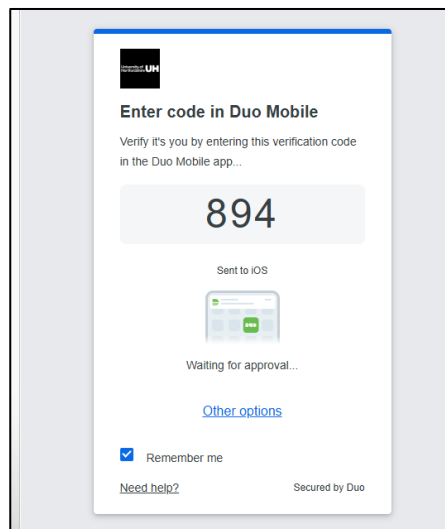


# Quick Guide for External Examiners

## Accessing the moderated scripts

Before accessing the moderated scripts, you will need to install and use [DUO](#) authentication app to access our Learning Management System (StudyNet or Canvas)

If you require support with installation or setup, please contact the Helpdesk: [helpdesk@herts.ac.uk](mailto:helpdesk@herts.ac.uk)

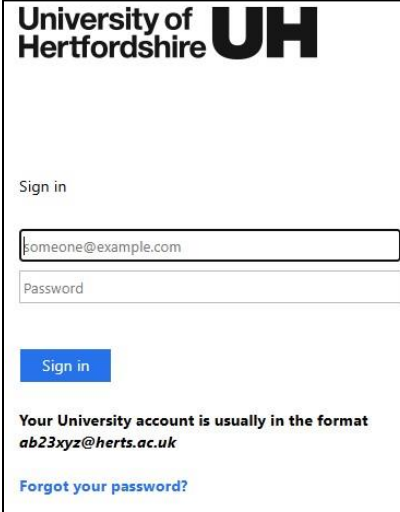


## Logging into the LMS

You can access moderated scripts using one of the following methods:

## OPTION 1: Via StudyNet

- Navigate to [studynet.herts.ac.uk](http://studynet.herts.ac.uk)
- Enter your StudyNet username and password  
If you have forgotten your password, please contact the Helpdesk.
- You may be prompted to authenticate using the DUO app



University of Hertfordshire **UH**

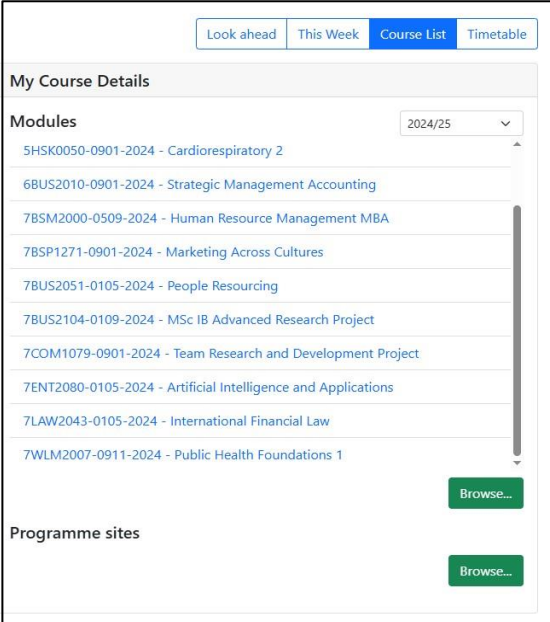
Sign in

[Sign in](#)

Your University account is usually in the format **ab23xyz@herts.ac.uk**

[Forgot your password?](#)

- Click on **Course List**, scroll down to locate the relevant module
- Click on the name of the module



