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 Inspera and use the pane “Grade”

Click “Show all”
Add an explanation

Click the candidate you want to give an explanation:

<table>
<thead>
<tr>
<th>Candidate ID</th>
<th>Committee</th>
<th>Marks</th>
<th>Your grade</th>
<th>Grades</th>
<th>Final grade</th>
<th>Explanation of Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>10001</td>
<td>1</td>
<td>0</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>Not requested</td>
</tr>
<tr>
<td>10002</td>
<td>1</td>
<td>0</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>Requested</td>
</tr>
<tr>
<td>10003</td>
<td>1</td>
<td>0</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>Not requested</td>
</tr>
</tbody>
</table>
Add your explanation by clicking “Add”

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.
**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 have not yet been sent may be edited.

<table>
<thead>
<tr>
<th>Results for <strong>Candidate 10002</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your grade</strong></td>
</tr>
<tr>
<td>By you</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

**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

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 to 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