



GradeMaker Pro

User Guide – Reviewing

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Purpose of document

This guide describes how to review items within a paper. It is intended for use by Associates reviewing a Paper. i.e. Revisers, Item Assessors, Chiefs and Assessment Design Managers 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.

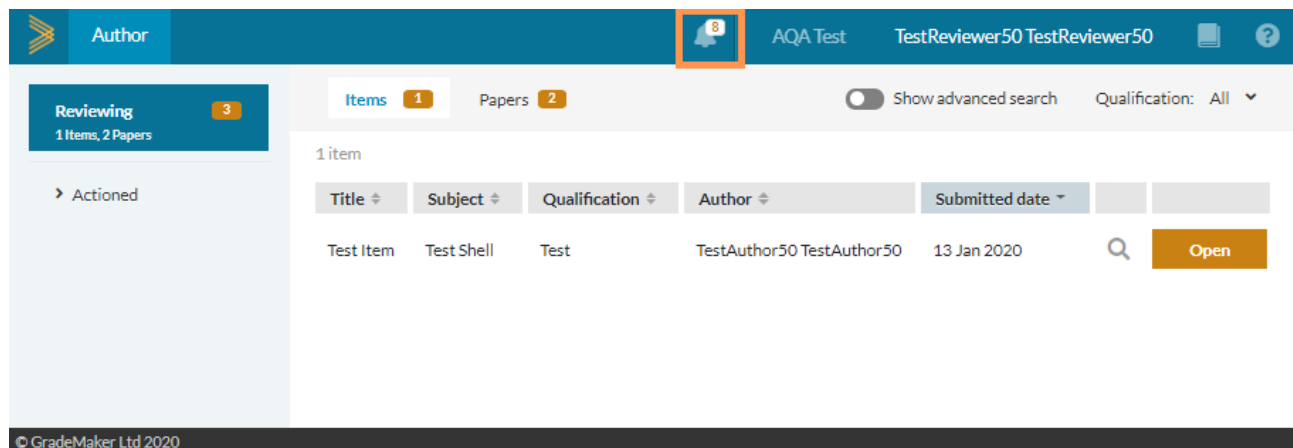
The number of papers assigned to you for completion of specific quality assurance checks may vary dependent on the number of papers you work on and the level of access you have been assigned.

Note: You do not need to record your comments in GradeMaker as you will be sent a separate Quality Assurance review form to complete. You will need to access and review each item in the system.

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 **Reviewing** 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.

Reviewing a Paper

- Click on the **Papers** tab.
- Click on **Open** alongside the paper you want to review.

The screenshot shows the GradeMaker Pro interface. The top navigation bar includes 'Author', 'AQA Test', and 'TestReviewer50 TestReviewer50'. The left sidebar has a 'Reviewing' section with '1 Items, 2 Papers' and an 'Actioned' link. The main area shows the 'Papers' tab with a table of 2 papers. The 'Open' button for the first paper is highlighted with an orange box.

Title	Subject	Qualification	Author	Submitted date	
Test Paper	Test Shell	Test	TestAuthor50 TestAuthor50	13 Jan 2020	Open

GradeMaker Pro will open with the items on your Paper available to you for Review as shown below. You will need to review each separate item.

Review the Item content, mark scheme, data recorded in the Information tab, Specification tab and Composition tab. The Quality Assurance (QA) and Assessment Materials (AM) form(s) should also be reviewed and completed if prompted.

The screenshot shows the 'Review' page for 'GCSE Chemistry 8462 Paper 2F'. The page has a 'Submit response' button and tabs for 'Preview', 'Mark scheme', 'Additional documents (0)', 'Notes & actions', 'QA form (1)', 'Information', 'Specification', and 'Composition'. The 'Preview' tab is active, showing two sample test questions. Each question has four options (A, B, C, D) and a mark value of 10. The total mark for the paper is 20.

