

GradeMaker Pro

User Guide – Authoring Content

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Revision History

Date	Version	Updated Page	Change Description
20/03/2019	2.0	16	Updated to add guidance for Optional Questions
24/03/2019	2.1	09	Updated to add additional guidance for copying content out of content blocks.
24/03/2019	2.1	20	Updated to add guidance for Point based mark scheme allocation
24/03/2019	2.1	26	Updated to add description and screenshot of Composition tab

Purpose of document

This guide describes how to create items (questions) in a paper. It is intended for use by Associates authoring a Paper i.e. LAW and Item Writers who work with AQA on the production of confidential assessments (question papers).

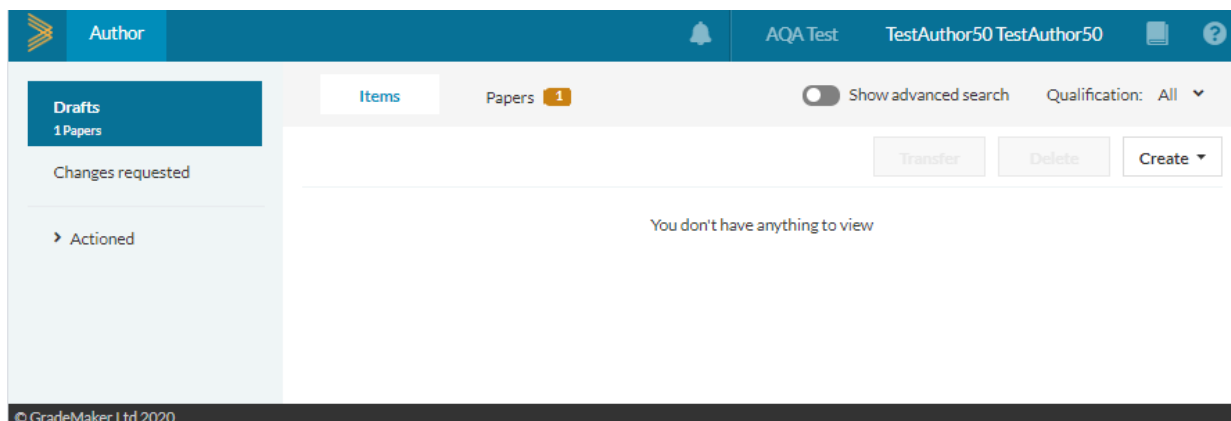
Each individual question paper (component) will be set up within the system to include individual items (questions) that will be created within the paper by Authors.

The number of papers assigned to you may vary dependent on the number of papers you work on and the level of access you have been assigned.

Notifications

The GradeMaker system incorporates notifications service which informs users when new actions are assigned to them.

- Log on to GradeMaker Pro (<https://pro.grademaker.com>) using the link and details provided to you.
- GradeMaker Pro will open with your **Drafts** view.



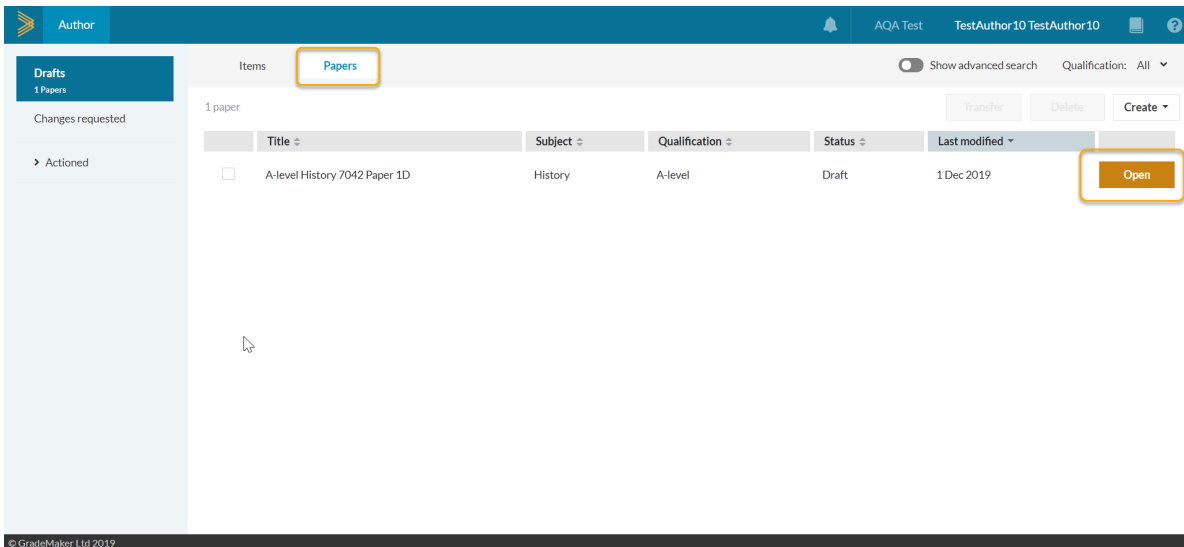
- Click on the **notifications** icon.
- Click on the **Settings** icon
- Move the **slider** next to 'Receive email notifications' to 'On'
- Choose the frequency for email notifications. These can be Hourly, Daily or Weekly. (The default setting is Daily)
- Notifications will be received by the email used to login to the GradeMaker system
- To turn off email notifications, reset the 'Reset email notifications' slider to the 'Off' position



Note: If you are inactive on GradeMaker for 15 minutes, there will be a pop up on the screen asking if you want to keep working before it automatically logs you out after 20 minutes of inactivity. GradeMaker is designed to encourage users to save and log off the system before leaving their screen.

Getting Started

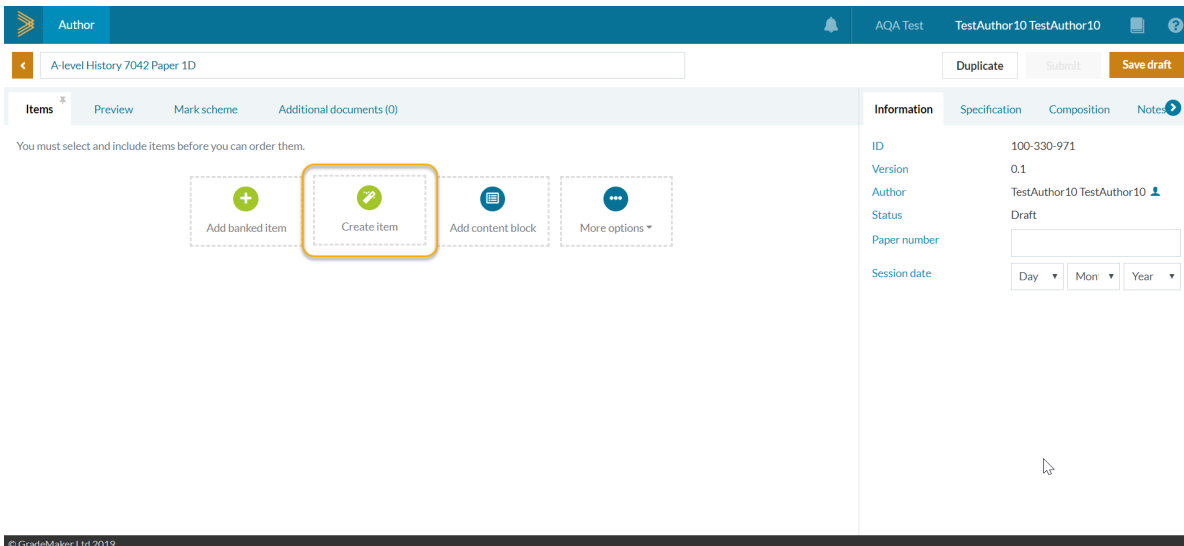
- Click on the **Papers** tab. This will ensure you are working on the Paper not individual items.
- If your paper isn't showing, please contact ITSS on GradeMakerSupport@aqa.org.uk for advice.
- Click on **Open** alongside the paper you want to work on.



The screenshot shows the 'Author' interface with the 'Papers' tab selected. A table lists papers, and the 'Open' button for the first paper is highlighted.

Title	Subject	Qualification	Status	Last modified	
A-level History 7042 Paper 1D	History	A-level	Draft	1 Dec 2019	Open

- On the next screen, click **Create item**.



The screenshot shows the 'Create item' screen. The 'Create item' button is highlighted. The interface includes a message about selecting items and a row of buttons for adding content.

- Enter a title for the item and click on **Next**

Create New Item
1. Specify the details of the item

Subject: History | Qualification: A-level

Item Name: James I [1603 to 1625]

Cancel | **Next >**

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The screenshot below shows the Question Paper Production workflow stages. GradeMaker includes an automated workflow which means that once you have completed your action, the system will automatically notify the person who is responsible for the subsequent action. A standard workflow has been agreed for all AQA question papers as shown below.

