Quick Guide for External Examiners

Accessing Studynet and the module sites.

To access the moderation area, you need to be connected the university's VPN.

1. To access the university's VPN, you will need to download software called Pulse on to your computer. This allows you to log into the VPN. Please follow the instructions on this page to download:

[VPN (virtual private network) and Pulse Secure](#)

2. Once you have downloaded Pulse, you will need to connect to UHVPN. Please follow the instructions on this page that explains how to set up the connection:

[Connecting to UHVPN from your Windows device](#)
[Connecting to the UHVPN from other devices](#)

3. Once you are connected to the VPN, you are now ready to log into Studynet. Go to [studynet.herts.ac.uk](#)

4. Enter your studynet username and password. Please contact [helpdesk](#) if you have forgotten your password.

5. Scroll down the page to find the module list

6. Click on to the name of the module

7. You are now on the module homepage. To see teaching content, click on **Units** and assignments will be listed in the **Assignment** area.
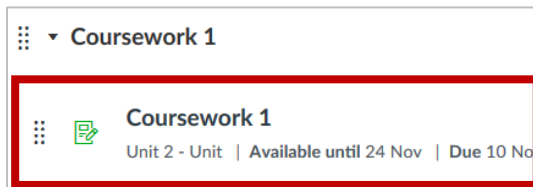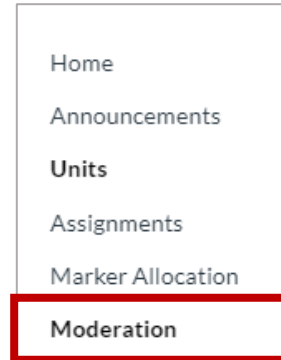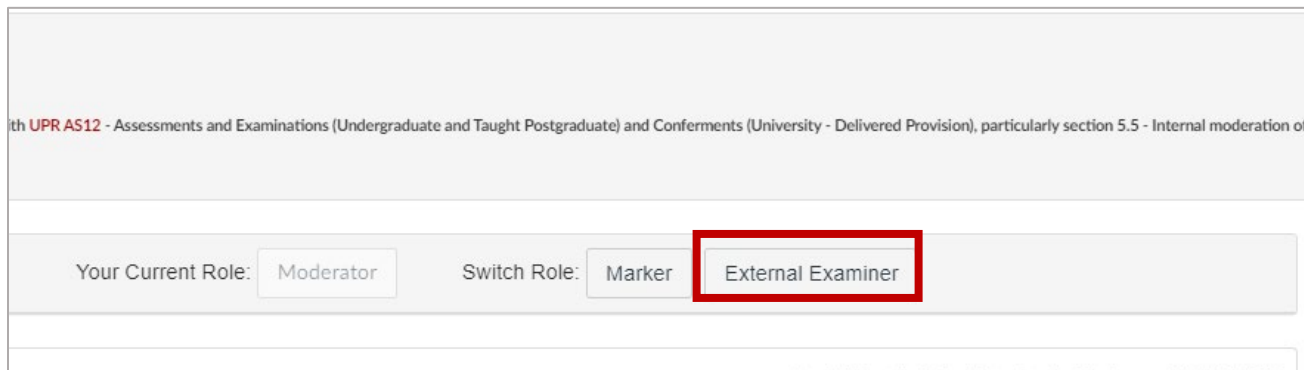
SpeedGrader

Navigating to review the moderation and marking. Please note that you will need to be logged into the UH VPN to access the moderation area.

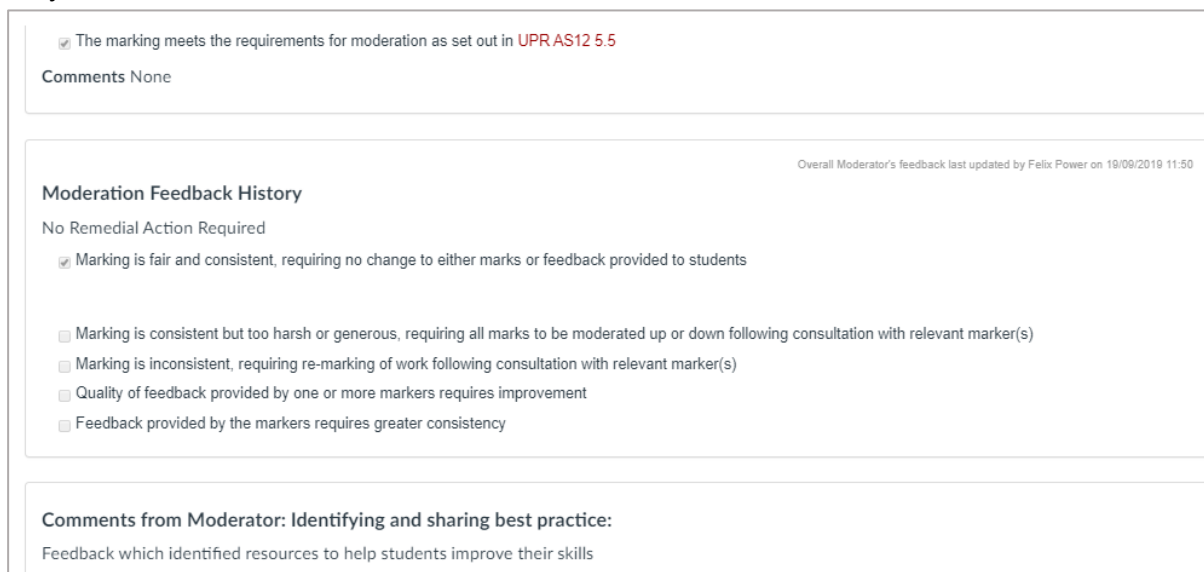8. To see the evidence of moderation, click on **Moderation** from the left-hand side menu.

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

Home

Announcements

Units

Assignments

Marker Allocation

Moderation

⋮⋮ ▾ **Coursework 1**

⋮⋮   📝   **Coursework 1**
Unit 2 - Unit | **Available until** 24 Nov | **Due 10 No**

10. Make sure that the role is set to "External Examiner"

th **UPR AS12** - Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University - Delivered Provision), particularly section 5.5 - Internal moderation of

| Your Current Role: | Moderator | Switch Role: | Marker | External Examiner |

5. The evidence of moderation will be shown on the form. All comments (if entered) will be there for you to review.

☑ The marking meets the requirements for moderation as set out in UPR AS12 5.5

Comments None

Overall Moderator's feedback last updated by Felix Power on 19/09/2019 11:50

Moderation Feedback History

No Remedial Action Required

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

☐ 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

Comments from Moderator: Identifying and sharing best practice:

Feedback which identified resources to help students improve their skills

University of Hertfordshire **UH**

6. The sample will be identified under **"In Sample"** column and you will be able to click on "**Go to marking**" button to view the marked submission in SpeedGrader.

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

7. To view the annotated script in full screen, click on the double ended arrow. To come back to SpeedGrader, press the Esc key on your keyboard or click on the arrows pointing towards each other.

8. The annotations and comments indicate who the marker is, along with the time and date that the comments were made.

9. The Grade box displays the points given.

10. If video or audio feedback has been given, then this will be next to the overall comments box on the right-hand side.

Submitted: 17 Jul at 11:13 (LATE)

Submitted files: (click to load)

Annotated Bibliography_Lucy.docx

Critical Analysis.docx

There are multiple files here to view

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