scoris assessor

Marker Guide

Revision v6.0

For software version March 2014 and later

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Introduction

This guide is written for anyone using scoris® assessor software to mark examination responses. The guide assumes you are familiar with marking techniques and mark scheme instructions.

You can use the guide as a tutorial and work your way through each section systematically, or you can go directly to the section of interest to find out how to perform a task or find out how to use a feature.

The information is split into these main sections:

- Introduction – about scoris assessor and the terminology in use
- Getting started – covering login and how to start marking
- Marking basics – covering all the basic marking operations
- Advanced marking – describing some alternative marking features, marking by annotations and marking atypical responses
- Organising your work – including sorting, filtering and tagging
- Getting support
- Reference – technical information, keyboard shortcuts and other functions not covered elsewhere
- Index

The following typographical conventions are used in this guide:

– Used on example screens to highlight an area or function described in the text.

Bold text – Used to highlight scoris functions and screen names.

Note: – Notes are used to highlight key pieces of information that will help you use scoris more easily and efficiently.

About scoris assessor

Your assessment organisation will provide you with all the necessary information to check whether your computer is capable of running scoris assessor. Using scoris assessor you can download, view, mark, annotate, and organise examination responses on your computer. Paper-based scripts are presented to you as scanned images. You submit marked responses with a simple button press.

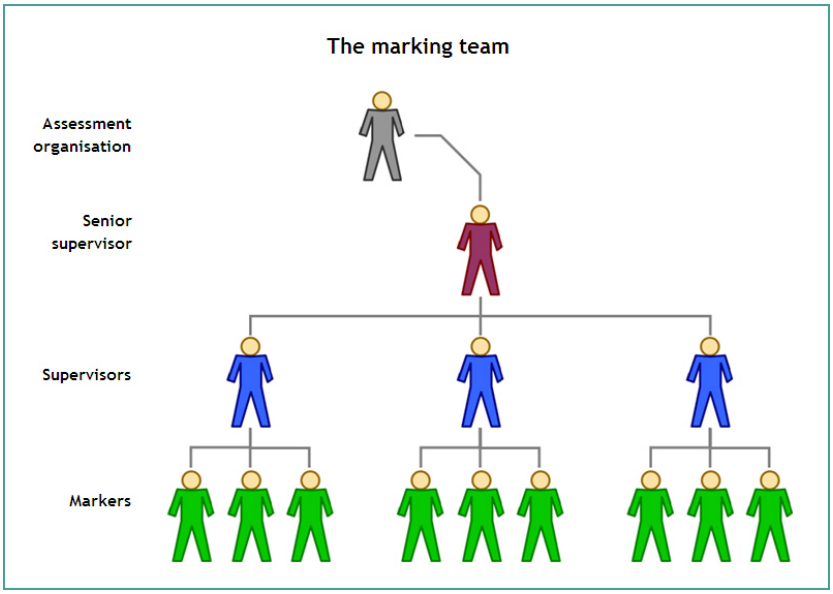
The benefits of using scoris assessor are:

- No more paper scripts to handle (including such tasks as attendance reconciliation, marks addition, marks transcription and returning completed scripts and paperwork).
- Speed of operation – scanned scripts can be downloaded as soon as they are available, and marks you submit can be received by your supervisor or assessment organisation instantly.
- Ease of marking – scoris assessor includes a variety of ways to make it quick, easy and convenient to mark responses on your computer.
- Organisation of your marking – you can easily see completed marking, part completed marking, and the progress you've made towards your marking target(s)
- Sharing responses – you and your supervisor can look at the same response on your respective computer screens.

- Communication – scoris assessor has a built in messaging system allowing you to communicate with your supervisor and automatically reference the response you are currently marking.
- Extensive support and help materials available.
- Candidate anonymity – pages containing candidate details are not visible to you in scoris assessor.

Marking teams

You are likely to be marking as part of a team of markers, working in a hierarchical structure that includes a supervisor and a senior supervisor. Your structure may look something like this:



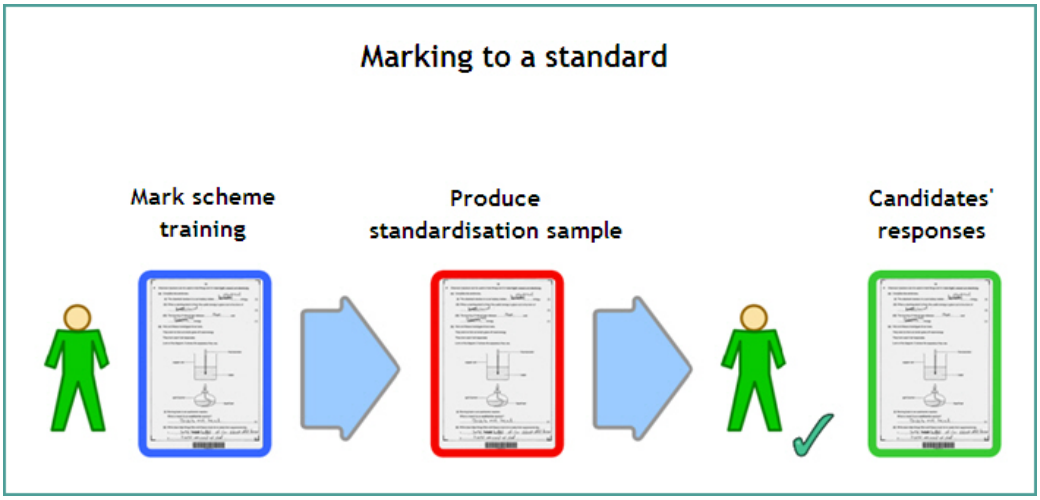
The assessment organisation recruits the marking team, defines the approval process and quality procedures, and allocates marking targets.

Senior Supervisors are responsible for the quality of the examination paper and marking instructions. They are also responsible for the quality of the marking of the examination.

Supervisors guide teams of markers, and they ensure that the quality of marking meets the required standard and deal with queries. All markers, including supervisors and senior supervisors, assess candidates' responses against the defined mark scheme.

Marking to a standard

All markers are required to mark to the same standard to ensure each candidate would get the same mark regardless of the marker involved. So it is vital that you familiarise yourself with the mark scheme before you start marking. Before being approved to mark, you may be required to go through a formal standardisation procedure at the start of each session.



Approval procedures can vary and your assessment organisation will let you know what procedure they want you to follow. It is likely, however, that you will need to do one or both of the following:

- **Mark scheme training:** use scoris to practise marking candidate responses and compare your marks to definitive marks provided by the senior supervisor.
- **Produce a standardisation sample:** use scoris to mark a number of candidate responses and submit them to your supervisor to assess against definitive marks. Your supervisor will decide whether to approve you for marking, or offer further guidance and request that you mark more responses for review. Alternatively you may be auto-approved by your assessment organisation.

  For further information on OCR's approval procedures please refer to the Scoris Web Assessor Marking Task Guide.

If you want to try out scoris assessor to feel more comfortable about using it before attempting to get approved, you can start the program in familiarisation mode (see Login and familiarisation). In this mode you can explore scoris and mark some sample examinations in a safe environment, without fear of causing any problems whatsoever. To find out how to start marking see Start marking.

Terminology used in scoris assessor

An **examination paper** is the printed question paper that your assessment organisation sends to each test centre.

A **script** is a completed answer booklet handed in by a candidate.

Response is the term we use when referring to a particular candidate's answers to a group of questions. See RIG below.

A **question item** is a question, or a part of a question, for example question 2b, or the smallest part of a response that can be marked.

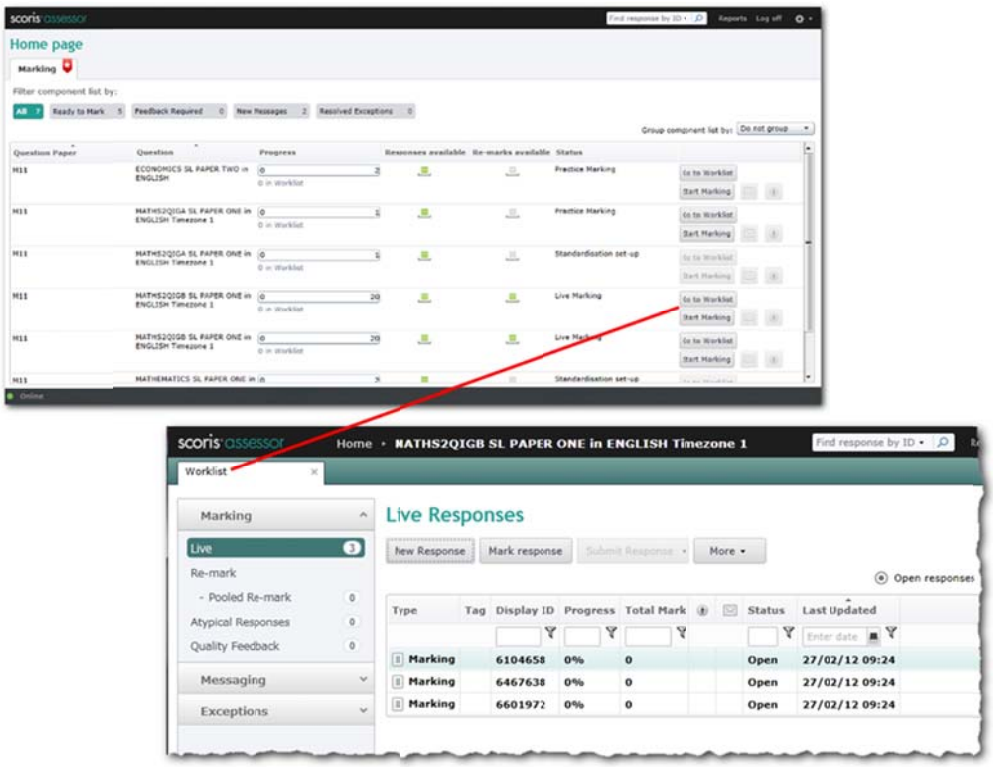
A **session**, in this context, is a time-bound period, or window, in which marking must take place, for example the summer GCSE session the May 2012 session.

There are two other related but important terms that appear in scoris assessor screens:

A **QIG (Question Item Group)** is a unit of marking. It is a group of question items within an examination paper, and may be part of a paper or a whole paper. It is the question and the mark scheme structure. QIGs are used in scoris to divide the marking of a paper between different groups of markers, for example between different subject area specialists.

A **RIG (Response Item Group)** is a group of answers made by a particular candidate to the questions set in a corresponding QIG. We usually use the term **Response** as shorthand for RIG. You will typically select a single QIG and mark hundreds of RIGs or responses from different candidates.

Here is a list of QIGs on your **Home** page. When you open a QIG, you see the relevant **Worklist** page. If you have previously downloaded some available responses, they will be listed on this page:



Note: Some of the terminology displayed by scoris in your web browser is configurable by your assessment organisation, and therefore what you see in the example screenshots used in this guide may not match what you see in your version of scoris.

Security

Every effort has been made to maintain the security of data when using scoris assessor and the system is designed so that:

- Candidate data is not permanently stored on your computer and is only viewable for marking using scoris.
- Transmission of information between the scoris website and your computer is secure.

Note: You are responsible for maintaining the security and privacy of your login details.

Getting started

In this section you will learn how to:

- Log into scoris
- Check your messages
- Deal with mandatory messages
- Distinguish between different types of response
- Start marking
- Log out

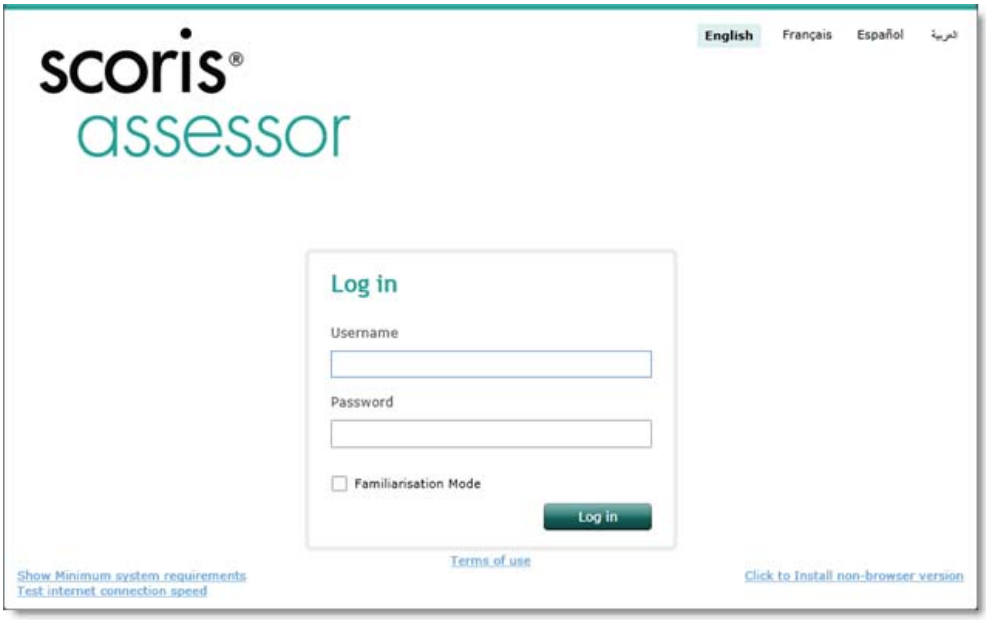
Login and familiarisation

During the login process you have the option to enter familiarisation mode. In this mode you can try out scoris assessor using sample materials available for experimentation. Don't worry about what you do as the material is reset each night.

To log in:

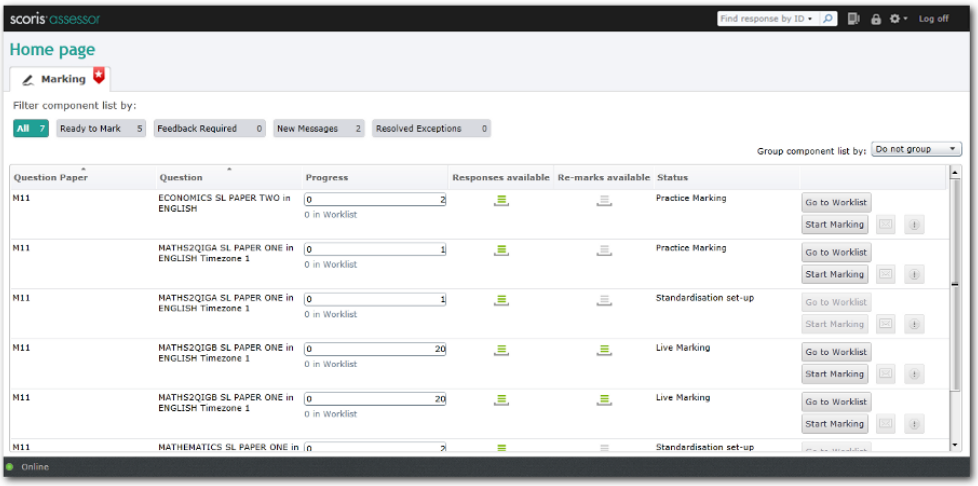
1. Open your web browser and go to the web address provided. A login screen is displayed.

   Note: If you don't have Microsoft Silverlight installed on your computer you will be prompted to install it now and won't initially see the screen shown below. For more information see Technical information.



2. If you want to enter familiarisation mode, select the **Familiarisation Mode** check box.
3. Type your user name and password in the boxes and click **Login**. The **Home** page is displayed unless you receive a mandatory message (see Mandatory messages).

   Note: scoris checks to see if there are any software updates to apply. Should it find any, the login time will be extended.



From this point you can select a QIG and start marking.

Out of browser operation

If required, you can install a scoris assessor application on your computer that runs outside of the browser. The benefits are:

- Whole screen viewing (without the normal browser menu bar options that reduce viewable screen area)
- Improved initial loading performance on low bandwidth Internet connections
- Entry of Asian double-byte characters

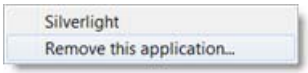
To install the application:

1. Go to the scoris assessor login screen as described in the previous section.
2. In the bottom right corner of the login screen, click the **Click to install non-browser version** link.
3. Following the instructions that are then displayed.

Note: After installation of the application, the link on the login screen changes to **Non-browser version installed on this computer**.

To remove the application:

1. Open the application.
2. Right-click anywhere on the screen and then click **Remove this application**.



3. When prompted, click **OK**.

The main screens

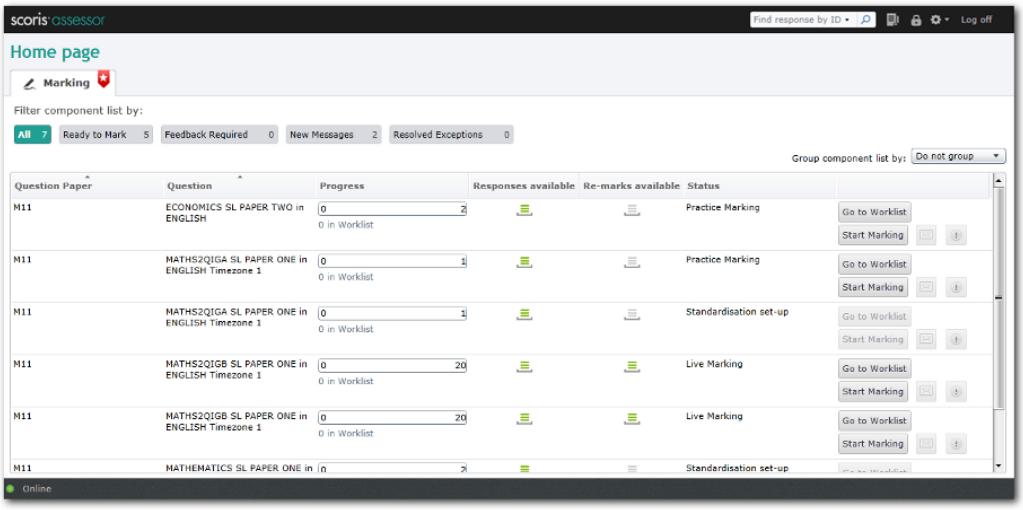
scoris® assessor has three main screens:

- the Home page
- the Worklist page
- the Marking page

These screens are introduced briefly in this section.

Home page

When you start scoris assessor, the first screen you see is the **Home page**.



This page shows a list of the QIGs allocated to you for marking.

As a marker, you will only see the **Marking** tab at the top of the page. Senior Supervisors and supervisors may also see **Team Management** and **Standardisation Setup** tabs, but you don't need to worry about these.

As a marker, if there are some actions you need to carry out, for example some live marking, the **Action Required** indicator ( ) appears on the Marking tab.

By default, the screen shows **All** Question Item Groups (QIGs) allocated to you, but you can use the filter options to filter the list. The number of QIGs for each filter is shown on the relevant tab.

- Click **Ready to Mark** to show only QIGs with responses that are ready to be marked
- Click **Stuck** to show only QIGs where you cannot mark responses as you are waiting for action by the assessment organisation
- Click **New Messages** to show only QIGs with new messages
- Click **Resolved Exceptions** to show only QIGs with exceptions you have raised that have now been resolved

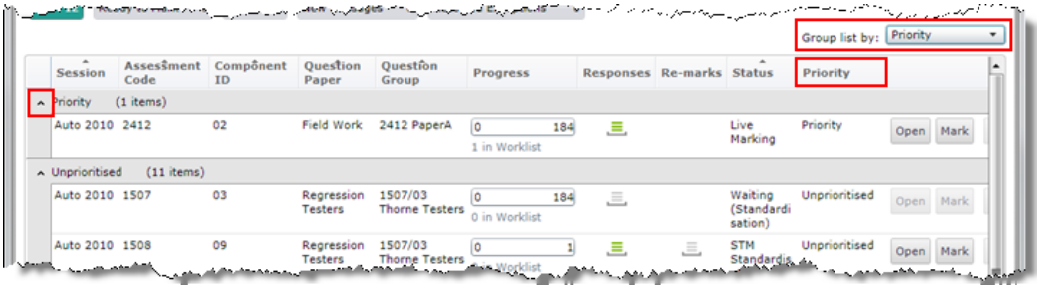
You can also use the **Group list by** drop-down at the top-right of the list to group the displayed QIGs in categories defined by your assessment organisation.

If configured by your assessment organisation, QIGs that you should mark as a priority are identified automatically when you log in, and an extra **Priority** column is shown in the list. When at least one of your assigned QIGs has a priority, QIGs are grouped by session, and then question paper. Within each question paper QIGs may be displayed, depending on the configuration for that question paper, in one of these ways:

- No QIGs in the question paper are prioritised and all are shown.
- **Automatic Prioritisation**: All QIGs in the question paper are listed, but those which have the highest number of responses waiting to be allocated will be flagged as a priority and listed first.
- **Manual Prioritisation**: Only QIGs that have been manually flagged as a priority or where there are re-marks available to mark are displayed. All other QIGs in the question paper are hidden.

> **Note:** When there are re-mark priority QIGs you will not be able to do any other live marking.

You can change the grouping using the **Group list by** drop-down, but the list will return to the default priority order each time the **Home** page is refreshed.



In any grouped list the ^ symbols at the left of the list can be used to collapse the various sub-sections of the list.

As described in the section on Terminology used in scoris assessor, a QIG may be a whole paper, part of a paper, or a single question item.

For each listed QIG, the **Progress** column shows the number of responses you have marked and submitted, the target number of responses and the number of responses currently in the worklist (which are either waiting to be marked, or have been marked but not yet submitted – you can download more responses until you reach your target). For example, the following indicator shows that you have marked and submitted 3 responses out of a target of 40, and there are currently 2 downloaded responses in the worklist.

The number of bars in the indicator in the **Responses** column shows from how many schools you have responses available to download and mark, as follows:

No responses available at present.

Responses available from 1 school

Responses available from 1 to 9 schools

Responses available from 10+ schools

The **Re-marks** column contains a similar indicator to show whether there are any re-marks available to download.

The **Status** column shows your own status in relation to this QIG. It may be one of the following:

Live Marking	You have live marking to complete until you reach your target.
Live Complete	You have met your target for live marking.
Practice Marking	You have practice marking available to help you to familiarise yourself with the mark scheme.
Simulation Marking	You have marking available at the very start of the session to help you to familiarise yourself with the mark scheme – this marking is not saved (see Marking in simulation mode).
Standardisation Marking	You have standardisation marking to complete as part of the approval process.

Waiting (Standardisation)	The standardisation setup process (which involves the Senior Supervisor and Supervisors selecting and marking practice and standardisation scripts) is in progress.
Awaiting Approval	You have finished the required practice and standardisation marking and you are now awaiting approval from a supervisor before you can start live marking.
Suspended	You can't download or submit marked responses at the moment. Your assessment organisation may have configured scoris such that your supervisor may ask you to do some re-marking before they can consider you for re-approval.
2nd Standardisation Marking	Your supervisor has asked you to do a second round of standardisation marking as they were not entirely satisfied with the first.

To open a QIG do one of the following:

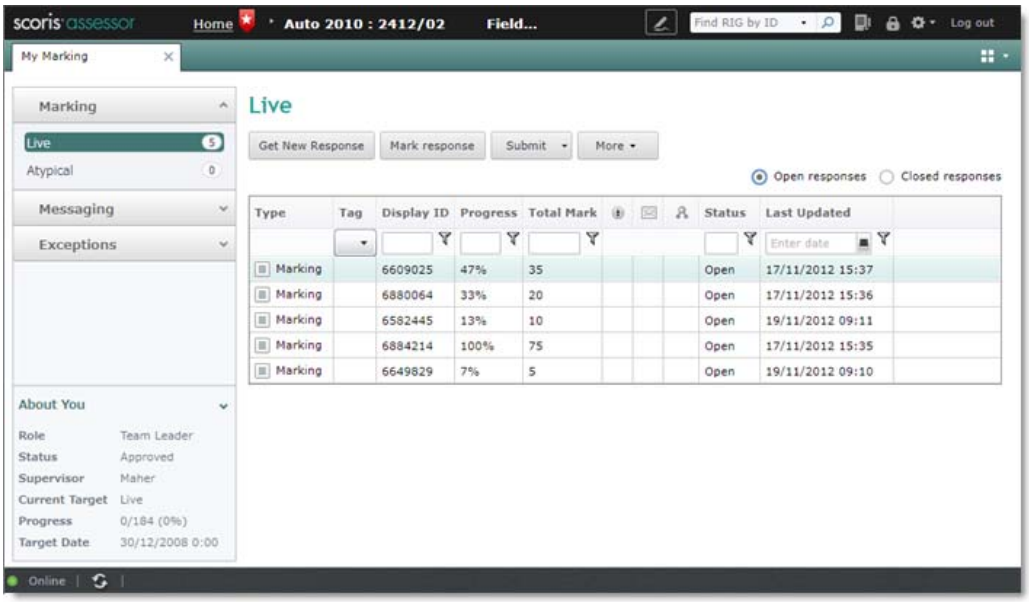
- Click Start Marking to go straight to marking a QIG of your choice. You are taken directly to the **Marking** page and scoris opens the first available response, in marking mode.
- Click **Open** to go to the **Worklist** page for a particular QIG. Your **Worklist** page displays a number of worklists, each of which shows a list of the responses for the selected QIG.

Note: Towards the end of a session when marking is complete your assessment organisation may close a QIG. A closed QIG is removed from view in scoris assessor and is not accessible.

Worklist page

Your marking for a particular QIG is organised in an area called the **Worklist** page. To see this page, click **Open** against the required QIG on the **Home** page.

This is the **Worklist** page, showing a list of **Live** responses that you have downloaded to mark.



When the indicator is shown in the title bar there are actions required on other QIGs. The actions required indicator may also be shown on the **Messaging** and/or

Exceptions menu options of the selected QIG when you have unread messages and/or exceptions to close respectively.

The page shows a number of worklists, for example **Live**, **Atypical**, **Quality Feedback** or **Re-mark**. When you first go to the **Worklist** page, the **Live** worklist is selected in the left-hand navigation bar, but no responses will be listed; you need to use the **Get New Response** button to download one or more responses that have been allocated to you so you can mark them. For details, see Downloading responses to mark.

