



Examination perusals

After students' marks have been made available in the PEOPLESOFT system, they may request perusal of their examinations.

NOTE: The settings below will enable the examination marks and feedback to ALL students. There is no way to only show specific students their examinations "scripts", except by following the idea mentioned for "perusal on appointment only".

If you want to inform only students who requested perusal of the perusal times, the following suggestions may offer a solution:

1. **Create a Google form** in which students indicate that they want to peruse their examination. Communicate only with the students on this list to organise the Perusal session.
2. **clickUP Self Enrol Group:** Create a Perusal Self Enrol group where students can sign up for the Perusal. The lecturer can then communicate with these students only to communicate the date of Perusal. (See steps at the bottom of this document)

PERUSAL ON APPOINTMENT ONLY

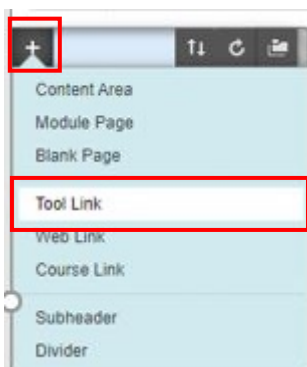
Perusal could be done on appointment with students, via a Live virtual session e.g. Bb Collaborate or Google Meet, where the lecturer shows the student's assessed submission to the student.

OPENING EXAMS FOR ALL STUDENTS TO PERUSE

MY GRADES

Add the **My Grades tool** to your module to allow students to view their marks and feedback (if it is not already available). They will be able to see their marks and click on the links available to view their feedback.

- 1) Click on the Plus sign above the menu and select **Tool Link**.



- 2) Type in My Grades at the **Name** field.
- 3) Click on the Dropdown and select **My Grades** in the tool list.
- 4) Select **Make Available to users** and **Submit**.

PERUSAL OF TURNITIN ASSIGNMENTS


- 1) Set the **POST DATE** to the PERUSAL date.

The screenshot shows the Turnitin assignment settings form. On the left, the 'Assignment title' is 'ABC 123 Examination' with a green checkmark. Below it, the 'Point value' is '50' in a yellow box, with an 'Optional' checkbox. There are two radio button options: 'Allow only file types that Turnitin can check for similarity' (selected) and 'Allow any file type'. On the right, there are three date and time pickers: 'Start date' (01-Jul-2020 at 8:00), 'Due date' (01-Jul-2020 at 12:00), and 'Post date' (20-Jul-2020 at 8:00).

- 2) Under **Optional Settings**:

- **Reveal grades to students only on post date?** Set to **YES**.

The screenshot shows a dialog box with the title 'Reveal grades to students only on post date?'. There are two radio button options: 'Yes' (selected) and 'No'.


- 3) Make the **Grade Center** exam column visible to students.
 - a) Click on **Grade Center**.
 - b) Click on **Full Grade Center**.
 - c) Click on the down arrow next to the name of the exam you want students to peruse and select: **Hide from Students (on/off)**.
 - d) The  icon next to the name of the column should disappear as illustrated below with the Exam Mark column.

	Last Name	First Name	Username	Student ID	Last Access	Availability	✓ Semester Mi	Exam Mark	Final Mark
<input type="checkbox"/>	Robinson	Wilbur (S20)	clickup20			Available	50.00	60.00	65.00
<input type="checkbox"/>	Bell	Tinker (S19)	clickup19			Available	50.00	85.00	73.00
<input type="checkbox"/>	Toad	Thaddeus (S18)	clickup18			Available	50.00	45.00	48.00

- e) Use the **My Grades** tool in the **Student Preview** mode to confirm that the correct Grade Center columns are displaying to the students.
- 4) Only show this column to students for the period perusal is allowed.
 - 5) Hide it again from students after the time period passed by following steps a) to e) above.
 - 6) Change the **Post date** of the Turnitin assignment to a time far in the future to stop students from viewing their examination.

Students will see their marks and feedback in the **My Grades** area.

PERUSAL OF CLICKUP ASSIGNMENTS

- 1) Make the **Grade Center** exam column visible to students.
 - a) Click on **Grade Center**.
 - b) Click on **Full Grade Center**.
 - c) Click on the down arrow next to the name of the exam you want students to peruse and select: **Hide from Students (on/off)**.
 - d) The  icon next to the name of the column should disappear as illustrated below with the Exam Mark column.



