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).

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

4. Approve final grade
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.

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.