- Click **Create**

Create New Item
2. Item creation process

Workflow Template
ITEM Master GM Workflow [7042/1L]

Author ✓

3.2.4 APL checks first draft ✓

3.3.2 Reviser reviews first draft ✓

3.3.3 APL sends paper and ite... ✓

< Back | Cancel | **Create**

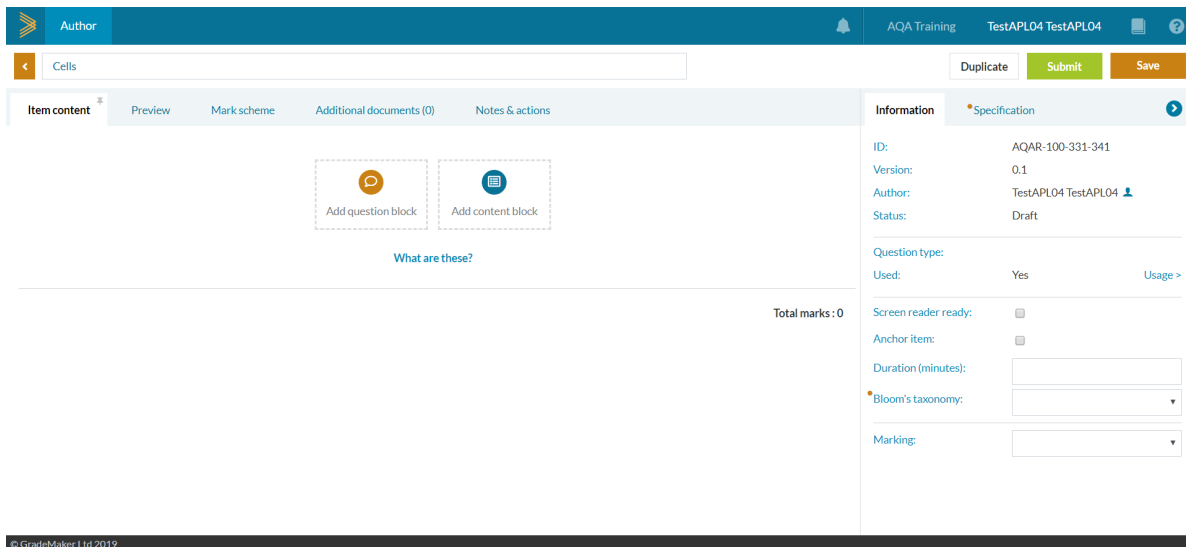
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Note the Workflow cannot be edited.

Item creation

Note: The title given to an item in GradeMaker does not pull through to the Question Paper itself so this needs to be added at the beginning of the first content/question block.

Once you have accessed your paper you are ready to start creating items (questions). There are several actions when creating items.



The screenshot shows the GradeMaker Author interface. At the top, there's a navigation bar with 'Author' and a bell icon. Below it, a breadcrumb trail shows 'Cells'. The main area is divided into two sections. The left section, titled 'Item content', has tabs for 'Preview', 'Mark scheme', 'Additional documents (0)', and 'Notes & actions'. Below these tabs are two buttons: 'Add question block' and 'Add content block'. The right section, titled 'Information', contains a 'Specification' tab with a dropdown arrow. Below this, there's a form with fields for 'ID:', 'Version:', 'Author:', 'Status:', 'Question type:', 'Used:', 'Screen reader ready:', 'Anchor item:', 'Duration (minutes):', 'Bloom's taxonomy:', and 'Marking:'. The 'Used:' field has a 'Yes' button and a 'Usage >' link. The 'Screen reader ready:' and 'Anchor item:' fields have checkboxes. The 'Duration (minutes):', 'Bloom's taxonomy:', and 'Marking:' fields have text input boxes. At the bottom right of the main area, it says 'Total marks: 0'. The footer of the interface shows '© GradeMaker Ltd 2019'.

Creating Items:


- **Item content** is where you create your questions with a question block or content block
- **Preview** gives you an idea of what your item or paper will look like
- **Mark scheme** is where you add the marks scheme that goes with your question
- **Additional documents** is where you can upload or view any additional materials, such as Blueprints, Inserts, Source and Booklets etc. to a **Paper**.
- **Notes & actions** is where you can add a comment for a Reviewer or Approver when submitting your items

Note: Additional documents **MUST** only be added at Paper level and **NOT** at Item level.

Notes & Actions is not expected to be used until advised otherwise. Comments should be added to the QA form emailed to you.

- On the **Information** tab, you have access to view, update or select:

- ID of the item
- Version of the item
- Author
- Status of the item
- Question type
- If the item is used in a paper
- Screen reader ready
- Anchor item
- Duration of item (minutes)
- Bloom's taxonomy (**Mandatory**)
- Item marking type
- Demand

Information	Specification
ID:	AQAT-100-334-555
Version:	0.1
Author:	TestAuthor50 TestAuthor50 
Status:	Draft
Question type:	Objective answer MCQ
Used:	Yes Usage >
Screen reader ready:	<input type="checkbox"/>
Anchor item:	<input type="checkbox"/>
Duration (minutes):	<input type="text"/>
Bloom's taxonomy:	Not Specified ▼
Item Marking Type:	<input type="text"/>
Demand:	<input type="text"/>

- On the **Specification** tab, you can map your question to the appropriate specification content section. Specification mapping is mandatory on every item.

Note: Bloom's taxonomy and Specification mapping is mandatory on every item.

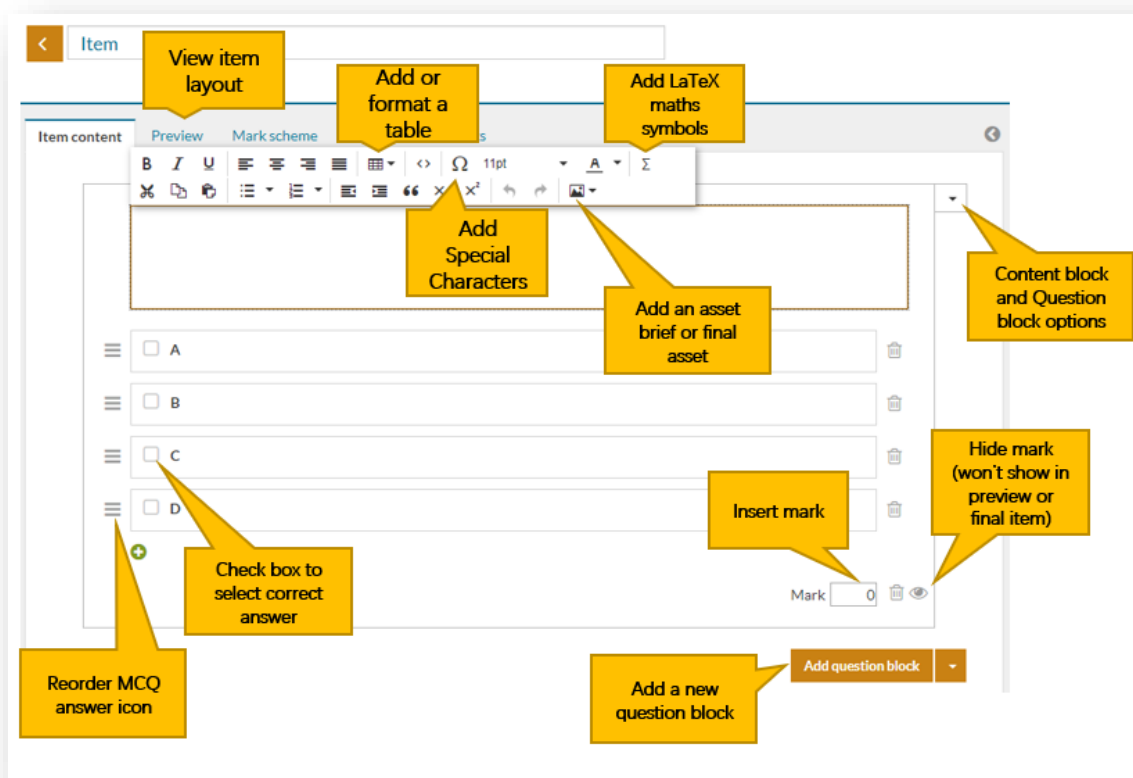
The greyed out information needs no action and should NOT be ticked or updated

Question Content

Overview of the Authoring Tools

When you are creating a question, there are several editing tools and features within the system that will help you create a question in the format you need. These include:

- Viewing item layout
- Adding tables
- Creating special characters and symbols
- Adding an asset or asset brief
- Inserting and hiding marks
- Question and content blocks options
- Reordering MCQ answers etc.



- Click in the text box to add your question and the editing tool pops up as shown above. This allows you to add bold and italic to your text, to centre the text, add symbols etc.

Note: You do not need to number your questions. These are automatically added when the paper is downloaded. GradeMaker will automatically number the questions.

GradeMaker will not allow you to change the fonts, e.g. to Arial 11. This will be amended at the Typesetting stage

Adding content block

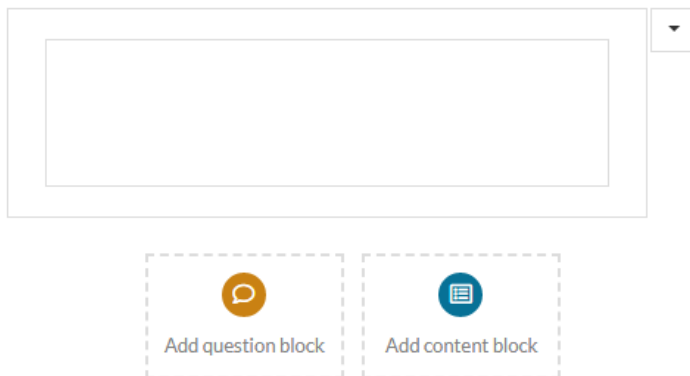
Adding a stimulus to a question

This provides space for you to add stimulus material or candidate guidance. A stimulus is a piece of content which triggers a sequence of dependent questions. It is useful for composite items. Stimulus material is added as a **Content block**.