Apart from **Live**, you may see other worklists under **Marking**, including:

- **Atypical** – this is always present; it enables you to mark responses that are out of the ordinary and need special treatment, for example oversized scripts.
- **Re-mark** – this will appear if you have been asked to do some remarking; you may have one or more types of re-mark worklist displaying.
- **Quality feedback** – this will appear if a supervisor has given you some feedback on the quality of your marking that you need to address.

In the list of responses within each worklist, each row shows a single candidate's response. The following information is displayed for each response:

Heading	Explanation
Type	An icon indicates the type of response – practice ( ), standardisation ( ), live marking ( )
Tag	User assigned tags are displayed in this column
Display ID	The identification code for the response
Progress	The percentage of this response marked so far
	If enabled, this indicator shows whether all pages of an unstructured response have been annotated, or whether all additional objects in a structured response have been annotated. Until all required pages are annotated, and the response is 100% marked, it cannot be submitted.
Total Mark	The last saved total mark awarded to this RIG so far. **Note:** When complex optionality is in use the total mark is not displayed here until the RIG is 100% marked.
MCQ Marks	If your assessment organisation uses scripts that comprise a combination of auto-marked multiple-choice questions (MCGs) and part written questions, this column is displayed to show the auto-marked MCQ marks.
Candidate Total	If your assessment organisation uses scripts that comprise a combination of auto-marked multiple-choice questions (MCGs) and part written questions, this column is displayed to show the total of the previous two columns.
	Has Open Exception(s) – if the icon appears in a row this indicates that one or more open exceptions have been raised
	Has Related Message(s) – if the icon appears in a row this indicates that there are one or more messages related to the response
Status	In the list of Open responses this is always **Open**. In the list of Closed responses this is either **Pending** (marked and submitted but within grace period) or **Closed** (marked, submitted and grace period expired).
Last Updated	The last time the response was modified

You can sort the list of responses on a particular column by clicking on the column heading. Click again to toggle between sorting in ascending or descending order.

To mark a response, either double-click it or select it and then click the **Mark response** button on the toolbar.

From the **Submit** drop-down menu, select **Submit selected responses** to submit selected responses that you have marked, or **Submit 100% marked responses** to submit all responses that you have marked.

Notice the **Open responses** and **Closed responses** options. Make sure you choose **Open responses** to see current work. Once a response is closed and the grace period has expired, you can no longer make any changes to marks.

In the left-hand navigation bar, you can click **Messaging** to view and send messages, or click **Exceptions** to see exceptions you have raised and those that have been resolved.

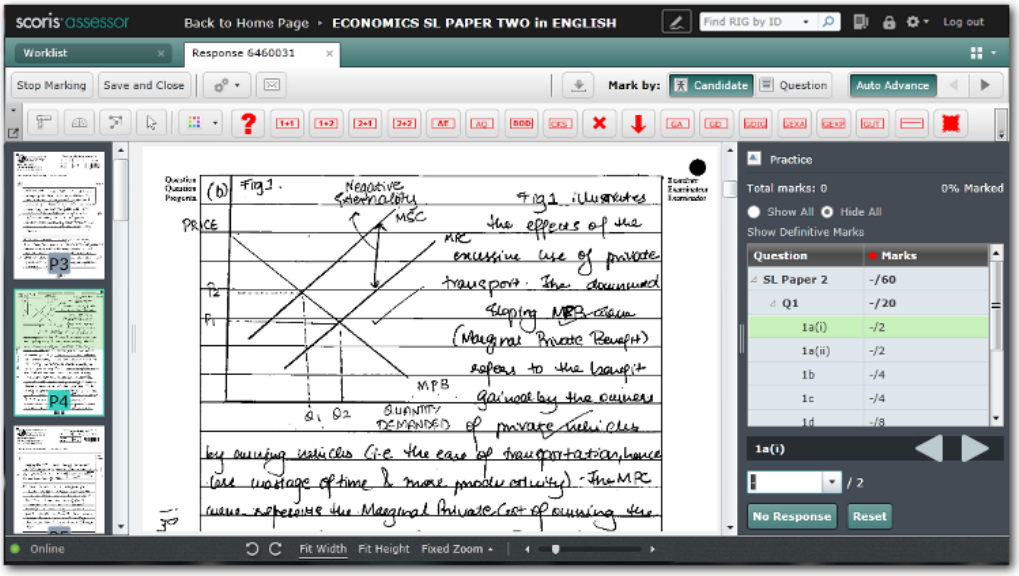
To close a worklist along with all open responses and return to the **Home** page, click the cross on the **Worklist** tab.

To return to the **Home** page without closing an open worklist, click the **Home** link at the top of the page. The **Home** page will then provide a link to navigate back to the open worklist.

You can only have one QIG open at a time. For details, see Moving between QIGs.

Marking page

This is the **Marking** page.



Opening the **Marking** page from the **Home** page automatically loads the first response from your worklist, ready for marking. The candidate's response occupies most of the screen.

The highlighted tab at the top of the screen shows the scoris display ID number for the response being marked.

On the right is the mark input panel, showing the question items to be marked and the box where you enter your marks. At the top of the mark input panel you can see the type of response being marked or viewed: Marking (for a Live response), Practice or Standardisation.

Note: When complex optionality is in use the total mark is not displayed in the marks panel.

Above the response itself is a bar containing various controls and beneath that a toolbar containing a range of marking tools.

On the left you can see thumbnail views of pages, depending whether you are marking a structured or unstructured response. If you are marking a structured response you will see thumbnails only for the page plus any additional objects that relate to the selected question item. If you are marking an unstructured response you will see thumbnails for all pages. For more detail on this, see Marking structured and unstructured responses.

You can click on a thumbnail to navigate to the relevant page or additional object. You can also drag the divider bar between the thumbnails and the response to enlarge the thumbnail view, as described in Resizing the marks and thumbnails panels.

You can go to the **Worklist** page at any time, leaving open the response that you are marking (either click the **Worklist** tab or the icon on the title bar, or you can return to the **Home** page.

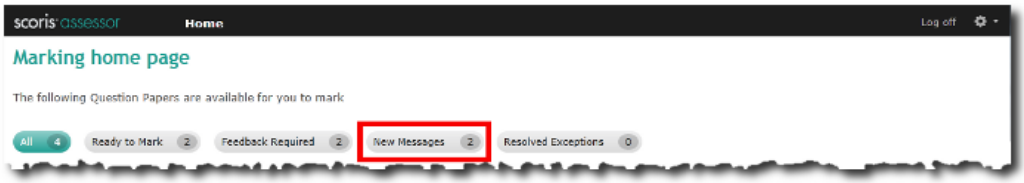
The **Marking** page can be operated in three modes:

- **Marking Mode** – allows you to enter, edit and delete marks. To switch to view mode, click **Stop Marking**.
- **View Mode** – allows you to see the marks without being able to make any changes. To switch back to marking mode, click **Start Marking** (shown in place of the stop marking button in the screenshot).
- **Full Response View Mode** – for a structured response only, click the **Full Response View** button to see the whole response, not just the areas that have been mapped to questions, and scroll up and down viewing pages. In this mode you can link pages to particular question items as described in Link tool, but you can't mark a response; in order to mark you need to return to normal view in marking mode. When marking an unstructured response, you can always see the full response so the **Full Response View** button does not appear. For more details on structured and unstructured responses, see Marking structured and unstructured responses.

Check your messages

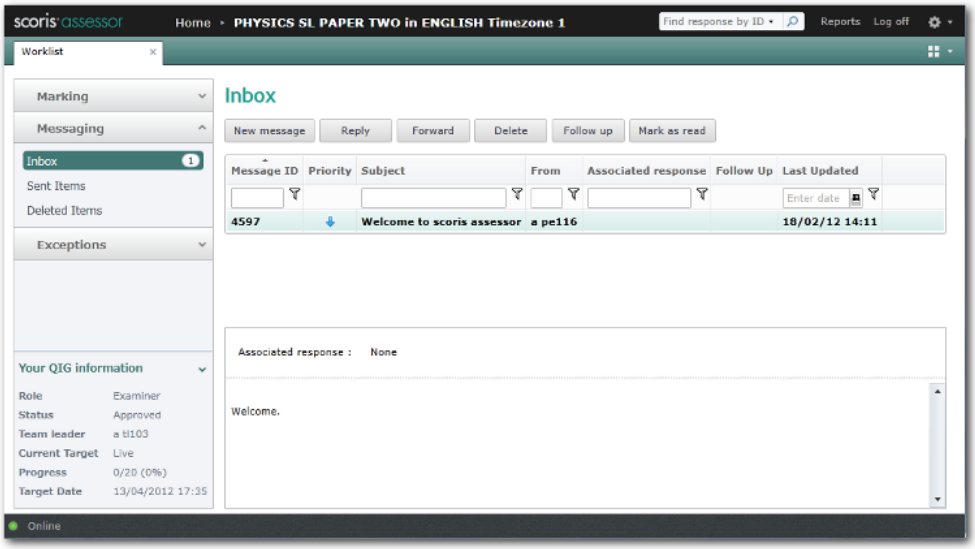
Every time you log into scoris, and before you start marking, check whether you have any messages from supervisors.

The **New Messages** filter on the **Home** page shows whether you have any messages.



To view messages:

1. Optionally, click the **New Messages** filter to show only those QIGs that have new messages.
2. Click the **Messages** icon for a QIG to open your messages **Inbox** on the relevant **Worklist** page. Here is an example:



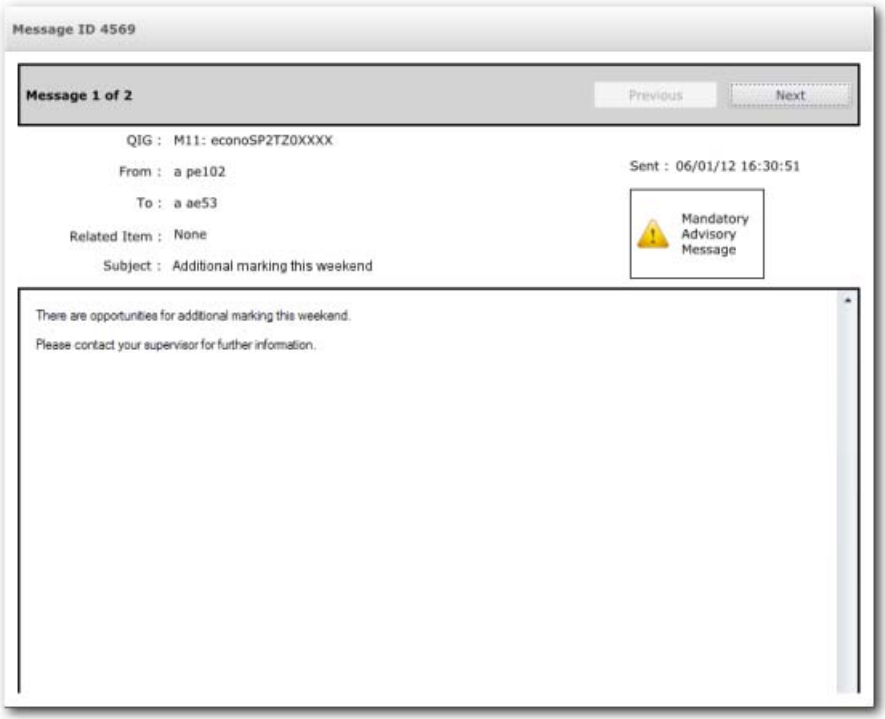
When there are unread messages in your inbox, the action required indicator ( ) is shown on the **Messaging** menu option.

To read a message, you can simply select it and read the preview at the bottom of the window.

Note: To mark a message as **Read**, you either need to double-click it to open it in a new window, or select it then click **Mark as read**.

Mandatory messages

Your assessment organisation may from time to time issue mandatory advisory messages. These appear when you log in to scoris.



If there are further mandatory messages, click **Next** to read the next message. When you have read all your mandatory messages, click **Close** to go to your **Home** page.

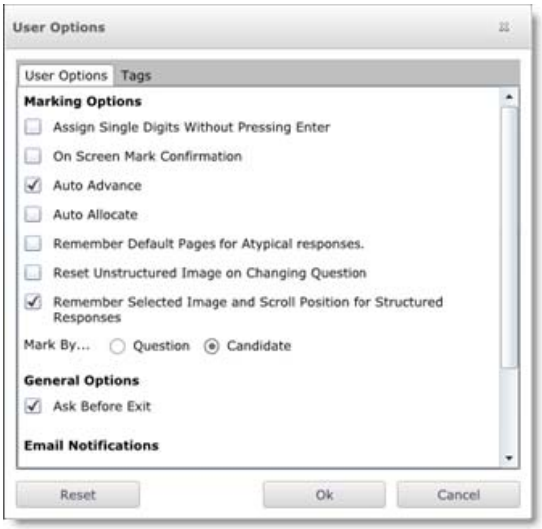
Note: You can still choose to view a mandatory message again later via the messaging area.

Setting your marking preferences

To set a marking preference:

1. Click the **Controls** icon at the top right of the page and select **Change User Options**.

The **User Options** dialog box is displayed:



2. Select the required options as follows:

Option	Description
Assign Single Digit Marks Without Pressing Enter Key	Select if you want to automatically enter single digit marks (i.e. marks in the range 0 to 9) and move to the next question or response as appropriate as soon as you enter them, without needing to press **Enter**. This option has no effect if you are marking by annotation.
On Screen Mark Confirmation	Select to display a large red number on screen every time you enter a mark, to act as a visual confirmation.

Option	Description
Auto Advance	Select if you want to automatically advance to the next response in the following circumstances: if marking by candidate, when you have finished marking a candidate's response (i.e. the response is now 100% marked) and there is another available response. if marking by question, when you enter a mark for a candidate against a question, so long as there is another available response. You can also toggle Auto Advance using the button on the toolbar in the Marking page.
Auto Allocate	Select if you want to automatically allocate (get or download) the next response when you have finished marking the last response. You can also toggle Auto Allocate using the button on the toolbar in the Marking page.
Remember Pages for Atypical Responses	Select if you want scoris to remember which page you are on when you enter marks against a question item for an atypical response, and automatically navigate to this page when you mark the same question item in the next atypical response.
Reset Unstructured Image on Changing Question	Select if you want scoris to reset the displayed image to the first image in a response when you change question item in the same response, and the response is configured for unstructured marking.
Remember Selected Image and Scroll Position for Structured Responses	When marking a question with this setting selected, scoris remembers the selected image (if there is more than one thumbnail image associated with the question), scroll position (horizontal as well as vertical) and zoom setting. When navigating in marking mode to the same question in a subsequent response, it is displayed in the same position with the same zoom setting.
Mark By...	Select either **Question** or **Candidate**. If you select Question then you will mark the same question for each candidate in turn. If you select Candidate then you will mark all questions for each candidate before moving to the next response. You can also choose whether to mark by question or candidate using the buttons on the toolbar in the Marking page.
Ask Before Exit	Select if you want scoris to prompt you for confirmation every time you log off.

3. When you have finished selecting your preferences, click **OK**.

Locking scoris

To lock scoris while you are temporarily away from your desk, click the lock icon in the top right corner of the screen.

When you return to your desk, enter your password to resume marking.

Online training

To access the online training, click the open book icon in the top right corner of the screen.

Start marking

You can start marking either from the **Home** page or the **Worklist** page.

To start marking from the Home page:

1. On the **Home** page, select the QIG you want to mark and then click **Start Marking**.

   Scoris automatically opens the first available response for the QIG in marking mode so you can mark it.

2. Select a question item in the mark input panel.

   If you are marking a structured response, the relevant response item is automatically displayed.

   If you are marking an unstructured response, in order to mark the selected question item you need to find the corresponding response item on the image – this is not automatically displayed.

   Note: When you add annotations to an unstructured response, you must ensure that the correct question item is selected, otherwise the annotations and any associated marks will be assigned to the wrong question item. If you make a mistake see Modifying annotations.

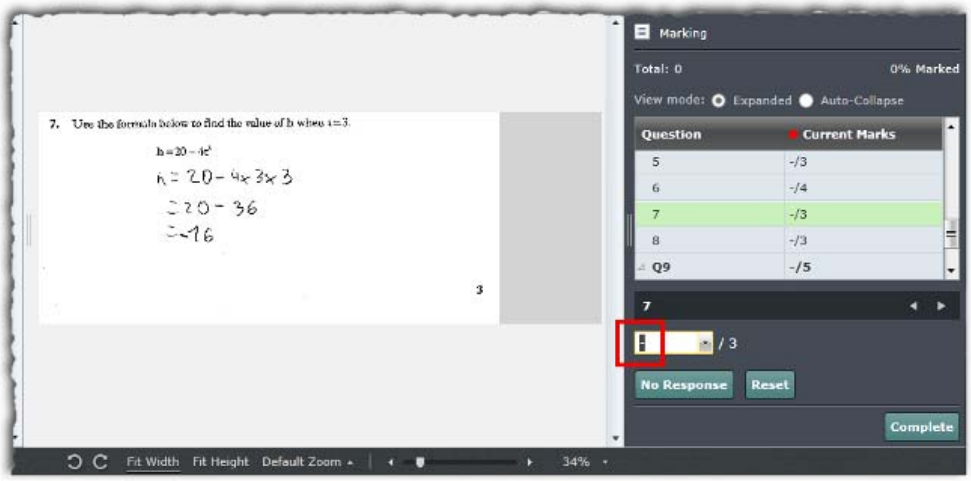
   For more information about structured and unstructured responses, see Marking structured and unstructured responses.

3. There are two ways in which you can record marks.

   - By entering marks directly, and optionally also adding annotations that do not have assigned mark values
   - By adding annotations that have assigned mark values

   Which of these methods you use depends on how the assessment organisation has configured the QIG. You can only ever use one of these methods at a time, never both methods in combination.

   If you are marking by direct mark entry, the mark box in the mark input panel will be available. In the mark box type or select a mark for the selected question, and then either press **Enter** or select the next question item. For more details, see Entering marks.



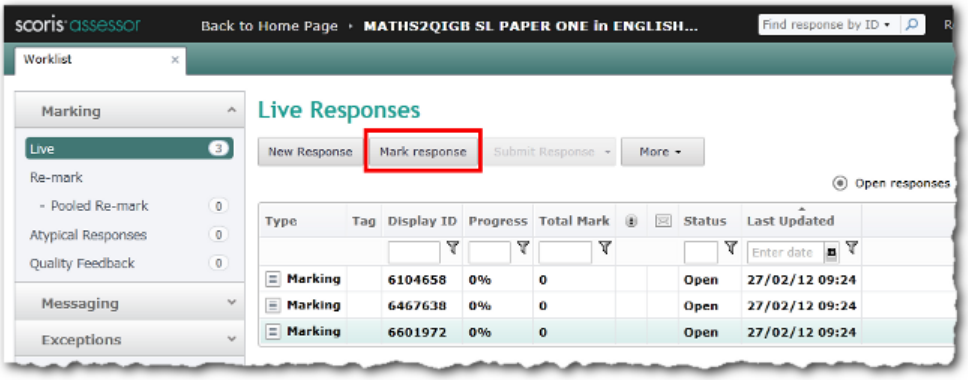
If you are marking by annotation, select the required annotation from the annotation toolbar at the top of the page and then click on the page to add the annotation in the required position. You can add a number of annotations to the same question item. When you have finished adding annotations, either press **Enter** or select the next question item in the mark input panel. For more details, see Marking by annotation only.

4. Continue marking until you feel like stopping or there are no more responses to mark.

> **Note:** You can stop marking, as described below, and resume marking at any time.

To start marking from the Worklist page:

1. On the **Home** page, select the QIG you want to mark and then click **Open**.
2. In the left-hand navigation bar, select the relevant worklist, for example **Live**.
3. Ensure that **Open responses** is selected.
4. If no responses are listed, click **Get New Response** to download the next available response. Repeat if you want to download further responses up to your target number.
5. Either double-click a response to open it or select a response then click **Mark response**. You can see from the progress column in the worklist which responses still need completing. The response opens in read only mode to enable you to review it prior to marking.



6. On the **Marking** page, click **Start Marking**.

The response remains open in marking mode until you advance to the next response, close the response by clicking on the cross on its tab or click **Stop Marking** to temporarily pause marking.

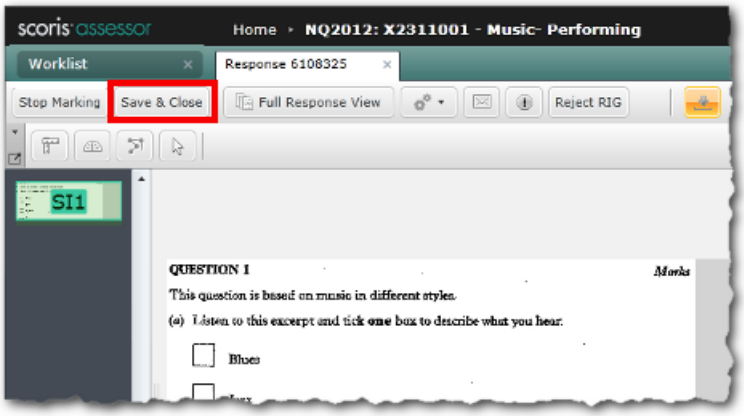
To stop marking:

Do one of the following:

- Click **Stop Marking**. This saves the marks and annotations you've entered so far and keeps the response open but in view mode.

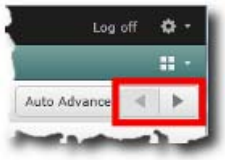
- Click the **Close** cross on the tab for the response you want to close. This saves the marks and annotations you've entered so far then closes the response and returns you to the work list.

- Click **Save & Close** to save any changes you have made and close the response.



- Click the **Close** cross on the **Worklist** tab. This saves the marks and annotations you've entered so far, closes the worklist and all open responses and then returns you to the **Home** page.

- Click either the **Next** or **Previous** button. This saves the marks and annotations you've entered so far, closes the current response (whether or not you've finished marking it) and opens the next or previous response in your work list ready for marking.

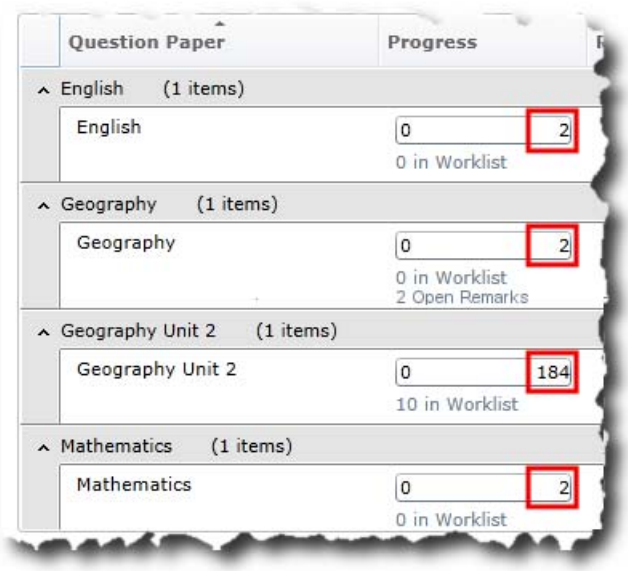


Your marking target

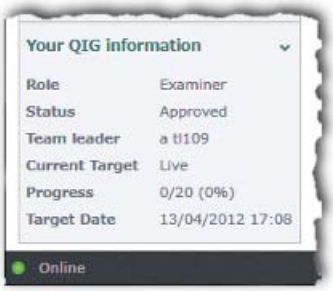
A target amount of marking is allocated to you by your assessment organisation, and is the maximum number of responses you can mark in scoris. This number is not a guaranteed number as it may be altered by your assessment organisation during the session, and it includes atypical responses but excludes re-mark responses. Seek advice from your supervisor.

You can see your marking target for each QIG on the **Home** page and the **Worklist** page.

On the **Home** page, you see the target for each QIG in the **Progress** column alongside a count of how many responses you have marked and submitted. The number of open (downloaded) responses currently in the worklist is shown beneath the progress indicator, along with the number of open re-marks if there are any.



On the **Worklist** page in the bottom left corner you will see your marking target for the currently selected QIG next to the **Progress** heading. The example below shows that you have marked and submitted 0 out of a target of 20 responses.

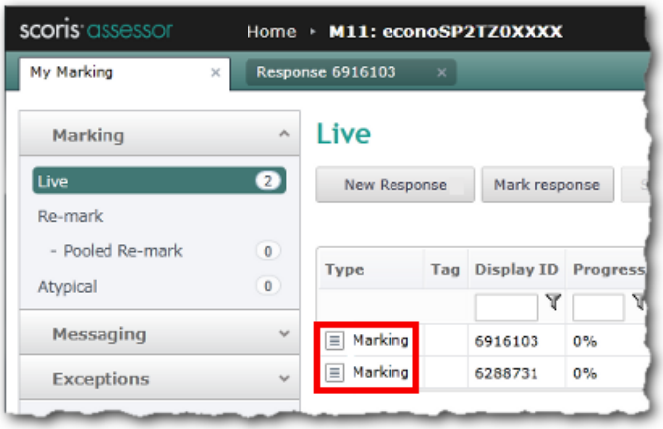


Identifying response types

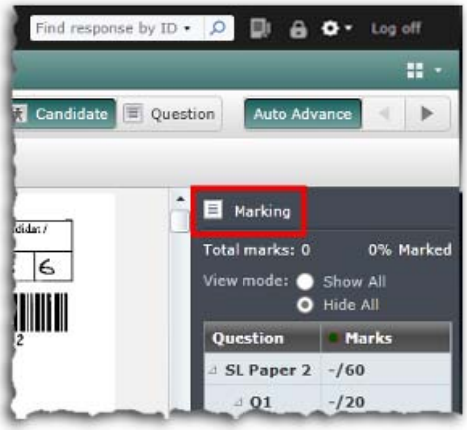
You may encounter different types of response in scoris, which are identified using these icons:

	Practice responses – used to support your mark scheme training.
	Standardisation responses – used to assess the quality and consistency of your marking.
	Live responses – your marking of these is used in determining the candidates' result in the examination.

You can see the response type icon and description to the left of each response in a worklist, in the **Type** column (as shown in the example below).