Look ahead This Week **Course List** Timetable

My Course Details

Modules 2024/25

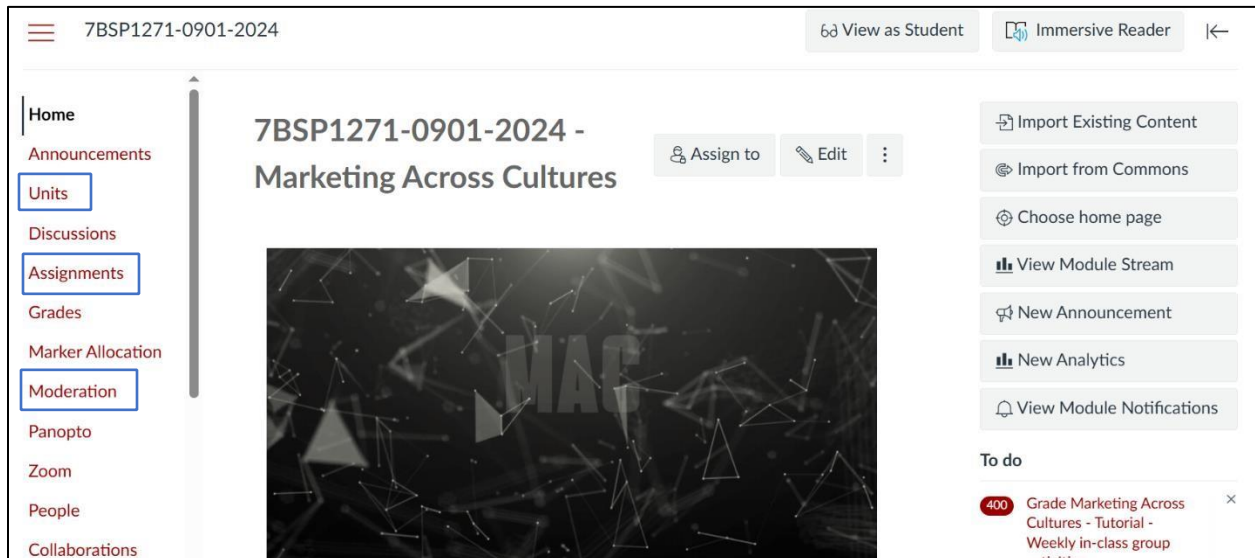
- 5HSK0050-0901-2024 - Cardiorespiratory 2
- 6BUS2010-0901-2024 - Strategic Management Accounting
- 7BSM2000-0509-2024 - Human Resource Management MBA
- 7BSP1271-0901-2024 - Marketing Across Cultures
- 7BUS2051-0105-2024 - People Resourcing
- 7BUS2104-0109-2024 - MSc IB Advanced Research Project
- 7COM1079-0901-2024 - Team Research and Development Project
- 7ENT2080-0105-2024 - Artificial Intelligence and Applications
- 7LAW2043-0105-2024 - International Financial Law
- 7WLM2007-0911-2024 - Public Health Foundations 1

[Browse...](#)

Programme sites

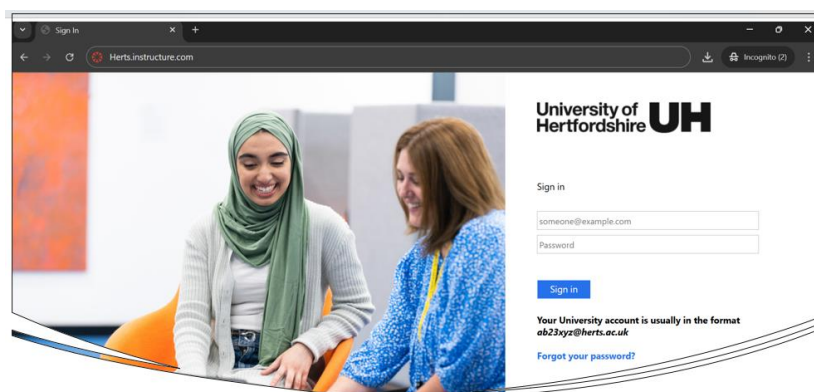
[Browse...](#)

- You will now be on the module homepage



## OPTION 2: Via Canvas

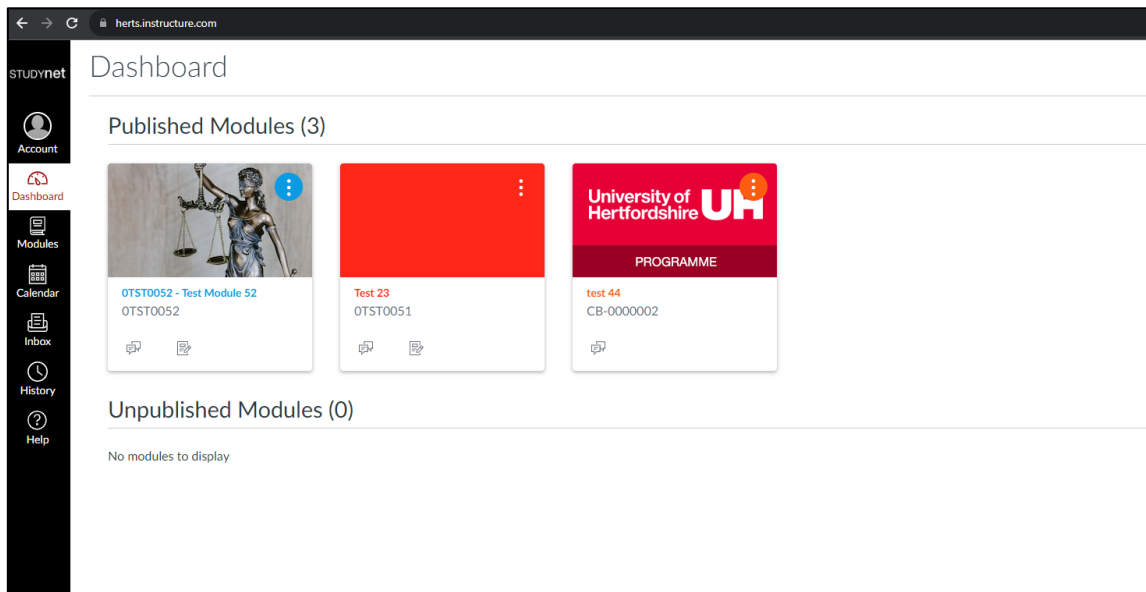
- Navigate to [herts.instructure.com](https://herts.instructure.com)
- Enter your university credentials
- Authenticate using the DUO app if prompted



