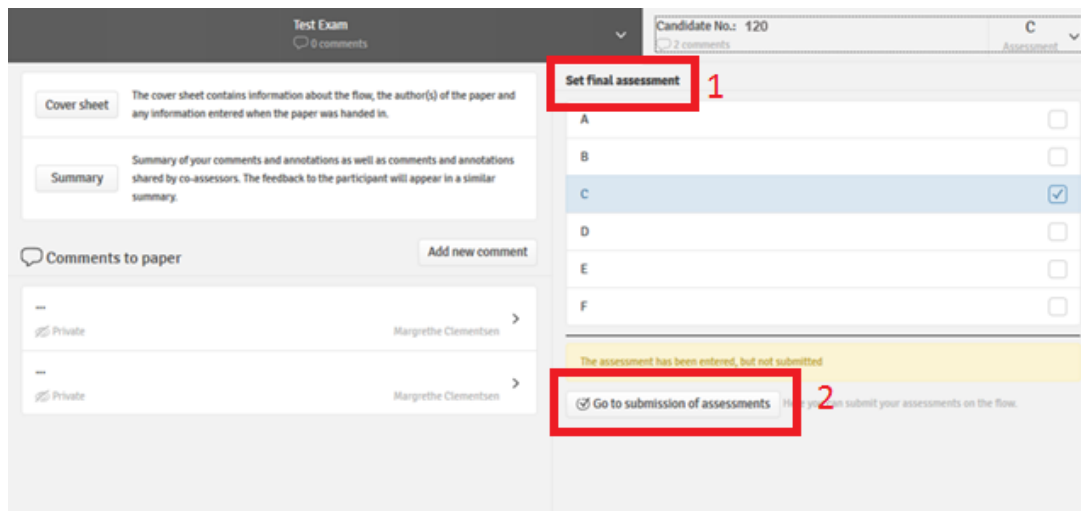


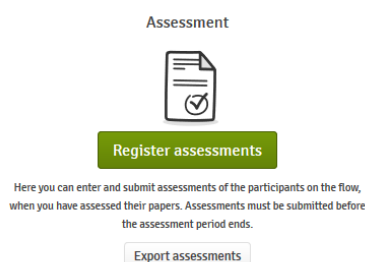
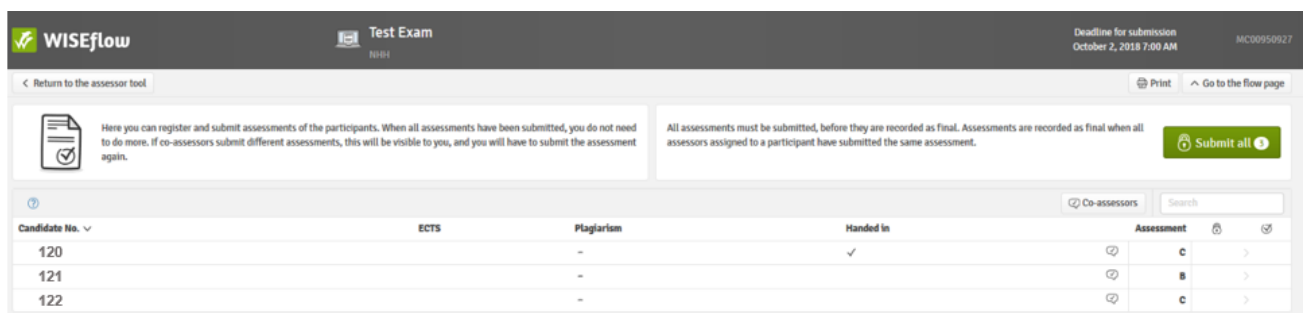
How to register grades in WISEflow

Grading

1. Each assessor reads and grades the examination answer papers.
2. If you read the answer papers in the Assessor Tool, you can enter your grade suggestion there (1):

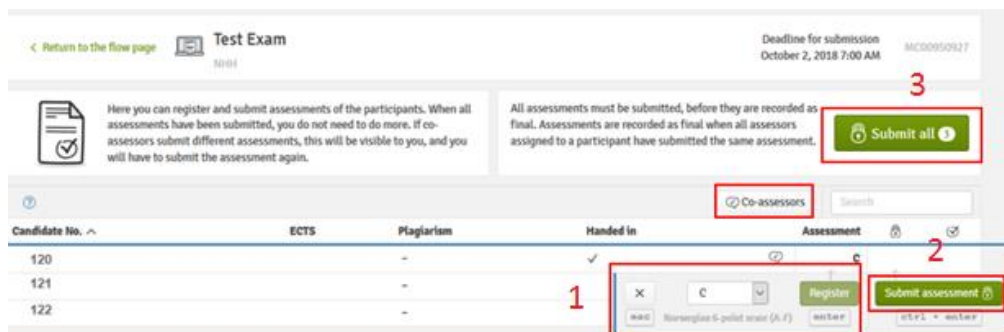


3. When you have graded all the candidates, click *Go to submission of assessments* (2 in fig. above). The following window will open:

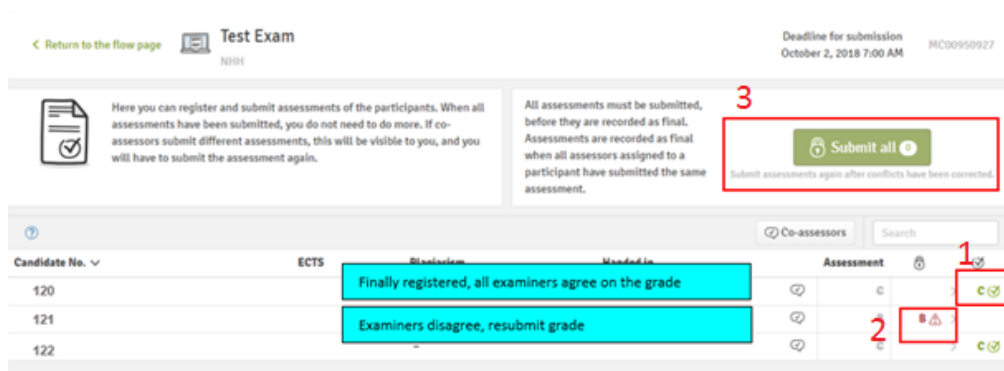


4. You may also set the grades by going directly to the window above. To do so, click *Register assessments* on the start page for the exam in question. Please note that here you will also find a button labelled *Export assessments*. This allows you to download grades to a PDF or a CSV.

- Each assessor needs to register his or her assessments in the Assessment column (1). You may register the grades one by one and then click *Submit assessment* (2), or you may click *Submit all* (3) once you have entered all the grades:



- If you have registered your assessment, and have a co-assessor who has not done so yet, your assessment will be locked and appear in the padlock column.
- When both assessors (if applicable) have registered and submitted their grades, this will be visible for the other assessor. If they have registered and submitted identical grades for a candidate, this grade will be forwarded to the Examination office (not the candidates), and a green check mark will appear in the right column (1).
- If the assessors have registered and submitted different grades for the same candidate, a red alert icon will appear (2). The assessors will need to discuss and agree on a final grade for each candidate in question, and resubmit this by clicking *Submit all* (3) again.



Grades will then be transferred to the examination office who checks and publish on StudentWeb.

If you discover that you have entered the wrong grade **after** you have clicked *Submit all* for the second time, you need to contact the examination office who can correct this for you.