

I'm an External Examiner. What do I need to do?

A guide for External Examiners

Contents

I'm an External Examiner. What do I need to do?	2
Accessing papers	2
Accessing the Papers.....	2
Turnitin Assignments:	4
Turnitin Assignments, with a Rubric:	4
Blackboard Assignment.....	4
Blackboard Assignment with Rubric	4
Recording your notes.....	5



I'm an External Examiner. What do I need to do?

Accessing papers

To access the materials shared with you access NILE at <http://nile.northampton.ac.uk> and log in.

You will see the module(s) you should be accessing listed in the My Sites box.

- If you cannot see the modules you need, get in touch with the [LearnTech team](#) to let them know.

Click the ID/title of the module to access it. You can get access to the Assignment briefs within the Submit your work/Assignments area within the site.

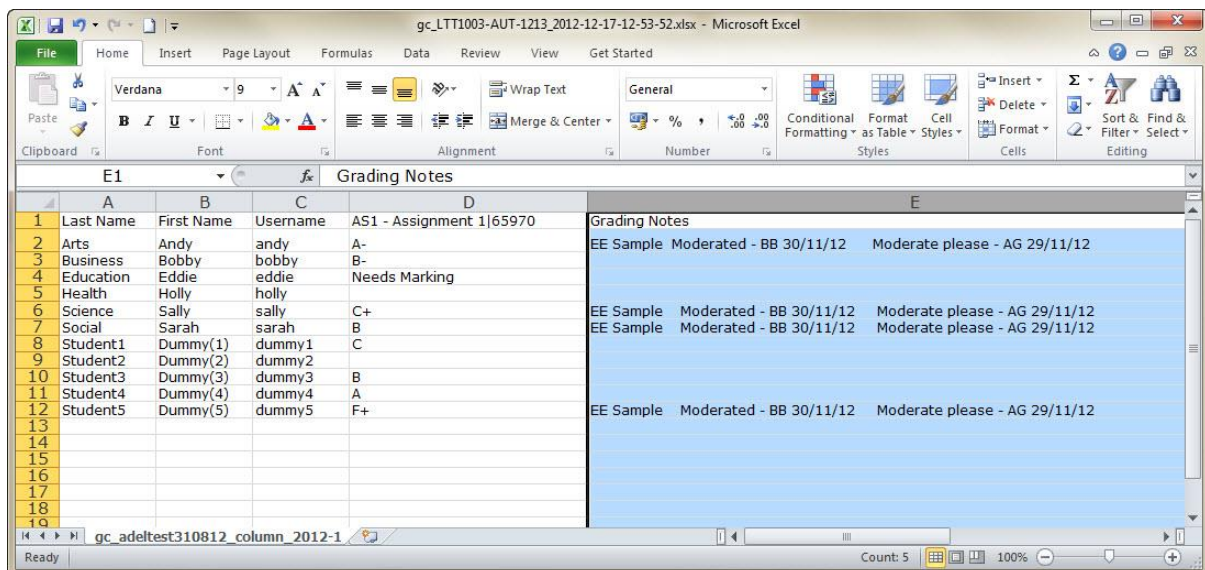
To identify which papers have been flagged for external examination go to:

Control Panel > Content Collection > [moduleID] > click the ---External Examiner--- folder to access it > [Assessment code-Title]

Locate the Excel file in this folder with a filename that looks something like this:

gc_LTT1003-AUT-1213_2012-12-17-12-53-52.xls

Click on the filename to open the file and use the comments in the Grading Notes column of the Excel spreadsheet to identify papers that have been flagged for External Examination (look for the entries 'EE Sample').



The screenshot shows an Excel spreadsheet titled 'gc_LTT1003-AUT-1213_2012-12-17-12-53-52.xls'. The spreadsheet has columns A through E. Column A contains student IDs (1-19), column B contains Last Name, column C contains First Name, column D contains Username, and column E contains Grading Notes. The Grading Notes column contains entries like 'EE Sample Moderated - BB 30/11/12 Moderate please - AG 29/11/12' for several students.

