

Insight Assessment Platform

Manual Grading User Guide

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Introduction

About the Insight Assessment Platform

The Insight Assessment Platform (Insight) is an online assessment platform. It assists teachers to assess student progress and apply more targeted teaching practices through its powerful data analytics and reporting capabilities. Teachers can review student assessment data for diagnostic, formative and summative purposes.

Insight has six assessment instruments, with more under development, as follows:

- English Online Interview (EOI), targeting Years F–2
- Mathematics Online Interview (MOI), targeting Years F–2
- Fractions and Decimals Online Interview (FDOI), targeting Years 5–10
- Transition Learning and Development Statement (TLDS), targeting Kindergarten–Year F
- Diagnostic Assessment Tools in English (DATE), targeting Years F–4
- Abilities Based Learning and Education Support (ABLES), targeting Years F–10.

For more information about these instruments, see www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/assessment-tools.aspx

Additional user guides

The following user guides are available for schools to learn more about using Insight:

- *Technical Support Staff User Guide*
- *School Assessment Administrator User Guide*
- *Assessment Delivery and Reporting User Guide*
- *Manual Grading of Assessments User Guide.*

About this user guide

This guide provides teachers with information and support to enable the use of the Manual Grading function in Insight.

Before using this guide, teachers must familiarise themselves with the Assessment Delivery and Reporting User Guide. The guide contains no information or instruction on any other functions of Insight and assumes that assessments requiring manual grading have already been delivered to students.

Additional user guides can be found on www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/index.aspx

Section 1: Log in

Chrome or Firefox are the recommended internet browsers to access Insight.

To log in:

1. Open your internet browser.
2. Copy and paste or click on <https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx>. The **Insight Log In** screen will appear.
3. Scroll to the bottom of the screen. The **School sector/service** buttons will appear.
4. Select the appropriate button.
5. Enter your credentials as required. The **Insight Home** screen will appear (see Figure 1.0).

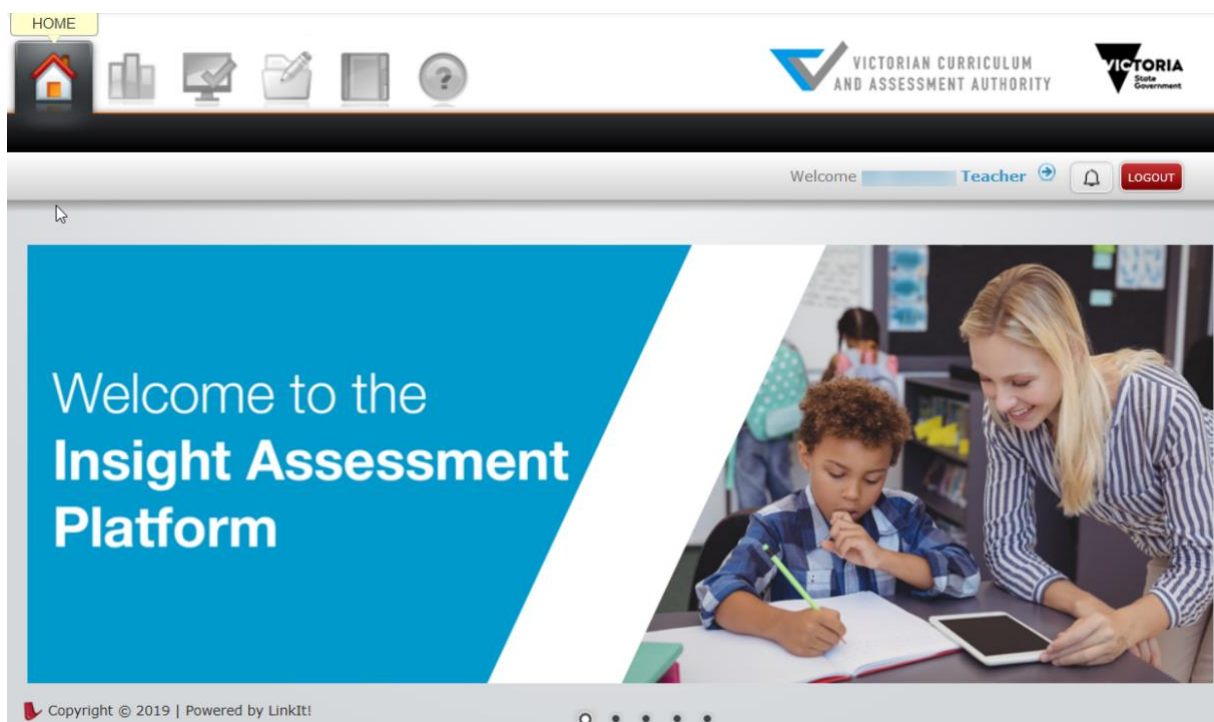


Figure 1.0 Insight Home screen

Section 2: Accessing an assessment for marking

In order to effectively manually mark a student assessment, the following must have occurred:

1. Your school must have been registered on Insight.
2. Teachers, classes and students must have been set up.
3. Students must have completed an assessment that includes at least one question that requires manual marking.