Sample Test Question 1

A. Test
B. Item
C. Content
D. Mark

[10 mark]


Sample Test Question 2

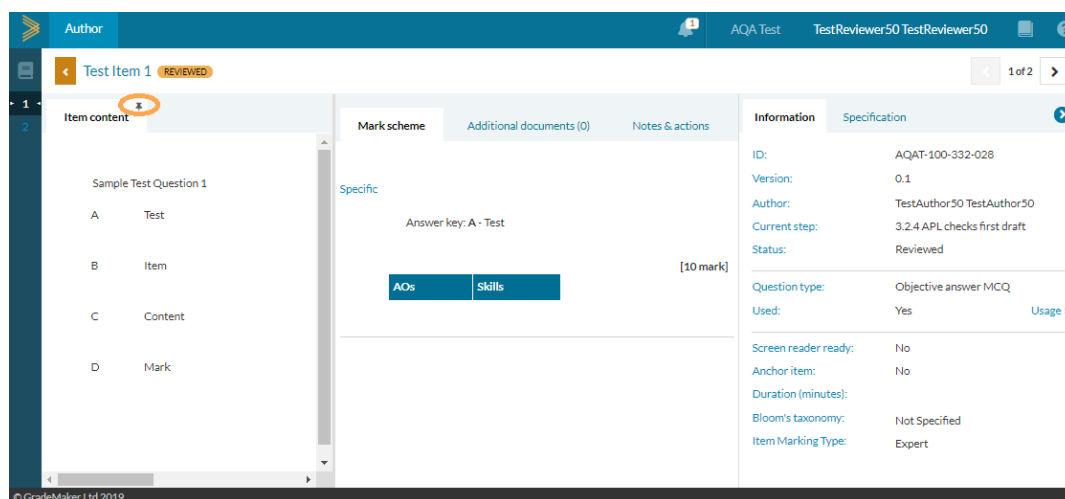
A. Item 2
B. Test 2
C. Content 2
D. Mark 2

[10 mark]

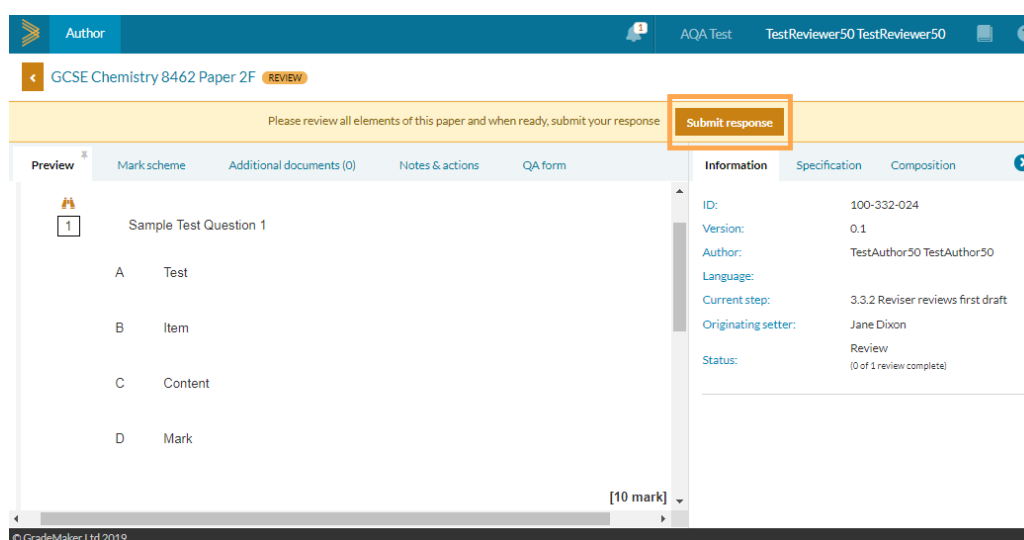
[20 total mark]