- Click on **Add content block**.



- Enter the stimulus material.
- Add question blocks below the Content Block as required.



Note: It is possible to copy content out of a content block and into Microsoft word temporarily then paste it back once changes have been made to the layout.

We are working with GradeMaker to improve this functionality by adding a feature to allow the reordering of content/question blocks within an item.

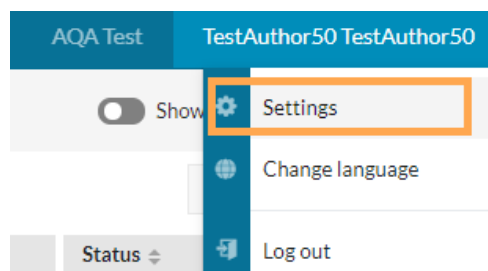
Creating items with multiple question parts (*composite items*)

Note: composite items are intended to link questions which must be asked in a sequence, for example because they share a stimulus.
It is good practice not to create a composite item, unless it is necessary, for each part of the item to make sense.

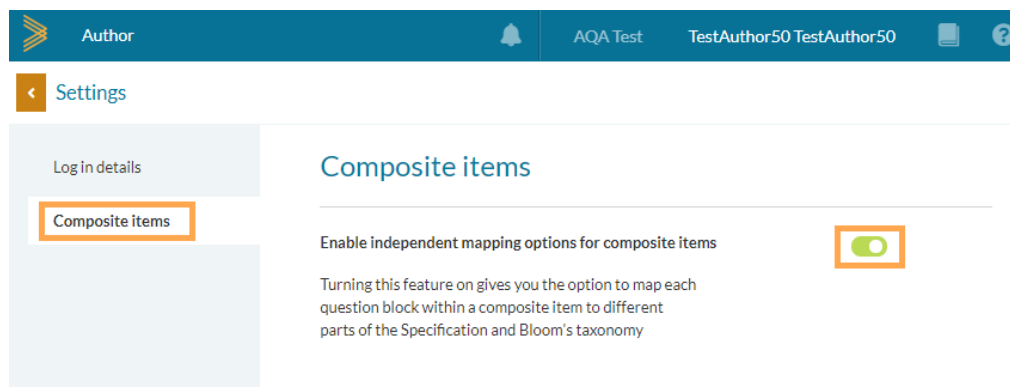
Enable independent mapping for mapping options for composite items

This should be enabled. If you do not see the option to map your specification or Blooms to different question parts, you may need to turn a setting on within your user account. To do this:

- Hover over your profile name in the top right-hand corner and select **Settings**.



- Click on **Composite items**
- Set the **Enable independent mapping options for composite items** to on as shown below



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- To get back to the paper, press the orange back button at the top left of the page

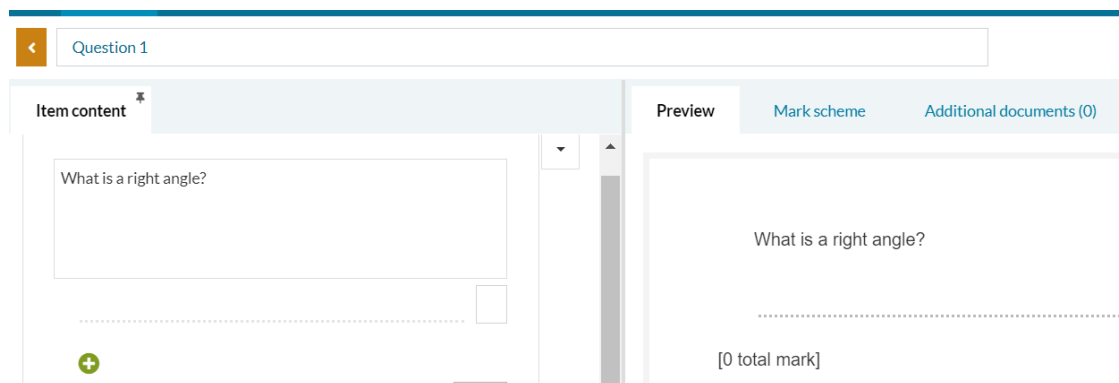


Pin tabs

This can be used to view two different tabs at the same time so that users can see information at the same time.

You can edit the mark scheme and upload any additional documents whilst in this view and can also view the mark scheme alongside the question.

To view a preview of your item whilst editing it, select click on the Pin symbol on the Items tab to lock the item editing window on the right side of the page. The preview will display on the left side of the screen.

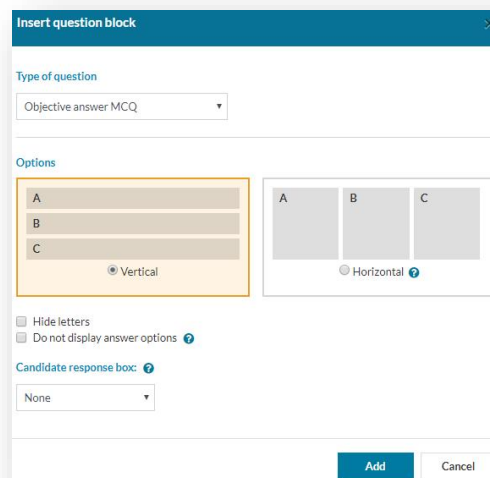


The screenshot shows the GradeMaker interface with the 'Pin tabs' feature. The interface is split into two main sections. On the left, the 'Item content' tab is active, showing a question: 'What is a right angle?'. Below the question is a green plus icon. On the right, the 'Preview' tab is active, showing the same question: 'What is a right angle?'. Below the question is a dotted line and the text '[0 total mark]'. At the top of the right section, there are three tabs: 'Preview' (selected), 'Mark scheme', and 'Additional documents (0)'.

Adding question block





- Click **Add question block**.
- Click on **Type of question** to select the type of question you are writing (options include: Objective answer MCQ, Short answer, Extended answer, Fill in the blank, other)
- **Objective answer MCQ**: where the candidate chooses an answer from a list of different options.

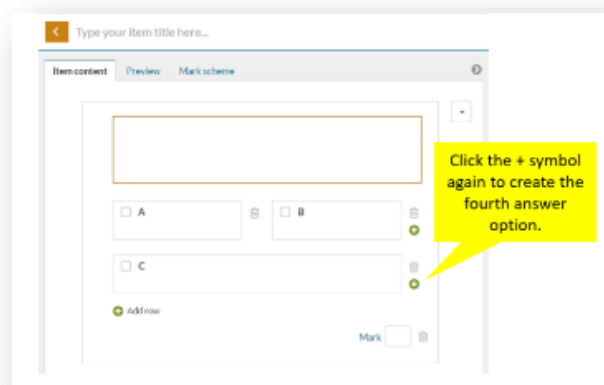
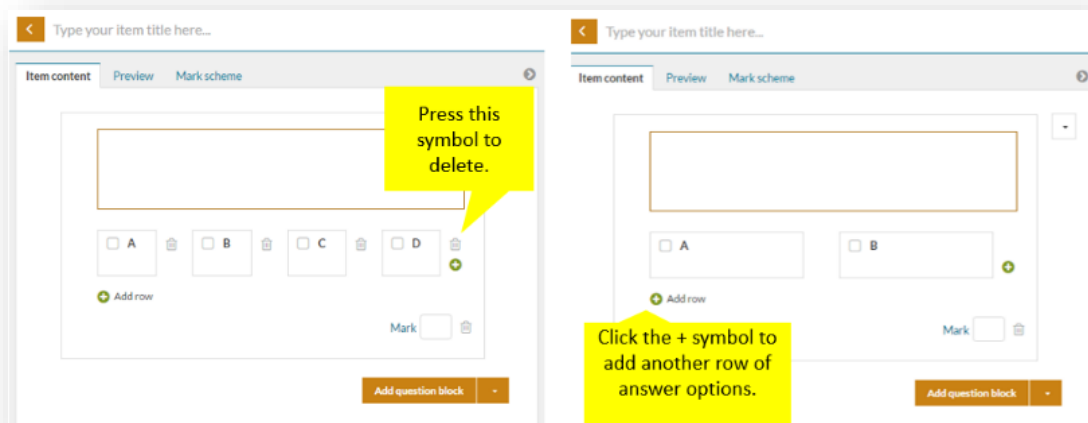
A screenshot of the "Insert question block" dialog box. It has a title bar "Insert question block" with a close button. Inside, there's a "Type of question" dropdown menu set to "Objective answer MCQ". Below that is an "Options" section with two visual styles: "Vertical" (selected, showing a list of A, B, C) and "Horizontal" (showing three boxes labeled A, B, C). There are checkboxes for "Hide letters" and "Do not display answer options". At the bottom, there's a "Candidate response box" dropdown menu set to "None". "Add" and "Cancel" buttons are at the bottom right.

You can select the style of MCQ you require by:

- **Vertical** and **Horizontal** to change the layout of the answer options.
 - **Hide Letters** removes the ABCD key from the answer options
 - **Do not display answer options** removes the answers from appearing on the question
- Candidate response box** allows you to choose whether the MCQ will show 'None', 'Box' or 'Box with oval' (lozenge).