Certain question types, such as multiple-choice, are automatically marked by Insight. Any question that can be automatically marked is marked when the student assessment is submitted. There is no need to access the Manual Grading function for an assessment that contains only automatically marked questions.

Other question types, such as extended response, must be manually marked in order for a student to obtain a complete result set for an assessment that contains at least one question of these types. The Manual Marking function must be used to mark these questions.

Reports for submitted assessments cannot be generated until all required manual grading has been completed.

To access an assessment for marking:

1. On the **Insight Home** screen, select the **Online Testing** icon. The **Online Testing** options will appear.
2. Select **Test Review and Manual Grading**. The **Filter Test Assignments** screen will appear (see Figure 2.0).

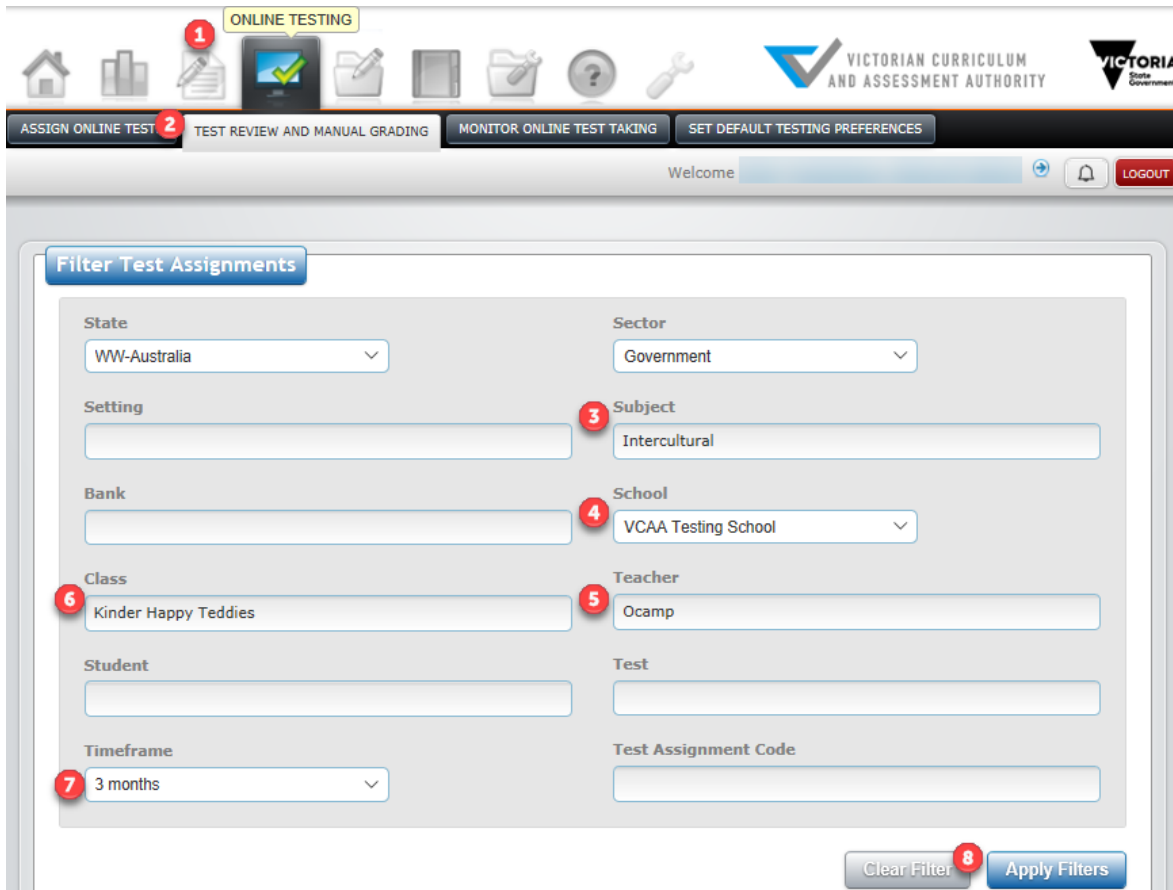


Figure 2.0 Filter Test Assignments screen

3. Select the required school (if required) from the **School** drop-down box.
4. Select the required timeframe from the **Timeframe** drop-down box.
5. Click on the **Apply Filters** button. Tests that have been completed by students will appear in the **Review Test Assignments** table of the screen (see Figure 2.1). The **Review** button will appear against assessments that require manual marking.

