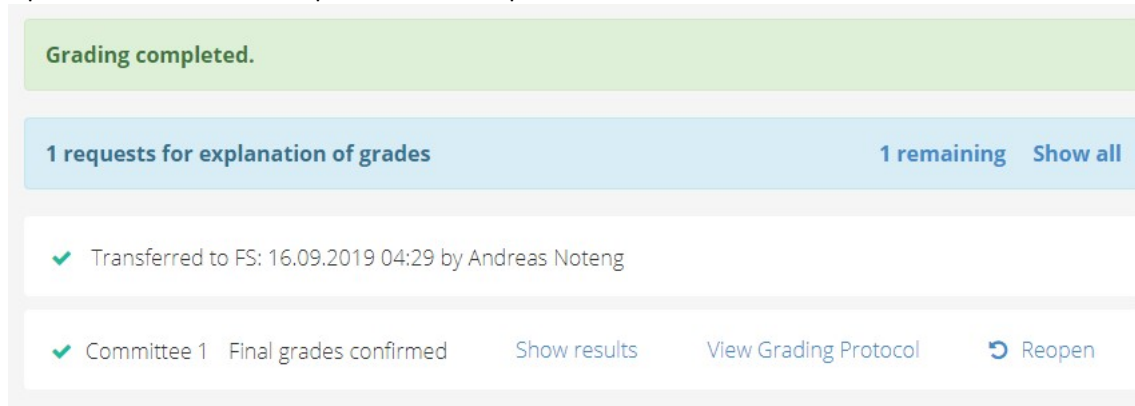


# Information to graders

## Digital flow for the students «Request explanation of grade» process

The internal examiner(s) will receive an email from FS whenever a new request for an explanation is received. You will get maximum 1 email per day with information on all of the requests that has been made the last 24 hours. When the normal deadline of two weeks has passed you will receive a daily reminder.

Open the correct test in Inspira and use the pane “Grade”



The screenshot displays the 'Grade' pane in Inspira. At the top, a green banner indicates 'Grading completed.' Below this, a blue summary bar shows '1 requests for explanation of grades' and '1 remaining' with a 'Show all' link. The main area contains a list of items, with the first item being 'Transferred to FS: 16.09.2019 04:29 by Andreas Noteng'. At the bottom, there is a row of actions: 'Committee 1', 'Final grades confirmed', 'Show results', 'View Grading Protocol', and 'Reopen'.

Grading completed.	
1 requests for explanation of grades	1 remaining <a href="#">Show all</a>
✓ Transferred to FS: 16.09.2019 04:29 by Andreas Noteng	
✓ Committee 1	Final grades confirmed <a href="#">Show results</a> <a href="#">View Grading Protocol</a> <a href="#">Reopen</a>

Click “Show all”

## Add an explanation

Click the candidate you want to give an explanation:

Candidate ID	Committee	Marks	Your grade	Grades	Final grade	Explanation of Grades
10001	1	0	A	A	A	Not requested
10002	1	0	B	B	B	<u>Requested</u>
10003	1	0	C	C	C	Not requested

Add your explanation by clicking "Add"

Results for **Candidate 10002**

View submission - EN

**Your grade**  
By you

F E D C **B** A

▼ **Explanation** Add

Requested

You will now get the option to transfer your private notes, should you have made any while grading the exam. Writing private notes while grading is an excellent aid to giving the final explanations.


# Draft



- An explanation will have the status “Draft” if you or another examiner wrote an explanation but did not finalize it.
- If you want to edit a draft you must click the “edit” link
- The examiner must click “Mark as ready” before the explanation can be sent to the student.
- If enabled by your administrator you may also send the explanation after marking it as finished.
- The administrator can send explanations that are marked as finished. Administrators cannot send explanations in a draft stage.

The screenshot shows a user interface for viewing results for a candidate. At the top, it says "Results for Candidate 10002" with a user icon. Below that is a link "View submission - EN". A grade bar shows letters F, E, D, C, B, and A, with 'B' highlighted in a blue box. Underneath, it says "Your grade By you". A section titled "Explanation" with a dropdown arrow indicates it was last edited by "You 2 minutes ago". A yellow banner labeled "Draft" is above a text area containing "explanation goes here". At the bottom, there are three buttons: "Edit", "Mark as Ready" (in red), and "Send to candidate" (in grey).