You can format the layout into the style you want as shown below:

- You can choose the layout by selecting 'Horizontal' or 'Vertical' when selecting your question type (previous step)
- You can delete answer options by clicking on the 'delete'  icon
- You can add more answer options by clicking on the 'add'  con




- To mark the correct answer within the Mark Scheme, select the correct tick box for the MCQ.
- **Hide Marks** (the eye icon next to the mark) lets you prevent the mark showing on the item.


a Which of these animals is the biggest?

☐ A Cat

☐ B Dog

☒ C Lion



 Marks 10

- **Short answer:**

- To add a short answer question, select '**Short answer**' from the drop down list after clicking on '**Add question block**'.

There are a number of answer line options to choose from (these are optional so you can ignore if this is not required for your question)

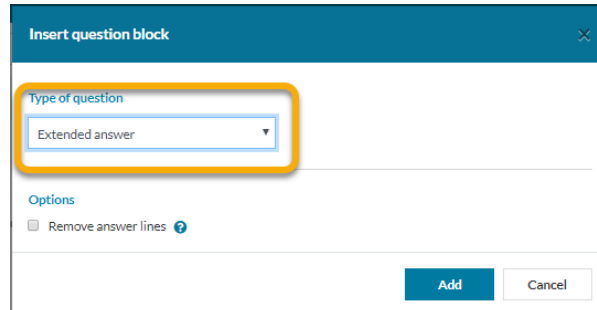
- **Remove answer lines:** if you don't want answer lines with your question, you can remove them by checking this box.
- **Include the label before the response area:** if you would like to number individual answer lines, or add text before the answer, as in the example below, select this option and add the text you want to include.

- **Include the label after the response area:** if you would like to add text after the answer, as in the example below, then choose this option.

- You can choose to have the answer lines:
 - Full-width
 - Half width, aligned left
 - Half width, aligned right

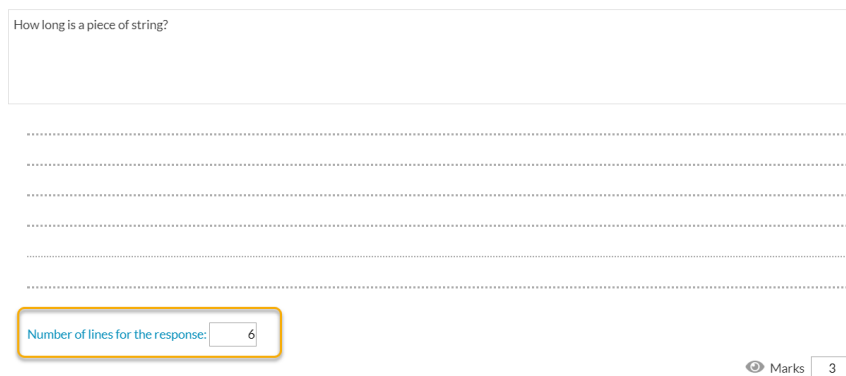
- **Extended answer:**

To add an extended answer question, select '**Extended answer**' from the drop-down list'.

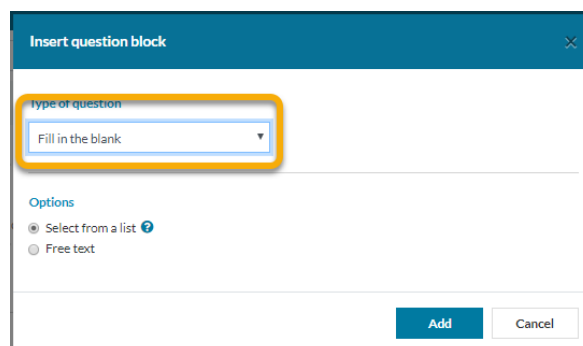


- **Remove answer lines** – You can choose to remove answer lines from this type of question

Note: After you have inserted the Extended answer question, you can choose how many answer lines you want to include for the answer



- **Fill in the blank:** where a candidate fills in blanks in a sentence.

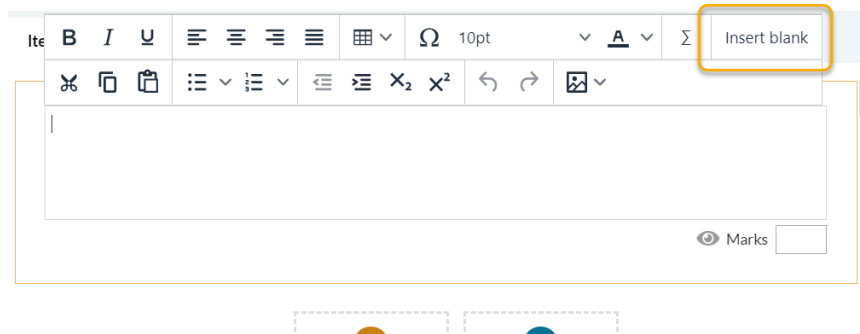


- **Select from a list** applies to On Screen Tests only

Note: Select from a list option **CANNOT** be used at the moment

- **Free text** will display a text free line which a candidate can write their answer

- To insert a blank, click into the question block, and select the '**Insert blank**' option



- When creating the blank, you will be asked to include the correct answer.
- The answers will be automatically included within the mark scheme
- Blanks can also be inserted into tables

Below is an example of a blank inserted into a question block

- Other:** this should be used if the type of question you want to write isn't covered by any of the '**Type of question**' options outlined above.

Adding another part to an Item

Note: To add another part to an item, add a new question block within the item and repeat the steps used for completing your first item.

Optional Questions

Note: If you are authoring items that will be optional to answer, you should create them in the same way as you would create other items. This includes either where an item has optional parts (such as Q1.1 and Q1.2) or is an optional item (such as Q1 and Q2).

Doing this ensures that each item and part item can be mapped to different areas of the specification content (if required); and each question will have a correct mark allocation.

This will mean that the system shows an incorrect total mark value for the paper as it will total the mark values for all items within the paper, even where they are optional. This total figure can be ignored when authoring and will be corrected when the question paper is typeset.

You should indicate which questions are optional in the question title and text. This will be removed by typesetters when the question paper is typeset.

We are working with GradeMaker to improve the functionality for authoring of optional questions for future series.

Creating the Mark scheme

- Click on the **mark scheme** tab.
- Choose the mark scheme layout from the drop down list.
There are three options:
 - Free text** – This is a blank text box which you can update with the mark scheme for that question

Content Preview **Mark scheme** Additional documents (0)

Type of mark scheme: Free text

Mark Descriptors:

AOs	Skills
<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>

- Tabular** – a table is presented with the number of the question, the correct answer, mark and additional guidance

Item content Preview **Mark scheme** Additional documents (0)

Type of mark scheme: Tabular

Number	Answer	Mark	AOs	Skills	Additional guidance
			<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	

[0 total mark]

- Not required** – if the question is an MCQ and no further mark scheme required. The correct answer option will appear automatically.

Type of mark scheme: Not required

a) Answer key: A -



No mark scheme required

You can now enter the mark scheme into the text box. The mark scheme will be reviewed alongside the item.

Mark Descriptors

- In the box titled **AOs** (Assessment Objectives), click on the left drop-down box and select the appropriate AO for the item. The list shown is for all AOs (to the lowest sub-level). You can do this for as many AOs as the question assesses. Click on the box to the right to enter the appropriate number of marks for the AO you selected, using free text or the up arrow.
 - Repeat this step until the total marks for the **AO** equals the total number of marks for the item.



Mark Descriptors:

AOs	Skills
AO1 ▼ : 6 ▲▼ 	▼ : ▲▼
AO2 ▼ : 4 ▲▼ 	
▼ : ▲▼	

[10 mark]

- In the box titled **Skills**, click on the left drop-down box and select the appropriate skills for the item. This is where you should record marks for any additional skills that the question assesses including SPaG, practical and math skills. Click on the box to the right to enter the appropriate marks for the skill you have selected, using free text or the up arrow.
 - Repeat this step until all marks that are attributable to **Skills** have been entered.

Mark Descriptors:

AOs	Skills
▼ : ▲▼	Levels o ▼ : 7 ▲▼ 
	Synoptic ▼ : 3 ▲▼ 
	▼ : ▲▼

[10 mark]

Note: The total number of marks for the **AO** or **Skills** **CANNOT** be greater than the total number of marks for the item.

Mark Scheme Allocation

Note: The marks for an item are still the total marks – Marks cannot be allocated for each statement in the mark scheme. A temporary option while the functionality is being developed is by following the examples below and this will be updated when the paper is Typeset:

Statement 1 (1)

Statement 2 (1)

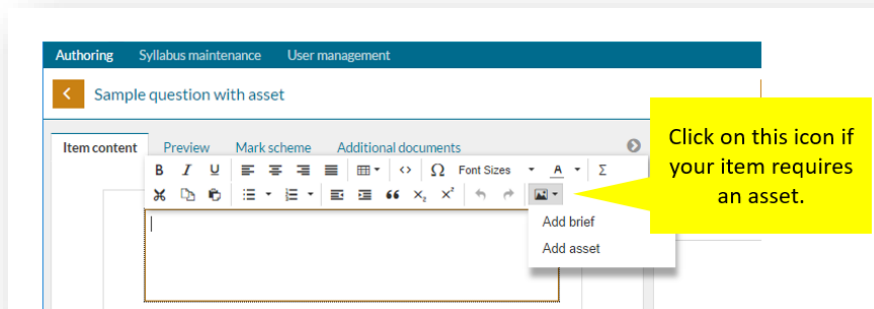
or:

M1 statement 1

M2 statement 2

Adding images and other assets

- To add an **asset** (a drawing, map, picture etc.) click in the text box within your item and click on the **'Insert asset'** icon on the toolbar.

