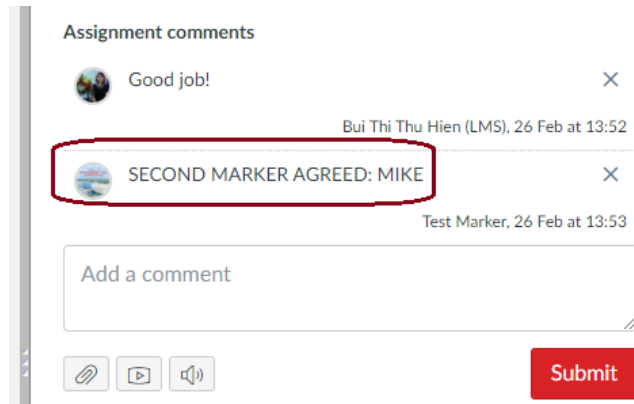
- If you are using Chrome, you can use the speech recognition tool [3] to leave comments. The dialog box indicates that the feature is recording your comments, and text box will convert your speech to text in real time.
- Press Submit [4] to complete inserting comments.
- Overall comments are not required to be added for these quizzes, but you may provide some additional information to students if you would like to.



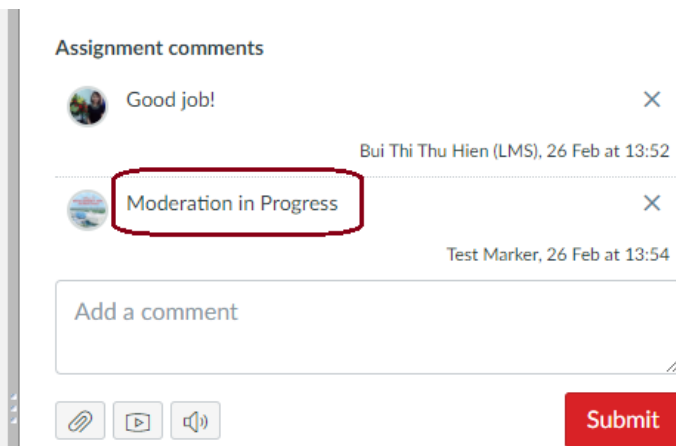
4) Second marking:

A second marker can access Speedgrader, grade as per the above instruction and review comments within each submission at any time. The second marker must not directly alter any grades which have been awarded by the first marker

- If you agree with all of the marks that have been awarded, please insert 'SECOND MARKER AGREED: [NAME]' into the overall comments box..

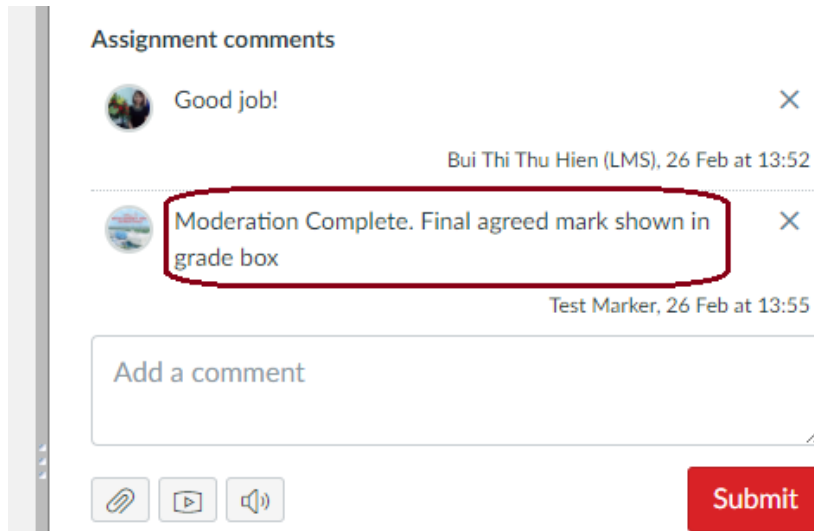


- If you do not agree with the grades, insert: “Moderation in Progress” into the overall comments box.



- Using the BUV Moderation and Discussion Sheet, agree the marks outside of the Canvas system. It is acceptable to use one moderation sheet to record all changes related to quizzes, as these are likely to be minor.
- Following the agreement of the final marks between all the markers, and the completion of the “Moderation and Discussion sheets”, it is the responsibility of the first marker to change any marks that were not initially agreed upon during the second marking process on the student papers. To do this:
 - Make the agreed changes for each relevant question.

- Delete the 'Moderation in Progress' comment from the comment box
- Type the comment "Moderation Complete. Final agreed mark shown in grade box" into the overall comments box.



For further advice on using the functions of Canvas to grade a remote exam, please contact the LMS team at lms@buv.edu.vn. For any guidance on procedures related to marking, please contact the Head of Quality or the Deputy CAO.