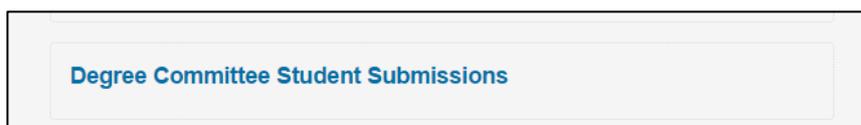


Assessors guide

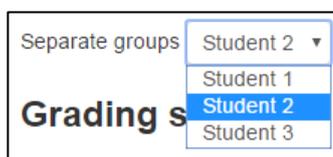
To access the student's report:

1. Log into Moodle using your usual Raven password. The Moodle course you need to access is called 'Degree Committee Student Submissions'. You can access this course by following this link:
<https://www.vle.cam.ac.uk/mod/assign/view.php?id=3348821>
or by selecting the course title in your 'My Courses' page in Moodle.

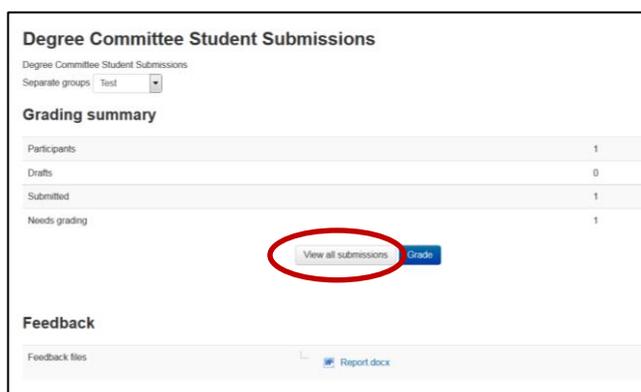


2. Find the student - Click on the 'Separate groups' drop down list (found above *Grading summary*) to select the student whose report you wish to read/download. This will reload the page to provide details for that specific student. You may not see this list if you have assessor/supervisor responsibility for just one student in the Faculty.

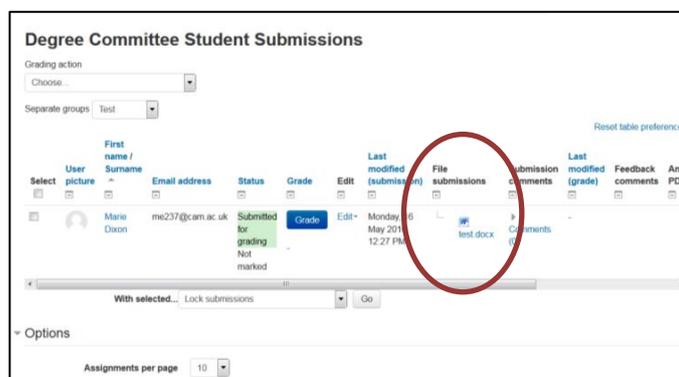
Note: this list will include all the students in the Faculty of Physics & Chemistry for whom you are appointed as assessor, and all the students in the Faculty for whom you are Principal Supervisor. When first opened, the page is populated with data of the student who appears first alphabetically on your list of students. Please remember to choose the correct student from the list.



3. Click on 'View all submissions' to access the student's submitted first-year probationary report.



- The student's report and certificate of submission are under the 'File submissions' header. If the student opted to submit a coronavirus Research Impact Statement you will also see this file (Chemistry students are asked to include their statement within their report, not as a separate file). Click on the file icons to download.

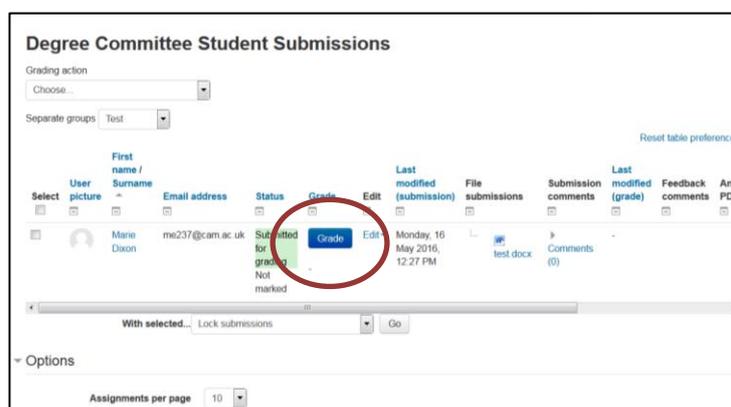


- Copies of the Guide to Probationary Review and the pre- and post-viva report forms have been emailed to you. They are also available on Moodle in the Examiners Group (follow instructions 2-4 above, selecting 'Examiners' from the Separate Groups list).

Action after assessment:

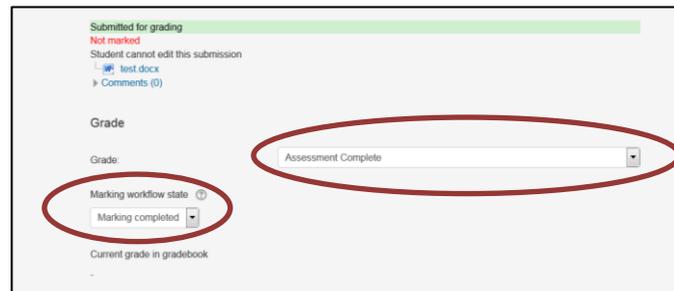
Please complete the assessment process as outlined in the 'Guide to Probationary Review' which you have been sent by e-mail. Following completion of your independent report, the oral assessment and completion of the joint post-oral report, please agree which assessor will be responsible for submitting the reports to Moodle. Ideally the reports will be uploaded as a single .pdf as follows.

- Log into the student's Moodle folder following instructions 1-3 above. **If you have access to the area of more than one student please ensure you have selected the correct one before completing the next stage. It is important that your reports are deposited in the correct student's area.**
- Click on the 'Grade' button to upload your completed assessor reports (one Reg1 form per assessor, and one joint Reg 2 form).

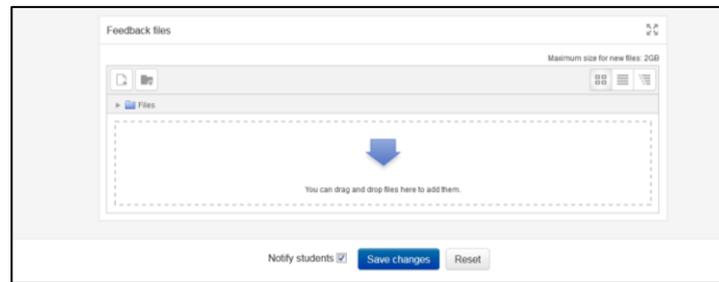


8.

- a. In the 'Grade' pull-down menu, **select the option 'Assessment Complete'**. If you have not yet completed the viva or do not have both assessors pre-viva reports and the joint post-viva report please do not continue until the assessment process is complete.
- b. In the 'Marking workflow state' pull-down menu, **select the option 'Marking Completed'**.



- c. Scroll down to the '*Feedback files*' section. This is where you can just **drag and drop your reports** to upload them.
- d. Click '**Save changes**'.



- e. You will see the following box where you should click 'OK': The '*submission*' screen becomes visible again. Don't worry, your reports should have saved. You may now log out of Moodle. Note: At this stage your reports are not accessible by the student. We would be grateful if you would send a quick e-mail to degreecommitteepc@admin.cam.ac.uk when you have submitted your reports.