You can also see the response type icon and description on the **Marking** page at the top of the mark input panel.



Seeding responses

Your assessment organisation may use a system called seeding, in which responses with known marks are inserted into your flow of work. Seeding responses are not identified to you, but are tagged with yellow icons in your supervisor's worklist. They are used by the assessment organisation to ensure that you continue to mark to the correct standard.

When seeding is used scoris may have been configuration to allow you to access a report called 'Marking - Daily Seeding Feedback'. Using this report you can compare your marking with the definitive marks set. The report shows how many questions in your seeding responses for a particular QIG have marks that exactly match the definitive marks and how many have marks that are either under or over the definitive marks. Where there is a difference in the marking an average deviation mark is provided.

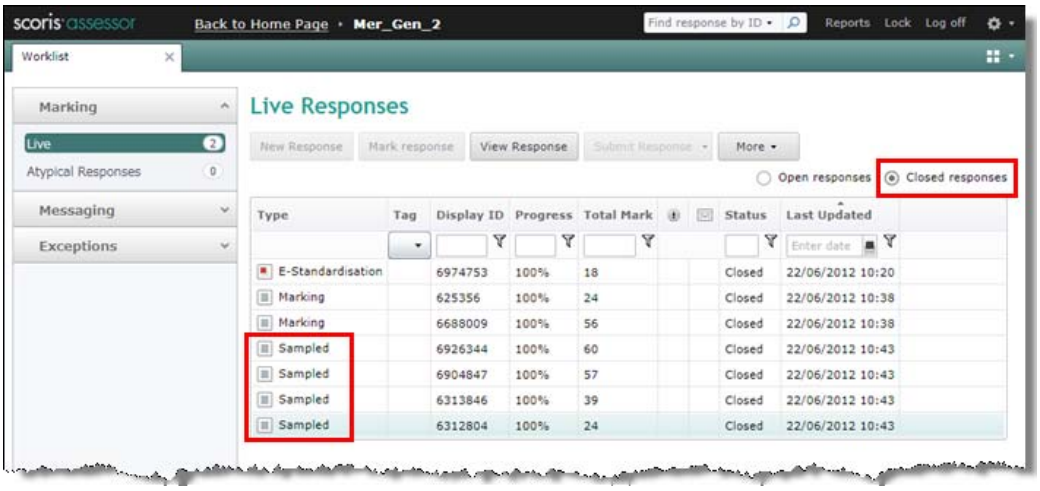
To access the Marking - Daily Seeding Feedback report:

1. At the top of any scoris screen, click the **Reports** icon.

2. In the reports list click Marking - Daily Seeding Feedback.
3. Enter your search criteria and then click **Execute Report Now**.

Sampled responses

If your assessment organisation makes use of sampling as a means of monitoring marking quality, then you may notice that some of your **Marking** responses in your **Closed responses** list are renamed as **Sampled**.



If this is the case you will receive a message informing you that your marking has been sampled, including the number of responses in the sample.

Definitive marks

Definitive marks are awarded to practice, standardisation and seeding responses by the senior supervisor. The quality of your own marking is measured against these definitive marks. When doing practice marking only, you can click **Show Definitive Marks** in the mark input panel to compare the definitive marks with your own marks.

Concurrent limit

There is a maximum number of open responses you can hold in your Live worklist for each QIG at one time. This is referred to as the concurrent limit and is set by your assessment organisation.

If you attempt to download an additional response to mark once you've reached your concurrent limit a warning message is displayed.

You need to 100% mark and submit some existing open responses before you can download further responses.

Grace period and pending status

If your assessment organisation has enabled grace periods, any response you submit will show a status of **Pending** when you are looking at **Closed Responses** on the relevant worklist. It remains in this state for the grace period, which is defined by your assessment organisation. A commonly used period is 24 hours.

During the grace period you can change any saved marks or annotations. At the end of the grace period the status of your response is changed to **Closed** and no further changes to the marks are possible.

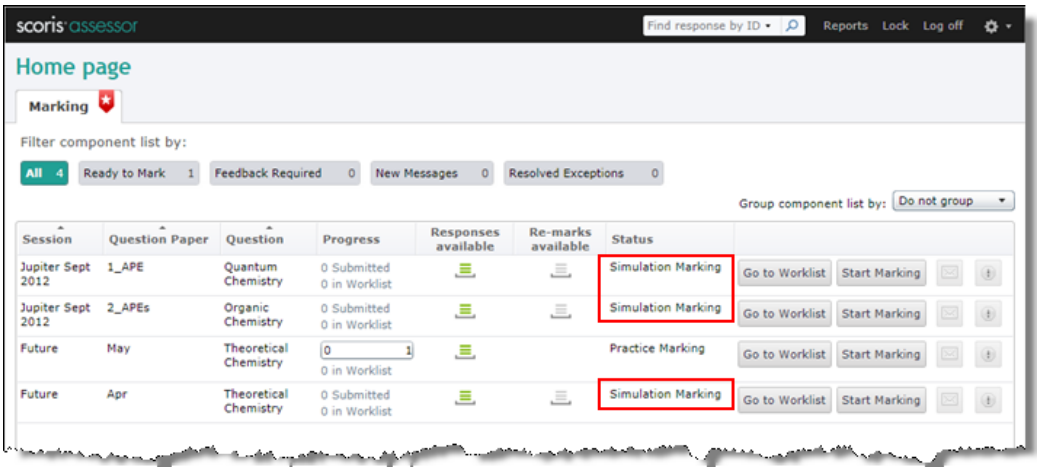
Marking in simulation mode

While responses for a QIG are being scanned and uploaded into scoris, and the standardisation team is creating any practice and qualification responses that you may be required to mark before you can move to live marking, you may have the opportunity to mark the uploaded responses in simulation mode. This mode allows you to familiarise yourself with scoris assessor, the mark scheme for the QIG, and the marking tools available when marking it. When you undertake marking in simulation mode marks are not recorded and your marking is not visible to your supervisor or your assessment organisation.

You are not required to do any simulation mode marking - the decision is up to you.

If you are involved in the standardisation process for a particular QIG simulation mode marking is not available to you.

If there is any simulation mode marking available it will be indicated in the **Home** page as shown below.



You can open and mark responses for simulation QIGs in the usual way.

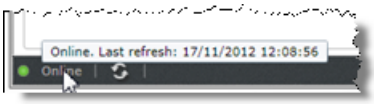
You can download simulation responses up to your concurrent limit, submit 100% marked responses, and then download further simulation responses if they are available. Once you have submitted a simulation response, it is not possible to view it in your closed items worklist.

When the simulation mode marking period is over for the QIG and responses are available for live marking, any responses in your simulation worklist are automatically removed.

Refreshing your data

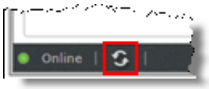
As you use scoris assessor the screens are refreshed and updated automatically with the most up-to-date data. All your data is refreshed every 15 minutes. The marking overview screen and other overview screens (if you are a supervisor and/or standardisation team member) are also updated when you navigate to them.

To see the time and date of the last refresh, pause your pointer over **Online**:



However, occasionally you might want to do a manual refresh. For example, you might want to do this if you are waiting to be re-approved, you are waiting for a message from your supervisor, or for any reason you suspect that you are not looking at the most up-to-date data.

To do a manual refresh, click the **Refresh** icon at the bottom of any screen:



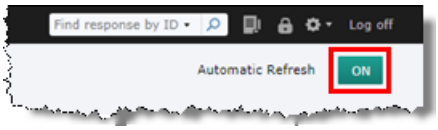
If you are performing a task that involves regular navigation to and from the overview screens then you may prefer speed of navigation in preference to the overview screen data being kept fully up to date. Examples may be:

- If you have been assigned multiple QIGs to mark.
- If you are both a marker and a supervisor for QIGs and are navigating between different overviews.

As such it is possible to turn off the automatic refresh on navigation.

To turn off automatic refresh:

In the top right corner of the screen, click the **ON** button as shown below:



The button toggles to display **OFF**.

With the automatic refresh off, you can still manually refresh the overview screen as described above.

Note: Each time you log into scoris assessor the automatic refresh is turned on, even if you previously turned it off.

Log out

To log out of scoris assessor:

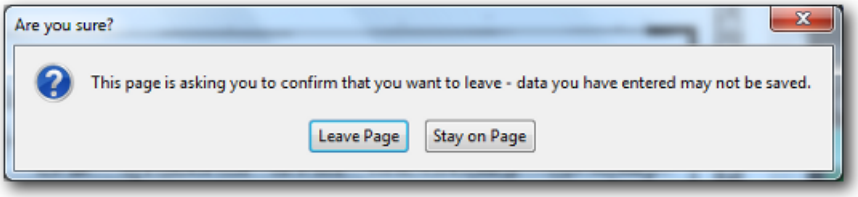
Do one of the following:

- Click **Log out** at the top right corner of any screen.

  Note: By default when you first log off from scoris a message asking you if you are sure that you wish to exit scoris assessor is displayed. If you want to prevent this message from appearing again, clear the **Always Ask** check box.

- Close your browser using the **Close** button ( ).

  If you exit your browser using the **Close** button ( ) whilst on the Marking page the following prompt is displayed:



  If you are sure you have not made any changes that may not have been saved, click **Leave Page**. Otherwise, click **Stay on Page** and close all responses you were marking to ensure that any marks you have entered are saved.

Marking basics

In this section you will learn how to:

- Get responses to mark
- Perform most of the common marking tasks
- Submit your marking

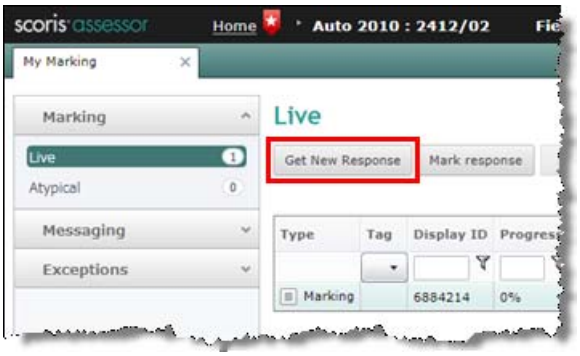
Downloading responses to mark

On the **Worklist** page you can manually download as many responses as you like, up to your concurrent limit (see Concurrent limit). You can do this one response at a time or you can download all responses at once if enabled by your assessment organisation.

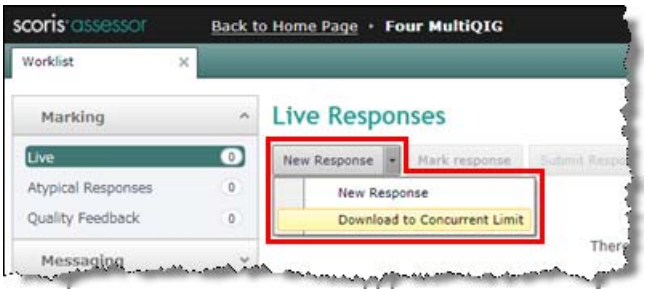
If you have **Auto Allocate** turned on (see Setting your marking preferences), then every time you finish marking a response scoris will automatically download the next one. This allows you to keep marking without having to manually download responses to mark. Automatic downloading while marking continues until you reach your concurrent limit or your marking target. If you reach your concurrent limit you will need to submit some fully marked responses to be able to continue.

To download one or more responses to mark:

- On the **Worklist** page, do one of the following:
  - Click **Get New Response** and a single response is downloaded to your worklist. Repeat as often as you like up to your concurrent limit.



  - On the **Get New Response** drop down list (if enabled), click **Download to Concurrent Limit**. All responses up to your concurrent limit or marking target if lower are downloaded.



Note: If scoris has nothing available for you to mark it displays an appropriate message. This may occur if all responses have been marked, or if scoris is waiting for more scanned responses to be loaded. Contact your supervisor for advice if you get the message and you have not yet reached your marking target.

Opening responses

You can open responses for marking either from the **Home** page or the **Worklist** page, as described in Start marking.

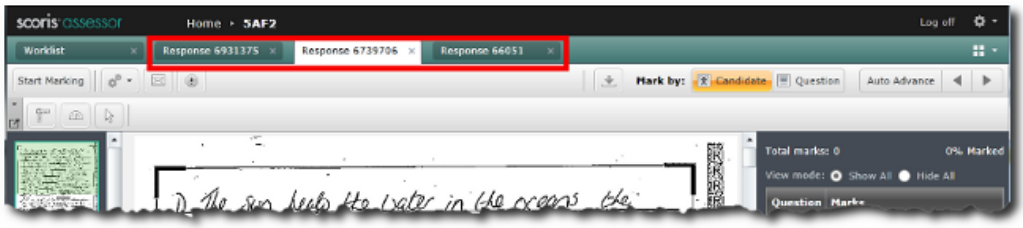
You can open up several responses at a time, but it is good practice not to open too many as you may find that this slows scoris down (depending on a variety of factors including the specification of your computer and the speed of your internet connection). Each time you open a response a new tab is added to the **Marking** page.

Note: You are limited to ten open tabs at any time. This includes tabs for messages and exceptions.

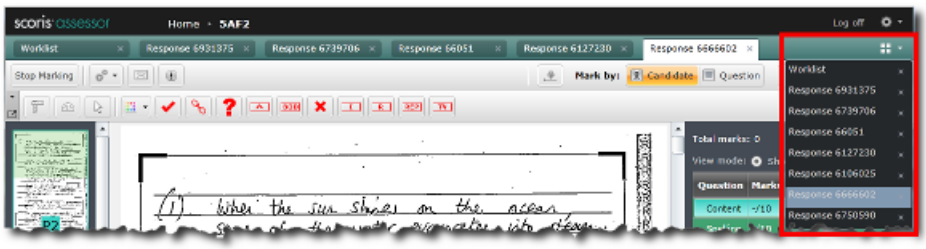
To open a response:

1. On your Worklist page, select either Open responses or Closed responses.
   - Select **Open responses** to see a list of the responses you are currently marking.
   - Select **Closed responses** to see a list of the responses you have marked and submitted. Any responses you have submitted that are within the grace period are marked as **Pending** in the **Status** column and may be altered (see Grace period and pending status). Responses with status **Closed** cannot be changed.
2. Either double-click a response or select it, and then click **Mark response**.
3. If you want to open multiple responses, you can use **Ctrl + click** (to select multiple non-adjacent responses) or **Shift + click** (to select a range of responses) then click **Mark response**.

The visible response is the one whose tab is highlighted.



To display an open response for which you can't currently see a tab, select it from the drop-down list to the right of the tabs.



Responses remain open until you close them, either manually or automatically by submitting a marked response.

You can view all responses allocated to you, including those you have already marked and submitted, at any time until the end of the session. When you first open a response from your worklist, or if you are marking a structured response and you click the **Full Response View** button, the response is in view or read-only mode; that is, it is locked so you cannot mark it, only view it. It is safest to view responses in view mode to ensure that you do not accidentally alter marks.

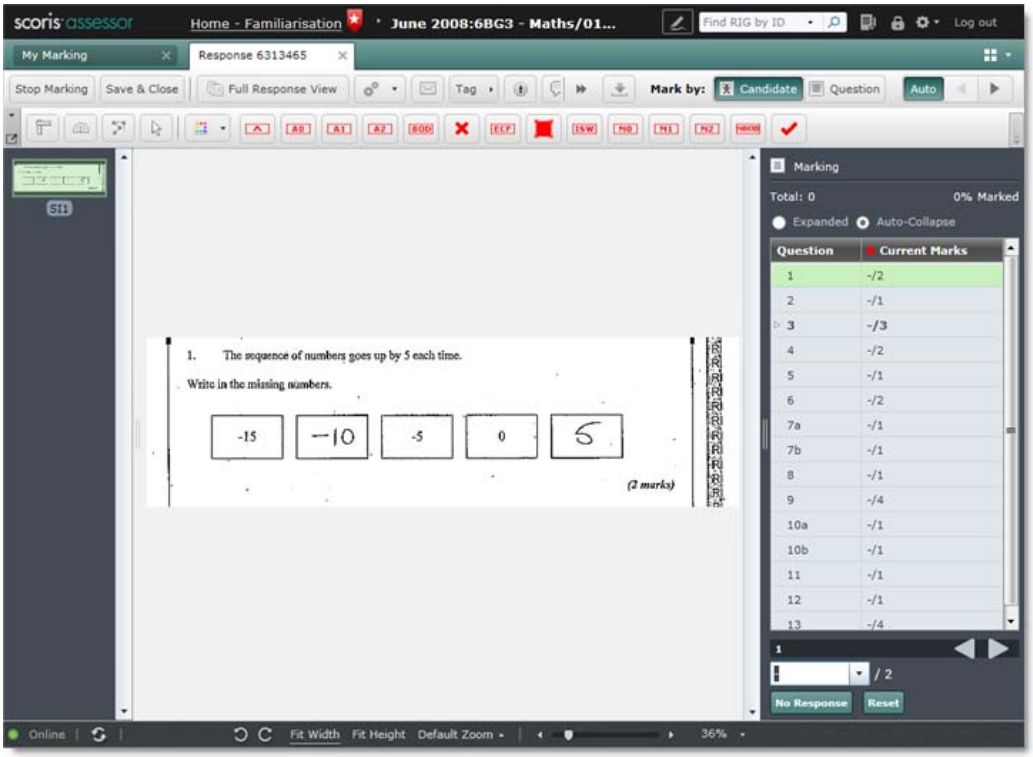
First page to mark

When you open a response for marking the first image displayed depends on the configuration set by your assessment organisation. For example, one or more images may be suppressed to hide the candidate's identity.

Marking structured and unstructured responses

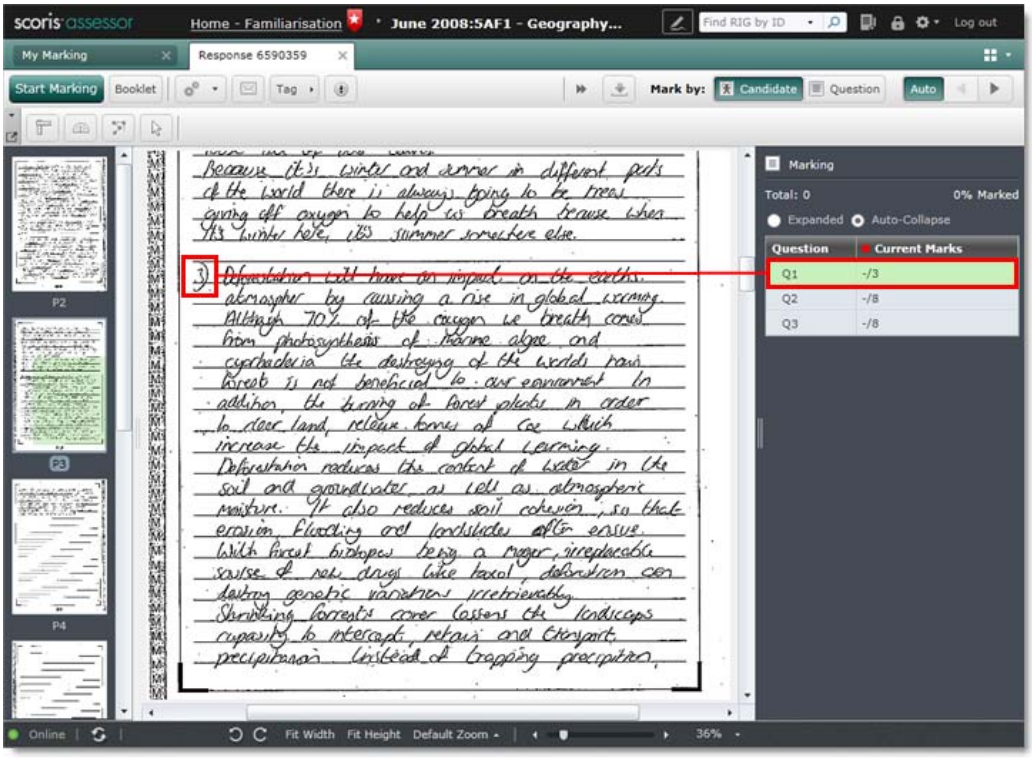
You mark structured and unstructured responses in different ways using the same tools in scoris.

Structured responses are examination papers on which candidates write their answers in known and predictable places. Images are usually cut from whole pages of a candidate's scanned response and at any particular time you only see the answer the candidate made for the selected question item. However, you can still choose to view (but not mark) the full response and scroll through pages if needed by clicking **Full Response View** at the top of the marking page.



Unstructured responses, also referred to as essays or long form, are examination papers on which candidates are permitted to write their answers in any order. As a result, it is not possible for scoris to map the question item in the question list to the corresponding response items provided by the candidates.

This is illustrated in the example below where question item 1 is selected but the image displayed is for question 3. You therefore need to select the question item that matches the response item being marked or vice versa.



The scoris default setting for this type of response is to maintain the currently displayed image when you select a different question item. If preferred you can configure scoris to change the currently displayed image to the first image when you select a different question item. The setting is **Reset Unstructured Image on Changing Question** (see Setting your marking preferences).

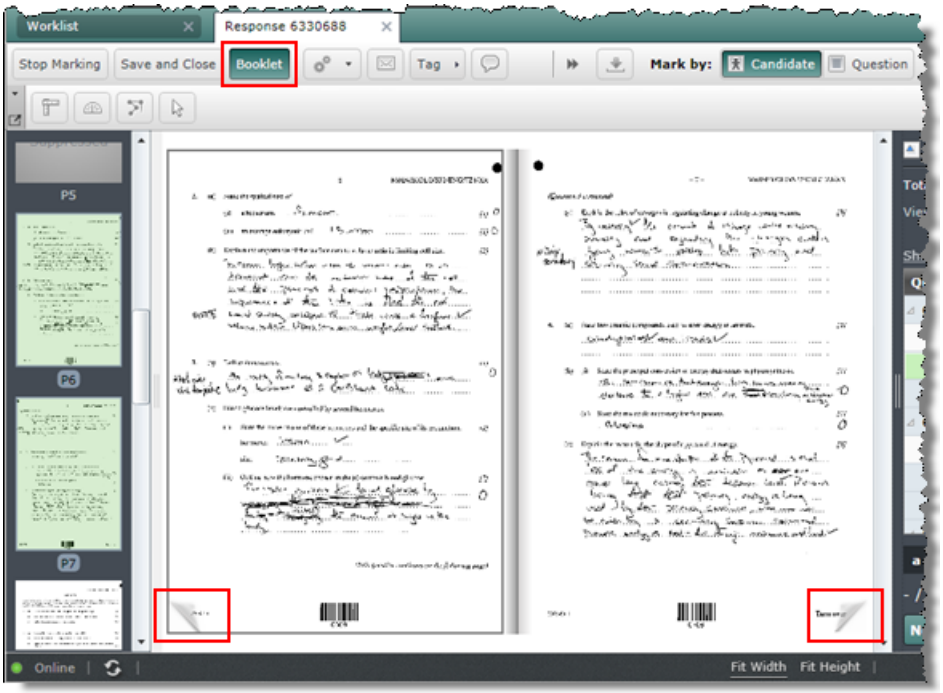
When marking using annotations your assessment organisation can configure scoris to require you to place at least one annotation, whether it carries a mark or not, on each image in a response before it can be submitted. A dot is placed on the thumbnail of each image to which at least one annotation has been added. An **All Pages Annotated** indicator appears in the mark input panel and in the response worklist when every image has an annotation on it. When this feature is turned on, the submit button is only enabled for a response when it meets all these conditions:

- All pages have been annotated
- It is 100% marked
- It has no related exceptions that prevent submission

Booklet view

Booklet view is available when you are marking unstructured responses.

When booklet view is turned on, two consecutive response pages are displayed side-by-side on your screen, as in a paper booklet.



In booklet view the thumbnails are highlighted in pairs on the left side of the screen. When you click another thumbnail a new pair of pages is displayed. You can also click the bottom left or right corners of the booklet to display the previous or next pair of pages respectively.

To display or hide booklet view:

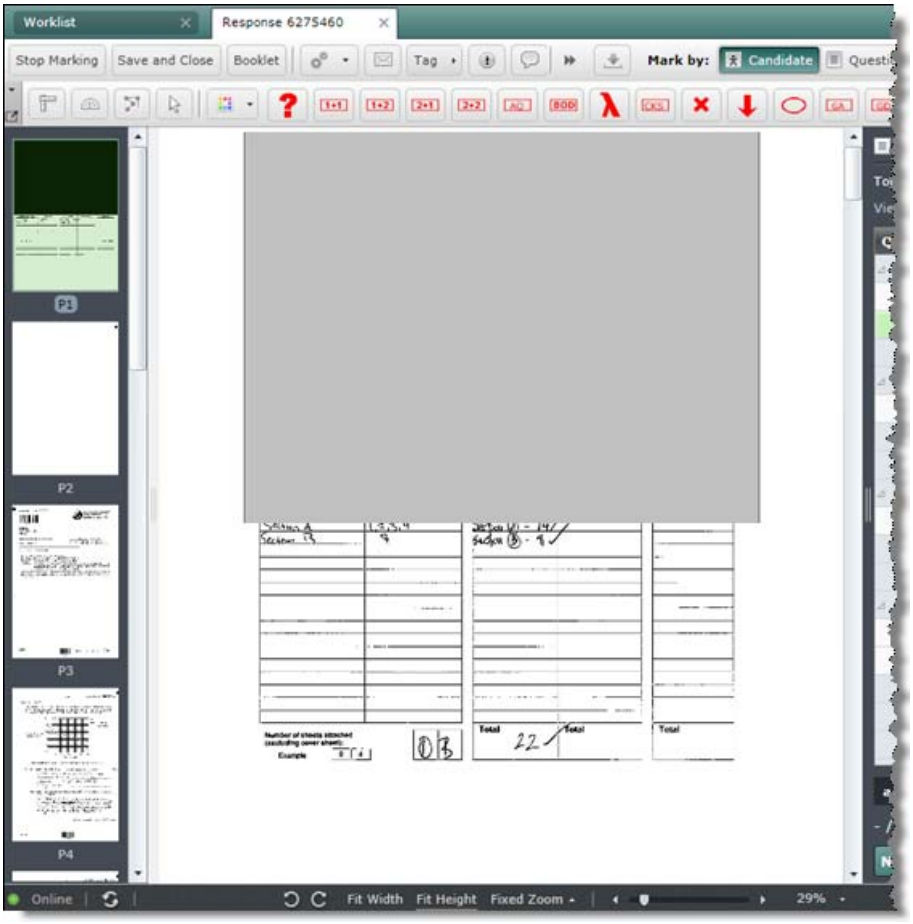
- On the toolbar, click **Booklet**.

