

## Zoning in Gradescope

As part of our exam marking process using Gradescope, we need to go through each student's submission and tag up which questions are answered on each page of the script.

Experience suggests this will take about 2 hours for a batch of 40 scripts.

### Setup

We will give you access to:

1. The course page in Gradescope (as a "Teaching Assistant") - you will get an email from Gradescope directly about your login details,
2. A spreadsheet on SharePoint listing all the scripts,
3. A copy of the exam paper.

### Process

This video clip shows what the process looks like:

[redacted]

You will have access to a spreadsheet like the one in the video, showing a link to each script. For each one assigned to you (with your initials in the "zoner" column), follow the process from the video and complete the row of the spreadsheet:

done	X to indicate you've done this script
id checked	X to indicate the exam number written on the script matches the spreadsheet. Enter a comment if not, e.g. "script shows B123456" or "no exam number on script"
bad pages	note any pages that were unreadable, e.g. "p1, p2"
comments	note any extra steps you had to take, like moving around pages that were out of order

Please **allocate every part to a page**, even if there is no attempt. That way, it will be seen again during marking, and can be assigned a mark like "0 - did not attempt" at that point. We do not want to miss marking any student's work!

This is different to what is done in the video - the zoner should have allocated the two missing parts to the most relevant pages, i.e. where those parts "should have" appeared.

You will also have a copy of the exam paper. You may be able to use that as a guide, in case any students have labelled their work poorly - but also feel free to just flag those as issues in the "comments" column, e.g. "could not tell what the work on p3-4 was about".