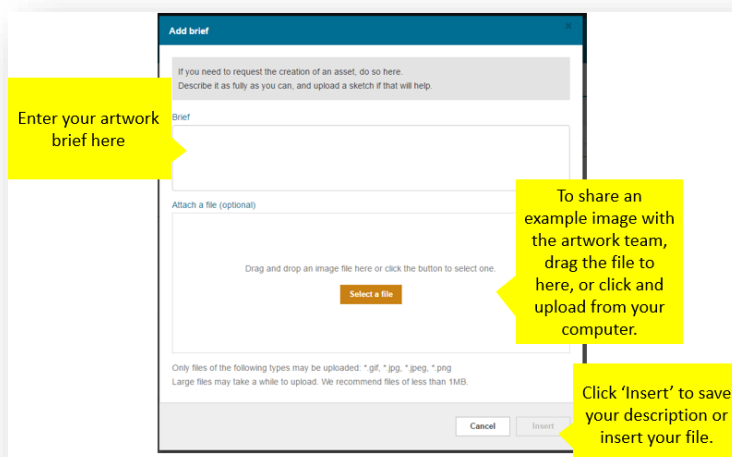


Two options will appear:

- Add brief** allows you to type a brief or instruction to the asset manager – **Please always select this option.** You will be able to attach your own images and pictures to help capture what you need.
- Add asset** allows you to load a piece of final artwork – **Please DO NOT use this option.**

Adding an Asset brief

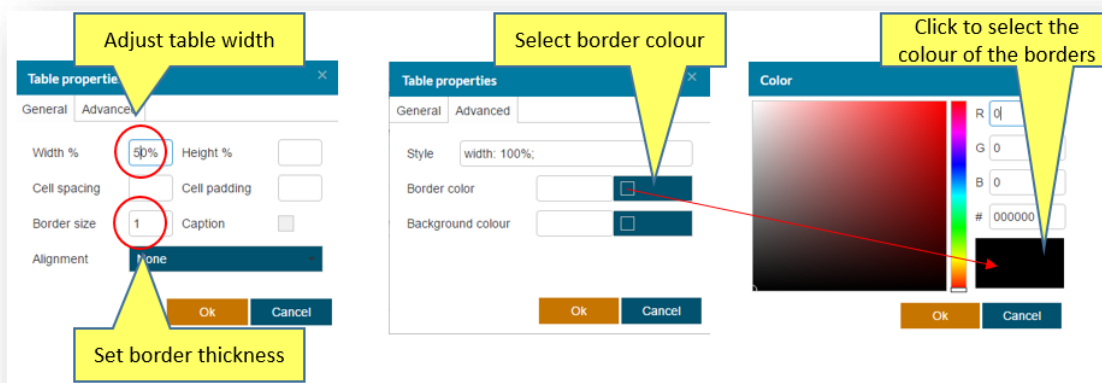
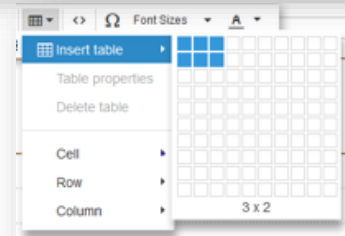
- Choose the **Add brief** option, and enter your instructions for the asset you require as shown below
- Complete the information in the **'Add brief'** dialogue box
- Select **'Insert'**



Note: Once your brief has been submitted, an AQA colleague will be automatically notified of the request and will submit this to the graphics team to produce the asset. Once a draft is received and has been checked, it will be added into the item and you will be asked to verify that it meets the brief.

Adding a table

- To insert a Table, click in the text box and click on the **Table** icon on the editing toolbar.
- A pop-up appears allowing you to select the number of rows and columns. This will insert a table without any border lines.
- To style the table click on the Table drop down, choosing Table properties.
- Use General to set table width (Width %) and add borders (set Border size to 1). Use Advanced to choose border line colours.



Note: If you're unable to get the layout you need for your question, use the **Notes & actions** to explain what you need and this will be actioned in the Typesetting stage.
As a quick workaround you can copy and paste tables from word if you find it easier.

Example: this would be entered in an 'Other' question type

<u>tectonic</u>	the point underground where the
<u>plate</u>	rock breaks and the energy of an
	earthquake is released
focus	a sea wave caused by earthquakes
	and volcanic eruptions
pyroclastic	<u>a large, rigid section of the Earth's</u>
flow	<u>crust</u>

Information Specification Notes

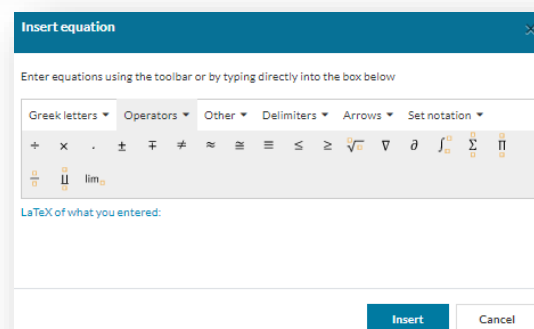
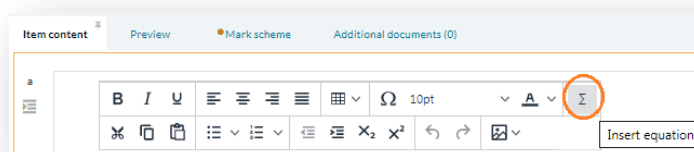
TYPESETTER: Remove underlines and add a line connecting the two highlighted boxes

Save note Cancel

Additional guidance for creating tables is available in the 'Awarding Body Documentation' section of GradeMaker Pro.

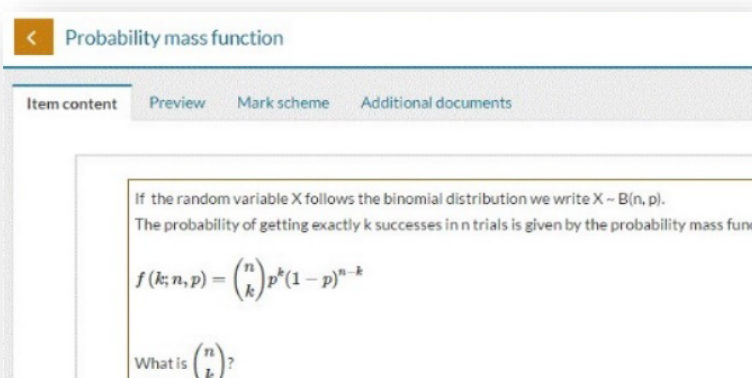
Adding Mathematical symbols

- To add an equation or Maths symbol, click in the text box and click on the “**Insert Equation**” icon on the toolbar.
- The equation dialog box will appear. To help you find the symbol you want, they have been organised into tabs.
- It is also possible to copy and paste LaTeX from another document into the dialogue box.
- Click on the symbols to create your equation. Once you are happy with it, click ‘**Insert**’ and the equation will appear in your item.



Note: If there are symbols missing, please contact us on ContentAuthoring@aqg.org.uk with an example of the symbol you need. This will be raised with GradeMaker for the symbol to be added to the selection.

It is not possible to have two separate fonts within an equation, please add comments to the Notes.



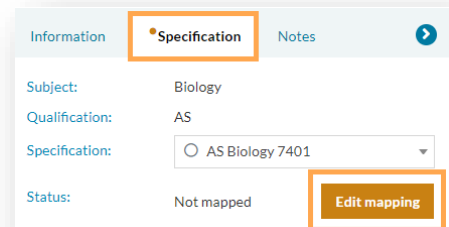
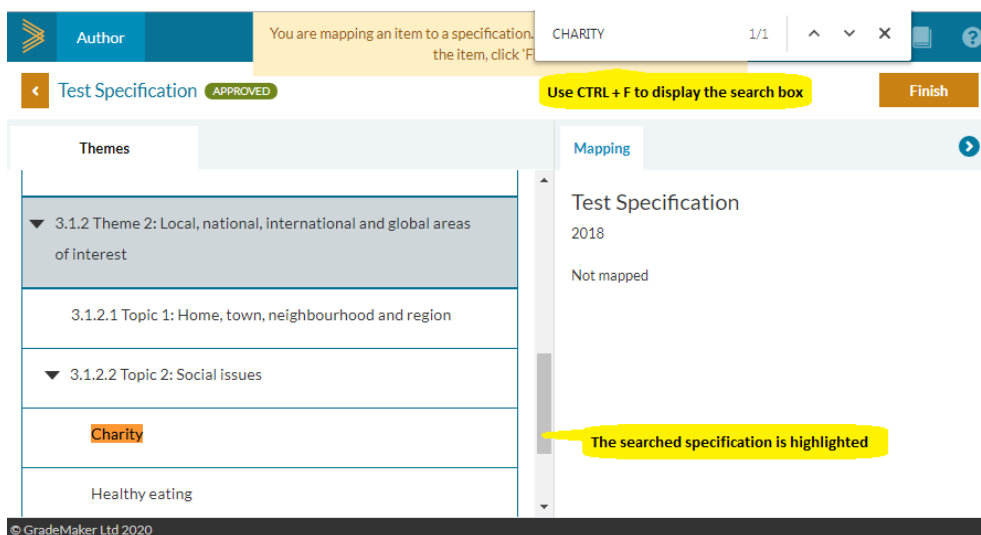
Adding Question Data

When you've written your item, it is mandatory to map your item to the relevant part of the specification and indicate the Bloom's taxonomy.

