

Grading the Exam

There are key differences between grading electronic exams and scanned exams. For information on scanned exams, see the next section.

E-Exam

Grading the E-Exam

Once the exam is complete, you can close it in the exam details by clicking *Close Exam*.

After closing the exam, you can return to the exam dashboard to see when each exam was submitted.

When tasks are ready for grading, the *Verification* option appears in the exam overview.



Close-ended questions (multiple choice, single choice, true/false, etc.) are automatically graded based on your predefined answer options. Open-ended questions and segmented open-ended questions must be graded manually. These are displayed **in question style** under the *Verification* section. You can view answers from up to 100 exams on a single page. In the dropdown menu above the displayed answers, you can switch between the questions to be graded. If you had already provided a model answer when creating the question, you can use it to compare against the students' responses. For segmented open-ended question, you will receive a suggested grade based on your model answer, which you can accept or modify. For a clearer overview, you can choose to hide questions and answers that have already been graded.

Restore Cached Data

If a test taker was unable to complete the exam, their status will be displayed as *red*. If you see a test taker's status marked in red in the exam dashboard, you can check if any cached data is available. If no cached results are available, the message *No data available* appears.

- If cached data is available, the message *Data not submitted* appears, and a column labeled *Import data from cache* is displayed on the right. To transfer the examinee's data into the exam, click the green arrow there. The data from the last cache is imported and treated as a regular take.
- All reports (overall and individual report) and exports (score and raw data export) are updated to include the participant's data. For documentation purposes, the data record is highlighted in color on the exam

dashboard. This makes it possible to determine, when viewing the dashboard at a later time, whether a data record was submitted normally or restored from a temporary save.

Please note: This action cannot be undone. If you import data from the temporary save, it will be permanently transferred to the database.

For Scan Exams

After scanning, you can view the status of your exam in the exam list of your user account. In the *Status* column, click *Verification* to manually review the checkmarks that were flagged as uncertain. Click the yellow pencil icon to begin the verification process.
If you have selected to grade open-ended questions online, the exam's status will now change to *Grading*. Click *Grading* to grade the answers to the open-ended questions. Here, you can also access previously saved model answers and add comments to the grading, which will later be visible in the student report.

When grading open-ended questions online, it is possible to use stamps to make markings or add text to the original scan. This allows, for example, deductions of partial points or awarded points to be noted directly on an examinee's original answer sheet, making them immediately visible when reviewing.

Grading and Grading Scale

Grading in the exam report (Archiving the Exam) is, by default, based on points. A **grading scale** is required for grading by letter grades or on a pass/fail basis. You can create this under the menu item *Grading Scale* and customise it as needed. Once created, the scale can be used for multiple exams.

To exclude a single question from an exam's overall score, you can assign the maximum number of points to that question. You will find this option in the exam details. However, this change **cannot be undone**.

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Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)

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