	A	B	C	D	E
1	Last Name	First Name	Username	AS1 - Assignment 1 65970	Grading Notes
2	Arts	Andy	andy	A-	EE Sample Moderated - BB 30/11/12 Moderate please - AG 29/11/12
3	Business	Bobby	bobby	B-	
4	Education	Eddie	eddie	Needs Marking	
5	Health	Holly	holly		
6	Science	Sally	sally	C+	EE Sample Moderated - BB 30/11/12 Moderate please - AG 29/11/12
7	Social	Sarah	sarah	B	EE Sample Moderated - BB 30/11/12 Moderate please - AG 29/11/12
8	Student1	Dummy(1)	dummy1	C	
9	Student2	Dummy(2)	dummy2		
10	Student3	Dummy(3)	dummy3	B	
11	Student4	Dummy(4)	dummy4	A	
12	Student5	Dummy(5)	dummy5	F+	EE Sample Moderated - BB 30/11/12 Moderate please - AG 29/11/12
13					
14					
15					
16					
17					
18					
19					

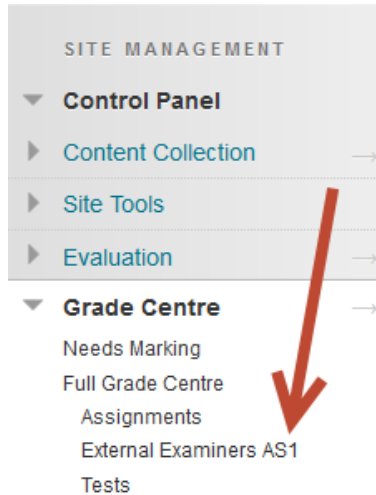
In this example I would moderate Andy Arts, Sally Science, Sarah Social and Dummy Student5 (for AS1 – Assignment 1)

- ⓘ You may find that this report does not exist in the ---External Examiner--- folder of the NILE site in question. If this is the case please choose the papers you need to examine using the steps on the next pages.

Accessing the Papers

- Go to the Grade Centre (Control Panel > Grade Centre)

- If the Module Tutor has created a Smart View for you, and marked it as a favourite, it will appear as a Quick Link under the Grade Centre section of the Site Management menu for the module. Click on this link to go straight to the Smart View of the Grade Centre showing the student papers for this specific assessment.



- If there is no Smart View, click on Full Grade Centre
- Locate the student’s row. e.g. Andy Arts
- Locate the assessment column. e.g. AS1 – Assignment 1
- Hover your mouse over Andy’s cell in the AS1 column and click the arrow to expand the menu
- Click **View Grade Details**

Grade Centre : Full Grade Centre

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column | Create Calculated Column | Manage | Reports | Filter | Work Offline

Move To Top | Email | Sort Columns By: Layout Position | Order: Ascending | Last Saved: 21 December 2012 09:45

Username	Last Name	First Name	Survey	ES2 - School	AS1 - Assignme	ES1 - Essay	Testing Mobile
andy	Arts	Andy	..	B-	A- (A-)	--	--
bobby	Business	Bobby	..	B-	B (B)	--	--
dummy1	Student1	Dummy(1)	..	!	C (C)	--	--
dummy2	Student2	Dummy(2)	..	!	--	--	--
dummy3	Student3	Dummy(3)	..	!	B (B)	--	--
dummy4	Student4	Dummy(4)	..	--	A (A)	--	--
dummy5	Student5	Dummy(5)	..	--	F+ (F+)	--	--
eddie	Education	Eddie	..	G	!	--	--
holly	Health	Holly	..	B-	--	--	--
sally	Science	Sally	..	--	C+ (C+)	--	--
sarah	Social	Sarah	..	B-	B (B)	--	--
terryturnitin	Turnitin	Terry	..		!	--	--

Selected Rows: 0 | Move To Top | Email | Icon Legend | Edit Rows Displayed

Note: A context menu is visible over the 'AS1 - Assignme' column for the 'andy' row, with options: View Grade Details, Quick Comment, Exempt Grade, and Attempt 29/11/12 A- (A-).