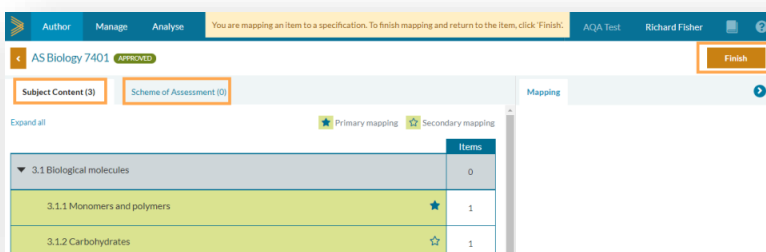
Mapping items to Specification

- In your item, click on the '**Specification**' tab on the right and select '**Edit mapping**'.
- This opens up the full specification for your subject.

Tip: Use CTRL + F for a quick search of the Specification you are mapping the item to. A search box will be displayed. This makes it easier to find your item in a long list of items. See screenshot below.

- There are two tables your specification can be mapped to – **Subject Content** and **Scheme of Assessment**. You can undo or change your choices at any time.
- Choose the primary specification topic your item relates to and then add any secondary topics if required. Once selected, these will display with an asterisk alongside them as shown.
- When you've finished mapping your item to the specification content, click '**Finish**' to return to your question.



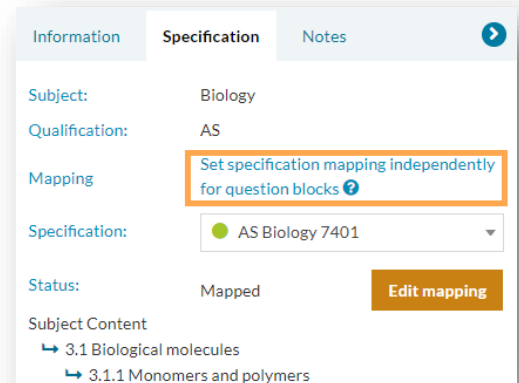
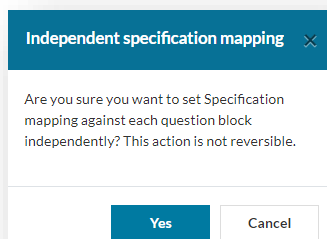
Tip 2: When mapping items **collapse all** reduces the specification list to the key topics. You can then open up the specific topic you are interested in, which can make mapping quicker.

It is possible to independently map different parts of an item to different areas of the specification. To achieve this:

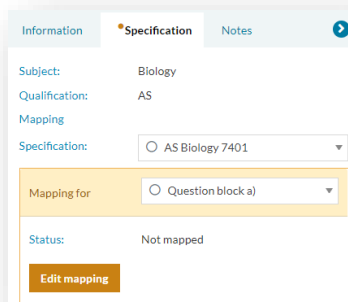
- Add in a second question block of your item
- Navigate to the '**Specification tab**' from the right-hand pane
- Select the link '**Set specification mapping independently for question blocks**'.

Note: You need to enable composite items. Please refer to "Creating items with multiple question parts (composite items)" of this guide.

- You will be prompted with the warning message below, click 'Yes'.



- The specification mapping options will have been changed as shown below. You can now map each part of the item to a different area of the specification.

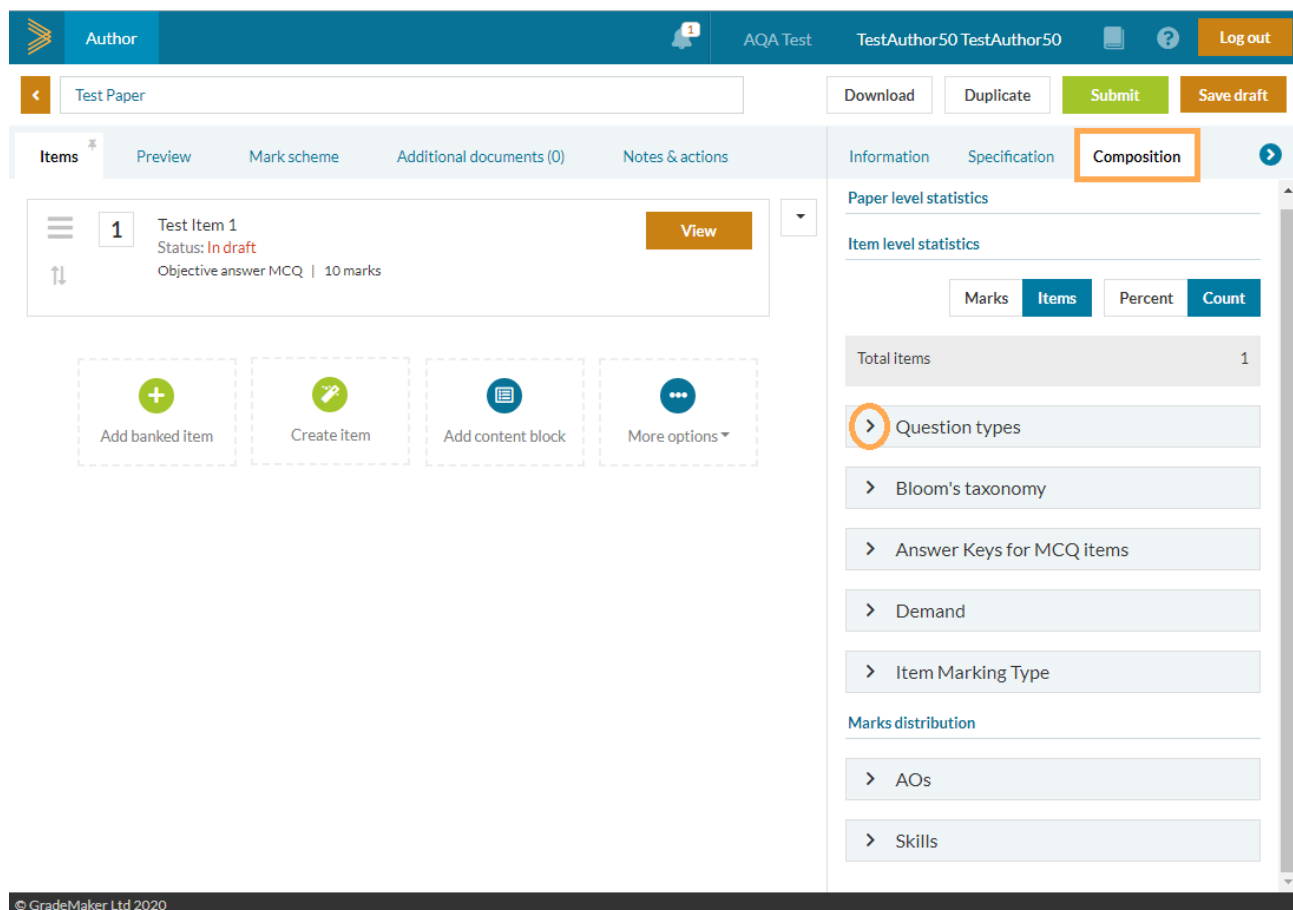


Composition Tab

- To review the Composition of the paper, click on the '**Composition**' tab.

This shows the Item level statistics which is a breakdown of:

- Total marks or total number of items within the paper
- Question Types
- Bloom's Taxonomy
- Answer Keys for MCQ Items
- Demand
- Item Marking Type
- AOs
- Skills

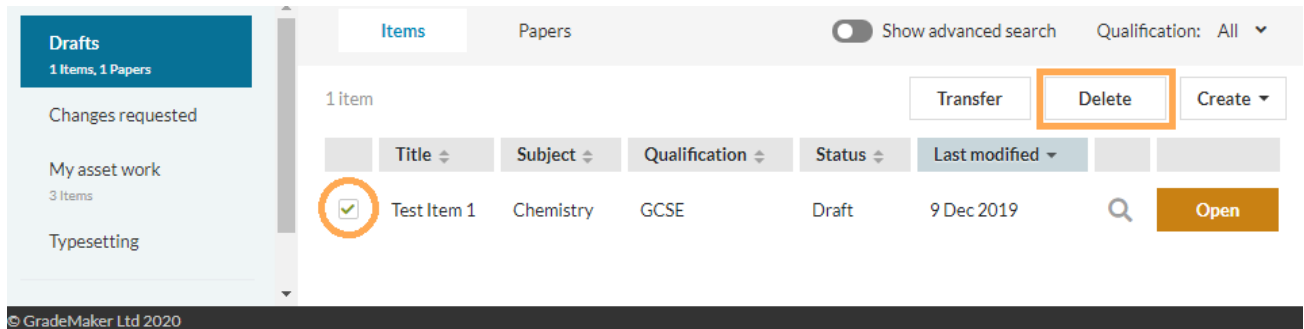


The screenshot shows the GradeMaker interface. At the top, there's a navigation bar with 'Author', 'AQA Test', 'TestAuthor50', and 'Log out'. Below this is a 'Test Paper' section with buttons for 'Download', 'Duplicate', 'Submit', and 'Save draft'. The main area has tabs for 'Items', 'Preview', 'Mark scheme', 'Additional documents (0)', and 'Notes & actions'. The 'Items' tab is active, showing a list of items. The first item is 'Test Item 1' with a status of 'In draft' and 10 marks. Below the item list are buttons for 'Add banked item', 'Create item', 'Add content block', and 'More options'. On the right side, there's a 'Composition' tab selected, showing 'Paper level statistics' and 'Item level statistics'. The 'Item level statistics' section has a table with columns 'Marks', 'Items', 'Percent', and 'Count'. The table shows 'Total Items' as 1. Below this, there's a list of categories: 'Question types', 'Bloom's taxonomy', 'Answer Keys for MCQ items', 'Demand', 'Item Marking Type', 'Marks distribution', 'AOs', and 'Skills'. The 'Question types' category is highlighted with an orange circle.