# Ready

- It is sufficient that one of the examiners in a committee marks the explanation as ready
- Explanations that are in a “ready” state can be sent to the student by the administrator
- Explanations in a “ready” state may be sent to the student if enabled by the administrator
- Explanations that are “ready” but has not yet been sent may be edited

 Results for **Candidate 10002**

 View submission -  EN

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**Your grade**  
By you

F   E   D   C   **B**   A

▼ **Explanation** Last edited by You a few seconds ago

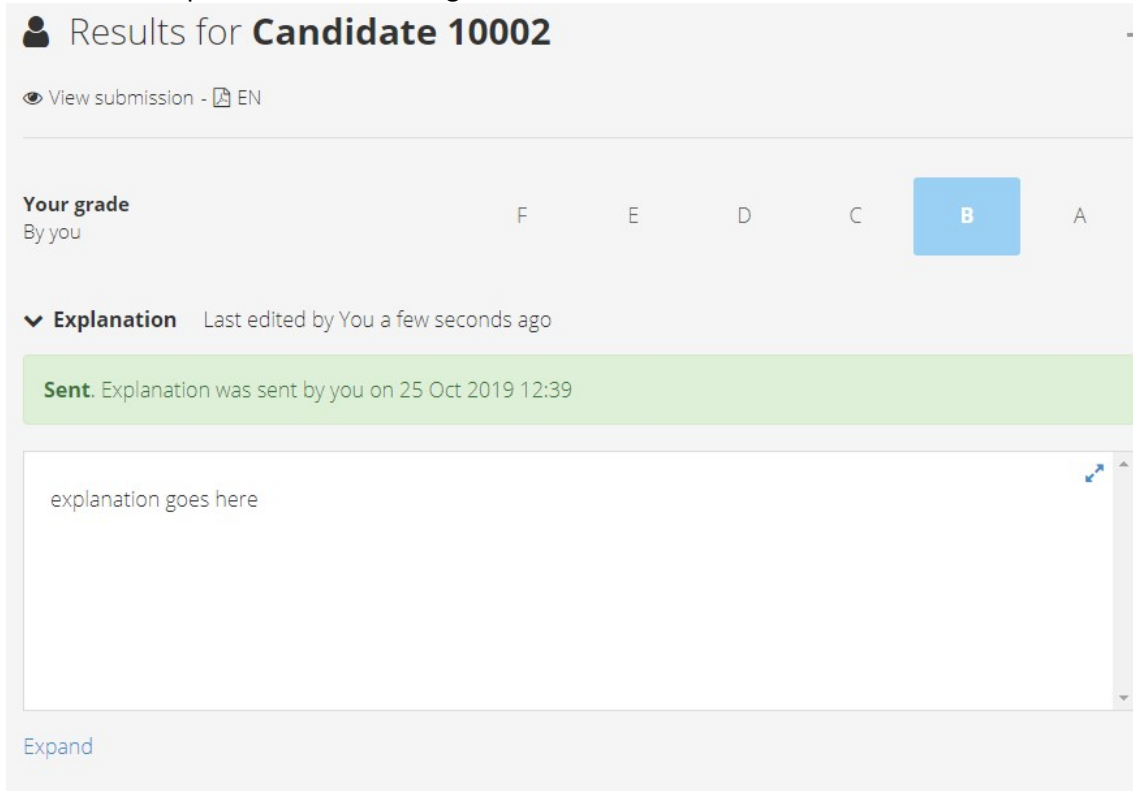
**Ready.** Explanation is ready to be sent to candidate

explanation goes here

Edit Send to candidate

## Sent

- An explanation that has status “Sent” will immediately be made available to the student in Inspera – under the pane “Archive”
- Sent explanations can no longer be edited



The screenshot displays the 'Results for Candidate 10002' interface. At the top, there is a 'View submission' link with a language indicator 'EN'. Below this, the 'Your grade' section shows a scale from F to A, with 'B' highlighted in a blue box. Underneath, the 'Explanation' section is expanded, showing a green notification bar that reads 'Sent. Explanation was sent by you on 25 Oct 2019 12:39'. Below the notification is a text area containing the placeholder text 'explanation goes here'. At the bottom left of the interface, there is an 'Expand' button.

## Read

- Status “Read” means that the student has logged on to Inspera and opened the explanation
- Whether or not the student has actually read the explanation cannot be known.

## Digital flow for the students «appeals» process

At least two new examiners are appointed for the appeals committee, at least one of the appeals examiners must be external to NTNU.

The actual assessment for the complaints committee is identical to the first assessment. You can read about it here: <https://innsida.ntnu.no/wiki/-/wiki/English/Grading+in+Inspera+Assessment+-+for+employees+and+graders>