Last Name	First Name	Username	Student ID	Last Access	Availability	✓ Semester Mi	Exam Mark	Final Mark
<input type="checkbox"/> Robinson	Wilbur (S20)	clickup20			Available	50.00	60.00	65.00
<input type="checkbox"/> Bell	Tinker (S19)	clickup19			Available	50.00	85.00	73.00
<input type="checkbox"/> Toad	Thaddeus (S18)	clickup18			Available	50.00	45.00	48.00

- e) Use the **My Grades** tool in the **Student Preview** mode to confirm that the correct Grade Center columns are displaying to the students.
- 2) Only show this column to students for the period perusal is allowed.
- 3) Hide it again from students after the time period passed by following steps a) to e) above.

Students will see their marks and feedback in the **My Grades** area.


PERUSAL OF EXAMS IN CLICKUP TEST TOOL

Showing clickUP test results for exam perusal makes your questions available to students which they could potentially copy and distribute. The only solution to not “distributing your questions” to students, is to schedule online perusal sessions. If protecting your question databank is not such a high priority, consider the process below to protect your question databank/s to some extent.

1. Click on the down arrow next to your exam link and select **Edit the Test Options**.
2. In the **Show Test Results and Feedback to Students** settings, make the following changes as suit your circumstances:
 - Set “**When**” to “**On Specific Date**” and change the date and time to reflect your perusal session.
 - The settings as illustrated on the next page WILL show:
 - the wording of the question
 - the marks per question
 - the answer that was correct
 - the answer the student submitted for the question.
 - It will NOT show
 - all the distractors to the students. If you want to show all distractors, tick “All Answers”.
 - Any additional feedback you added to a question. If you want to show that to students, tick “Feedback”.

- Show which answers were answered incorrectly. Tick “Show Incorrect Questions” to activate this feedback.

The screenshot shows a configuration panel for a quiz. It has five main sections: 'When', 'Score per Question', 'Answers', 'Feedback', and 'Show Incorrect Questions'. Each section has a dropdown menu and a set of checkboxes. The 'When' section is set to 'On Specific Date' with a date of '07/20/2020' and a time of '08:00 AM'. The 'Score per Question' section has a checked checkbox. The 'Answers' section has checkboxes for 'All Answers', 'Correct', and 'Submitted', with 'Correct' and 'Submitted' checked. The 'Feedback' section has a checked checkbox. The 'Show Incorrect Questions' section has an unchecked checkbox. Below the main configuration, there is a '---Choose---' dropdown and another set of checkboxes for 'All Answers', 'Correct', 'Submitted', and 'Show Incorrect Questions', all of which are unchecked.

3. Make the **Grade Center** exam column visible to students.
 - a) Click on **Grade Center**.
 - b) Click on **Full Grade Center**.
 - c) Click on the down arrow next to the name of the exam you want students to peruse and select: **Hide from Students (on/off)**.
 - d) The  icon next to the name of the column should disappear as illustrated below with the Exam Mark column.

█	Last Name	First Name	Username	Student ID	Last Access	Availability	✓ Semester Mi	Exam Mark	Final Mark
<input type="checkbox"/>	Robinson	Wilbur (S20)	clickup20			Available	50.00	60.00	65.00
<input type="checkbox"/>	Bell	Tinker (S19)	clickup19			Available	50.00	85.00	73.00
<input type="checkbox"/>	Toad	Thaddeus (S18)	clickup18			Available	50.00	45.00	48.00