Deleting Items

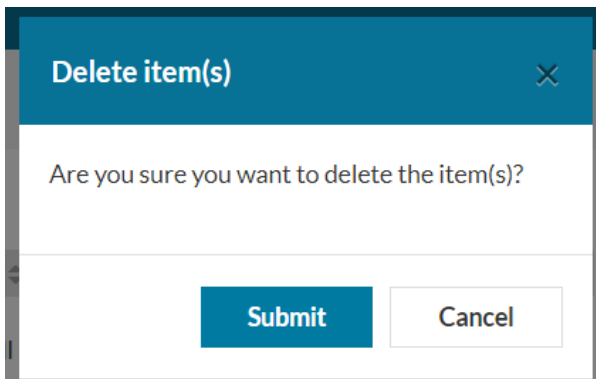
Note: Items can only be deleted when in 'Draft' status before they are submitted for review. They cannot be deleted once submitted.

- From the Author home page, select the item(s) by clicking on the box next to the item title.
- The '**Delete**' box now appears next to the '**Create**' box



The screenshot shows the GradeMaker interface. On the left, a sidebar lists 'Drafts' (1 Items, 1 Papers), 'Changes requested', 'My asset work' (3 Items), and 'Typesetting'. The main area is titled 'Items' and shows a table with one item: 'Test Item 1' in the 'Draft' status. The 'Delete' button is highlighted with an orange box, and the checkbox next to the item title is also highlighted with an orange circle. The footer indicates '© GradeMaker Ltd 2020'.

- Click on **Submit** when prompted.



The dialog box is titled 'Delete item(s)' and contains the question 'Are you sure you want to delete the item(s)?'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

- Your item is now deleted.

Editing layout and structure of a paper

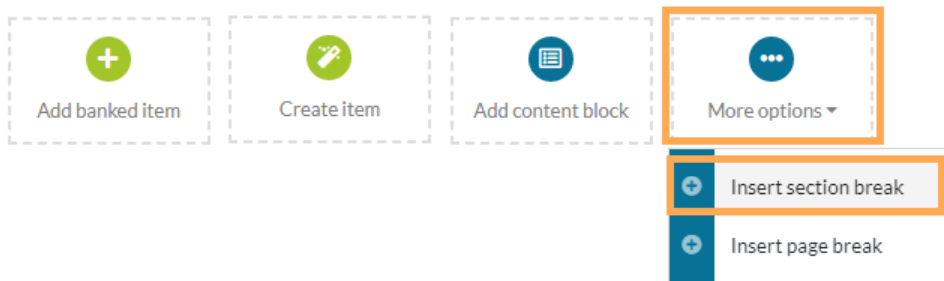
GradeMaker provides various tools to help you structure your paper.

Note: It is not important to update the section break and page break on your paper while authoring. The layout will be done outside of GradeMaker during Typesetting.

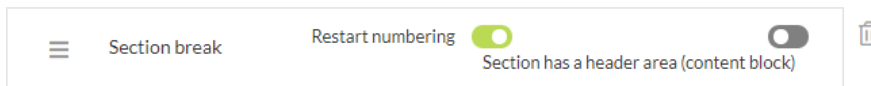
Section Breaks

This will restart the numbering of the questions within the paper.

- Select '**More options**' and select '**Insert section break**'.



- '**Section break**' (shown below) will appear above the options menu. Move the Section break to wherever you want it to be placed.

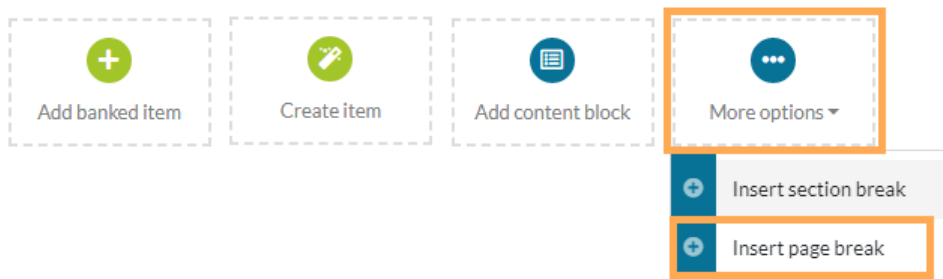


- You should toggle the '**Restart numbering**' to '**off**' if you don't need to restart numbering on the paper

Page Breaks

This will start a new page when downloading the paper into Microsoft Word

- Select '**More options**' and select '**Insert page break**'.

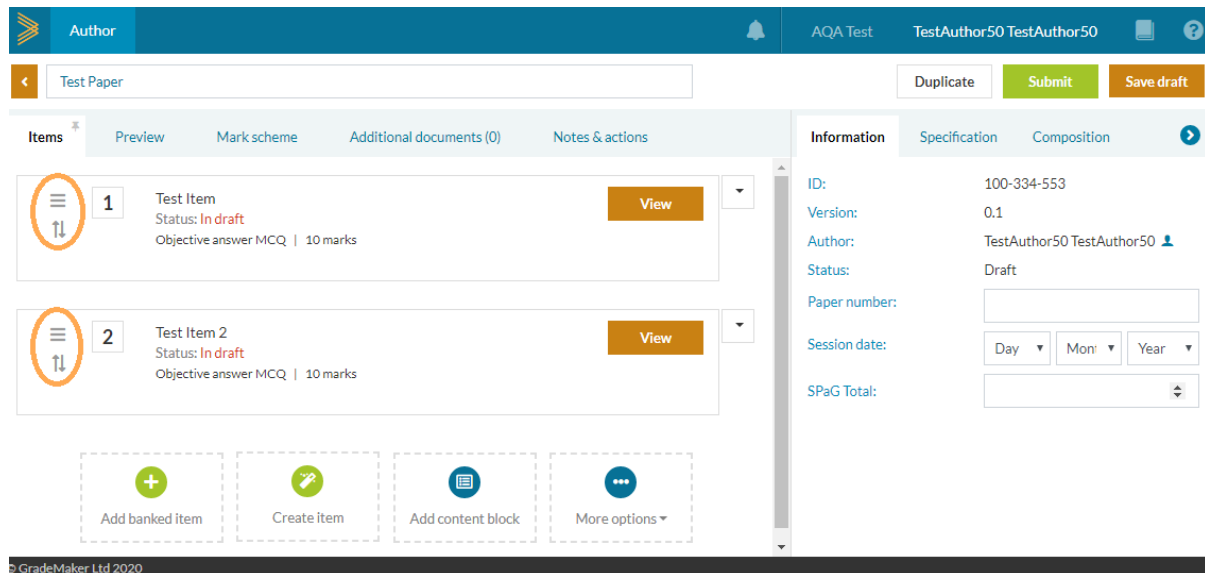


- '**Page break**' (shown below) will appear above the options menu. Move the Page break to wherever you want it to be placed.

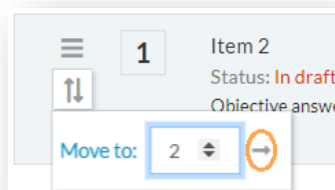


Reordering items within a paper

Two options are available to change the position of an item within a paper:



- **Drag and drop** - click the three horizontal lines next to the item numbers to drag the items into the correct order.
- **Choose position** – click the two opposing arrows to present a pop-out box. You can enter the new position of your item (shown below). If the box containing the number changes to a red outline, the item cannot be moved to that number as it does not exist in the paper



The item numbers will automatically change to represent the new order of items within the paper.

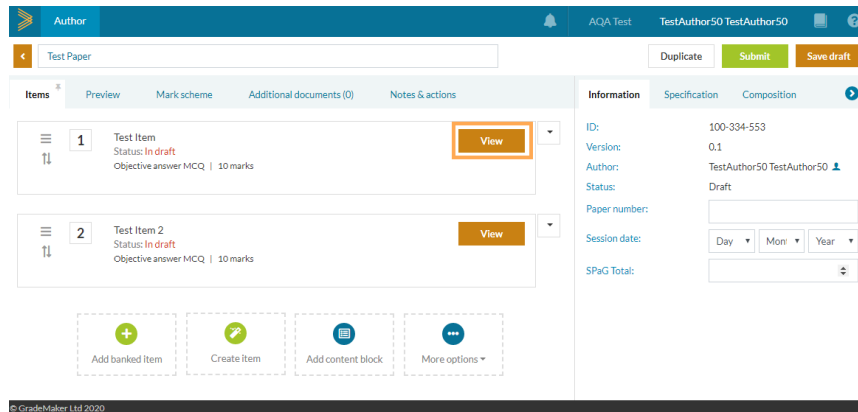
Note: Items will appear in the paper in the order created unless otherwise set.

