06 - Assessments and Marking Guide

Detailed workflow for creating, allocating, writing, submitting, marking, releasing, and troubleshooting assessments.

Use this guide for testing, pilot, and early user onboarding. Screens may change while OTE Learn is being improved. If a menu item is missing, your role may not have permission to use it.

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1. Assessment lifecycle

Stage	What happens
Create	Teacher or admin creates title, type, instructions, status, and total marks.
Add questions	Questions, options, mark values, and expected answers are configured.
Allocate	Assessment is assigned to a class subject with dates and submission rules.
Publish	Learners can see or start the assessment according to open dates.
Write	Learners answer questions, save, exit, continue, and submit where allowed.
Mark	Auto-marking and teacher marking are completed.
Release	Results become visible to learners and guardians where allowed.
Report	Released marks may feed into report calculations if the allocation counts toward reports.

2. Teacher creation checklist

1. Confirm correct institution.
2. Create the assessment.
3. Check total marks.
4. Add all questions and mark values.
5. Preview instructions.
6. Allocate to the correct class subject.
7. Set dates and time limits.
8. Set counts-towards-report correctly.
9. Set late rules and penalties where needed.
10. Publish only after final review.

3. Learner writing rules

- Read instructions before starting.
- Check due date and time limit.
- Answer all required questions.
- Save regularly if Save is available.
- Submit before the close date.
- Do not refresh repeatedly or open many tabs during writing.
- Report technical problems immediately.

4. Late submissions and penalties

Late rules depend on the assessment allocation. If late submission is not allowed, learners may be blocked after the due date or close date. If late submission is allowed, a late penalty may reduce the stored percentage after submission or marking.

- A penalty should be applied once, not again during report generation.
- Reports use the stored attempt percentage.

- If old attempts were marked before penalty logic existed, they may need recalculation or manual correction.

5. Marking by student

1. Open Marking.
2. Apply filters.
3. Open the allocation.
4. Choose a student attempt.
5. Review each answer.
6. Enter marks. Use 0 for zero. Do not leave zero blank.
7. Save progress.
8. Mark all required answers.
9. Return to allocation list.

6. Marking by question

- Use question marking to mark the same question across all submissions.
- This helps consistency for essay, paragraph, and manually marked questions.
- Once a learner answer is marked, it can drop out of the unmarked list.
- Use previous/next carefully and save before moving.

7. Releasing results

- Release results only after marking is complete.
- Release usually happens per allocation, not per single learner.
- Teachers may still correct marks after release if allowed.
- Learners and guardians see only released results.
- If a result was released accidentally, hide or correct it according to institution policy.

8. Troubleshooting assessments

Issue	Check
Learner cannot see assessment	Published, active allocation, correct class subject, open date, learner placement.
Learner cannot submit	Close date, attempt limit, time limit, required questions, connectivity.
Marks do not show	Result release status, marking complete, stored percentage.
Report excludes assessment	Counts towards report flag, due date inside period, distribution rule exists.
Wrong learners see assessment	Wrong class subject allocation or class placement.