You can manipulate the booklet image as described in Zooming images.

Partial page suppression

This is an optional function that your assessment organisation may choose to use. It allows selected information on a page to be suppressed.

For example, a page may contain information useful to you in the marking process and the candidate's identity, which needs to be kept hidden. The hidden part is shaded in grey as shown below.

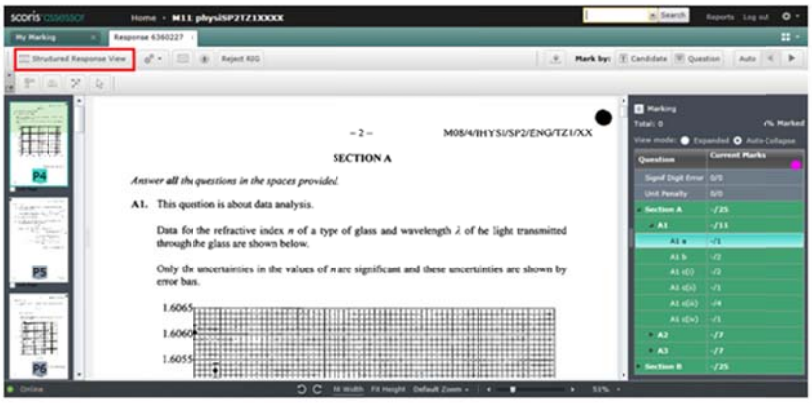


Full Response View

Full Response View is only applicable to structured responses; it helps you mark a response when a candidate has written outside a page boundary away from the area where the answer should be written, or has responded to a question in several different places.

To switch to Full Response View click the **Full Response View** button. Here is an example:

You have clicked Full Response View so you can now see all pages in the response and scroll through it, but you cannot mark in this view. To return to normal view and continue marking, click Structured Response View.



Note: When you click **Full Response View** this stops you marking if you were in marking mode and displays all pages. Notice also that **Link Page** check boxes appear beneath each thumbnail and the annotations toolbar is no longer visible.

Using Full Response View you can:

- Navigate and see outside the boundary of the displayed page.
- Use the **Link Page** check box beneath each thumbnail to assign pages to a question item. You might want to do this if a candidate has written an answer on more than one page, or has provided some additional information on another page, (see Linking images).

To return to normal view (in the previously selected mode: either marking mode or view mode) click **Structured Response View**.

Rotating images

Sometimes particular questions are printed on papers in landscape, or candidates may turn the answer booklet on its side and write at 90 degrees to the usual text flow. Use the rotate tool to correctly orientate any images with text written in this way.

Click this tool to rotate an image clockwise by 90 degrees.

Click this tool to rotate an image anti-clockwise by 90 degrees.

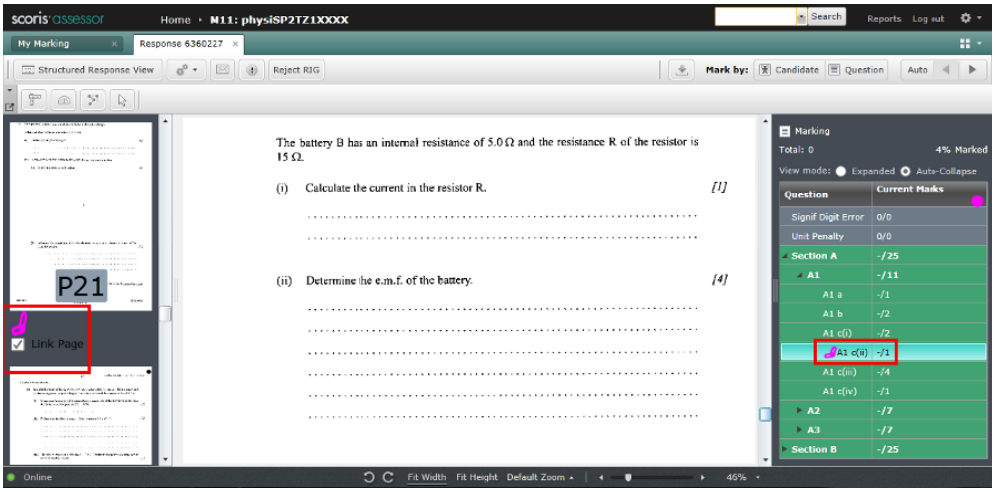
Note:
(1) Unstructured response images, rotated in any mode, remain so until you log out.
(2) When you rotate an image, the thumbnail rotates to match.

Linking images

The activity applies only to structured responses; it allows you to assign pages to a question item on a particular response, for example, if a candidate has used an additional piece of paper to complete a question item.

To link a page to a question item:

1. In an open structured response in marking mode, click **Full Response View**.
2. Select a question item to which you want to link a scanned page.
3. Navigate to the page containing the corresponding answer.
4. Select the **Link Page** check box beneath the thumbnail for the page (in order to see this better, you might want to expand the thumbnails by moving the divider bar as described in Resizing the marks and thumbnails panels).



Notice that a link icon is added beneath the thumbnail and also against the question in the mark input panel.

Note: The link is only made to the scanned page and not to a particular area on the page.

5. Repeat the procedure from step 3 to link more than one page to the same question item.

   Note: You can link the same page to more than one question item if necessary.

6. Click **Structured Response View** to continue marking. When you select a linked question item in the mark input panel, the linked page(s) are displayed.

To remove a link:

1. Click Structured Response View.
2. Scroll down the thumbnails until you find the page with the link you want to remove.
3. Click to clear the **Link Page** check box beneath the thumbnail.

Navigation

In this section you will learn how to:

- Navigate between responses
- Mark by candidate or question
- Size and zoom a displayed response
- Navigate around a displayed response

Auto-advancing to the next response

When the **Auto** option is selected and you finish marking the current response (i.e the response becomes 100% marked), scoris automatically loads the next available response in your worklist.

If there are no more responses in your worklist you are prompted to download a new response.

If the **Auto Allocate** user option is also selected, no prompt is given and a new response is downloaded automatically.

Auto-advance is useful, but it can cause confusion when you are marking unstructured responses if candidates have answered the questions out of order. If you don't want scoris to move on automatically when you finish marking a response, you can disable auto advance.

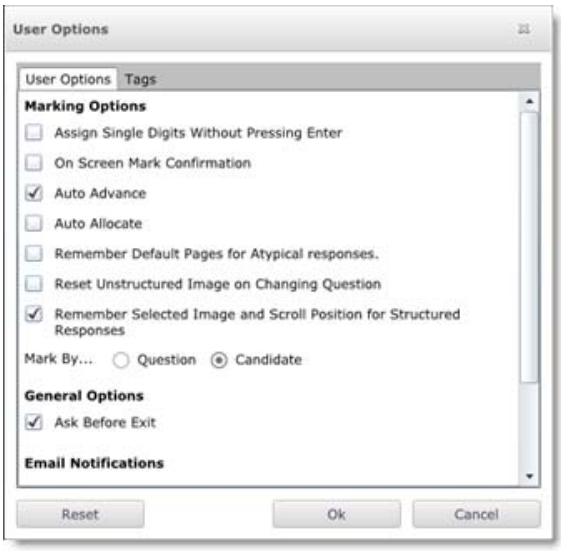
To turn auto-advance on and off:

The easiest method is to click the **Auto** button on the **Marking** page (shown turned on below).

Alternatively, you can change your user options as follows:

1. Click the **Controls** icon at the top of the page and select **Change User Options**.

The **User Options** dialog box is displayed.



2. Select or deselect **Auto Advance** as required.
3. Click **OK**. This now becomes the default setting.

Moving between responses

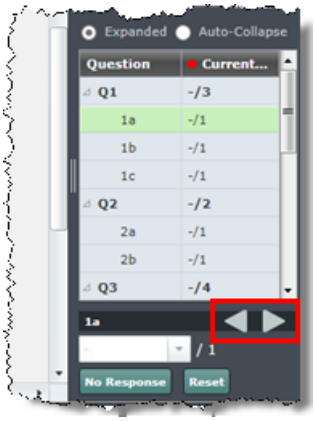
Using the **Previous Response** and **Next Response** buttons on the toolbar you can navigate to the next or previous response in the currently selected worklist, while you remain in the **Marking** page.

When you use these buttons on a structured response, the screen shows the currently selected item for each response.

Moving between question items

There are three methods of moving between question items in the mark input panel:

- Press **Enter** after you have entered a mark. This moves you to the next question item to be marked.
- Navigate to and click a particular question item.
- Use the arrow buttons at the bottom of the mark input panel to move up and down the list of question items.



Note: In structured responses the appropriate part of the candidate's response for the question item you select is automatically displayed. This is not the case in unstructured responses where you have to find the appropriate part of the candidate's response after you select a question item.

Moving between QIGs

You can only have one QIG open at a time. If you have a QIG open and you are on either the **Worklist** or **Marking** page, you can click **Home** to return to the Home page, but the QIG will remain open. You will see a **Back to...** link at the top of the home page that enables you to return to the open QIG, as shown in this example:

If a QIG is already open with responses open for marking, and you try to open a different QIG from the **Home** page this message is displayed:

Click **Yes** to save all changes in the open responses for the currently selected QIG and then close it and open the new QIG. Click **No** to return to the **Home** page without opening the new QIG.

To close a QIG along with all open responses and return to the **Home** page, close the relevant **Worklist** page.

Marking by candidate or question

Mark by candidate is the default setting when you first enter marking mode. It enables you to enter marks for all the question items on a candidate's response for a particular QIG before scoris loads the next candidate response for marking.

You may, however, prefer to mark the same question on all responses allocated to you before moving onto the next question.

To mark by question:

Note: In order to mark by question, you also need to turn on **Auto Advance** (see Setting your marking preferences), otherwise turning on **Mark By Question** will have no effect. For details, see Auto-advancing to the next response. Turning on **Auto Allocate** is also recommended.

- In marking mode, click the **Mark by: Question** button on the toolbar, and also ensure that **Auto Advance** is turned on.

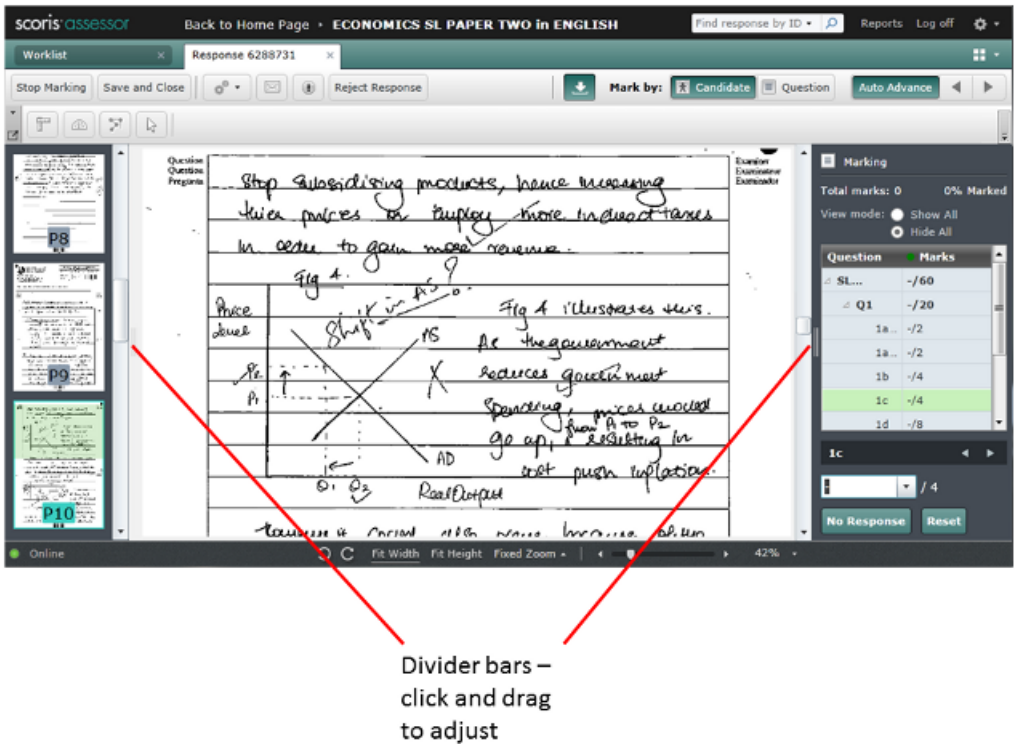
When you enter a mark and press **Enter**, notice that the selected question item stays the same but scoris has opened the next response. If there are no more responses in your worklist scoris downloads one automatically if **Auto Allocate** is on (if not, you are prompted to turn it on) and opens it. This process is repeated as you continue marking, until your concurrent limit is reached, at which point scoris loads the next question item on the first response in the list.

To return to marking by candidate:

- In marking mode, click the **Mark by: Candidate** button on the toolbar, and turn off **Auto Advance** if required..

Resizing the marks and thumbnails panels

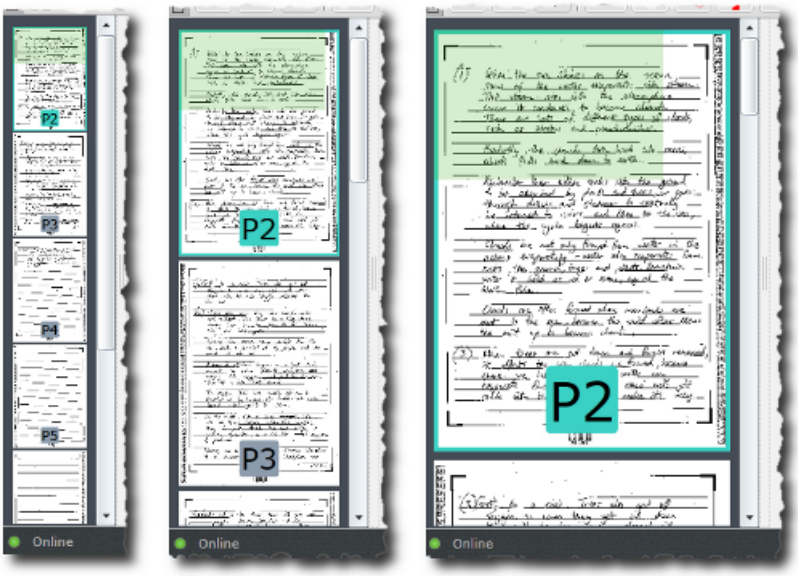
You can resize the thumbnails panel and the mark input panel by clicking and dragging the divider bars.



To resize a panel:

1. Position your pointer over the divider line at the right of the thumbnails panel or at the left of the marking panel until the double-headed arrows appear.
2. Click and drag the divider line to a new location.

For example, here is the same thumbnails panel displayed at different sizes, depending on where you drag the divider line.



You can resize the mark input panel in similar fashion.

If you do resize the mark input panel, scoris will remember your chosen setting and use it thereafter. In fact scoris will remember two settings: the width of the mark input panel when only one set of marks is showing (the usual situation), and the width when two sets of marks are showing (for example, when you are marking a practice response and you choose to check your own marks against the definitive marks).

Hiding the response navigation tools

If you wish you can hide the response navigation tools on the Marking page (the set of buttons on the right hand side of the toolbar). To do this, click the double right arrows to the left of these tools:

To display the tools again, click the double left arrows:

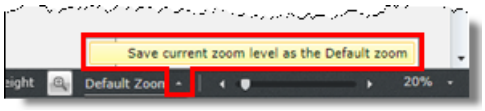
Zooming images

The default **Marking** page view is set to 'fit width', which is fine for marking structured responses in most instances. However, if you are marking unstructured responses, in which whole page images are displayed, and you have a higher resolution computer screen, you can take advantage of the 'fit height' default setting to be able to view the whole page.

Structured responses only: It is good practice to go through the first response you mark to set up the zoom and position settings for each item. These settings are then used when displaying every other response for the QIG that you are marking.

Controls on the bottom toolbar are available to allow you to size, rotate, and zoom in and out of images.

Use these controls as follows:

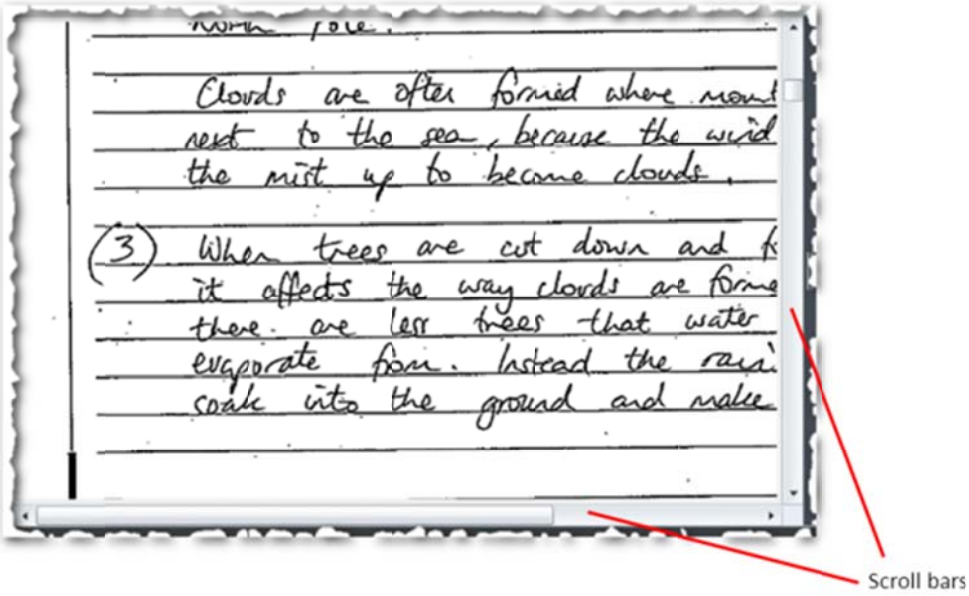
Fit Width	Click this tool to fit the width of the page to the viewing window. This is the default view, and works for all screen sizes and resolutions.
Fit Height	Click this tool to fit the height of the response in the viewing window. If your screen is large enough this is the best mode for marking essay style questions.
Zoom In to point	Click this tool, and then click the image at the point you want to centre the expansion. Each click expands the image by 20%. To deselect the tool, click it again.
Default Zoom	Click this tool to apply the default zoom setting to the image you are currently viewing. In structured responses the zoom setting is automatically applied to the corresponding image in all responses that make up the QIG. To change the default setting, use any of the other tools to set the desired zoom level and then from the Default Zoom pop-up, click **Save current zoom level as the default zoom** as shown below. 
Slider	Click and drag the slider to zoom in and out of the displayed image as required.
% zoom	Select the required zoom level from the pop-up list, or change the % value in the box and then press **Enter**.

Notes:
(1) You can resize the mark input panel and thumbnail panel by clicking and dragging the divider bars, as described in Resizing the marks and thumbnails panels.
(2) Images are scanned at 200 dpi, and so on a typical 96 dpi monitor that displays one screen pixel for every scanned dot, images displayed at 100% (i.e. actual size) will appear to be approximately twice real life size.
(3) Custom zoom settings and image positions are preserved, on structured responses only, on a question item by question item basis.

Moving around an image

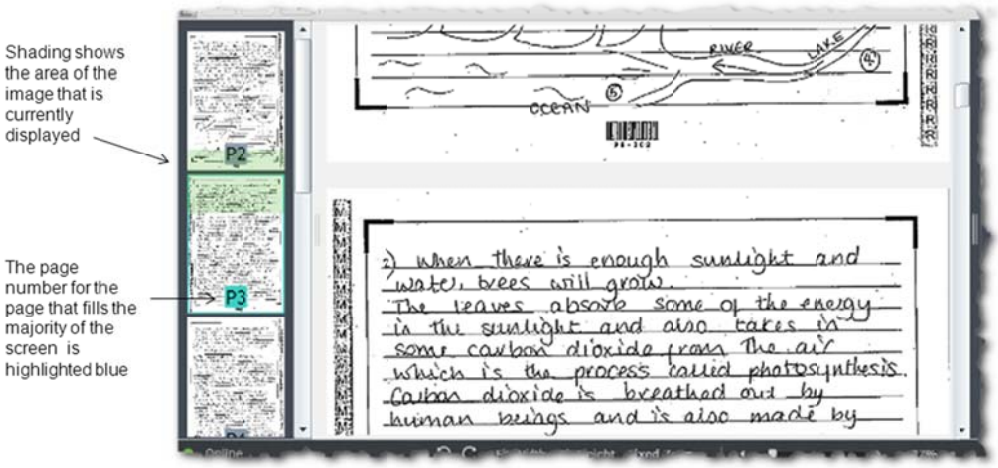
To move around an image that is bigger than the viewing area use the scroll bars on the right and bottom edges of the viewing area.

If your mouse is fitted with a wheel you can use it to scroll up and down an image or a group of images. As you scroll up and down, the page number is displayed on the vertical scroll control.



Page position indicator

The page position indicator is superimposed on thumbnails as shown in the following example.



The page position indicator for the page that currently fills all or the majority of the screen will be highlighted blue.

The shaded area in the thumbnail panel shows the area of the response that is currently displayed; in the example screen above, the shading spans two pages as the marker is scrolling down and can currently see the bottom of page 2 and top of page 3.

Page scrolling in structured responses

When this function is enabled you can toggle between the following two states:

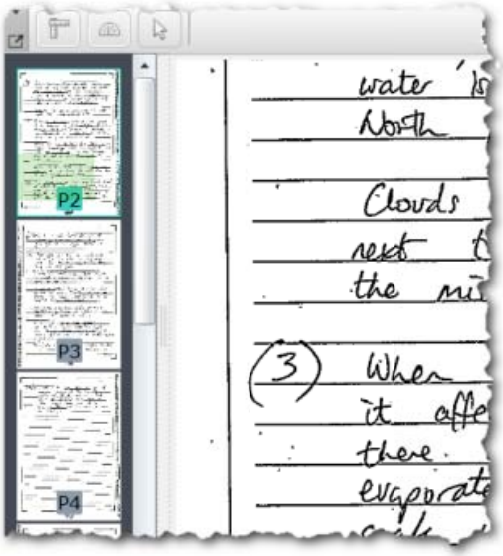
- You can scroll between page images and the zoom setting is applied to all pages.
- You cannot scroll between pages and must click the thumbnails to see other pages. You can apply a different zoom setting to each page.

To toggle scrolling on and off:

- Click the following button (shown in the scrolling allowed state).

Page suppression

In scoris the start page of a response is usually page 2 of a candidate's script. Page 1 is suppressed to maintain confidentiality, as it often contains information that identifies the candidate.



Marking tools

You can place and use a ruler ( ), a protractor ( ), or a multi-line overlay ( ) on a response item.

These marking tools help you to judge the accuracy of graphical elements, such as the angles of a geometric drawing or the length of a line.

For convenience, when you set up a tool on a question item, it will automatically appear on this question item for **all** candidates.

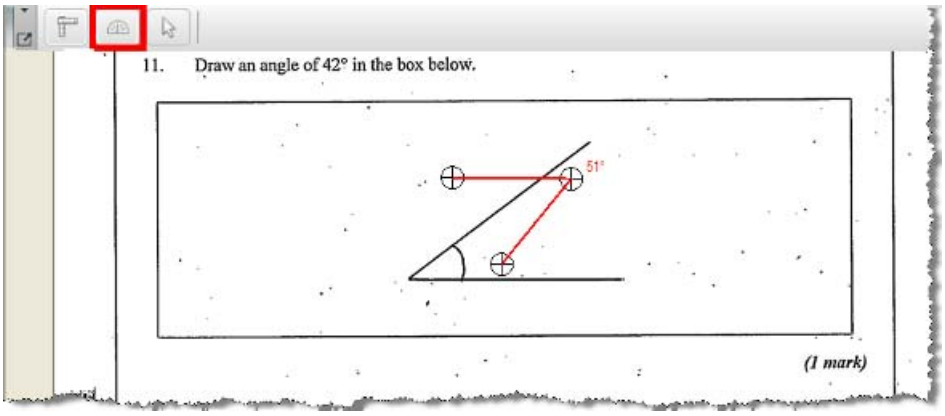
Note: You can add as many of each tool as you like to each response item.

For more details on the marking tools, see Ruler and protractor (these tools are described together as they work in the same way) and Multi-line overlay.

Ruler and protractor

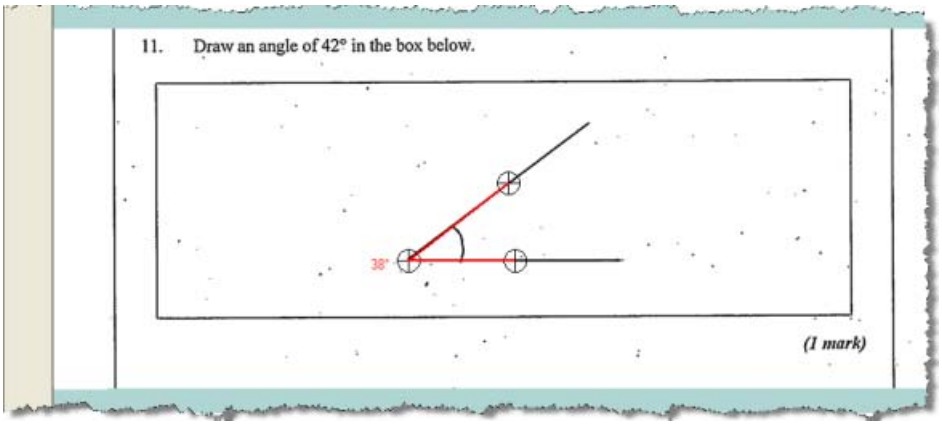
To use the ruler or protractor:

1. With a response open (you don't have to be in marking mode), select the response item you want to use a marking tool on.
2. On the **Marking Tools** toolbar, click the tool you want to use. Notice that the tool appears on the image. In this example we have shown the protractor tool.