Logging into Canvas

- Go to [herts.instructure.com](https://herts.instructure.com)
- `username@herts.ac.uk`

- You will arrive at the Canvas Dashboard



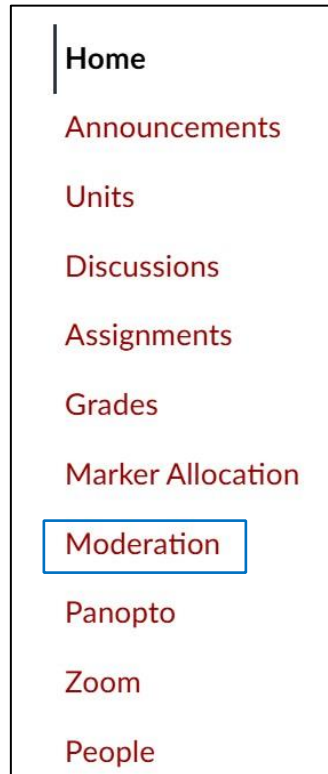
- Click on the relevant module card
- If your modules are not visible: click '**Modules**' from the left-hand side menu. Scroll to '**All Modules**' or use **CTRL + F** to find modules.
- You will now be on the module homepage



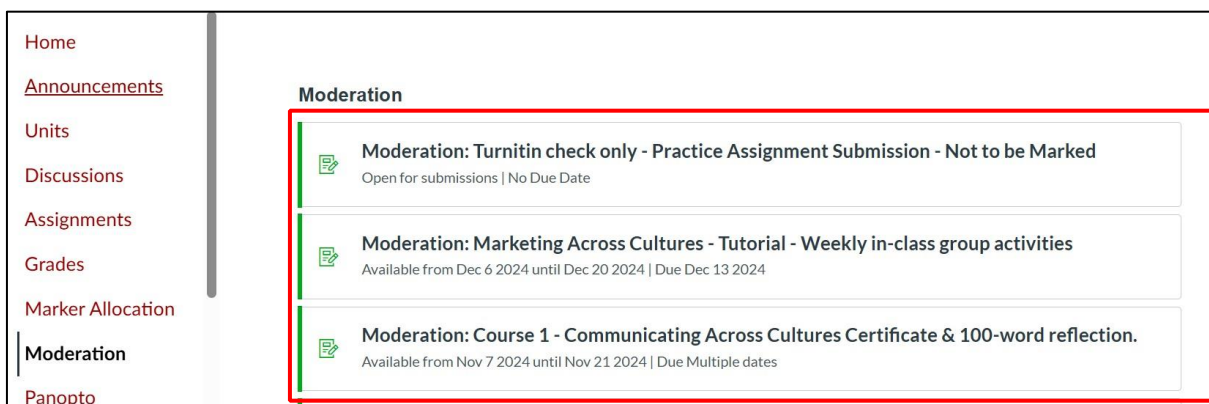
- To view teaching materials, click on **Units**. Assignments are available under the **Assignments** section. To review evidence of internal moderation, click on **Moderation**

## SpeedGrader: Reviewing moderation and marking.

- To see the evidence of moderation, click on **Moderation** from the left-hand side menu



- Click on the Assignment name. You will then be taken to the moderation form for that assignment



- Ensure your role is set to “External Examiner”

**Title:** Course 1 - Communicating Across Cultures Certificate & 100-word reflection.

Due: Thu 14 Nov 2024 23:59 pm | Muted

Note: This tool should be used in conjunction with **UPR AS12** - Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University - Delivered Provision), particularly section 5.5 - Internal moderation of marked student work. Check use of UH Grade Descriptors (e.g. Good, Very Good etc.) aligns as described in **UPR AS14** - Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes, particularly Section D1.1

Your Current Role:       Switch Role:

The moderation form will display:

- Evidence of moderation
- Reviewer comments (where provided)