Assigned	Test	Teacher	Class	NS	IP	PR	Fin	Code	Students
Apr 23, 2019	5-6 Governor Phillip	Ocampo...	Kinder Happy Te ddies	43	0	7	0	0015GD C4	
Apr 23, 2019	5-6 Student Exchange Program	Ocampo...	Kinder Happy Te ddies	44	0	6	0	001ZOF8 4	
Apr 23, 2019	5-6 Culture and Lifest yle	Ocampo...	Kinder Happy Te ddies	44	0	6	0	00178B G7	

Figure 2.1 Review Test Assignments table

- Click on the **Review** button in the PR (Pending Review) column for the required assessment. The **Assignment Review** screen will appear.

Section 3: Marking assessments

The Manual Grading function of Insight allows a teacher to input scores against student assessments, where manual marking is required. Teachers are able to allocate marks for any item within an assessment that requires manual grading. Students can be allocated full, partial or no marks for an item, depending on the strength of their response.

Points to note before commencing marking are:

- Manual marking is done by test session, that is all students who completed items that require manual marking within a test session will need their assessments fully marked before marking is considered complete.
- Markers are strongly advised to moderate marks allocated with any other markers at their or other schools before considering marking complete.
- Once all marking within a test session is complete, in order for the results to be complete the marking must be submitted. However, once submitted marks entered cannot be changed. **Do not** submit a test until you are sure the marks you have entered will not change.
- Rubrics (marking guides) for each assessment are accessible within this section and should be referred to by teachers when marking student work.

To access the rubric for an assessment:

- On the **Assignment Reviewer** screen, click on the **View Rubric** button.
- Click on the **Open** tab. The rubric will appear.

In the **Assignment Reviewer** screen, you can choose to mark assessments either by student (the default) or by item. If choosing to mark by student, each of the questions requiring marking pertaining to each student will appear (see Figure 3.0), allowing you to mark each student's work separately. If choosing to mark by item, each student's response to that item will appear consecutively for marking (see Figure 3.1).

While entering marks, it is possible to annotate a mark using the **Save Feedback** function.

If marking by student you can:

- Select the required student to review from the **Select Student to Review** drop-down box.
- Select the required question to mark from the **Question List**. (See Figure 3.0).

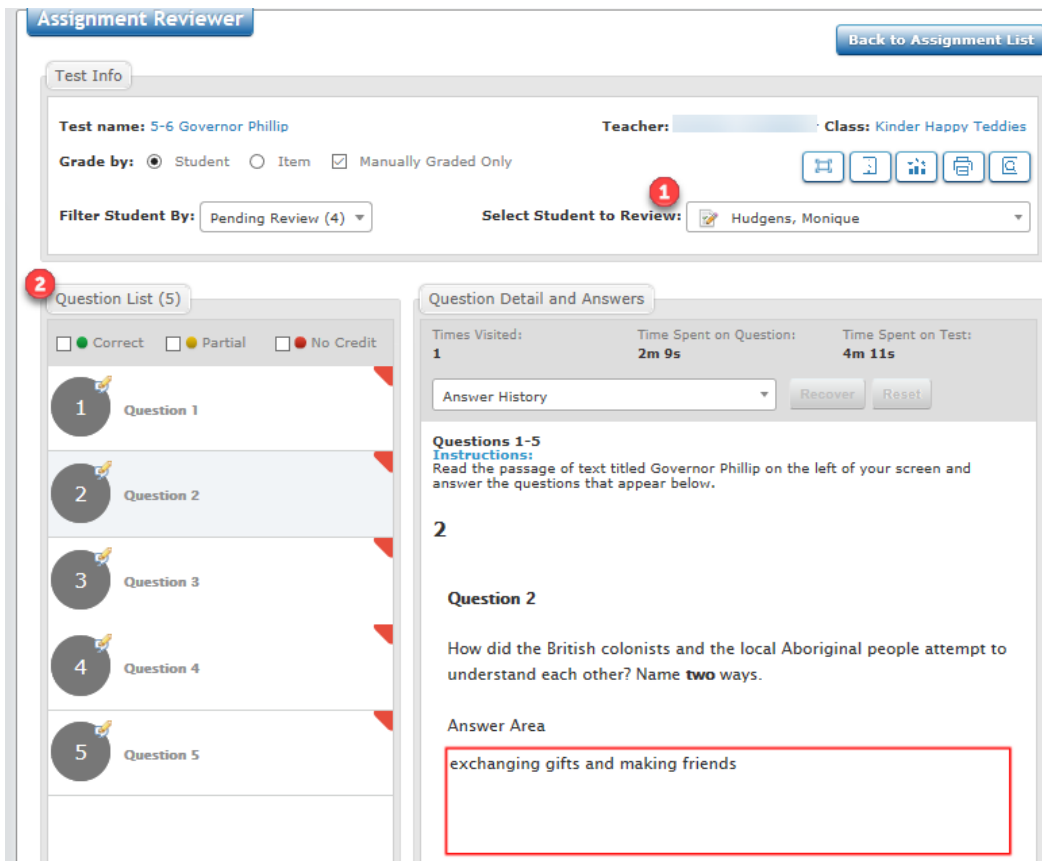


Figure 3.0 Assignment Reviewer screen by Student

To mark an item:

1. On the **Assignment Reviewer** screen, accept the default of marking by student, or click on the **Item** radio button.
2. Select the student and/or item to review.