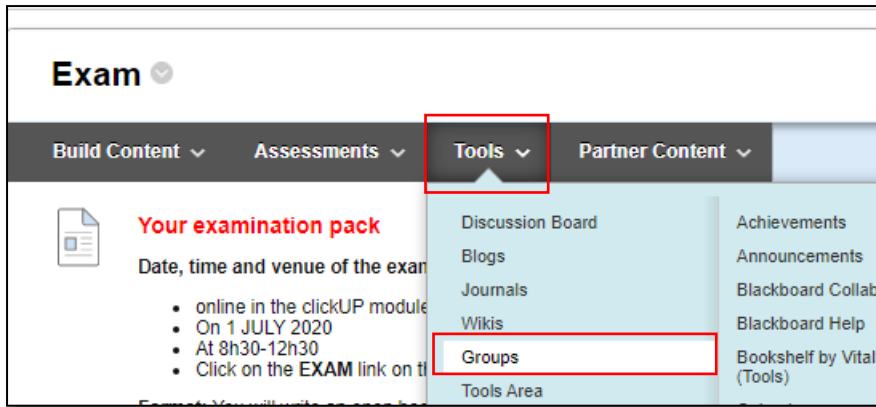
- e) Use the **My Grades** tool in the **Student Preview** mode to confirm that the correct Grade Center columns are displaying to the students.
4. Only show this column to students for the period perusal is allowed.
 5. Hide it again from students after the time period passed by following steps a) to e) above.

Students will see their marks and feedback in the **My Grades** area.

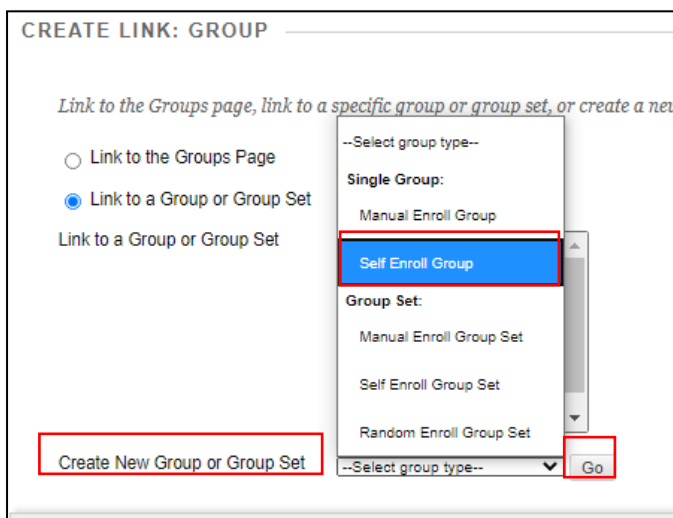
SELF ENROLL GROUP

Add the Perusal Self-Enrol link to the Content Area where you placed your examination links for the students

1. Click on **Tools** and Select **Groups**.



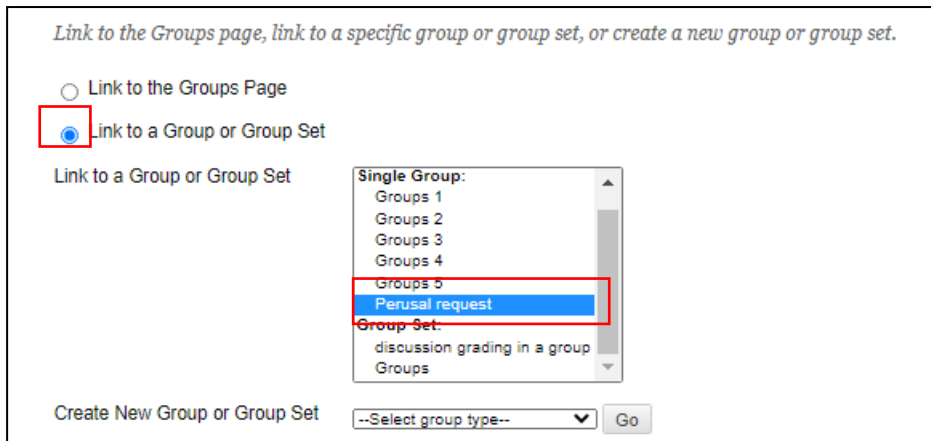
2. On the page that opens, on the dropdown list next to Link to a **Group** or **Group set** and select **Self Enrol Group**. Click on **Go**.



3. Add a **Name** and **Description** for the link.
4. At **Group is visible to students**, click the radio button to the left of **Sign-up Sheet Only**.
5. Untick all the check boxes for the **Course tools** and **Allow Personalization**.
6. Type in a **Name** for your Sign-Up Sheet and add **Instructions** to the students.
7. Set **Maximum Number of Members** to the number of students who are enrolled for your module/who completed the exam.
8. Untick **Show Members** (keep the students who request Perusal private).
9. Untick **Allow students to sign-up from the groups listing page**.
10. Untick **Create a smart view for this group**.
11. Click **Submit**.
12. You will return to the screen where you started, with the new group now display in in the list of groups to choose from.