3. To move the tool on the page, click and drag it (though note that you can't drag from one page to another).
4. To align the tool with whatever you are trying to measure, click and drag a point (⊕) to the desired location.
5. Repeat this step above until all the points are in position.

   In the example shown below we are measuring an angle, which is displayed by the protractor tool. The ruler tools displays distance in much the same way.



Right-click options

These options are available when you right-click in close proximity to either the ruler or the protractor:

- **Remove Annotation** – use this to remove a tool from the image.

- **Line Colour** – use this to change the line colour of any tool.
- **Shade Background** – use this to turn on or off a shaded background.
- **Background Colour** – use this to change the colour of the shaded background when it is used.

> **Note:** You can select a background colour before or after you apply the **Shade Background** option.

Multi-line overlay

This marking tool works in much the same way as the ruler or protractor, except that you can add and subtract points (⊕) and lines. This enables the tool to be configured to fit a wide range of shapes.

To add a multi-line overlay, click the multi-line overlay button ( ) at the top of the Marking page, and select **Add Multi-line Overlay** from the drop-down menu.

Right-click options

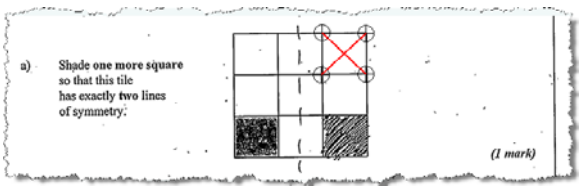
The multi-line overlay shares all of the right-click options available for the ruler and protractor (as described in Ruler and protractor), with the addition of the following options:

> **Note:** All right-click options are reset when you toggle the selected tool off.

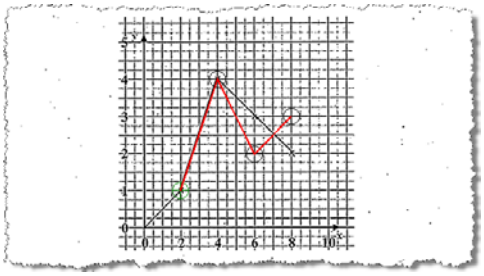
- **Add** – use this to add a point to an existing line in an overlay, or to add an extra line to an overlay.
- **Remove** – use this to remove the tool from the image, to remove a point, or to remove a line from the overlay
- **Line Type** – use this to show or hide lines, or to convert the straight lines of the tool to curves.

The following examples are provided to show how the multi-line overlay might be used to help you quickly decide if an answer is right or wrong.

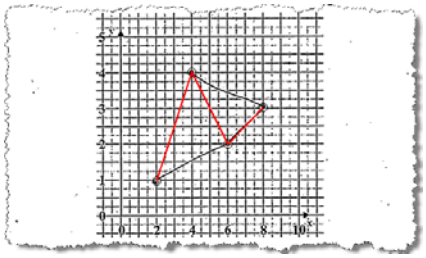
Example 1: Indicating where the shading should be.



Example 2: Indicating where the plotted line should be.



Note: When a senior supervisor shares an overlay it appears on your screen with smaller circles round the points, as shown in the example below, to indicate that it is shared and cannot be altered. However, you can click and drag it to a new position on the current page if required. You can't drag an overlay from one page to another, but you can move a shared overlay to a new page; to do this, use right-click and select **Remove Annotation** to remove the overlay from the current page, scroll to another page and then click the multi-line overlay button and select **Reset shared overlay** from the drop-down menu. The shared overlay will re-appear on the new page.



Annotations

Annotations can be used to indicate specific points on responses, for example a tick to indicate a correct answer or a cross to indicate an incorrect answer. The annotations available for use are set up by your assessment organisation for the type of examination being marked. You will be given instructions on how and when to use annotations.

Once inserted, annotations remain fixed to a candidate's response. However, at any time prior to submission you can remove or make changes to the annotations on a response.

It is possible to use annotations to generate marks for an item, however, this is an option controlled by your assessment organisation. For information on how to mark using annotations see Marking by annotation only.

Types of annotation

Your assessment organisation controls the annotations made available to you in scoris. They will explain to you how each one is used.

There are two main types of annotation:

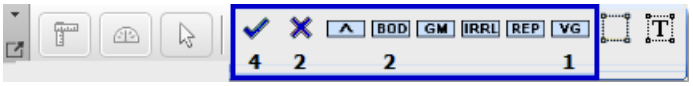
- **Static annotations** – those with a fixed size and shape, such as a tick or a cross.

- **Dynamic annotations** – those with grab handles that can be re-sized and manipulated in a variety of ways. For example, you might have a highlighter annotation that you can re-colour and stretch over a section of text, or different types of line or shapes.

Annotations can also be configured for marking and counting as shown below:

- **Marking and counting annotations** - those that display the marks assigned to the annotation (if none, then a hyphen is displayed as in the example below) as well as the number of times the annotation has been used in marking the current response.

- **Counting annotations** - those that show the number of times the annotation has been used in marking the current response but not any assigned marks.



> **Note:** When a drop-down list is visible at the right-hand end of the toolbar you can click it to display more annotations. The most recently used icons are the ones shown on the toolbar.

Accessing annotations

Annotations only appear on the **Marking Tools** toolbar when you are in marking mode, and are located to the right of the marking tools.

If you require more screen area you can undock (or float on the page) the **Marking and Annotation Tools** toolbar.

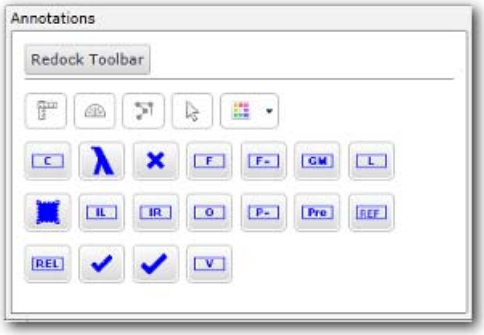
To undock the Marking and Annotation Tools toolbar:

- Click the **Undock** button on the toolbar.

> You can also temporarily undock the **Marking and Annotation Tools** toolbar by clicking and holding down the **F2** key on your keyboard.

To dock the Marking and Annotation Tools toolbar:

- Click **Redock Toolbar** on the floating toolbar:



Annotation colours

The same colour is always applied to all marking annotations. The default colour when marking live responses is red, as shown in the following example:

If the option to change the annotation colour is enabled by your assessment organisation, you can select a colour of your choice to suit your type of marking.

If you are re-marking a response you will be prompted to choose a different colour for your annotations to distinguish them from the original marker's annotations.

If you change the annotation colour part way through marking a script all of the currently applied annotations will be changed to the new selection on that response.

When you select the next unmarked response, the default colour will be re-applied to the annotations, or if the default has already been used in prior marking you will be prompted to select a new colour.

To change the colour of the annotations for a particular response:

1. On the annotations toolbar or the annotations toolbar, click the **Change Colour** button ( ). The **Select Annotation Colour** palette is displayed.

2. Click a new colour, and then click **OK**. The colour of all the annotation icons on the toolbar changes to your selected colour.

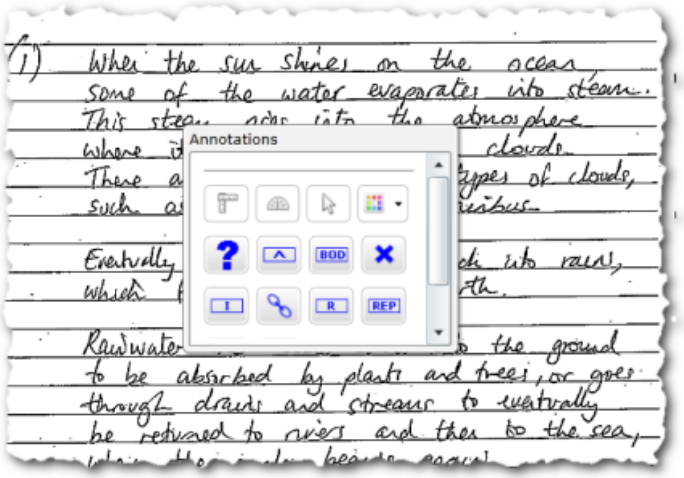
Adding, moving and removing annotations

Annotations are only available when you are in marking mode on the **Marking** page.

Note: If you cannot see the annotations on the **Marking Tools** toolbar it is probably because you are not in marking mode. Click **Start Marking** to go into marking mode.

To add an annotation:

1. Ensure you are in marking mode.
2. Do one of the following:
   - Click an annotation on the toolbar.
   - Use the annotations toolbar as follows:
     a. Press and hold the **F2** key. The annotations toolbar appears wherever your cursor is positioned.



To reposition the toolbar, while it is visible, click-and-hold its header bar and drag it, or start again with your cursor in a different position.

> **Note:** If you want to keep the annotations toolbar on your screen during marking see Floating the marking and annotations toolbar.

     b. Click an annotation on the toolbar.
     c. Release the **F2** key.

   Notice that your cursor turns into the annotation.

> **Note:** Your cursor remains loaded with the selected annotation until the **Pointer** or another annotation is selected.

3. Click anywhere on the image to add the selected annotation. Notice that each time you click on the image another annotation is added.
4. When you have finished adding annotations, click the **Pointer** on the **Marking Tools** toolbar.

To move an annotation:

1. Ensure that the **Pointer** is selected as your cursor.
2. Click and drag the annotation to a new position.

To change the annotation in use:

- Click another annotation on the toolbar or on the annotations toolbar.

> **Note**: If configured by the assessment organisation you can also change the annotation in use by using keyboard shortcuts. For example you might be able to enter a number from 0 to 9 to choose a different annotation. These shortcuts will be configured and explained by the assessment organisation.

To delete a single annotation:

- Right-click the annotation and then click **Remove Annotation**.

To delete all annotations on a response item:

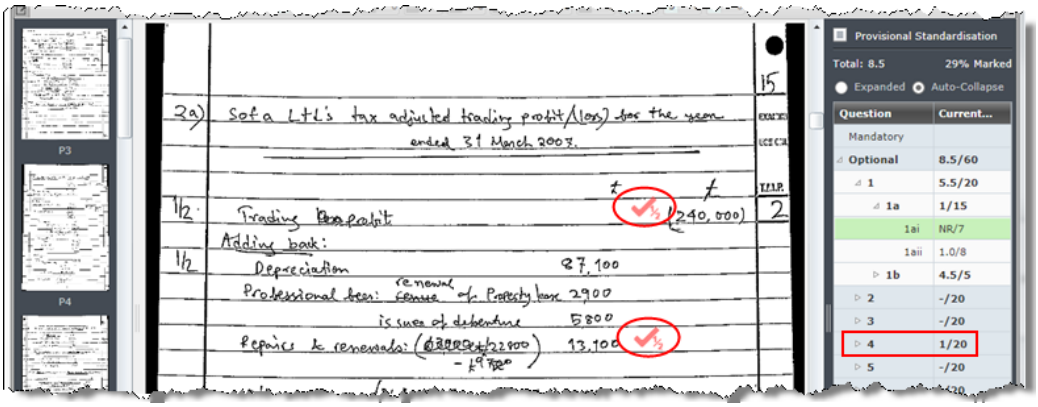
- In the marking controls, click **Reset**, though note that this will also remove the mark for the selected response item and set it back to 'not marked'.

Modifying annotations

Note: You can only modify annotations after you have selected the question item with which they are associated, so that they are displayed normally (not faded). Annotations that are faded cannot be modified.

A mistake markers sometimes make when marking unstructured responses in scoris is to assign annotations to the wrong question item.

As an example, the picture below shows two inaccessible tick annotations on item 2a. In this example the annotations and marks were mistakenly assigned to question item 4.



To modify incorrectly assigned annotations:

1. Select the question item with the incorrectly assigned marks and annotations.
2. Remove the annotations (see Adding, moving and removing annotations).
3. Re-mark as required.

To remove a set of annotations:

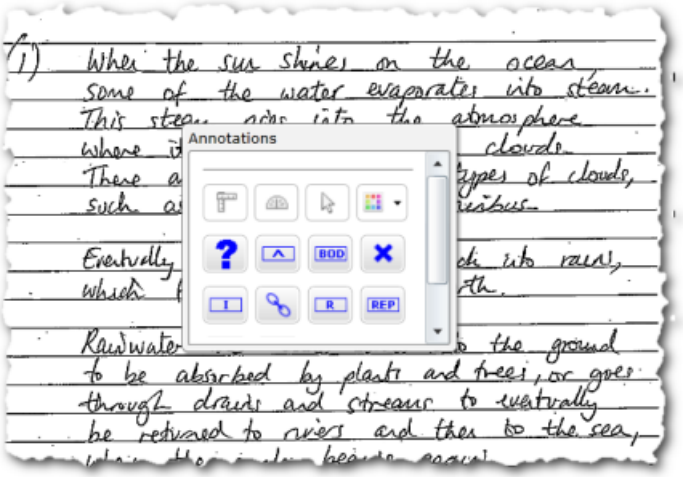
1. Select the question item you want to modify.
2. Click the **Reset** button. The old marks and annotations are discarded and you can now mark the question again.

Floating the marking and annotations toolbar

Use a floating toolbar when you want the marking tools and annotations close to where you are working, or when you want to maximise the size of the viewing area. You can either temporarily float the toolbar or you can 'undock' the toolbar so it remains floating until you choose to dock it again.

To temporarily float the toolbar:

- Click and hold down the **F2** key on your keyboard. The toolbar disappears and a floating toolbar appears.



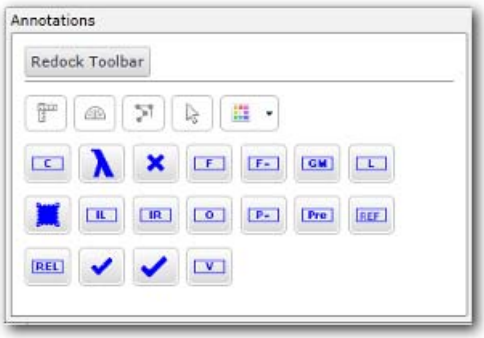
To remove the floating toolbar, release the F2 key.

To undock the toolbar:

- Click the **Undock Toolbar** button.

To dock the toolbar:

- Click **Redock Toolbar** on the floating toolbar:



To move a floating toolbar:

- Click-and-hold anywhere in the header in the floating toolbar, and then drag the toolbar to another position on the screen.

Re-ordering annotations in the toolbar

Annotations re-order automatically every time you open a new response, so that those you have used most frequently appear on the left.

Annotations will not re-order as you add annotations to a particular response during marking, but you can manually re-order at any time using the **Re-order annotations by frequency of use** option on the drop-down menu to the left of the toolbar.

Annotations with assigned values

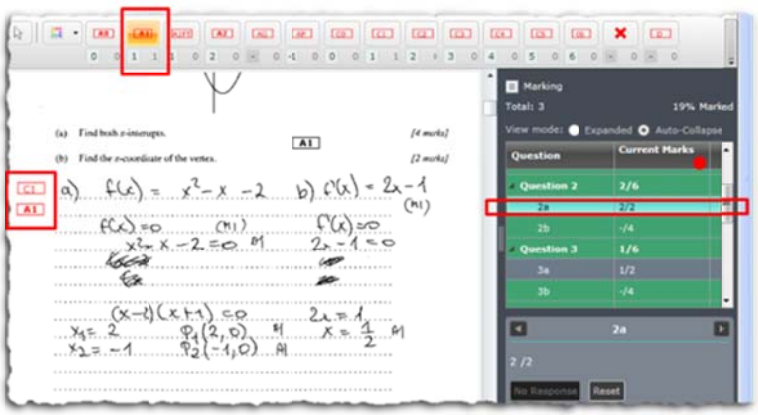
Your assessment organisation may assign values to annotations, and may require you to mark solely by adding these annotations to each candidate's response instead of entering marks directly. This is described in Marking by annotation only.

Let's say a marker has applied two different annotations against question item 2a, indicating that a mark scheme key point or issue is correctly covered by the candidate. If the maximum mark for the question is 2, and each of the stamped annotations is worth 1 mark, the **Current Marks** for the question will display 2/2.

This is illustrated in the following example screen.

Beneath each annotation, the marks per annotation and the number of this annotation stamped against the selectedquestion item is shown.

Two annotations, each worth I mark, have been stamped against question item 2a. No further annotations can be stamped against this question as the maximum marks of 2 have been awarded.



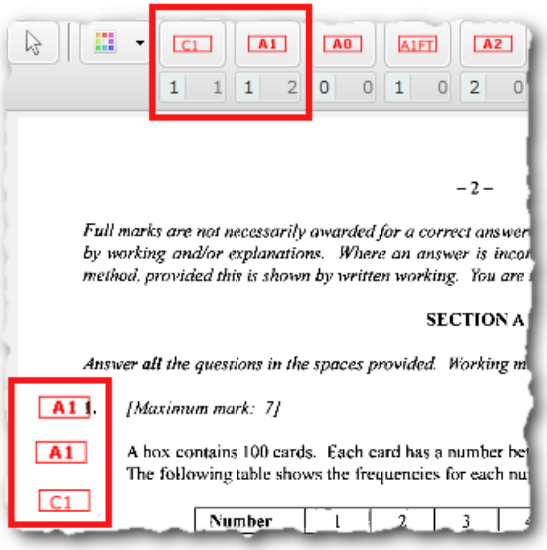
Note: If you try to add annotations that are worth more than the maximum marks allowed for the question, scoris will display a warning and prevent you from doing so.

It is possible to override the auto-count and manually type a mark (up to the maximum mark) into the mark box. Your assessment organisation will advise if this option is enabled.

Annotation counts

Your assessment organisation may have configured the annotations toolbar to display a count of the number of times an annotation has been used for a question item. As you add annotations scoris counts up the number of annotations of each type for each question and displays the count beneath the annotation on the annotations toolbar, along with the marks that the annotation is worth.

You can see this in the example shown below. In this case one C1 annotation worth 1 mark, and two A1 annotations each worth 1 mark, have been added against the selected question item.



You can control whether or not you see annotation counts either by using the **Show annotations count** option on the drop-down menu to the left of the toolbar or the button on the floating toolbar.

Adding comments

Depending on scoris' configuration, you may be able to add comments to responses. There are two types of comments:

- Off page comments – displayed at the bottom of the screen when you click the comments button is toggled. You can add a comment to each item in a RIG.
- On page comments – added to, and displayed on, the image.

Off-page comments

You can add off-page comments to each question item in a response.

To add an off page comment:

1. With a response open in marking mode, select the question item to which you want to add a comment.
2. Click the **Off-page comments** button ( ) on the toolbar. An off-page comments box is displayed at the bottom of the page.
3. Type your comment in the box.

   Note: You must be in marking mode before you can add or change a comment. You can see existing comments in view mode, but not make additions or changes.

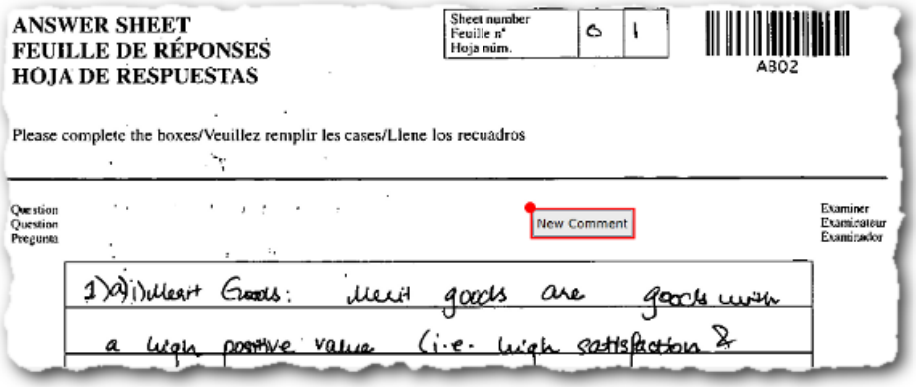
4. Click the **Off-page comments** button ( ) on the toolbar to close the off-page comments box.

Note: When you open a response and select an item that has comments, the comments are automatically displayed at the bottom of the page.

On-page comments

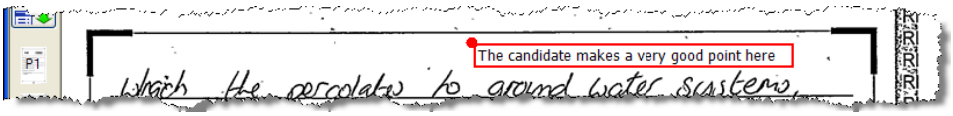
To add comments to a page:

1. With a response open in marking mode, click the **On-page Comments** annotation tool ( ).
2. Click on the image to add your comment.

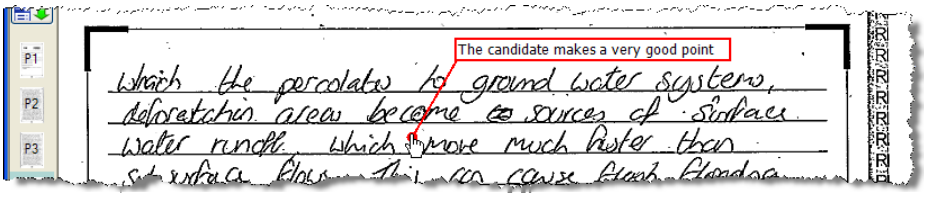


3. Highlight the words **New Comment**, and then type your own words.

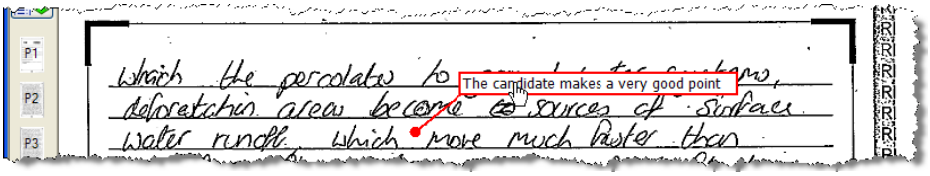
4. Click away from the annotation to stop editing the comment.



5. Do one or more of the following:
   - Drag the comment leader to point to the place on the page to which the comment applies



   - Drag the comment to a new position



   - Right-click the comment to access these options:
     - Remove the annotation
     - Select all the text

- Change colour (if coloured annotations is turned off)

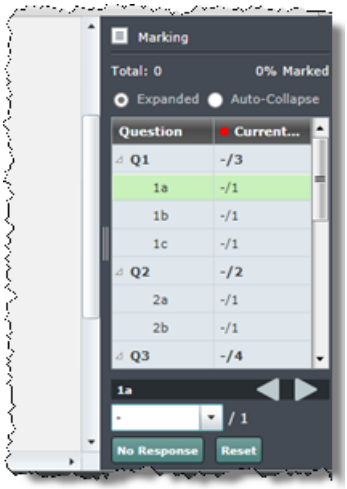
Recording marks

For each QIG, your assessment organisation defines how you can record marks. You will be required to record marks in one of these ways:

- Enter marks directly in the mark input panel, and also optionally add annotations. Using this method, you may be required to add annotations to demonstrate that you have checked specific aspects of each candidate's response, but you must also enter marks in the mark input panel. For details, see Entering marks.
- Mark by annotation in which the question item is selected first. Using this method, you must add annotations that have assigned values to each response, and these marks are automatically assigned to the relevant question items and totalled. The mark entry field in the mark input panel is disabled so you cannot use it to enter marks. For details, see Marking by annotation (select question first).
- Mark by annotation in which annotations are added first (unstructured style). This is similar to the above method, with the exception that you annotate the response first and then choose the question item with which annotations and marks are associated and allocated respectively. For details, see Marking by annotation (add annotations first)

Entering marks

If your assessment organisation requires you to enter marks directly, as opposed to using annotations with assigned values, you must use the mark input panel to enter marks. The mark input panel drop-down list shows all the valid marks for the selected question item. **NR** (no response) will also be available on the list; you use this when a candidate has made no attempt to answer a question, as opposed to attempting a question and scoring zero marks.

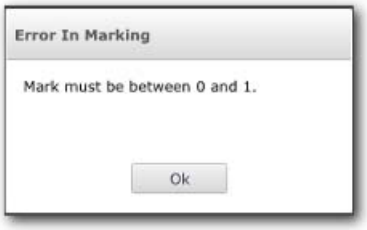


As you mark, the total marks awarded so far and the percentage marked is displayed at the top of the mark input panel. For each question, you can see the marks you have awarded and the total available, for example 2/3 if you have awarded 2 marks out of a possible 3.

Click **Expanded** if you want to see all question items in the mark input panel (that is, you can see 1a, 1b and 1c in Q1; 2a, 2b and 2c in Q2; and so on). Click **Auto-Collapse** if you only want to see top level question items.

You can correct marks at any time prior to submission of a response and during the grace period, typically 24 hours after submission (see Grace period and pending status).

If you attempt to enter an invalid mark scoris will prompt you to correct the error. An error message similar to this is displayed.



To enter marks:

1. Use one of the following methods:
   - Type a value in the mark control. If you enter an invalid value, a message will inform you of this

   - Select a value from the mark control drop-down list (**NR** means 'no response')

   - Click the **No Response** button

   Note: Your assessment organisation can set up scoris to allow marking using annotations. For information on how to do this, see Marking by annotation only.

2. Press **Enter** to record the mark and move to the next question item.

   Note: If you choose the user preference **Assign Single Digit Marks Without Pressing Enter Key**, and you are only entering numeric values between 0 and 9, you do not need to press **Enter** (See Setting your marking preferences).