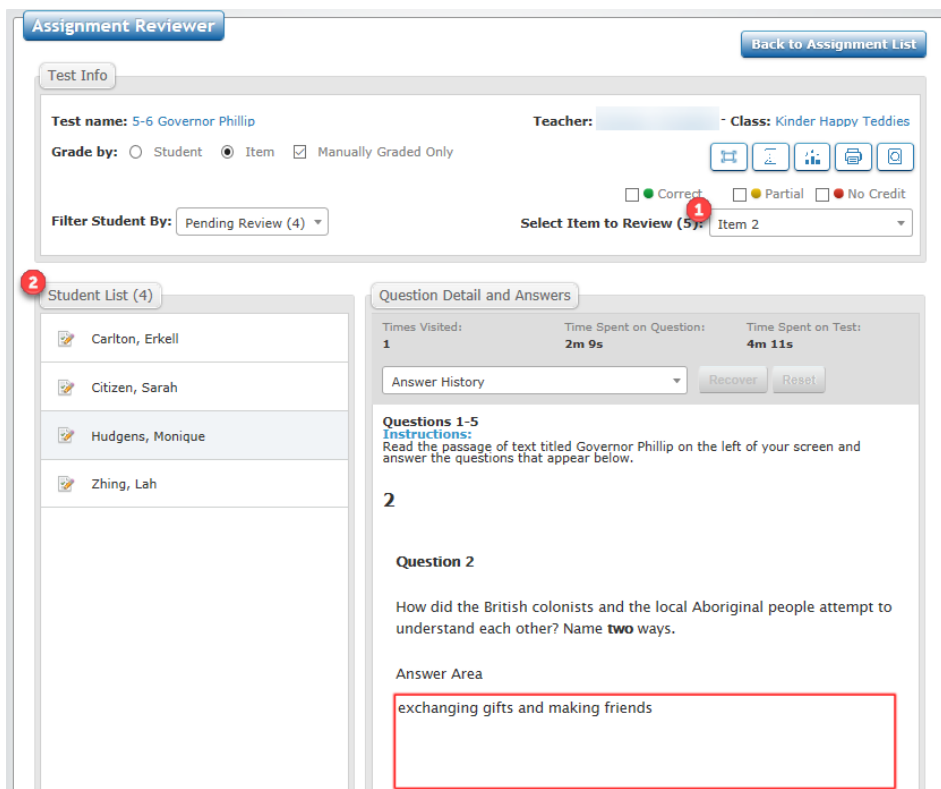


Figure 3.1 Assignment Reviewer screen by Item

1. In the **Grading and Feedback for Question** box, accept the default mark or use the up arrow to select an alternative mark.
2. If required, enter feedback in the feedback box and click on the **Save Feedback** button.
3. Click on the **Apply Grade** button. The mark will be saved, and the next item to be marked will appear.



Figure 3.2 Grading and Feedback for Question

Once all required marks have been entered for the students within the selected test session, a pop-up box will appear at the bottom of the **Assignment Reviewer** screen. Tests must be submitted for the student assessments to become finalised and reportable. Once marks within a test session are submitted, they cannot be modified.

To submit a test:

1. On the **Assignment Reviewer** screen, click on the Yes button within the **Submit Test** pop-up box. The marks will be submitted and will be reportable.

Section 4: Printing marked assessments

If required, it is possible to print marked assessments. To print a marked assessment:

1. On the Assignment Reviewer screen, select the **print** icon (Figure 3.0). The **Print Options** screen will appear.
2. Select from the available options.
3. Click on the **Create PDF** button. The PDF of the assessment will be generated and the Create PDF pop-up box will appear.
4. Click on the **OK** button. The PDF of the assessment will appear on screen, which can be printed to paper, if required.

Section 5: Help

It is possible to get on-screen help for Insight. This help consists of being directed to the Insight Assessment Platform webpage, where information about Insight and the assessments it houses can be accessed.

To access help about Insight:

1. On the **Insight Home** screen, select the **Help** icon. The **Insight Assessment Platform** webpage will appear.

For further support, contact insight@education.vic.gov.au.