Reviewing papers – Item-by-Item

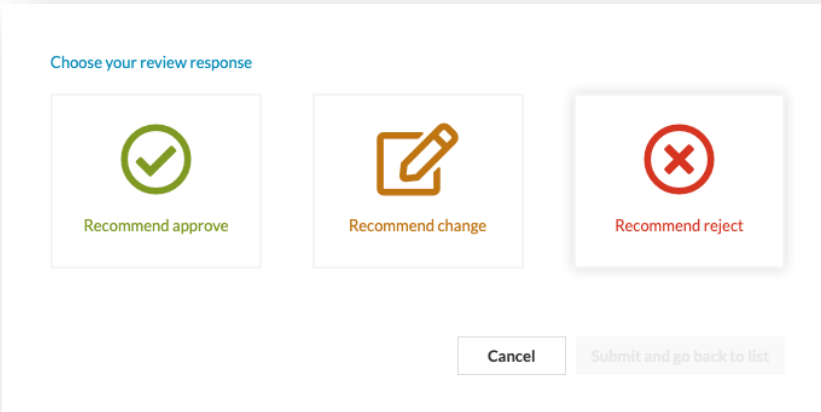
- From the Preview tab, click on the binoculars icon to go into each item 
- Review the item content, mark scheme and specification mapping
- Use the 'pinning' tool (highlighted below) to view the mark scheme alongside the paper which can make reviewing more effective (see below).




- View and submit all the items in the paper by:
 - Selecting the question number from the left hand column; or
 - Using the 'Next' and 'Previous' button
- To provide your response, click on '**Submit response**' via the yellow bar at the top of the item (Shown below)





- Choose your review response** for each item from the options below:
 - Recommend Approve
 - Recommend Change (Comments are mandatory)
 - Recommend Reject (**Do not select this option**)



Choose your review response

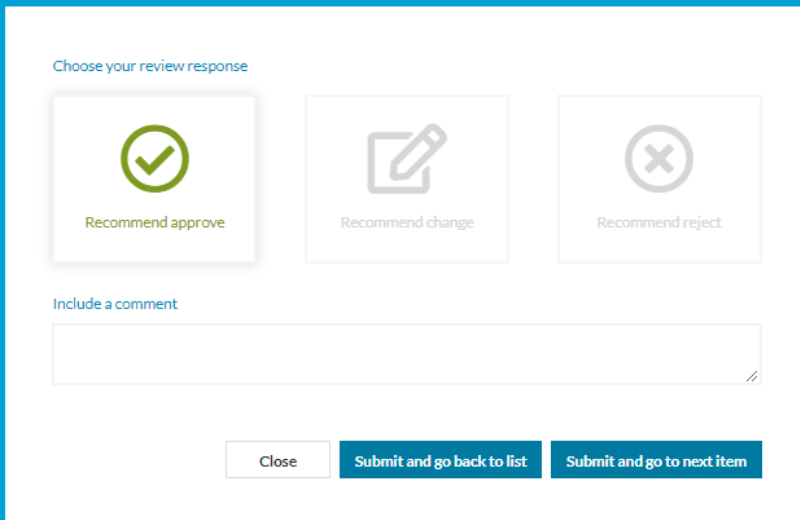
 Recommend approve

 Recommend change


 Recommend reject


Cancel Submit and go back to list


Note: Your detailed comments should only be added to the QA form emailed to you. In each response, give only brief reasons for your decision e.g. "See comments provided on the QA form", these comments will appear in the 'Notes' tab on the paper for the Author to view



Choose your review response

 Recommend approve

 Recommend change

 Recommend reject

Include a comment

Close Submit and go back to list Submit and go to next item

- Once your comment has been added, choose either of the options below to submit your recommendation to the next stage in the workflow:
 - Submit and go to next item** - this will submit your reviewed item and take you to the next item to review
 - Submit and go back to list** - this will submit your reviewed item and take you back to the list of items to review
 - Submit and go back to paper** - this will submit your reviewed item and take you back to the paper (This option will only appear when all your items within that paper have been submitted)
- Once you have submitted all the items in the paper, the next step is to complete the review of the paper by following the 'Whole Paper' process outlined below.