CONTINUE...

13. Click in the radio button next to **Link to a Group or Group set** and choose the new group you created from the list by clicking on it.



Link to the Groups page, link to a specific group or group set, or create a new group or group set.

Link to the Groups Page

Link to a Group or Group Set

Link to a Group or Group Set

Single Group:

- Groups 1
- Groups 2
- Groups 3
- Groups 4
- Groups 5
- Perusal request**

Group Set:

- discussion grading in a group
- Groups

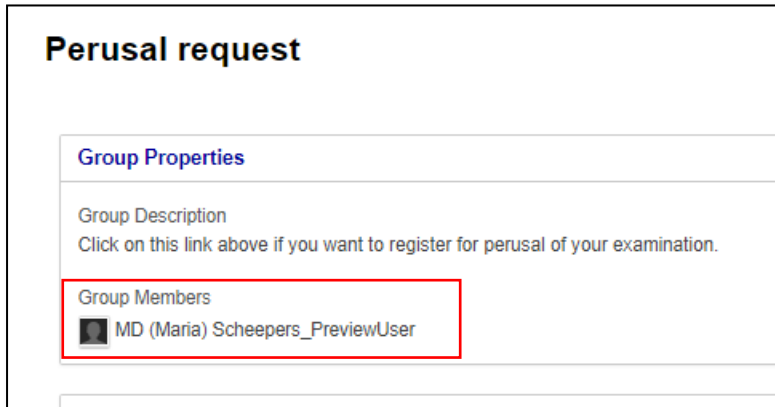
Create New Group or Group Set

--Select group type--

Go

14. Click on **Next**.
15. Type in the **Name** of the link that will display for the students in your module, e.g. Perusal request.
16. Provide **Instructions** to the students.
17. Set **Available to Yes**.
18. Add **Date Restriction** on when this link will display for students to sign up for perusal (Optional)
19. Click **Submit**.

You can view who signed up for the perusal by clicking on the link to the sign-up sheet.



Perusal request

Group Properties

Group Description

Click on this link above if you want to register for perusal of your examination.

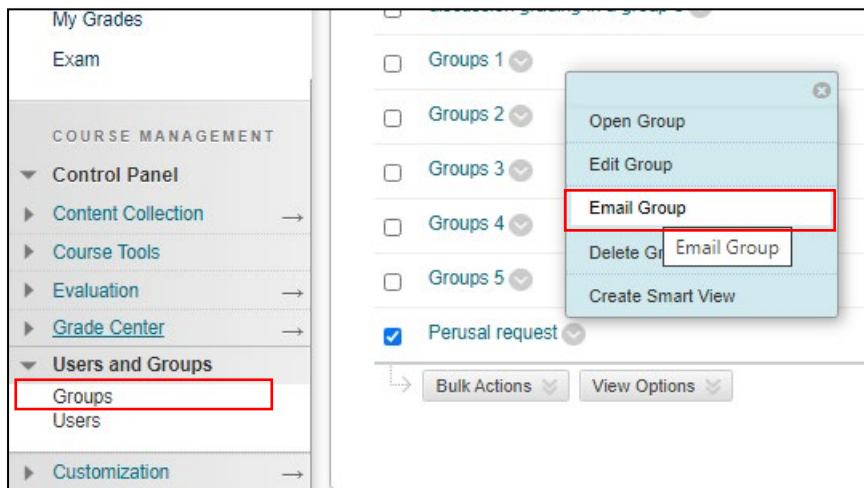
Group Members

- MD (Maria) Scheepers_PreviewUser

CONTINUE...

SEND EMAIL TO THE STUDENTS WHO SIGNED-UP FOR PERUSAL

- 1) In the Control Panel, click on **Users and Groups**.
- 2) Click on **Groups**.
- 3) Click on the down arrow next to the name of your Perusal group.



- 4) Select **Email Group**.
- 5) In the list **Available to Select**, click on all the names and use the small arrow in the middle to move them to the **Selected** box.
- 6) Type in a **Subject** and **Message** for your email.
- 7) Click **Submit**.
- 8) A copy of the email will be sent to your email as well. Keep it in a separate folder for reference purposes.