

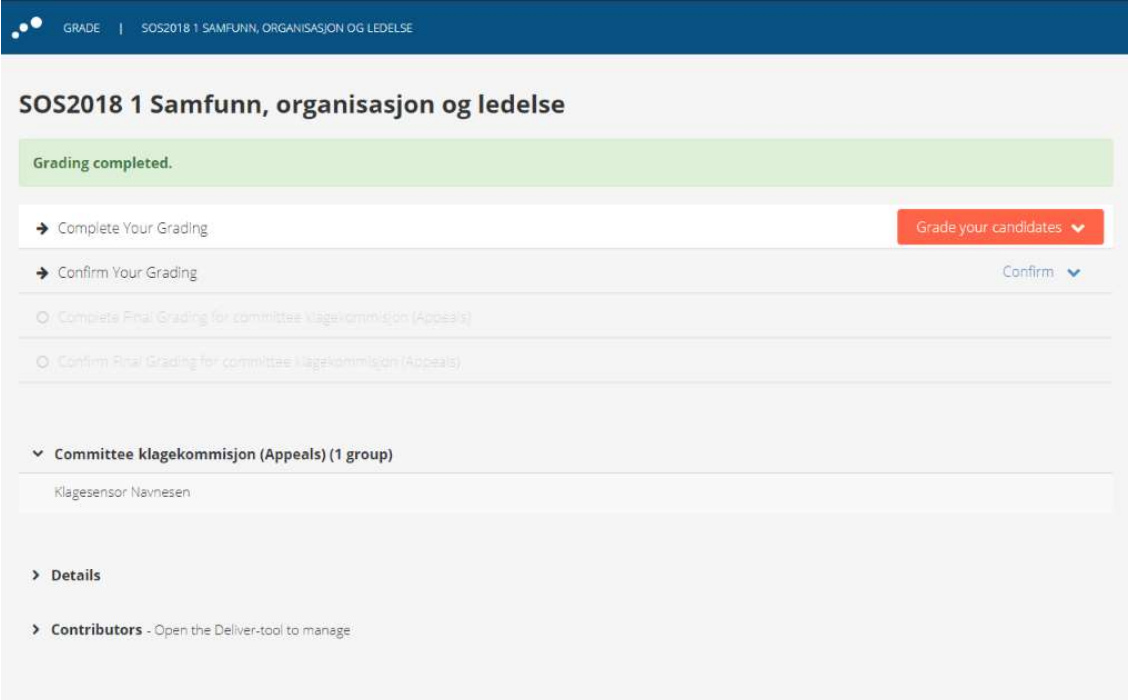
Information for appeals examiners

Log on to: <https://ntnu.inspera.no/admin> or by using the direct link from the email you received from Inspera. If you have a Norwegian electronic ID klick the button "log on using ID-Porten", if not you will have to use FEIDE-login. To log on using Feide you must first have activated your NTNU computer account. If you don't have an NTNU computer account, please contact your NTNU contact to get this set up.

Appeals assessments in Inspera works in the same manner as regular assessment.

1. Open the test in Inspera under the pane «grading»

Open the test that contains the appeals candidates, if you followed the link in the email from Inspera it should take you directly to the correct test. The appeals candidates will be in their own separate appeals committee. In the main window, click «grade your candidates» (orange button).



GRADE | SOS2018 1 SAMFUNN, ORGANISASJON OG LEDELSE

SOS2018 1 Samfunn, organisasjon og ledelse

Grading completed.

→ Complete Your Grading Grade your candidates ▼

→ Confirm Your Grading Confirm ▼

Complete Final Grading for committee klagekomisjon (Appeals)

Confirm Final Grading for committee klagekomisjon (Appeals)

▼ **Committee klagekomisjon (Appeals) (1 group)**

Klagesensor Navnesen

> **Details**


> **Contributors** - Open the Deliver-tool to manage



Choose the candidate you want to start grading from the list.

2. Set your grade (1) and share your assessment (2) with the appeals committee
(In case of a shared assessment workflow, proceed directly to step 3)

GRADE | SOS2018 1 SAMFUNN, ORGANISASJON OG LEDELSE > GROUPS > 4

< Candidates

 **Final grading 4** [Show candidates](#)

 View submission -  BM PDF

Grading status 1 **Private.** Some graders have submitted their grade.

Your grade

F	E	D	C	B	A
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Status

Private to you Shared with committee

Grader	Grade
Navn Navnesen	-
Klagesensor Navnesen	Private

Explanation [Add](#)

Not requested. Candidate has not requested Explanation of Grade

1 ● [Ny oppgave](#) F E D C B A

3. Align your grade with the other examiners (final grading)

GRADE | SOS2018 1 SAMFUNN, ORGANISASJON OG LEDELSE > GROUPS > 4

< Candidates

Final grading 4 [Show candidates](#)

View submission - [BM PDF](#)

Grading status Conflict. All shared but with conflict. Not ready to be confirmed.

Your grade
By you [↻](#)

Status Private to you Shared with committee Confirm now

Grader	Grade
Klagesensor Navnesen	E
Navn Navnesen	A

4. Approve final grade

Grading of Candidate can be confirmed. All grades shared and no grade conflict

< Candidates

Final grading 4 [Show candidates](#)

View submission - [BM PDF](#)

Grading status No conflicts. All shared their grade, and there are no conflicts. Ready to be confirmed

Your grade
By you [↻](#)

Status Private to you Shared with committee Confirm now

Grader	Grade
Klagesensor Navnesen	A
Navn Navnesen	A

When all of the examiners agree on the grade you can confirm the final grade. All of the examiners in the committee must confirm the final grade.



The screenshot shows a web interface for grading. At the top, there is a dark blue header with the text 'GRADE | SOS2018 1 SAMFUNN, ORGANISASJON OG LEDELSE'. Below the header, the main title is 'SOS2018 1 Samfunn, organisasjon og ledelse'. A green banner indicates 'Grading completed.'. Below this, there is a status bar with a green checkmark and the text 'Complete Final Grading for committee klagekomisjon (Appeals)'. To the right of this text are two buttons: 'Show results' and 'View Grading Protocol'.

Once all of the examiners in the committee has approved the grade(s) the grading page will change to this. The grade can no longer be changed.