Reviewing papers – Whole Paper

- Click on the **Papers** tab.
- Click on **Open** alongside the paper you want to review.

The screenshot shows the GradeMaker interface. At the top, there's a navigation bar with 'Author' and 'TestReviewer50'. Below this, a sidebar on the left shows 'Reviewing 1 Papers' and 'Actioned'. The main area has tabs for 'Items' and 'Papers', with 'Papers' selected and highlighted by an orange box. Below the tabs, a table lists papers. The first row is 'GCSE Chemistry 8462 Paper 2F' with columns for Title, Subject, Qualification, Author, and Submitted date. An 'Open' button is visible at the end of the first row, highlighted by an orange box.

- The Paper can be reviewed with all the items on the **Preview** tab
- Use the 'pinning' tool (described above) to view the mark scheme alongside the paper which can make reviewing more effective.

The screenshot shows the GradeMaker interface in the 'Preview' tab. The top bar shows 'SB Test Paper 07.01.10' and a 'REVIEW' button. Below this, a yellow banner says 'Please review all elements of this paper and when ready, submit your response' with a 'Submit response' button. The main area has tabs for 'Preview', 'Marks scheme', 'Additional documents (0)', 'Notes & actions', and 'QA form', with 'Preview' selected. The 'Preview' tab shows a list of items to review, including 'What is Bloom?', 'Taxonomy', 'Marking', 'Demand', and 'Anchor'. The 'QA form' tab is also visible, indicating a Quality Assurance form is available for completion.

- Click on the **Additional documents** tab to review any additional documents that have been added to the paper. (Additional documents are attached at paper level and should only be reviewed when reviewing a paper not when reviewing an item)
- Complete the appropriate **Quality Assurance form (if required)** off the system (the form will have been emailed to you)
- Click on the **QA form** tab (if prompted), check the box and click **Save** to confirm the activities on the QA or AM form are complete
- To review the Specification mapping for the item, click on the **Specification** tab

- To review the Composition of the paper, click on the **Composition** tab (High level view of the total items or total marks for each question type, a breakdown of Bloom's taxonomy and the overall mean facility and mean discrimination for the paper)
- To provide your response, click on **'Submit response'** via the yellow bar at the top of the paper (Shown below)




The screenshot shows the GradeMaker interface for reviewing a paper. At the top, there is a blue navigation bar with 'Author' and 'AQA Test' tabs. Below this, a yellow bar contains the text 'Please review all elements of this paper and when ready, submit your response' and a 'Submit response' button. The main area is divided into two panels. The left panel, titled 'Preview', shows a list of questions with 'Sample Test Question 1' selected. The right panel, titled 'Information', displays details about the question, including ID, Version, Author, Language, Current step, Originating setter, and Status. The 'Status' field indicates 'Review (0 of 1 review complete)'.

- Choose your review response from the options below:
 - Recommend Approve
 - Recommend Change (Comments are mandatory)
 - Recommend Reject (**Do not select this option**)

The screenshot shows a dialog box titled 'Choose your review response'. It contains three buttons with icons and text: 'Recommend approve' (green checkmark icon), 'Recommend change' (orange pencil icon), and 'Recommend reject' (red X icon). At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit and go back to list'.

Note: Your detailed comments should only be added to the QA form emailed to you. In each response, give only brief reasons for your decision e.g. "See comments provided on the QA form", these comments will appear in the 'Notes' tab on the paper for the Author to view

Choose your review response

 Recommend approve	 Recommend change	 Recommend reject
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Include a comment

Please move question one to question two

- Once your comment has been added, click '**Submit and go back to list**' to complete your review of the paper.