You will be presented with varying options on the next screen:

Turnitin Assignments:

- Click **Grade Attempt**
- Click the icon next to **User's Paper**

This will open a new tab for the Turnitin Document Viewer, where you can see the paper, and any comments that the tutor has made, either/as well as on the document and in the General Comments area. Click the **General Comments button** in the bottom right of the screen to access the General Comments area.



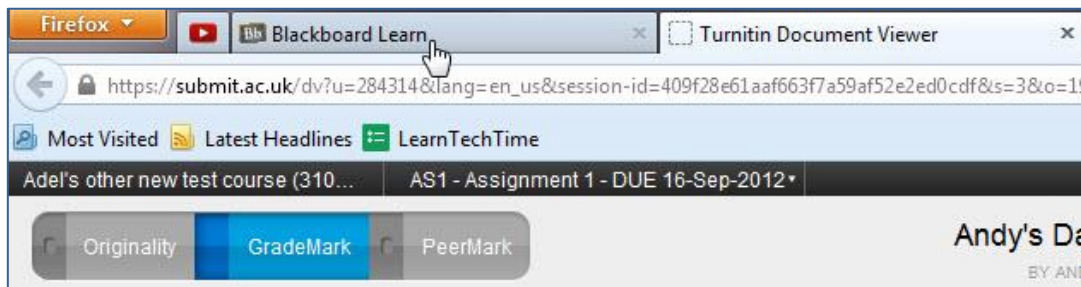
Turnitin Assignments, with a Rubric:

- Click **Grade Attempt**
- Click the icon next to **User's Paper**

This will open a new tab for the Turnitin Document Viewer, where you can see the paper, and any comments that the tutor has made, either/as well as on the document and in the General Comments area. Click the **General Comments button** in the bottom right of the screen to access the General Comments area.



Leave the Turnitin Document Viewer tab open, and go back to the Blackboard Learn tab in your browser:



- Click **Cancel** on the Modify Grade screen
- On the **Grade Details** screen, click the **View Rubric** button

This will open the Rubric (in its own window) with the criteria that the student is meeting highlighted, with comments from the marking tutor.

At this point you have the Rubric open in its own window, and the Turnitin Document Viewer tab open. Navigate between the two windows/tabs to view all the comments and the paper itself.

Blackboard Assignment

- Click **Grade Attempt**
- Click the link to the **Attached Files**. This will open the file in whichever software application required, where you can view comments etc within the application.

Blackboard Assignment with Rubric

- Click **Grade Attempt**
- Click the link to the **Attached Files**. This will open the file in whichever software application required, where you can view comments etc within the application.
- Go back into the Internet browser and into NILE (Blackboard Learn)

-
- Click **Exit** (on the Grade Attempt screen)
 - Click on the **View Rubric** button


At this point you have the Rubric open in its own window, and the paper open in its own application. Navigate between the application window/browser tabs to view the paper itself and the Rubric.

- ⚠ Repeat these processes for the papers you need/want to moderate (per student).

Recording your notes

Within the ---External Examiner--- folder in Control Panel > Content Collection > [Module ID] > ---External Examiner---, you will also find the External Examiner Moderation form.

Click on the form (.doc) to open it in Microsoft Word and enter your comments etc into the fields. Please save the form and follow the steps below to upload your modified version into the ---External Examiner--- folder.

- Navigate to the ---External Examiner---folder in the Content Collection
 - Control Panel > Content Collection > [module ID] > ---External Examiner---
- Locate the blank External Examiner moderation form
- Click the arrow to expand the menu for that item 
- Click **Overwrite File**
- Click **Browse**
- Locate the modified version of the form on your local machine
- Click **Open/OK**
- Click **Submit**

This will overwrite the blank form with your modified version and the Northampton tutors can access it through NILE. The name of the file will remain the same. You will see a green bar at the top of the screen stating: "Success: Item Overwritten".