

## My Grades – CEM Grade Management Guidance

### A. University of Brighton My Grades policy

The University of Brighton Electronic Management of Assessment Policy (EMA) states that **My Grades** will -

- Provide a single interface in studentcentral for students to access **all grades across all modules**
- Provide a single interface for students for all digital feedback. Digital feedback may be in different formats – text, video, audio.

Most schools implemented the policy fully in 2016-17, leading to increased student satisfaction due to the better, consistent communication of grades. An additional advantage is that students' grades in the module Grade Centres are visible to other stakeholders such as personal tutors, course leaders and external examiners.

Marks in the Grade Centre can be exported to a CAMS spreadsheet via a VLOOKUP formula *i.e.* marks do not have to be entered twice.

Further information about My Grades and the Grade Centre -

<https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Managing-the-Distribution-of-Grades-and-Feedback-on-studentcentral.aspx>

<https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Managing-student-grades-in-the-GradeCentre.aspx>

<http://blogs.brighton.ac.uk/elearningteam/2016/12/13/what-is-my-grades/>

### B. Grade management in CEM

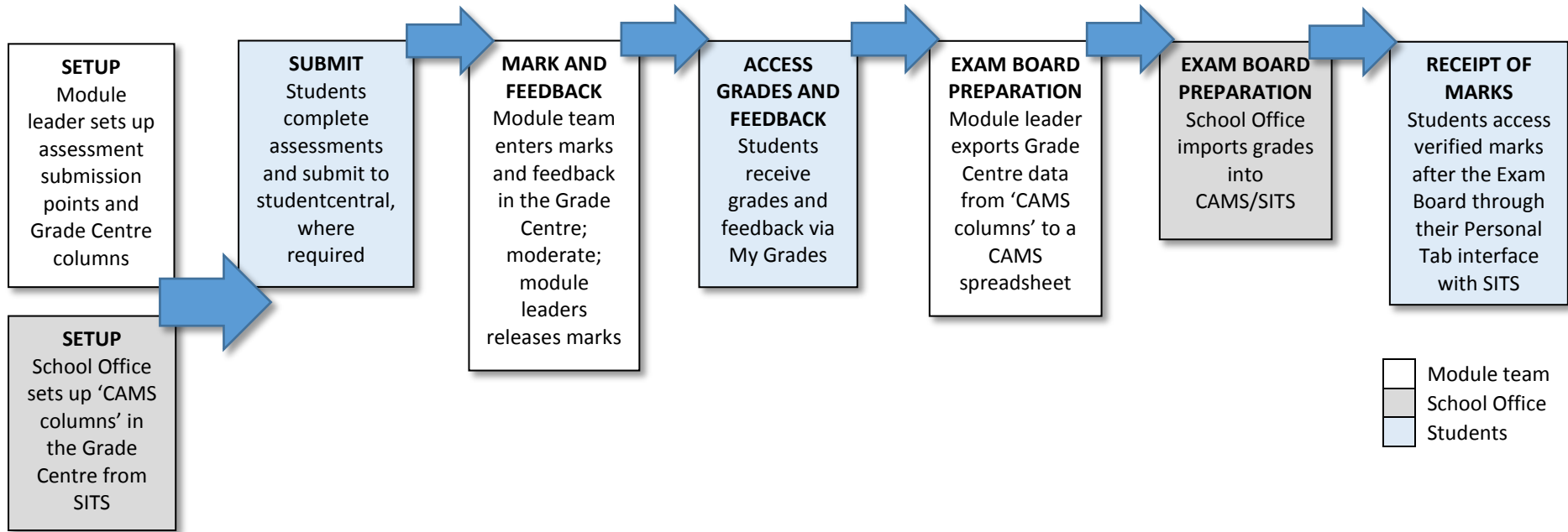
1. From 2017-18 onwards the module Grade Centre must be used to provide the grades for all summative assessment tasks *i.e.* coursework, presentations and posters, vivas, online tests, in-class tests, exams. This applies regardless of the way the assessment is submitted – electronic submission through Turnitin or the Blackboard tool, in class, or handed in to the School Office.
2. Markers are strongly recommended to use the Grade Centre to provide digital feedback to students.
3. If formative assessment tasks are graded, the Grade Centre should be used to provide the grade to students, and feedback where appropriate (not applicable, for example, where verbal feedback is given in class).
4. In semester 1 the School Office will set up 'CAMS columns' in the Grade Centres that map on to the way that the module assessment is set up in CAMS/SITS. Module leaders may choose to export grades from these columns using a VLOOKUP formula into the CAMS spreadsheet in preparation for the AEB<sup>1</sup>.
5. Apart from the CAMS columns, module leaders are responsible for grade management for their modules - *e.g.* setting up submission points for assessments, setting up columns and weighted columns in the Grade Centre - and for ensuring that all grades are entered correctly and checked.
6. Staff development training on managing the Grade Centre and instructional videos about exporting marks to the CAMS spreadsheet will be provided.

Liz Guy, Deputy Head QAE - Last updated October 31, 2017

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<sup>1</sup> In the future we hope that the University will develop its systems to support an interface between the Grade Centre and CAMS/SITS, in order that grades can be transferred automatically.


**Appendix 1 - Grade Centre Management Workflow**



## Appendix 2 - Grade Centre example

Example of how the Grade Centre might be set up for a module with two assessment tasks –

- Coursework (50% weighting) with the options of late submission and In-Year Module Retrieval (IYMR)
- Exam (50%) weighting, with no IYMR option

	A	B	C	D	E	F	G	H
Student details	Weighted total	Coursework	Late course-work	IYMR coursework	 CAMS ASS1	CAMS EXAM	Referral coursework	Referral Exam
Student 1	57.50%	63.00%	-	-	63.00	52.00	-	-
Student 2	45.00%	-	40.00%	-	40.00	50.00	-	-
Student 3	35.00%	-	-	40.00%	40.00	30.00	-	56.00
Student 4	70.00%	80.00%	-	-	80.00	60.00	-	-
Student 5	60.00%	-	-	40.00%	40.00	80.00	-	-
Student 6	18.00%	-	-	36.00%	36.00	0.00	50.00	30.00
	Calculated column, shown to students. Shows total mark for first attempt calculated as (column E/2) + (column F/2)	Assessment task 1 – submitted by deadline	Assessment task 1 – late submission. Column shows capped pass mark; student told Face Value Mark (FVM) in feedback.	Assessment task 1 – IYMR. Column shows capped pass mark; student told FVM in feedback.	Assessment task 1 – <b>calculated column</b> for CAMS mark, <b>formatted as a score</b> . Calculated as column B + column C + column D. Not shown to students.	Assessment task 2 (exam) – column for single CAMS mark, <b>formatted as a score</b> . Shown to students.		

- Columns E and F are set up by the School Office, mapping how the module assessment is set up in CAMS. The module leader can use these columns to export marks to the CAMS spreadsheet for the module.
- Columns are not visible to students by default, the module leader makes selected columns visible when grades are released. Column E is not shown to students as they will get their coursework mark from column B, C or D.