Overall Moderator's feedback last updated by Jonathan Marsh on 25/03/2020 11:37

**Moderation Feedback**

No Remedial Action Required

Marking is fair and consistent, requiring no change to either marks or feedback provided to students

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Marking is consistent but too harsh or generous, requiring all marks to be moderated up or down following consultation with relevant marker(s)

Marking is inconsistent, requiring re-marking of work following consultation with relevant marker(s)

Quality of feedback provided by one or more markers requires improvement

Feedback provided by the markers requires greater consistency

UH Grade Descriptors have not been used correctly and consistently in the provision of feedback

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**Comments from Moderator: Identifying and sharing best practice:**

None

- The sample will be identified under the “Sample” column
- Click **Go to marking** to view the marked submission in SpeedGrader

**Remedial Action Specified**

Greg up marks by 5 Sam by 10

**Moderation Sample**

Ticked submissions are included in the sample. Moderators must select a minimum sample size that is equal to the square root of the total number of items, but not fewer than five (5), selecting work from across the range of grades awarded. If there are fewer than five (5) items of assessment, then all items will be reviewed. Where there is more than one marker, the sample must include at least three (3) items from each marker.

SUBMISSION	SRN	MARKER	MARK	OPTIONS	MODERATOR	MODERATION COMMENTS	MODERATED SAMPLE
Student11, Test	Test11_123456	Unmarked	Unmarked	No submission	Felix Power 11/06/2019 at 15:41		<input checked="" type="checkbox"/>
Student3, Test	Test3_123456	Gregor Bowie	50	Go to marking	Felix Power 11/06/2019 at 15:41		<input checked="" type="checkbox"/>
Student9, Test	Test9_123456	Unmarked	Unmarked	No submission	Felix Power 11/06/2019 at 15:41		<input checked="" type="checkbox"/>
Student2, Test	Test2_123456	Gregor Bowie	60	Go to marking	-		<input type="checkbox"/>
Student1, Test	Test1_123456	Paul Hudson	60	Go to marking	-		<input type="checkbox"/>
Student4, Test	Test4_123456	Gregor Bowie	70	Go to marking	-		<input type="checkbox"/>

## Viewing the submissions in SpeedGrader

When viewing the submission in SpeedGrader, if there is more than one file upload, you can click on each file to view it.

- To view the annotated script in full screen, click on the double ended arrow.
- To exit full-screen mode, press the **Escape (Esc)** key on your keyboard or click on the inward arrows.

6. **Submission date:** Displays the date the assignment was submitted.

7. **Scroll Bar:** Allows you to navigate up and down the submission window.


8. **Annotation and Comments:** Indicate the marker’s identity, along with the date and time comments were made.

9. **Grade Box:** Displays the mark awarded for the submission.


10. **Media Feedback:** Any video or audio feedback will appear alongside the overall comments section on the right-hand side.

test 1/51 70 / 100 (70%) 2/51 Test Student2  
Due: no due date - OTST0072 Graded Average


Page 1 of 2  
ZOOM



Submission to view: 25 Apr at 14:00  **6**

Word Count: 564 words

Submitted files: (click to load)  
online essay 2 .docx 

Assessment  
Grade out of 100  
70 **9**

Assignment comments **7** **10**  0

Paragraph  

Title: England and its Kings: A Historical Perspective

Introduction

England's history is replete with a succession of monarchs who have shaped the nation's destiny and culture. From the early medieval period to the modern era, England's kings have played pivotal roles in the country's political, social, and economic development. This essay will provide an overview of England's monarchs and their influence on the nation's history.

1. The Early Monarchs

1.1 The Anglo-Saxon Period (5th - 11th centuries)

England's early history was marked by the rule of several Anglo-Saxon kings. Notable among them were Alfred the Great, who defended England against Viking invasions, and Edward the Confessor, whose reign paved the way for the Norman Conquest in 1066.

2. The Norman Conquest (1066)

William the Conqueror's victory at the Battle of Hastings led to the Norman Conquest, dramatically altering England's political and social landscape. The Norman kings, starting with William I, introduced a new form of feudalism, centralized power, and the construction of castles to maintain the Peace of the Conqueror.


3. The Plantagenet Dynasty


3.1 Magna Carta and King John (1215 - 1216)

King John's tyrannical reign led to the signing of the Magna Carta in 1215, a pivotal moment in the development of constitutional and legal principles that would shape England's government.

3.2 The Hundred Years' War (1337 - 1453)

The Plantagenets' rivalry with the monarchs of France, which lasted for over a century, influenced the development of the English nation and its sense of identity. Notable monarchs during this period include Edward III and Henry V.

**8**  Test Staff72  
Caps

 Test Staff72  
delete