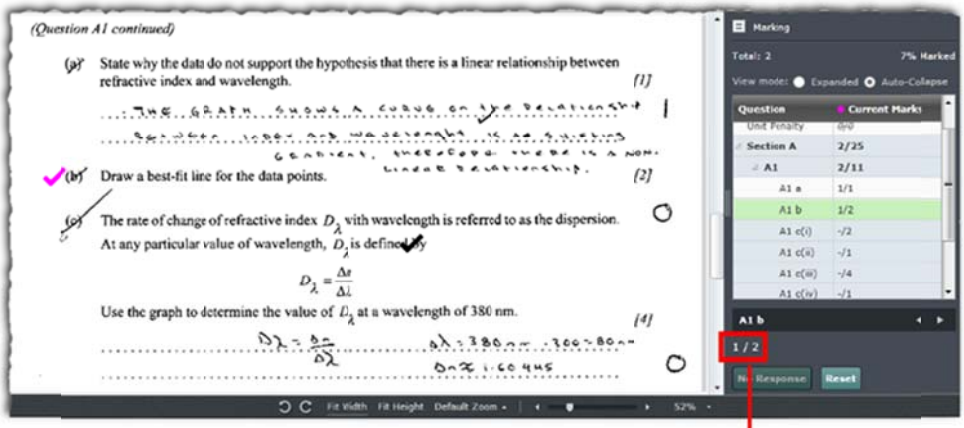
Marking by annotation (select question and then add annotations)

To suit the way your assessment organisation wants to work, an annotation can be assigned a mark value and used to mark a response, and the number of times each annotation is used on a response item can be displayed, as described in Annotations with assigned values. This is a quick and convenient way to mark essays for example. Your assessment organisation may ask you to mark exclusively by using annotations, and the ability to enter marks by keying in specific values may be switched off.

To add marks:

1. Select a question item in the mark input panel.
2. If marking an unstructured response, find the associated response item (image). If marking a structured response, only the associated response item will be displayed so you don't need to find it.
3. Add annotations to the image. The marks awarded for the selected question are shown in the mark input panel, but you cannot input marks directly.

Note: If enabled by your assessment organisation the **All Pages Annotated** indicator may be displayed in the mark input panel under the marks **Total**. This marker is present to indicate that all pages must be annotated before a response can be submitted. If enabled, this is accompanied by an indicator on each page thumbnail that shows a green circle icon if that page has been annotated.



The marks awarded for the selected question are displayed, but you cannot directly enter marks.

4. Repeat the process until you have marked all questions.

To remove a set of annotations:

1. Select the question item you want to modify.
2. Click the **Reset** button. The old marks and annotations are discarded and you can now mark the question again.

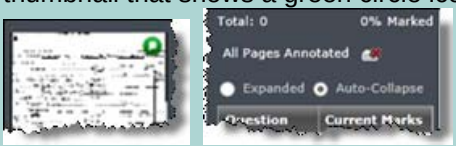
Marking by annotation (add annotations and then select question)

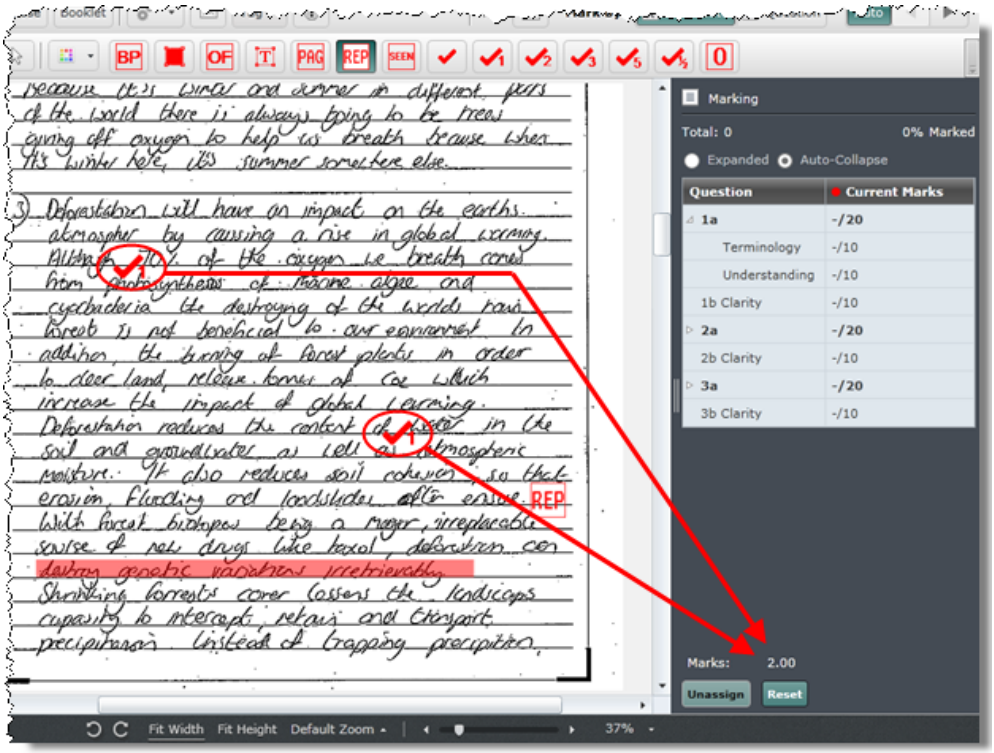
This form of marking may be switched on by your assessment organisation. If it is, then you will only be able to allocate marks to a response by annotation and not by typing in numerical values into the mark input panel. This may also be dependent on which component you are marking.

In this mode of marking, you select a response item, add annotations to it, and then select a question item in the mark input panel. Your marks are then allocated to the question item.

To add marks:

1. Select any response item (image) and add annotations. A running total of the annotations with marks is shown in the mark input panel.

> **Note:** If enabled by your assessment organisation the **All Pages Annotated** indicator may be displayed in the mark input panel under the marks **Total**. This marker is present to indicate that all pages must be annotated before a response can be submitted. If enabled, this is accompanied by an indicator on each page thumbnail that shows a green circle icon if that page has been annotated.
>
> 
>



2. When you have finished marking the response item, select the corresponding question item in the mark input panel. Marks are allocated as follows:
   - If there is no existing mark for that question item, your mark is allocated to the question item.
   - If there is no existing mark for that question item, and you added no annotations (your mark total is 0), **NR** is allocated to the question item.
   - If a mark already exists, you are prompted to append or replace the existing mark. Do one of the following:
     - Select **Replace** to replace the existing mark with your mark.
     - Select **Append** to add your new mark to the existing mark.
3. If you make a mistake in allocation, click **Unassign** and repeat step 2.

> **Note:** You cannot unassign a mark once you have left the question item. However, you can reset a mark at any time and add new annotations.

4. Repeat the process until all questions have been answered.

To remove a set of annotations:

1. Select the question item you want to modify.
2. Click the **Reset** button. The old marks and annotations are discarded and you can now mark the question again.

Modifying marks

You can modify the marks of any responses you have not yet submitted or any responses you have submitted that are pending (i.e. you have submitted them but they are within the grace period set by your assessment organisation).

To modify marks:

1. Open the response in marking mode.
2. Select the question item you want to change.
3. Depending whether you are marking by direct marks entry or by adding annotations that have assigned mark values, either modify the marks displayed in the mark input panel (as shown below) or add and remove annotations as required.

Resetting a mark to 'not marked'

Unmarked questions have a hyphen symbol in the question item list. You can reset any marked response item back to this status.

You may want to do this to prevent a response from being submitted accidentally while you decide what to do with the question.

Note: This is very different from awarding zero marks or entering a 'no response', as a response cannot be submitted until all question items have a mark (zero and no response count as marks).

To reset a question item to 'not marked':

1. In the mark input panel, select the question.
2. If you are marking by direct mark entry, do one of the following:
   - On your keyboard, press **Backspace**.
   - On your keyboard, press **Delete**.
   - Click **Reset**.

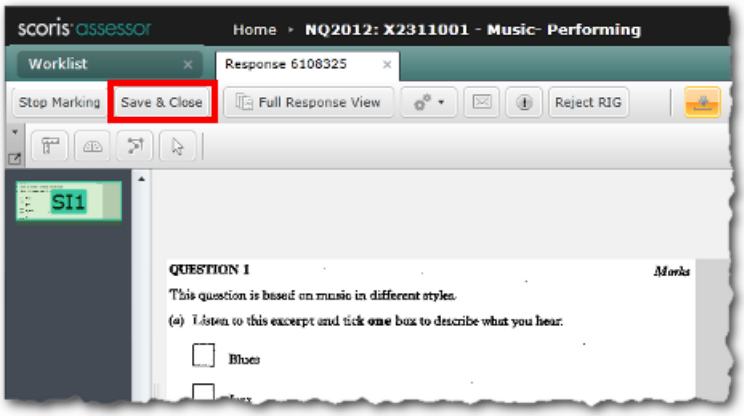
3. If you are marking using annotations, click **Reset**.

> **Note:** This will also remove any annotations that you have applied to the response item.

Saving and closing marked responses

While you are marking a response, scoris automatically saves your changes to marks and annotations. Your changes are also saved every time you do one of these things in the **Marking** page:

- Click **Save & Close** to close the response and save any changes



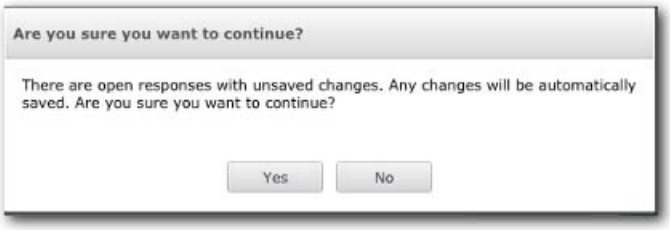
- Click the cross on the response's tab. This has the same effect as **Save & Close**

- Move between candidate responses, either automatically when you finish marking a response and **Auto Advance** is turned on, or manually using the **Next** and **Previous** buttons

- Click **Stop Marking** to stop marking a response
- Click **Submit Response** to submit a response
- Log off from scoris

If you do something which might mean you will lose unsaved changes, you will always be prompted to save the changes. For example, if you close a worklist (which also closes all open responses from the worklist) by clicking the cross on the tab:

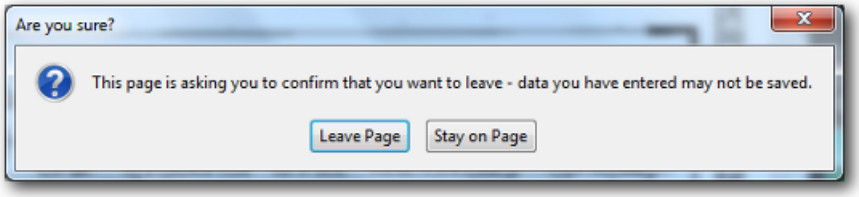
You will see the following prompt if there are unsaved changes:



Click **Yes** to save your changes and close all responses, or **No** to keep the worklist open.

Similarly, if you are marking and choose to go to the **Home** page and then switch to another QIG, you will see a warning message and can choose whether you want to save any changes to responses in the current QIG and then close them.

If you exit your browser using the **Close** button ( ) whilst on the **Marking** page, you will see the following prompt:

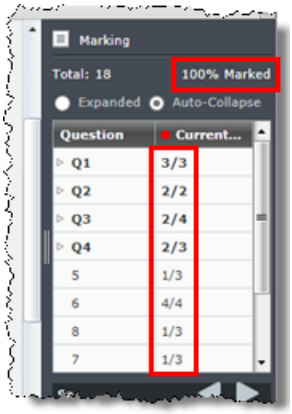


If you are sure you have not made any unsaved changes, click **Leave Page**. Otherwise, click **Stay on Page** and close all responses you were marking to ensure that any marks you have entered are saved.

Note: Marks are only returned to your assessment organisation when you submit a response and the grace period has expired. Until that time they are completely under your control.

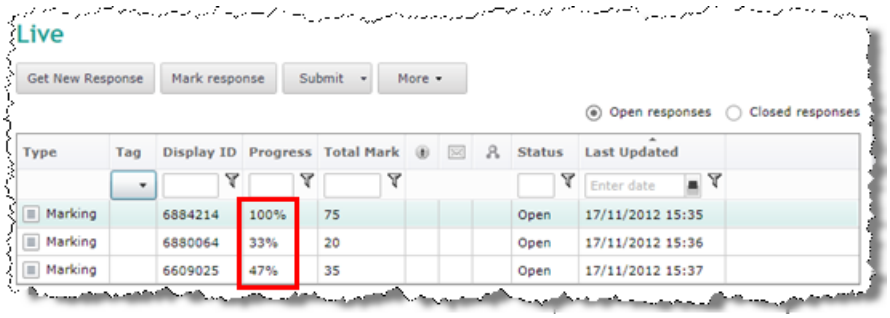
Submitting responses

A response must be 100% marked before you can submit it. This means that you must enter a valid mark or **NR** next to every question item in the RIG you are marking, as shown in this example:



If enabled by your assessment organisation, you may be required to annotate every page of an unstructured response and every additional object in a structured response, before it can be submitted. When marking in either of these ways, your worklist and any open response clearly show whether all necessary pages have been annotated.

Marking progress is shown in the mark input panel of the marking page, as shown in the example above, and in the worklist, as shown below.



You can submit marked responses either from an open worklist in the **Worklist** page or from the **Marking** page.

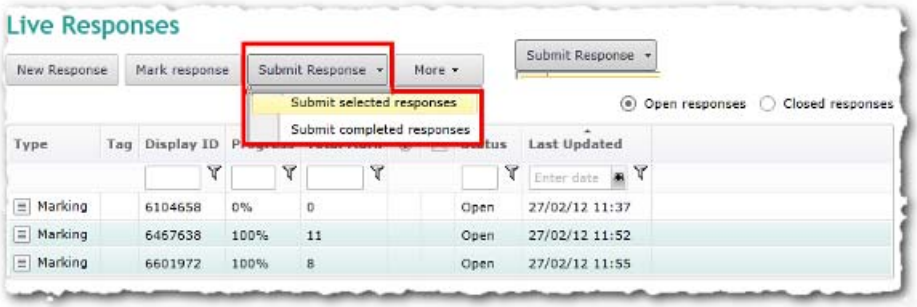
Note: You cannot submit a response if it has an open exception of a type that prevents submission. When you try to submit the response a warning message is displayed. For more details, see Exceptions.

To submit one or more marked responses from a worklist:

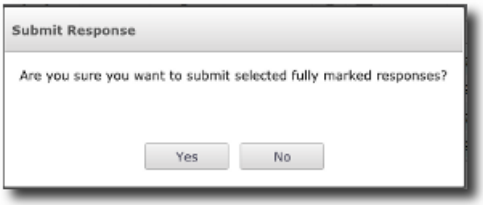
1. Highlight the response or responses you want to submit.

   Note: You can use **Ctrl + click** to select multiple non-adjacent responses, or **Shift + click** to select a range of adjacent responses.

2. Click the **Submit** drop-down menu on the toolbar and select **Submit selected responses**.



   A confirmation message is displayed.

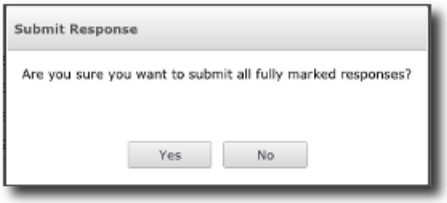


3. Click **Yes** to submit the response(s).

To submit all 100% marked responses from a worklist:

1. In an open worklist on the **Worklist** page, click the **Submit** and select **Submit 100% marked responses**.

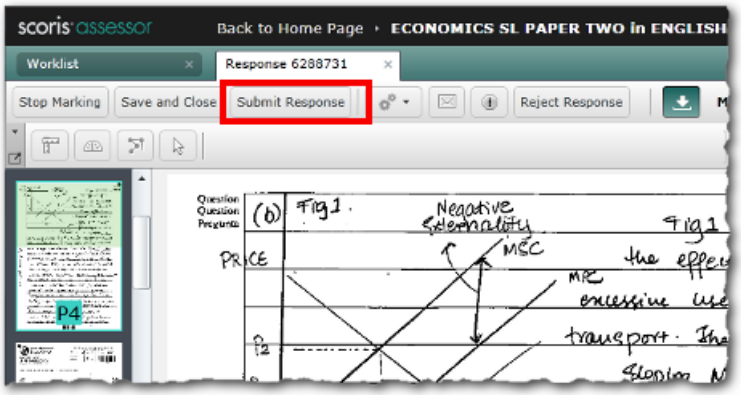
2. A confirmation message is displayed.



3. Click **Yes** to submit the responses.

To submit a response from the Marking page:

- On the toolbar, click **Submit**.



The marks you have awarded will be saved before the submit occurs.

Note: If you want to submit responses from the **Marking** page as you finish marking them, you need to turn off **Auto Advance**. If **Auto Advance** is on, then as soon as you finish marking each response you will be moved on to the next response before you have had a chance to submit the current response.

Changing marks after submission

You can change the marks of any submitted response during a limited grace period when its status is **Pending** (see Grace period and pending status).

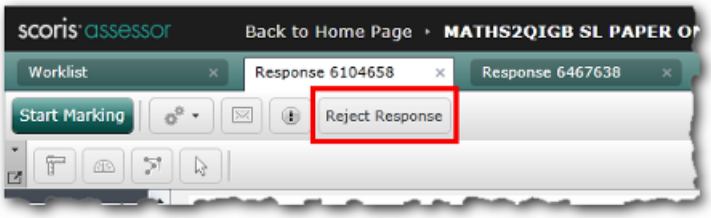
Rejecting a response

If you suspect that the candidate whose response you are viewing is known to you, you can reject the response. Rejected responses are returned to the marking pool to be marked by someone else.

Note: You cannot reject a response if you have any open exceptions raised against it.

To reject a response:

1. From the **Marking** page for the response, click **Reject Response**.



A confirmation request is displayed.

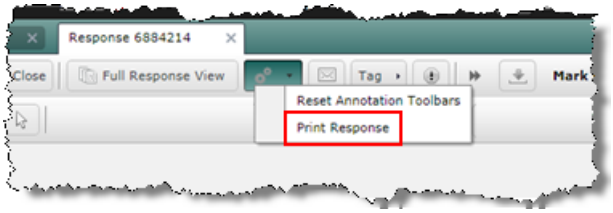
2. Click **Yes**. The response is rejected and the next available response is displayed.

Printing a response

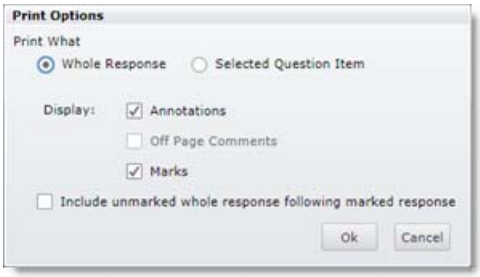
You may have this functionality available if it has been configured by your assessment organisation.

To print a response:

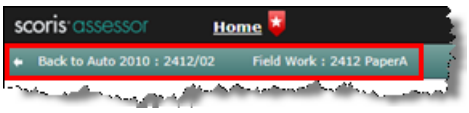
1. Open the response you want to print.
2. On the icon bar, click the **Other Options** icon and then select **Print Response**.



The **Print Options** dialog is displayed.



3. Select the options you require.
4. Click **OK**. This displays the response in print layout format and opens a standard computer print dialog.
5. In the print dialog, select the options you require and print the response.
6. To return to the marking page, click the **Back to...** link at the top of the page.



Advanced marking

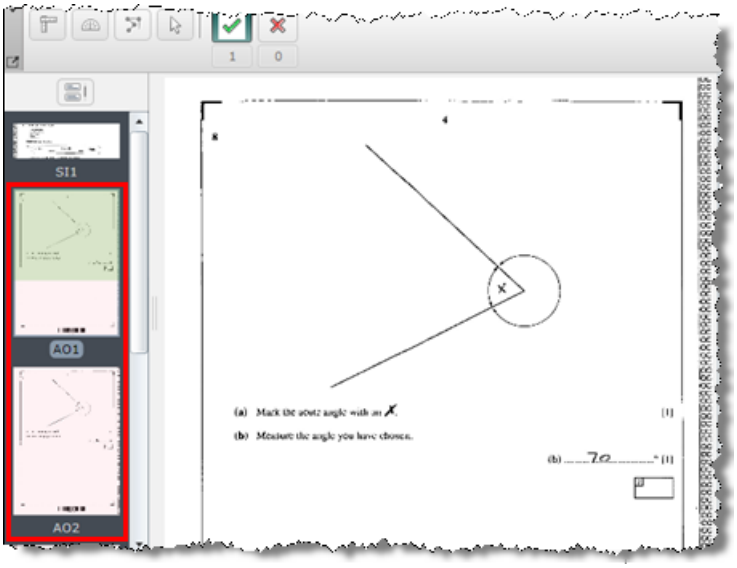
The features described in this section may or may not be used by your assessment organisation, who will advise you if any are to be used.

Additional objects

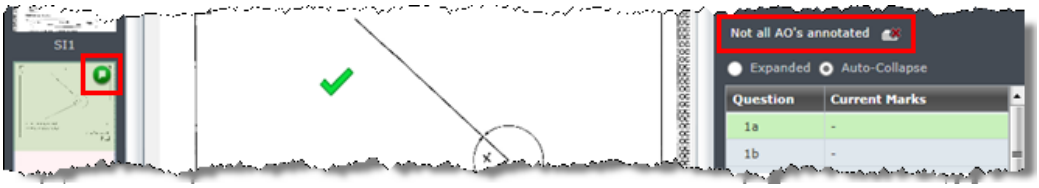
An additional object might be an extra sheet of paper on which a candidate has completed an answer or a note from an invigilator describing something about a candidate. Both sides of an additional object are scanned, and are associated with the candidate's normal scanned response.

When you open a response with additional objects the following message is displayed.

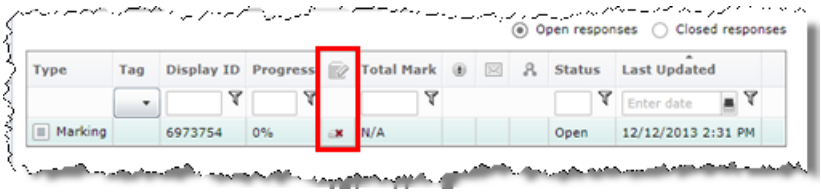
The following example screen shows the additional object thumbnails denoted as AO1 and AO2 and you can see part of the AO1 image.



If enabled by your assessment organisation you may be required to annotate all additional objects before being able to submit a response. The thumbnail of any additional object is marked with a coloured dot once it has had at least one annotation placed on it, and the marks panel shows whether or not all additional objects have been annotated.



In addition, your worklist will have an extra column indicating whether there are additional objects in a response, and if so, whether they have been annotated - a red cross for no, and a green tick for yes.



Alternative marking features

A variety of mark schemes, types, input and presentation methods are configurable in scoris by your assessment organisation. You will be advised when an alternative marking feature is in use.

Mark types

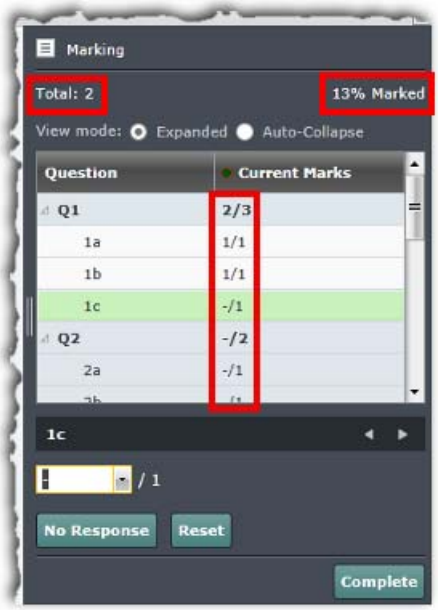
You may see a number of different types of marks, including:

- numeric
- non-numeric
- half marks
- band scores (or scale marks; these are non-numeric marks such as A, B and C, each of which has a corresponding numeric value)

The mark type and range for each question item is always visible when you open the mark box drop-down list.

Question totals

Where an examination contains question items that comprise a number of sub-items, scoris displays the sub-totals for each question in the mark input panel on the **Marking** page.



The total marks awarded so far and the percentage marked so far are shown at the top of the mark input panel.

Sub-totals of the marks awarded and the possible marks are shown next to each question and sub-question.

The example above shows that 1 mark out of a possible 1 has been awarded for both question items 1a and 1b, making a total of 2 out of a possible 3 marks for Q1 awarded so far.

Group marks

These are marks that are awarded across a group of question items. For example a candidate's handwriting may be awarded a mark based on the assessment of two pieces of writing.

Items to be awarded group marks appear as separate question items in the mark input panel.

Optional questions

When a question paper includes optional questions, for example 'answer any two of the following five questions', one of these situations may occur:

- A candidate has offered no answer to a question.
- A candidate has answered more than the required number of questions.

  Your assessment organisation will provide you with guidance as to what you are expected to do in this circumstance. Typically you will be asked to mark every question that has been responded to by the candidate. Rules will be set in scoris by the assessment organisation to determine which responses will count toward the candidate's score. Typically the selection is done in favour of the candidate.

Note: When complex optionality is in use the total mark is not displayed in the mark input panel.

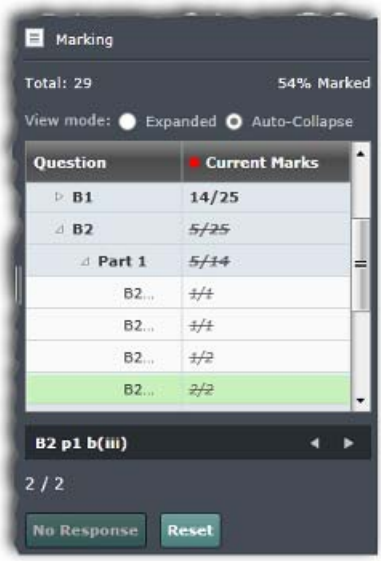
To record that an optional question has not been attempted:

- Select each question item in turn and click **No Response**. NR is entered against each item.

  Note: If the assessment organisation has provided a **Complete** button, you can click this button to set all unmarked question items to NR in one go, as described in Unanswered questions.

