

NEW GEOGRAPHY UNDERGRADUATE GRADING FORM



WHAT IS THE GRADING FORM?

A new grading form has been developed in line with the step-marking approach in Geography. **This replaces the existing Geography rubric and the marking process is very similar.** It is designed to help provide students with an overall grade for their submission.

HOW DO I ATTACH IT TO MY ASSIGNMENT INBOX?

If you have responsibility for setting up the assignment inboxes you will also need to attach the Grading Form.

1. Create your Turnitin inbox as per usual/edit an existing one
2. Click on **Optional Settings**
3. Scroll down to **Attach a rubric/form to this assignment**
4. Select **GEOGUG StepMarking GradingForm** from the list
5. Click **Submit**

HOW DO I MARK USING THE GRADING FORM?

1. Open up the Turnitin inbox and open a student submission
2. Feedback studio will open
3. Click on the **Rubric/Form icon**



1. The grading area

2. The comments area

3. The grade descriptors

4. Scroll down the grade descriptors area (3) to see which overall marking range applies to the submission.

5. Find the matching marking range in the comments area (2) and enter a grade. Add a personalised comment explaining why you have given the mark and how students might improve/work towards a higher mark in future.

6. Click **Apply to Grade** in the grading area (1) and the grade will then be transferred to the grade at the top of the screen.

IS THIS ALL I NEED TO DO?

As was the case when using the rubric you will need to provide more detailed feedback/ feedforward to the student by making use of the general comments, inline comments, and/or quickmarks tools available within Feedback Studio.

The Grading Form only provides students with an overall level and is not specific to the assignment, nor does it relate to the relevant learning outcomes and assessment criteria. For more information on providing effective feedback please see the Humanities eAssessment microsite <http://man.ac.uk/stsnS7> or get in touch with your SEED eLearning colleagues.

As with the old rubric, students can view their feedback online or as a downloaded PDF.

Online their view will be very similar to the marker view.

As a downloaded PDF the Grading Form and any other feedback is added to the end of the submission as per the illustration.

Students see their grade, any feedback such as quickmark comments added to the paper, followed by the Grading Form.

Instructor

85/100 Grade

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PAGE 3

GRADING FORM: GEOGUS STEP-MARKING GRADING FORM

HELEN PERKINS 85

UPPER-RANGE FIRST (100)

An exceptional performance in all of the criteria for a mid-range first.

UPPER-RANGE FIRST (95)

An exceptional performance in most of the criteria for a mid-range first.

UPPER-RANGE FIRST (92)

An exceptional performance in first.

Students can see all marking range descriptors so they can see how to improve.

MID-RANGE FIRST (88/85/82)

Outstanding understanding of material with extensive references to relevant literature and examples including information and ideas not seen elsewhere. Very well argued, written and presented. Shows a mastery of facts and figures and considerable originality, independent study and thinking.

Personalised comment

Enter a personalised comment here detailing why you have given this overall grade/mark.....

85

Grade

LOWER-RANGE FIRST (78/75/72)

Excellent understanding of material with clear references to relevant literature and examples including information and ideas not seen elsewhere. Well argued, written and presented. Shows a good mastery of facts and figures and some originality, independent study and thinking.

WHAT DO STUDENTS SEE?

Grading form comments appear under the marking range they have achieved, and students can see all marking ranges to see how they can improve.

Visit our web page to get up to date news, book onto training courses & download publications. www.staffnet.manchester.ac.uk/seed/resources/elearning