Editing items within a paper

Note: Items can only be edited when in 'Draft' status before they are submitted for review. They cannot be edited once submitted.

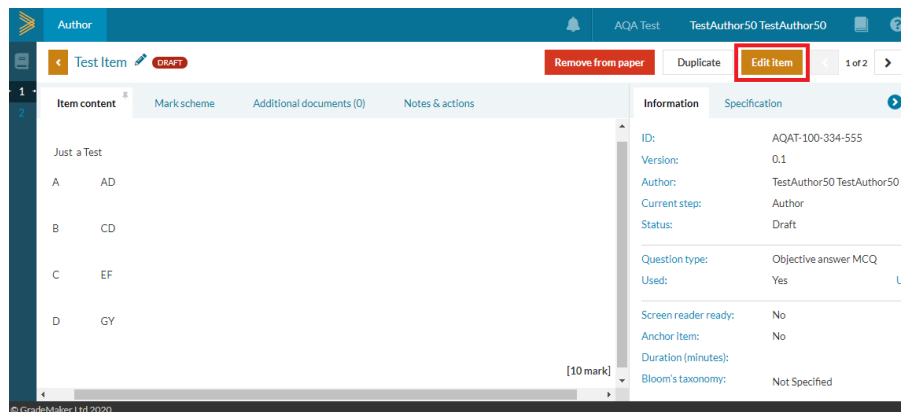
To edit an item within your paper:

- Click **View** to open the item you want to edit.



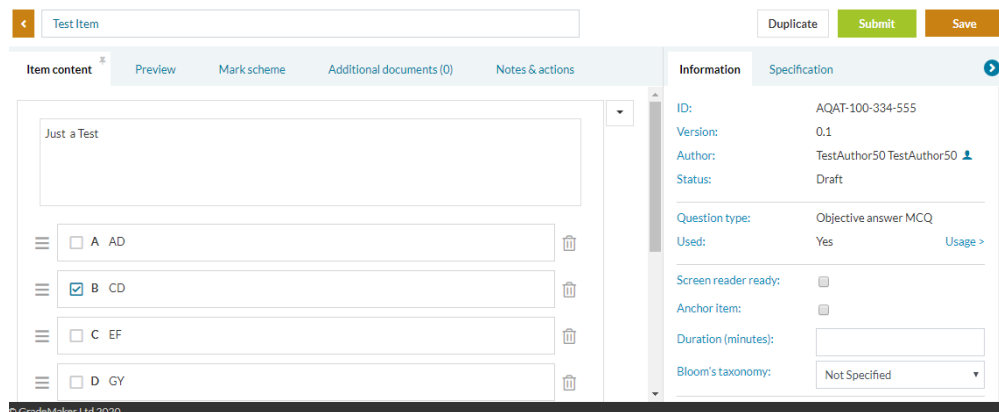
The screenshot shows the 'Author' view of a 'Test Paper'. On the left, there is a list of items. The first item, 'Test Item', is in 'Draft' status and has a 'View' button highlighted with an orange box. Below the list are buttons for 'Add banked item', 'Create item', 'Add content block', and 'More options'. On the right, there is an 'Information' panel showing details for the selected item, including ID, Version, Author, Status, Paper number, Session date, and SPaG Total.

- Click on **Edit item**.



The screenshot shows the 'Edit item' screen. The 'Edit item' button is highlighted with a red box. The left panel shows the 'Item content' with a list of options: A AD, B CD, C EF, and D GY. The right panel shows the 'Information' and 'Specification' tabs. The 'Information' tab is active, showing details for the item, including ID, Version, Author, Current step, Status, Question type, Used, Screen reader ready, Anchor item, Duration (minutes), and Bloom's taxonomy.

- Click **Save** to save your edited item



The screenshot shows the 'Save' button highlighted with an orange box. The left panel shows the 'Item content' with a list of options: A AD, B CD, C EF, and D GY. The right panel shows the 'Information' and 'Specification' tabs. The 'Information' tab is active, showing details for the item, including ID, Version, Author, Status, Question type, Used, Screen reader ready, Anchor item, Duration (minutes), and Bloom's taxonomy.

- To get back to the list of items and then the paper, press the orange back button at the top left of the page

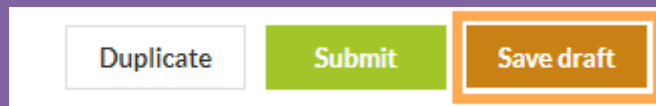


Submitting your items and paper for review

This describes the process of submitting your items and paper to the next cycle for review. You will get the items back when they have been reviewed to allow you to edit the items

Note: You can choose to create your items and save as draft before submitting to the next workflow stage.

- ✚ The item will have a status of “Draft” and can be edited.
- ✚ On the top right hand screen of the item page, Click **Save draft**.

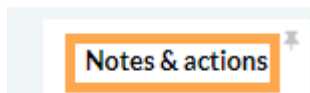


Submitting your items for review

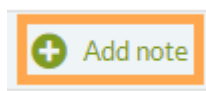
Note: an item needs a Title, completed Specification mapping, Content, a highlighted correct response in the case of multiple choice questions, a Mark, a Mark Scheme including AO and skills mapping, a Bloom’s reference and Item marking type identified before it can be sent on for review.

If you want to add a comment for your reviewer before submitting your item you can do this by adding a Note.

- Open the **Notes & actions** tab.



- Click on **Add note**.



- Add your note. This can be a **General note** or **Targeted note** to a workflow step and to a specific reviewer.
- Click on **Save**.

☐ General note
 ☒ Target note to

Choose step... | v

 for the attention of

All users | v

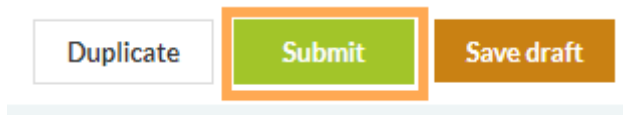
☐ Note must be actioned

Save

Cancel

Note: you will not be able to edit your item once it's been sent for review

- To submit your item to the next workflow for review, click on the Submit button



- Click on the Submit button when prompted.

Submit

Are you ready to submit this item for approving? You will not be able to continue editing it once it has been submitted.

☐ Create another item for this subject / qualification when complete

Submit

Cancel

- If required, you can create another item for the paper by checking the 'Create another item' option before clicking on the Submit button.

Submit

Are you ready to submit this item for review? You will not be able to continue editing it once it has been submitted.

☒ Create another item in this paper for this subject / qualification when complete

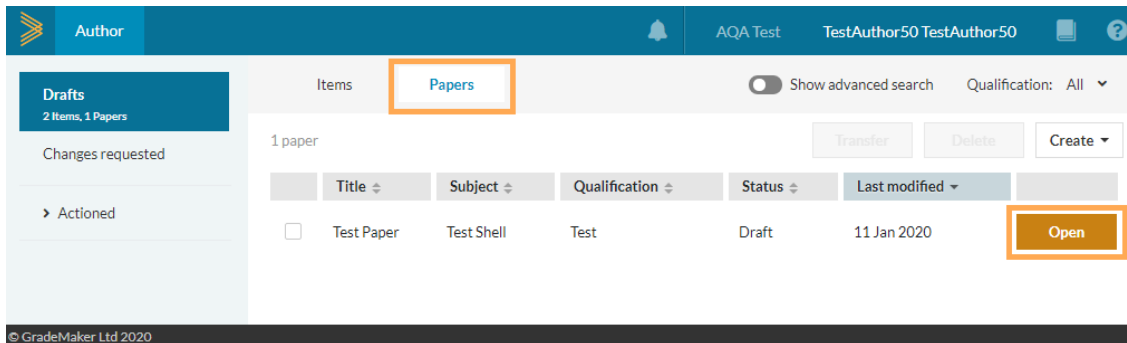
Submit

Cancel

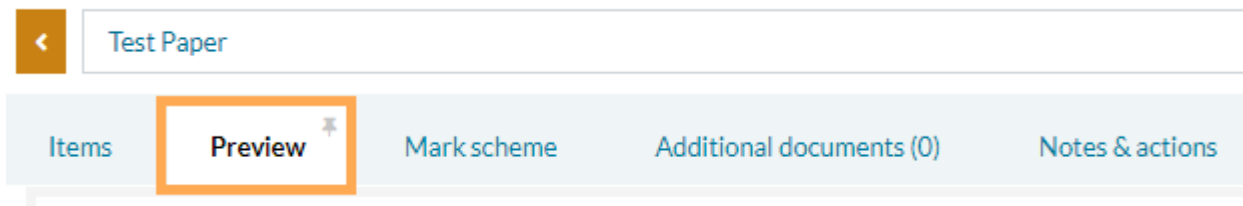
Submitting your paper for review

Note: Your paper should only be submitted for review once all the individual items have been submitted

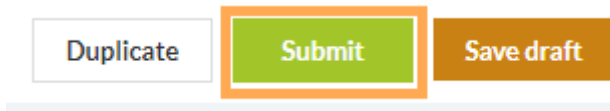
- To submit your paper for review, Click on the **Papers** tab
- Click **Open** to view your Paper



- Click **Preview** to view your Paper before submitting



- Click on the **Submit** button



- Click on the **Submit** button when prompted