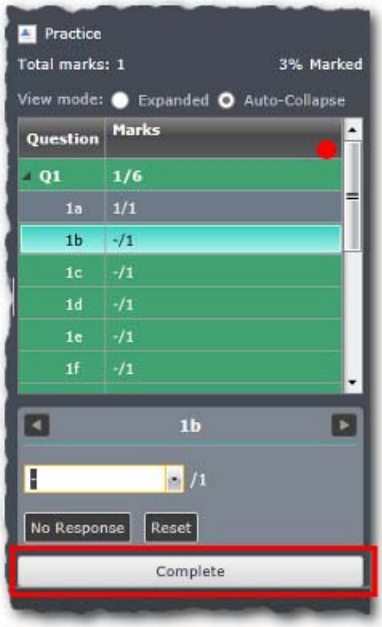
To mark where a candidate has answered more than the required number of questions:

If a candidate has answered more than the required number of questions, you should mark all of the answers. The answers with the highest marks will be used and any optional question whose mark has not been counted towards the total will be shown with a line through it, as shown in this example screen:



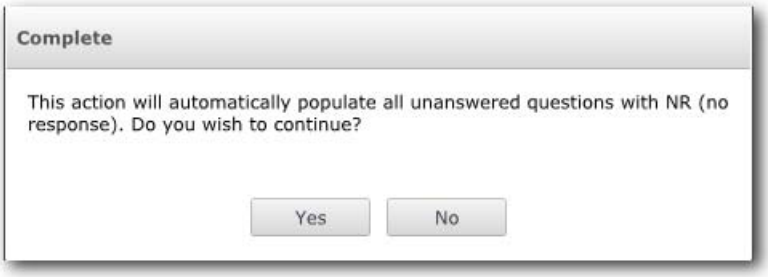
Unanswered questions

Some examinations allow candidates to answer a defined number of questions from a list of questions. In this case some questions will not be answered and you must enter **NR** against each of those questions. To save marker time a **Complete** button can be turned on by the assessment organisation that allows you to enter **NR** in all unanswered questions with one click.



To enter NR for all unanswered questions:

1. Click the **Complete** button. A warning message is displayed:



2. Click **Yes** to continue. NR is entered against all unanswered questions. If the **Auto Advance** marking preference is turned on the next RIG is opened for marking.

Marking atypical responses

There are two types of atypical response:

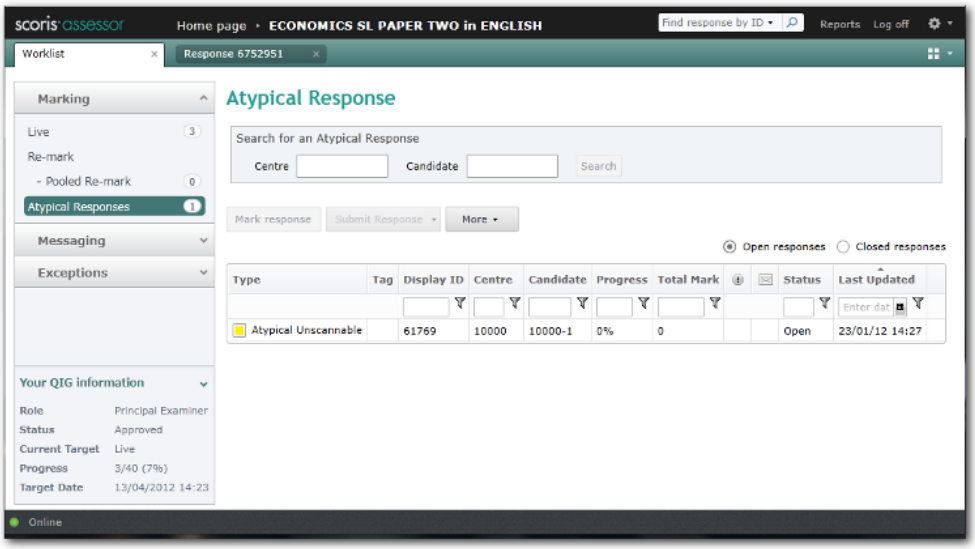
- **Scannable** – these are responses that can be scanned, but they are different from regular responses so have been scanned as a special job. Common examples are a transcript or an oversized script.
- **Unscannable** – for example a Braille script, or a response where the candidate has used a very light pencil that the scanner can't pick up. In this case a placeholder image is displayed by scoris. You are given the physical script to mark and key the marks into scoris as normal.

Atypical responses always download for you to mark as whole papers in unstructured mode, irrespective of whether they are structured or split up into multiple QIGs.

All atypical responses are allocated to a specific marker to mark, and are not automatically downloaded by scoris. If your assessment organisation wants you to mark these responses it will supply you with centre and candidate numbers to enable you to find and download them manually. From then on the marking process is very similar to marking any other response.

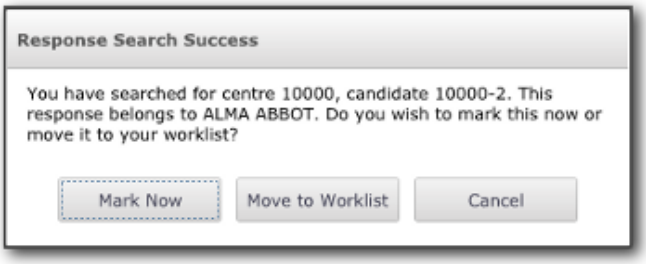
To download atypical responses:

1. In the left hand navigation bar on the **Worklist** page, select **Marking** and then select **Atypical Responses**. A list of any atypical responses that you have previously downloaded is displayed along with a search box.



2. To search for a new atypical response you have been asked to mark, in the search box at the top of the page enter the centre and candidate number that the assessment organisation has given you, then click **Search**.
3. If the response can't be found, a confirmation message is displayed. Click **OK** to try again.

   If the response is found, a message box is displayed.



4. If you want to mark the response now, click **Mark Now**. The response opens for you to mark and is also downloaded into your atypical responses worklist.

   If you want to download the response into your atypical responses worklist to mark later, click **Move to Worklist**.

You mark and submit atypical responses in the same way as any other unstructured live marking.

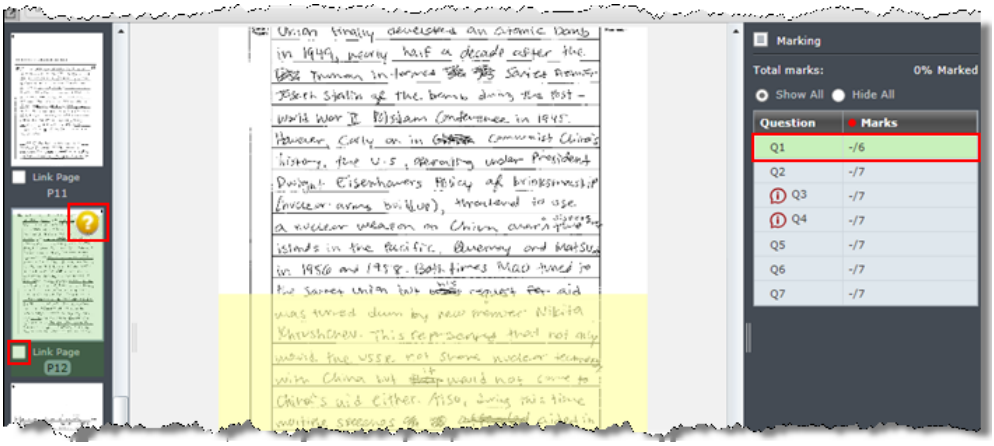
Marking bookmarked responses

Bookmarks can be added by your assessment organisation to enable an unstructured response (typically an answer booklet) to be marked as if it was a structured response.

If you open a response containing candidate response material that is unallocated to any question you may get the following message:

To deal with the Unknown Response Content Warning message:

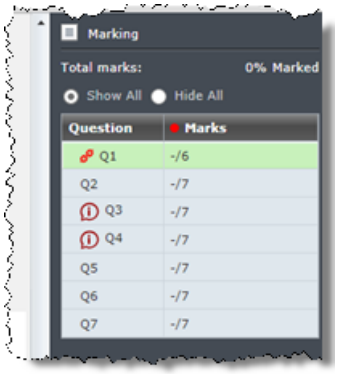
1. Read the message and click **OK**.
2. On the menu bar, select **Full Response View**.
3. Scroll through the response to find the unknown content, indicated by shaded areas and a question mark icon on the page image.



4. In the marks panel, select the appropriate question to link the content to.
5. Select **Link Page** on the left. Notice that the link icon is displayed next to the question in the marks panel, as shown in the example below.
6. On the menu bar, click **Structured Response View** to start marking.

Marks panel

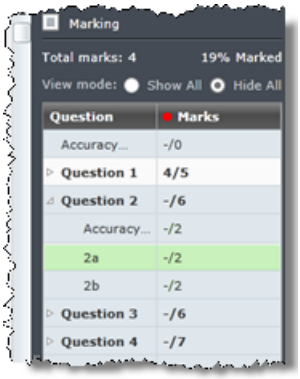
In the marks panel you will see only the questions that have been allocated to you. In the example below this comprises Q1 to Q7 only in a script of fourteen questions.



Note: Questions with the ⓘ icon have no images associated with them.

When the ⓘ icon is shown next to a question, switch to **Full Response** view to see if any of the candidate's response contains an answer or answers to the question. If you find any answers, use the procedure in Marking bookmarked responses to link the answer to the question.

When a holistic mark is selected, such as Accuracy in the example below, the image zones of all question items to which the accuracy mark applies are displayed in the marking screen. So selecting Accuracy in Question 2, for example, results in the image zones of 2a and 2b being displayed along with their thumbnails.



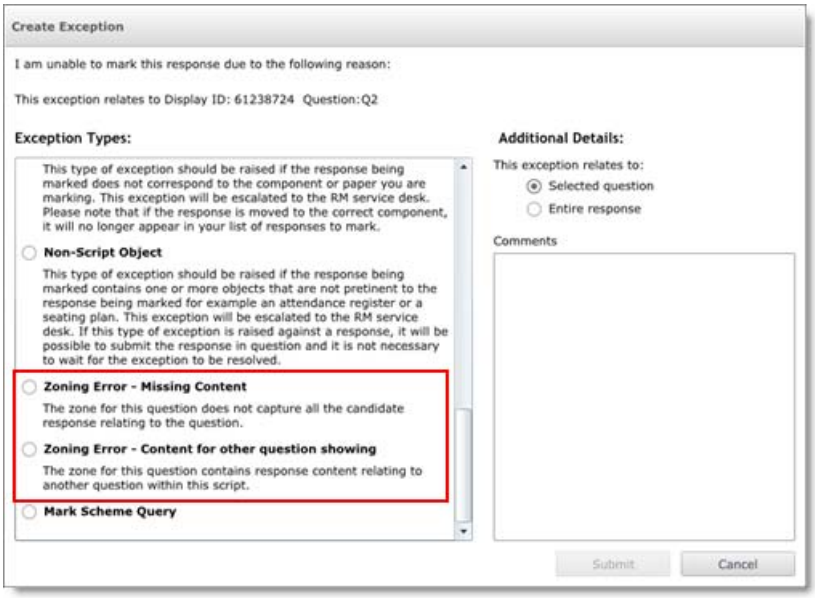
When a question item in a group has no image zone associated with it and a holistic mark in the group is selected the entire response is displayed.

Dealing with zoning errors in bookmarked responses

This is the procedure for dealing with missing content or content that has been incorrectly bookmarked.

To deal with zoning errors:

1. If you suspect that content is missing, go to the procedure for dealing with unknown response content and start at step 2.
2. If you can't find the missing content or you think the content has been incorrectly bookmarked, raise an exception. There are two specific exceptions for this purpose, as shown below. Select the appropriate type of error.



Provide details of the issue you have identified in the comments box and then submit the exception.

Re-marking

You may be asked to re-mark some candidate responses, for example following a results enquiry. These responses are made available to you in a special **Re-mark** worklist. Your supervisor will inform you if you are expected to perform any re-marking.

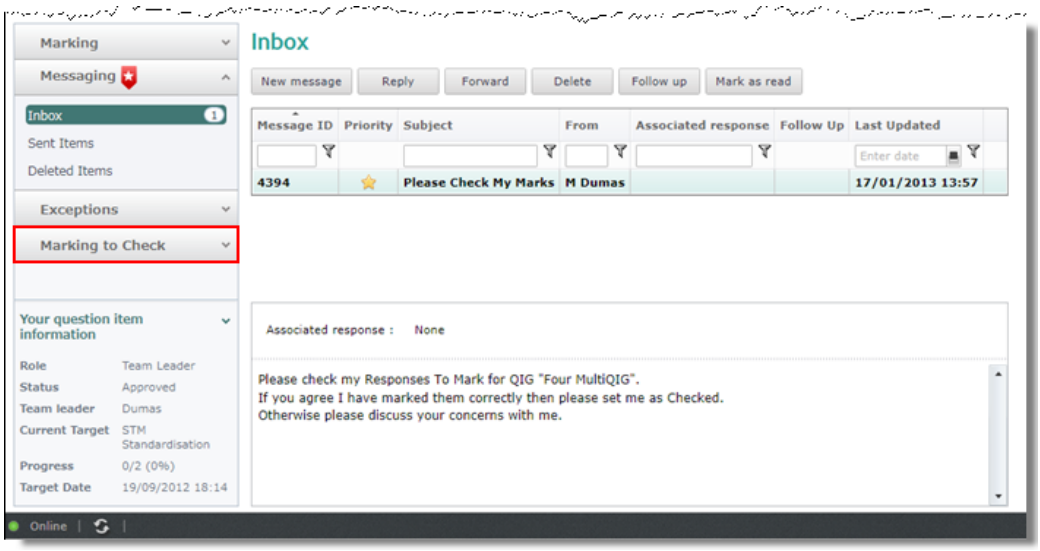
Removal of responses

In exceptional circumstances your assessment organisation may withdraw marked or unmarked responses from you, for example withdrawing unmarked responses if there is no activity or no marking by a certain date.

Responses may also be removed from your worklist, either temporarily or permanently, for other reasons and in these cases you will receive a message. You will receive a message when a temporarily removed response is returned.

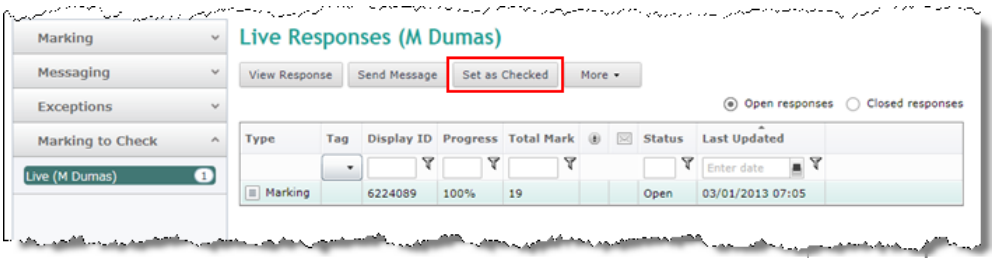
Checking a senior supervisor's marking

When this functionality is used by your assessment organisation you may be asked to check the marking of a senior supervisor or assistant senior supervisor. If so, you will receive a message similar to the one shown below.



To check a senior supervisor or assistant senior supervisor's marking:

1. In the left-hand panel, click **Marking to Check** to view the following list.



2. Open any response listed and check the marking.

3. Close the responses and then do one of the following:
   - If there is an issue with the marking of any response, select it and click **Send Message** to send a message to the senior supervisor relating to the response explaining what the problem is.
   - If you are satisfied with the marking:
     a. You may wish to send a message to your senior supervisor providing details about your checking. Provide the display ID for easy reference if you do not link the message to the response.

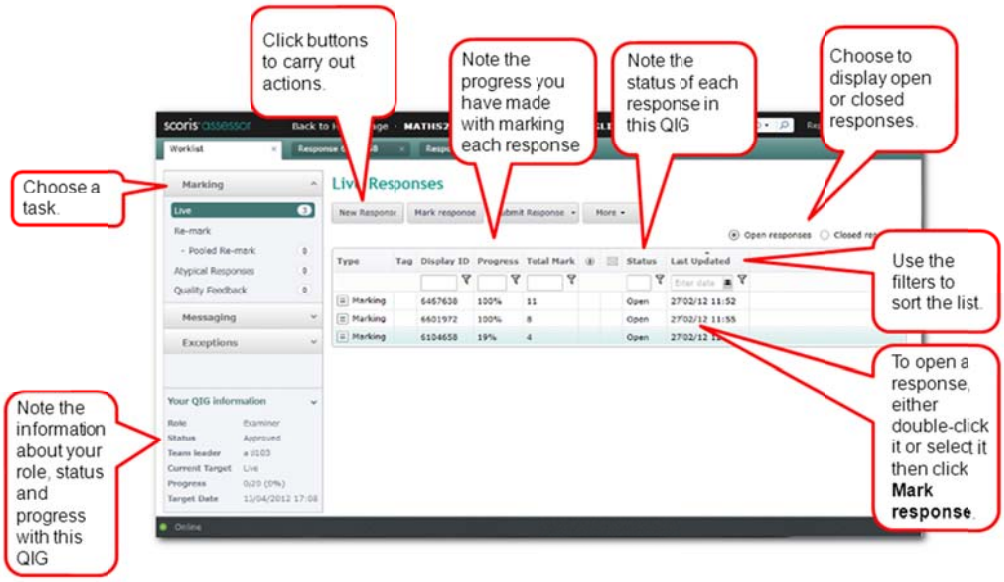
     Note: To send a message linked to a response, select it in the worklist and click **Send Message**. To send a message that does not relate to a response, navigate to **Messaging** in the navigation panel and click **New Message**.

     b. Click **Set as Checked**. The following warning message is displayed.

     c. Click **Yes**. Notice that the **Marking to Check** option is no longer visible in the left-hand panel. A message is automatically sent to the senior supervisor to advise that you have checked the marking.

Organising your work

The **Worklist** page is where you view and organise your work. It shows a summary of your marking and provides access to the **Marking** page for the currently selected QIG only.



To ensure you can find the work you are looking for, make sure that:

- The correct QIG is selected.
- **Open items** is selected to see all current work, or **Closed items** is selected to see marked and submitted responses.

You can use the tabs above the list area or in the left-hand navigation bar to find what you want.

You can use the **Worklist** page to:

- View and open all of your marking (open, closed and pending)
- View messages
- Track and respond to exceptions
- Sort, filter, and tag responses
- Add tags to responses

Sorting

To sort responses and messages:

- In the **Worklist** page, click any column heading to sort the list on that column in ascending order. Click again to sort the items in descending order.

Filtering

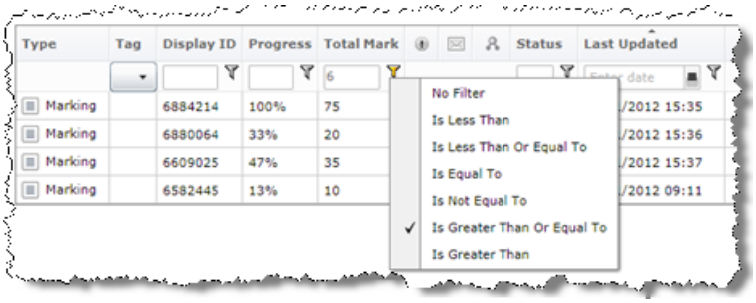
Once you become an approved marker your worklist rapidly fills with responses to mark. It is useful to be able to locate specific items, or item types, quickly and easily. You can do this by filtering the contents of your worklist.

Creating a filter

In each worklist, you can filter the list by entering a value in a filter box at the top of one or more columns and then choosing an appropriate filter option. For example, you might filter a worklist to show only those responses that have a particular status and/or have been updated since a certain date.

To create a filter:

1. On the **Worklist** page, enter a value in the filter box at the top of the column on which you want to filter, then click the **Filter** button ( ) and select the appropriate option from the pop-up list. For example, the following screen shows a worklist filtered to show only those responses that have a total mark greater than or equal to 5.



> **Note:** The **Tag** column has a drop-down list instead of a filter box, which allows you to find all responses with a specific tag.

2. If required, create additional filters in other columns. You can filter on a number of columns simultaneously. The filter options for each column vary depending upon the information in the column.

Toggling a filter

You can turn a filter on and off using the options on the pop-up list that appears when you click the Filter button ( ).

To turn off a filter:

- In the relevant list, click the Filter button ( ) and select **No filter** from the pop-up list of options.

To turn on a filter:

- In the relevant list, click the Filter button ( ) and select an option other than **No filter** from the pop-up list of options.

Removing a filter

The **No filter** option on the pop-up list of options does not remove a filter – it simply turns the filter off but keeps the entered value for possible reuse.

To remove a filter:

- In the relevant list, blank out the value in the filter box. To remove tag filtering, select the blank entry in the drop-down list.

Tagging

Tagging is a useful technique for subdividing your responses or highlighting something particular about a response. There are seven tags provided, each of which is displayed as a coloured square. Tags are personal to you and cannot be seen by anyone else, so you decide what you want them to indicate.

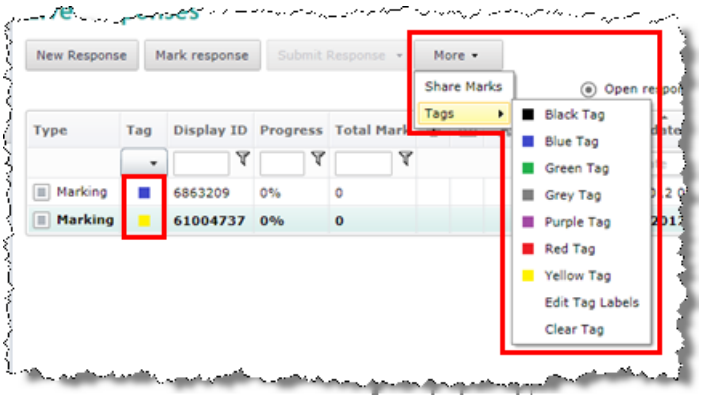
You can:

- Assign tags in the **Worklist** page.
- Customise tags names.
- Sort tagged responses in the **Worklist** page.
- See any applied tags from within a response.
- Apply or change a tag within a response.

Assigning tags

To tag a response in a Worklist page:

1. Go to the relevant **Worklist** page and highlight the response you want to tag.

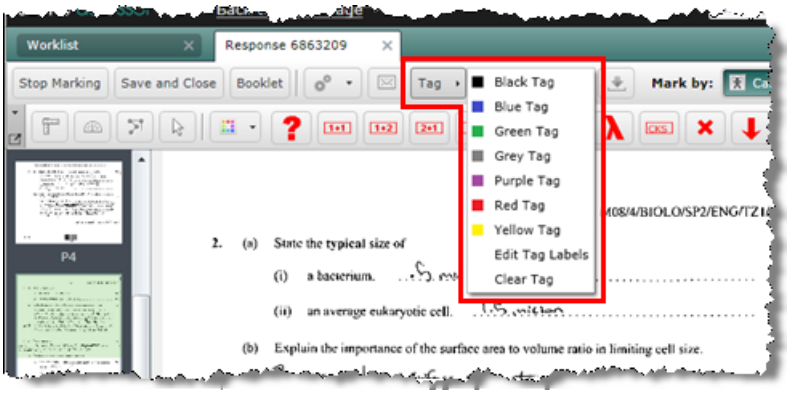


2. Click the **More** button, select **Tags** from the drop-down list and then click a tag. The selected tag appears against the response in the **Tags** column.

Note: In the normal way, you can sort the worklist on the **Tags** column by clicking the column header. This will group all tagged responses together in the list.

To tag an open response:

- On the toolbar, click the **Tag** button and then click a tag.



The **Tag** button changes to display the colour of the chosen tag and the tooltip for the button reflects the tag name. For example:

Renaming tags

To rename a tag:

1. Do one of the following:
   - In **Worklist**, highlight the response, click the **More** button and then click **Edit Tag Labels**.
   - With a response open, on the toolbar click the **Tag** button and then click **Edit Tag Labels**.
   - Click the **Controls** icon at the top right of the page, select **User Options**, and then click **Tags**.

The Tags tab in User Options is displayed.

2. Type a name in the **Your Tag Label** box next to the tag you want to rename. You can rename all tags in this step if required.

   Note: The same tag labels apply across all QIGs you are marking.

3. Click **OK**.

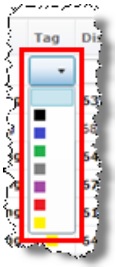
Filtering tagged responses

In a **Worklist** you can filter responses by tag name.

To filter tagged responses:

- In the **Tag** column, click the filter button and click a tag colour.

  Note: To remove the filter, click the top (no colour) option.



The list shows the response with the selected tag colour only. For example:

Removing tags

You can remove the tags you have assigned to each response.

To remove a tag from a response:

1. Do one of the following:
   - In **Worklist**, highlight the response and then click the **More** button.
   - With a response open, on the toolbar click the **Tag** button.
2. On the tag list, click **Clear Tag**.

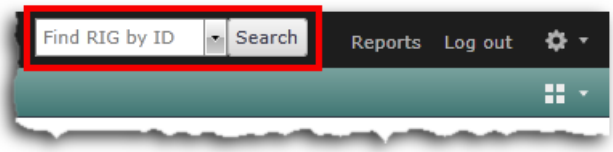
Opening a shared response

Your senior supervisor or supervisor may wish to share a response to discuss with you, and if so will let you know the response ID.

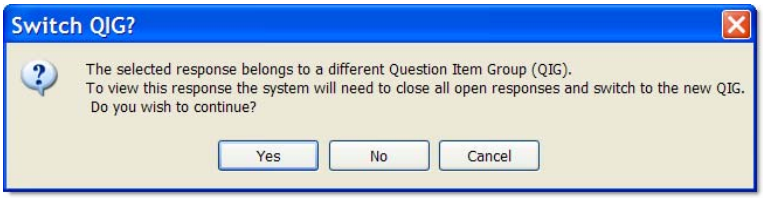
If your senior supervisor or supervisor has sent you a message about the response then you can follow the link in the message to view the response, otherwise you can use the following procedure to open it using the response ID.

To open a shared response:

1. On any screen, type the response ID provided by your supervisor in the **Find RIG by ID** box at the top of the screen.



2. Click **Search**. If the response you are trying to view belongs to a different QIG than your currently selected QIG, the **Switch QIG** message is displayed.



3. Click **Yes** to change QIG and view the shared response.

The shared response is opened in view mode in the **Marking** page. You may be able to see marks and/or annotations if this option is enabled by your supervisor at the time of sharing.

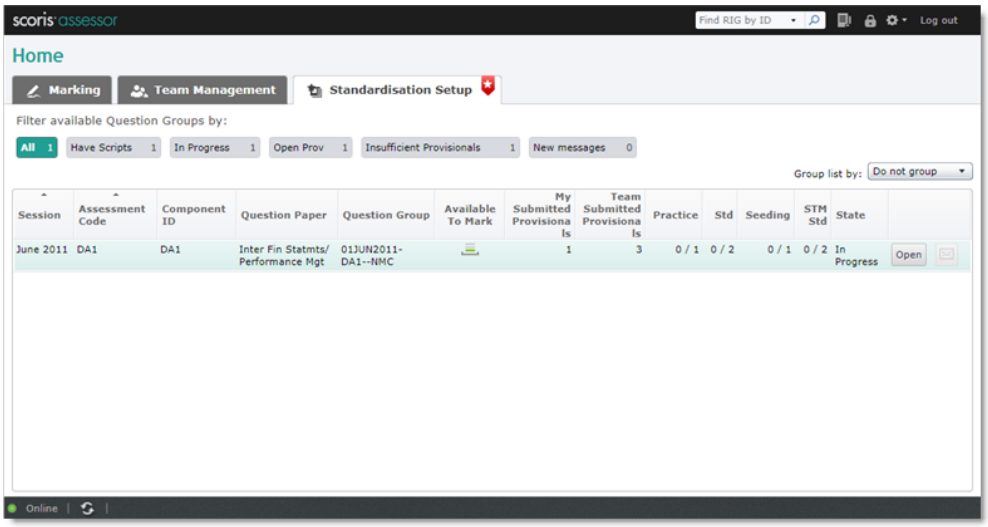
4. Close the response when you have finished viewing it.

Viewing responses by centre (browse)

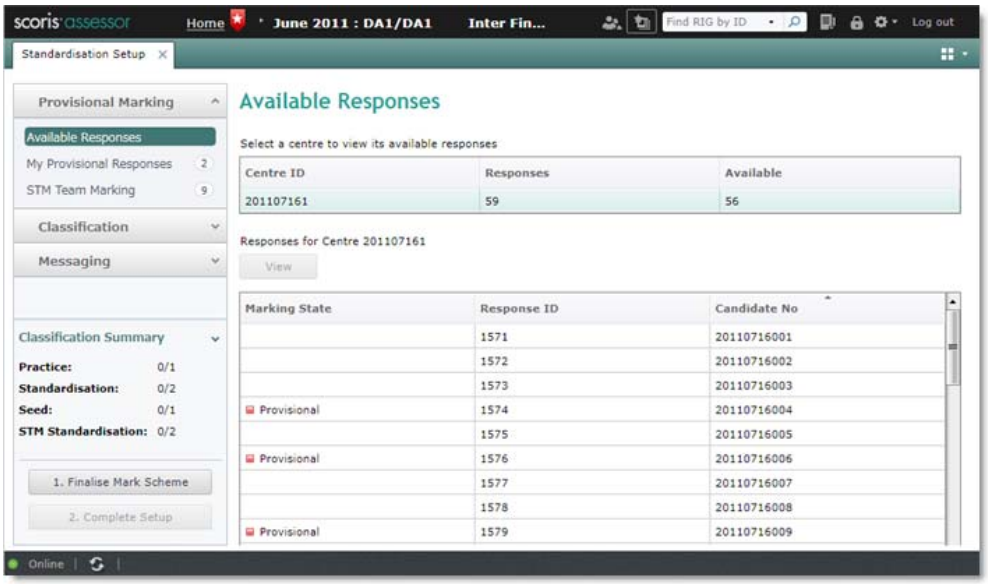
You may be given permission to view responses by centre to see how a particular paper has performed. If this is the case you will temporarily see, and be able to use, the **Standardisation setup** link on the **Home** page.

To view responses by centre:

1. Go to your **Home** page and click **Standardisation setup**. A list of QIGs to which you have been granted access is displayed.



2. To open a QIG, either double-click it or select it then click **Open**. A list of centres appears.



3. Select a centre to open it and see a list of responses.
4. To view a response, either double-click it, or select it then click **View**.

Getting support

Help, training and familiarisation

Your supervisor is your primary point of contact for support on marking and use of scoris. Your assessment organisation will have provided training.

You can use scoris in familiarisation mode to learn how to use the system (see Login and familiarisation).

Communicating with your supervisor

Apart from picking up the phone, the other way to communicate with your supervisor is to use the messaging system built into scoris.

The **Home** page shows whether you have received any new messages, and the **Worklist** page allows you to view and open messages as well as providing you with a summary.

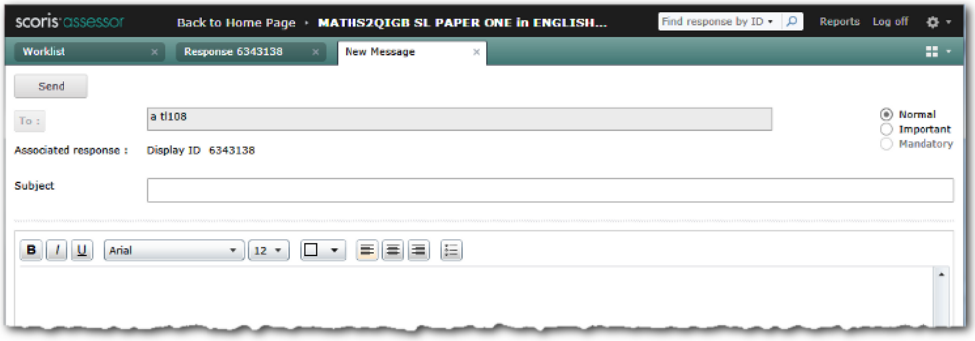
You can use the standard computer shortcut **Ctrl + V** to paste text anywhere in a message dialog box.

Sending a message from the Marking page

This is the best way to send a message about a particular response as the response is automatically referenced in your message.

To send a message from the Marking page:

1. Open the response you want to reference.
2. At the top of the screen, click the **New Message** button ( ). The email form is displayed.



3. As a marker, your supervisor will already be shown as the recipient in the **To** box, and you can't change this. However, if you are a supervisor or senior supervisor, you can click the **To** button and select recipients for the message.

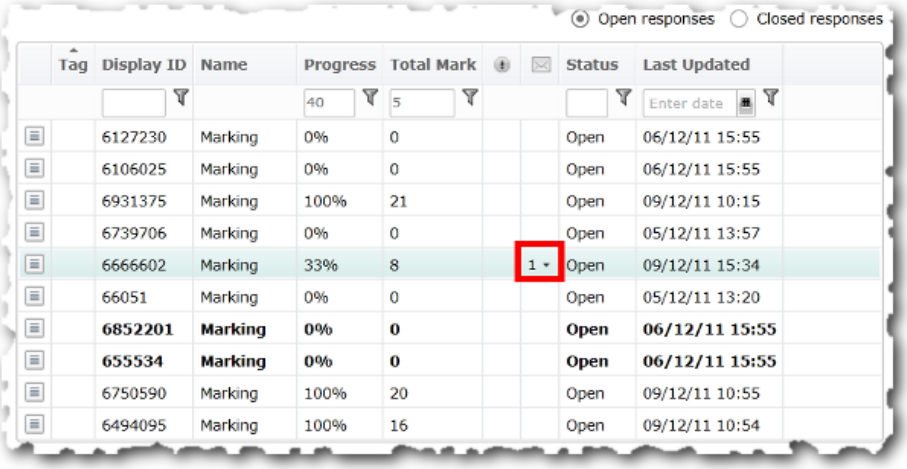
   Details of the associated response are automatically added.

   Select a priority of Normal or Important if you wish. Only your assessment organisation can send a message with a priority of Mandatory.

   Enter a subject and message text.

4. Click **Send** to send the message.

Notice that a drop-down list now appears in the message column for the response in your worklist. This drop-down shows the number of messages, and you can click to select a message to view.



Sending a message from a worklist

To send a message:

1. On the **Worklist** page, click **Messaging** in the left-hand navigation bar then click **New Message**. The message form is displayed.

2. As a marker, your supervisor will already be shown as the recipient in the **To** box, and you can't change this. However, if you are a supervisor or senior supervisor, you can click the **To** button and select recipients for the message.

   Select a priority of Normal or Important if you wish. Only your assessment organisation can send a message with a priority of Mandatory.

   Enter a subject for your message along with message text

3. Click **Send** to send your message.

To forward a message:

1. From the **Worklist** page click **Messaging** in the left-hand navigation bar and open the message you wish to forward.
2. Click the **Forward** button.
3. Click the **To** box and select one or more recipients, and then click **Send**.

Exceptions

If you have an issue with a response you can raise an exception to seek support. The exception will be routed to the appropriate person for resolution. Here are some commonly used exceptions and their routing:

Exception	Routing
Image Rescan Request	RM
Suspected Malpractice	Assessment organisation
Offensive Content	Assessment organisation
Material of Concern	Assessment organisation
Incorrect Question Paper	Assessment organisation
Answer Outside of Guidance	Supervisor

Your assessment organisation may use different exceptions to those shown above, and can change the list of available exceptions on a QIG by QIG basis.

You can raise an exception from the marking page, no matter which mode you are in (View, Marking or Full Response View).

You can raise multiple exceptions of different types against each response, but only one of each type at a time.

Note: You can only raise exceptions for open live responses that you are responsible for marking. You cannot raise exceptions for closed, practice or standardisation responses.

When an exception is resolved you are notified and can see the answer in your **Exceptions** list on the **Worklist** page.

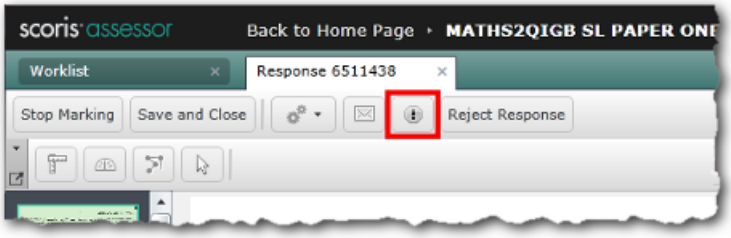
Your supervisor addresses any exceptions routed to him or her using scoris. These can be escalated up the hierarchy via the senior supervisor to the assessment organisation if necessary.

Notes:
(1) Depending on the assessment organisation you may be unable to submit responses for which you have raised certain types of exception until the exceptions are resolved. Typically, you can only submit response with unresolved exceptions **Offensive Content** or **Material of Concern**.
(2) In certain instances an exception you raised may disappear from your worklist instead of being resolved. This may occur if resolution requires an image fix in which the entire response is removed, including the exception, and then re-created.

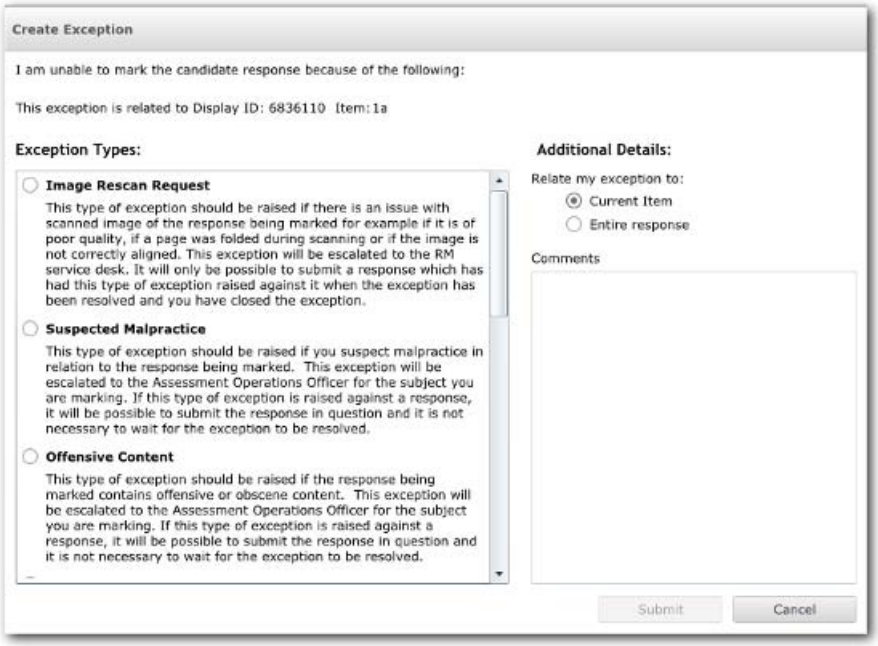
Raising an exception

To raise an exception during marking:

1. Click the **Raise Exception** button ( ) on the toolbar.



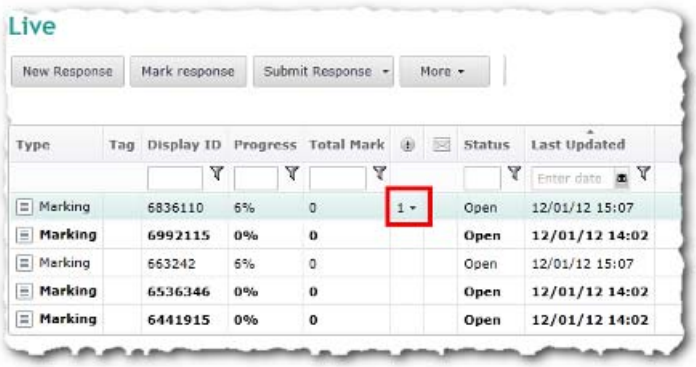
The **Create Exception** form is displayed.



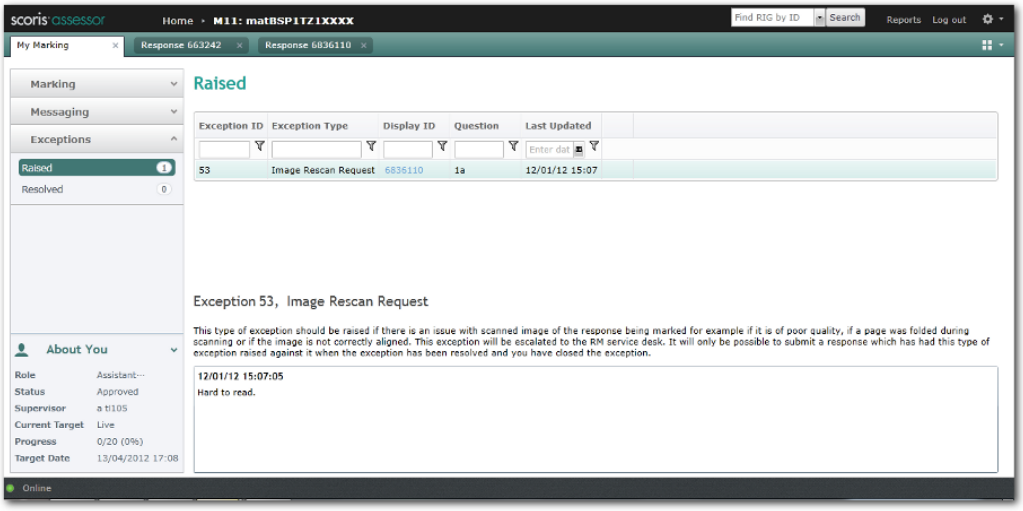
2. Select an Exception Type.
3. In the **Additional Details** area, select **Entire response** if needed.
4. Type additional information in the **Comments** box. You will not be able to raise the exception until you do enter some comments, as the **Submit** button will be greyed out.
5. Click **Submit**. Your supervisor is notified via scoris and will attempt to resolve the exception.

Note: Some exception types prevent you from submitting the response until the exception is resolved in scoris.

When you return to your worklist, notice that a drop-down list has been added to the **Exceptions** column for the response. You can click on this drop-down list to select an exception to view.



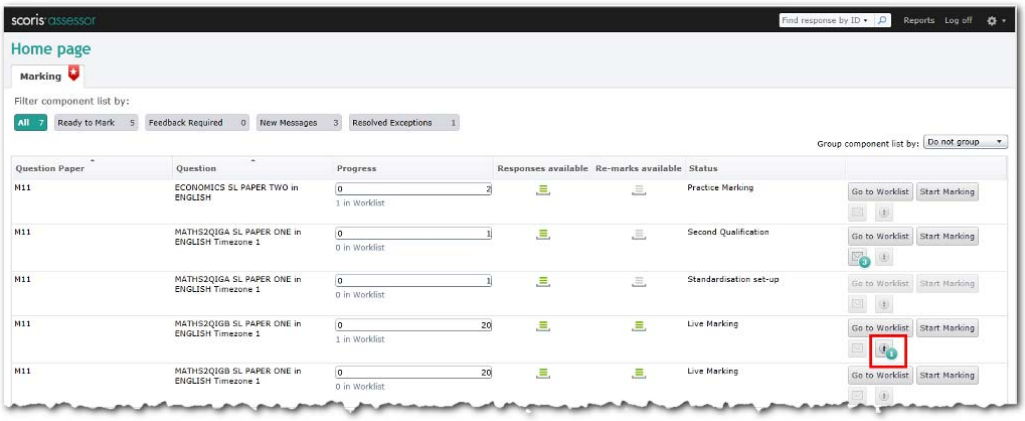
Notice also that your exception has been added to the list of **Exceptions** within the worklist.



Note: Some exceptions may disappear from your worklist, for example a script that requires a rescan because it could not be read.

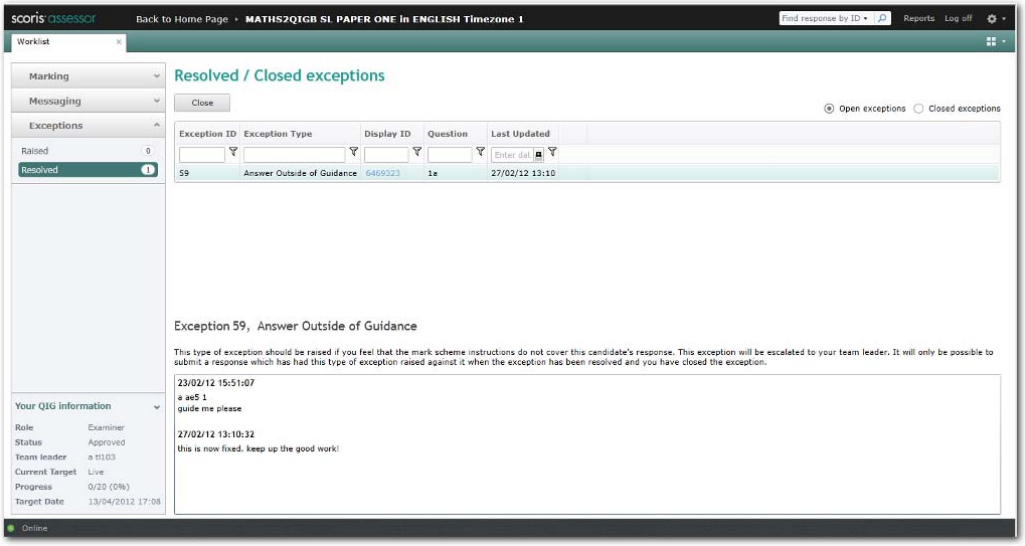
Closing a resolved exception

If you have resolved exceptions for a QIG, you will see an alert on your **Home** page.



Click on the alert to open your list of resolved exceptions.

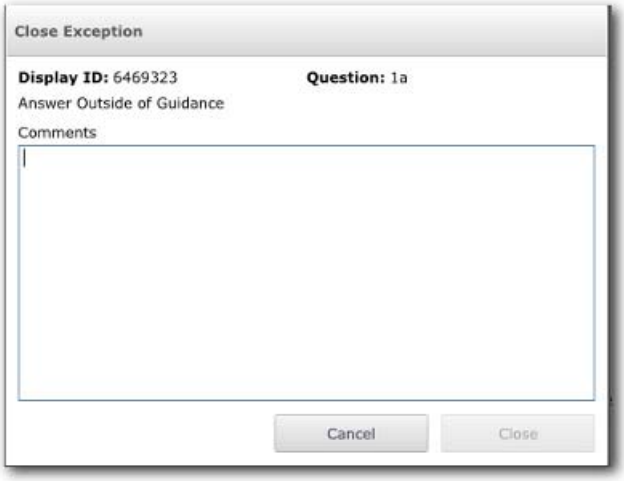
Alternatively, in each worklist you can see if any of your exceptions have been resolved. Click **Exceptions** in the left-hand navigation bar, then click **Resolved**.



You must close a resolved exception before you can continue marking the response to which it relates.

To close a resolved exception:

1. In the **Resolved** worklist, open the resolved exception you want to close.
2. Read the advice offered.
3. Click **Close**. The **Close Exception** form is displayed.



4. In light of the advice you have been given, type any comments in the **Comments** box and click **Close**.

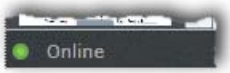
You can now mark and submit the response in question. You can see your closed exception in your **Closed Exceptions** folder.

Troubleshooting

Connection problems

If your connection to the scoris website fails, you may see an error message like this:

Check the connection indicator at the bottom left hand corner of your screen.



A status of 'Online' indicates that you are connected to the scoris website and everything is working correctly. However, if your internet connection fails, or you have some other temporary network problem, this indicator may change to 'Offline'.

While you are offline, you will remain logged in to scoris, but you won't be able to save any changes you make or move between responses, and some buttons and links may be disabled. You can continue marking questions for the current candidate, but these changes won't be saved until your connection is restored. You can choose to log off, but if you do so, any unsaved changes you have made will be lost.

If you remain logged in, then as soon as the 'Online' status is restored, any unsaved changes you made prior to the problem will now be saved, and you can continue working normally.

Usually, the connection will quickly restore without your needing to take any action. However, if the connection does not restore, check the network cables are securely connected to your computer. You might also try accessing another website; if this succeeds then this suggests that the scoris website is temporarily unavailable.

If you cannot resolve the problem then there may be a wider network issue, or you may have a hardware problem such as a faulty modem or broadband router, and you should contact your technical support provider.

Annotations toolbar is not visible

Ensure that you are in marking mode.

If you undock and lose the annotations toolbar, you can use the **Reset Annotation Toolbars** button to reset it back to the usual position.

I can't find a response

If you can't find the responses you are looking for, check:

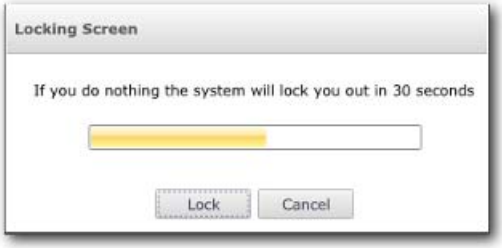
- The QIG (if you are responsible for multiple QIGs).
- Whether **Open items** or **Closed items** is selected.
- Which worklist you have open.

Nothing available to mark

If there is nothing left to mark and you have not reached your target, try to download more responses. If you cannot download any more responses there may be a temporary lull in the process. If in doubt contact your supervisor.

Timeout

If you leave scoris assessor unattended for more than 30 minutes, a warning is displayed.



If you are not at your computer or you choose to ignore the message, after 30 seconds the following screen is displayed, advising that scoris has been locked:

Note: When scoris is locked all unsaved marking in open responses is saved.

- To continue using scoris, enter your password and click **Go**. You can resume marking where you left off.
- To log out, click **Close**. A confirmation screen is displayed.

Reference

Technical information

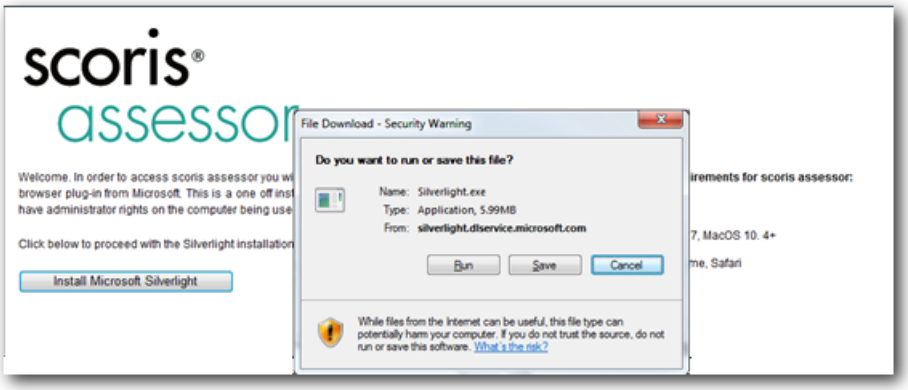
Pre-requisites

Microsoft Silverlight must be installed on your computer in order to run scoris. If you don't already have it installed, when you try to launch scoris the login screen will prompt you to install it.

To install Silverlight:

1. Open your browser and go to the URL you have been given for scoris. If you don't have Silverlight installed, a prompt is displayed on the login screen.

2. Click Install Microsoft Silverlight.



3. Click **Run**.

4. Click **Install now**. After a few moments, an **Installation successful** screen is displayed.

5. Click **Close** to close the dialog box and then press **F5** to refresh the login screen. You can now continue to log in.

Supported browsers

- Internet Explorer 7 or later
- Firefox 12 or later
- Google Chrome 12 or later (PC only)
- Safari 4 or later (Mac only)

Minimum hardware specification

Windows

- Windows 8, Windows 7 Service Pack 1, Windows Vista Service Pack 2, or Windows XP Service Pack 3
- 1.6 GHz processor (Intel Core™ Duo or AMD A6 highly recommended)
- 1 GB RAM (2 GB highly recommended)

Apple Mac

- Apple Mac OS X 10.5 or above
- Intel Core™ Duo 1.83 GHz or faster processor
- 1 GB RAM

Minimum network speed

- Internet/Network speed: 256 kbps download; 128 kbps upload

Recommended minimum screen resolution

- 1024 x 768

Note: At any time you can check the minimum system requirements by clicking the **Show minimum recommended system requirements** link at the bottom of the login page. You can also test your Internet speed from the login page by clicking **Test internet connection speed**.

Keyboard shortcuts

Ctrl+C	Copy text (messaging only)
Ctrl+V	Paste text (messaging only)
Ctrl+X	Cut text (messaging only)
F2	Access the annotations toolbar (press and hold)

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