Online Thesis Assessment Manual

Version 0.8

Contents

Background

As of March 2017 the Faculty of Humanities is using a new online thesis assessment system. This system was created as a replacement for to the jot forms. External review committees and the Executive Board formulated a number of conditions for the new form, the most important of which is that the Faculty must be able to demonstrate that the lecturers assess the thesis independently of each other. This can be made apparent by using two independent assessments. A third form is then used to register them jointly.

The new form has also allowed us to implement a number of user requirements. Specifically, the following have now been included:
1. Temporary save option
2. Digital signature
3. Dublin Descriptors remain visible while completing assessment
4. Option to apply for third reader
5. Overview of assessed theses for the Boards of Examiners

Introduction

Use of these forms allows the Faculty of Humanities to guarantee a clear and transparent assessment of bachelor's final projects and master's theses. The assessment criteria are linked to the Dublin Descriptors and are therefore comparable internationally.

The manual begins with a brief explanation of the forms followed by a description of the process. The following paragraphs contain roadmaps for the different actions of the various actors; supervisor/first evaluator, second evaluator and the Board of examiners.

Structure of the forms

The thesis assessment forms consist of two parts: one part contains general information about the student and the final project/thesis and one part if for assessing the student's work.

Most of the general information (upper part of the form) requires no further explanation. We would like to draw your attention (see also below) to the need to conduct a plagiarism check for the purpose of registering the final project or thesis in the University Repository.

You use the second part of the form to assess the student's work. First on various aspects of the work itself: this part of the form follows the five Dublin Descriptors (with the addition of the category *Formal*). You will see in each text box a summary of relevant aspects per Dublin Descriptor The second part of the form concludes with a final assessment (grade plus motivation).

Final projects and theses must always be registered in the University Repository. The students' work should only be registered *once it has been checked for plagiarism*. The basic rule regarding access to stored materials is that bachelor's projects are not accessible to third parties, while master's theses are. For a bachelor's project, the student and lecturer may jointly decide to make it available. For a master's thesis, if there are objective reasons for doing so, the student and/or supervisor may object to and block open access. Valid reasons in this context include research-related reasons (for example with a view to future research, or because the student's research is part of a larger as yet unpublished study), politically/socially sensitive topics, or the need to protect the privacy of individuals or organisations. The final decision of both evaluators must be made clear on the third form. The student is required to express his or her choice on the thesis publication consent form.

The question "is the final paper in your opinion free from plagiarism?" must be answered by both evaluators. It is common use that the first evaluator will use a tool like Turnitin to answer the question. The second evaluator is not expected to use this tool. The topic of plagiarism is an integral part of the discussion between the two evaluator to come to a common decision.

To ensure that the form works as effectively as possible we would like to ask you to use the text boxes of the actual form to explain and motivate your reasons for your assessment of the student's work. Since the form is also intended for the student (he or she has a right to know the motivation behind your assessment) and for the Board of Examiners (for assessment quality assurance reasons), we would like to ask you to formulate your assessment in a way that it is understandable and detailed enough for both parties. The student will only be sent an automatic copy of the third form with the joint assessment. All three forms will be archived in the student's file by the education administration office.

Procedure

In short, the procedure for assessing a thesis or final project is as follows:

Once the student has submitted a final version of his or her thesis or final project, the supervisor/first evaluator requests the Board of Examiners to appoint a second evaluator. The two evaluators independently assess the student's work. The first evaluator starts the assessment procedure in the thesis assessment system. After this, both evaluators can enter their assessment in the system independently.

As soon as both evaluators have digitally signed their own version of the assessment in the system, the first evaluator can compare the two assessments and combine them into a final assessment, the so-called third form. It is recommended to dicuss the assessment of the thesis with the second evaluator before filling out the third form. The presence of plagiarism should be a topic in this discussion. This form has to be digitally signed in the system by both evaluators. The student is then notified by e-mail of the fact that the assessment has been completed, and receives a copy of the third form. This marks the end of the assessment procedure for you as a lecturer. The *Onderwijsadministratie* is also notified by e-mail that it may complete the remaining administrative steps.

It may happen that the evaluators cannot agree on a joint assessment. In that case the system can be used to request the Board of Examiners by e-mail to appoint a third reader. This also marks the end of the assessment procedure for you as a lecturer.

This procedure is represented in the flow chart below.
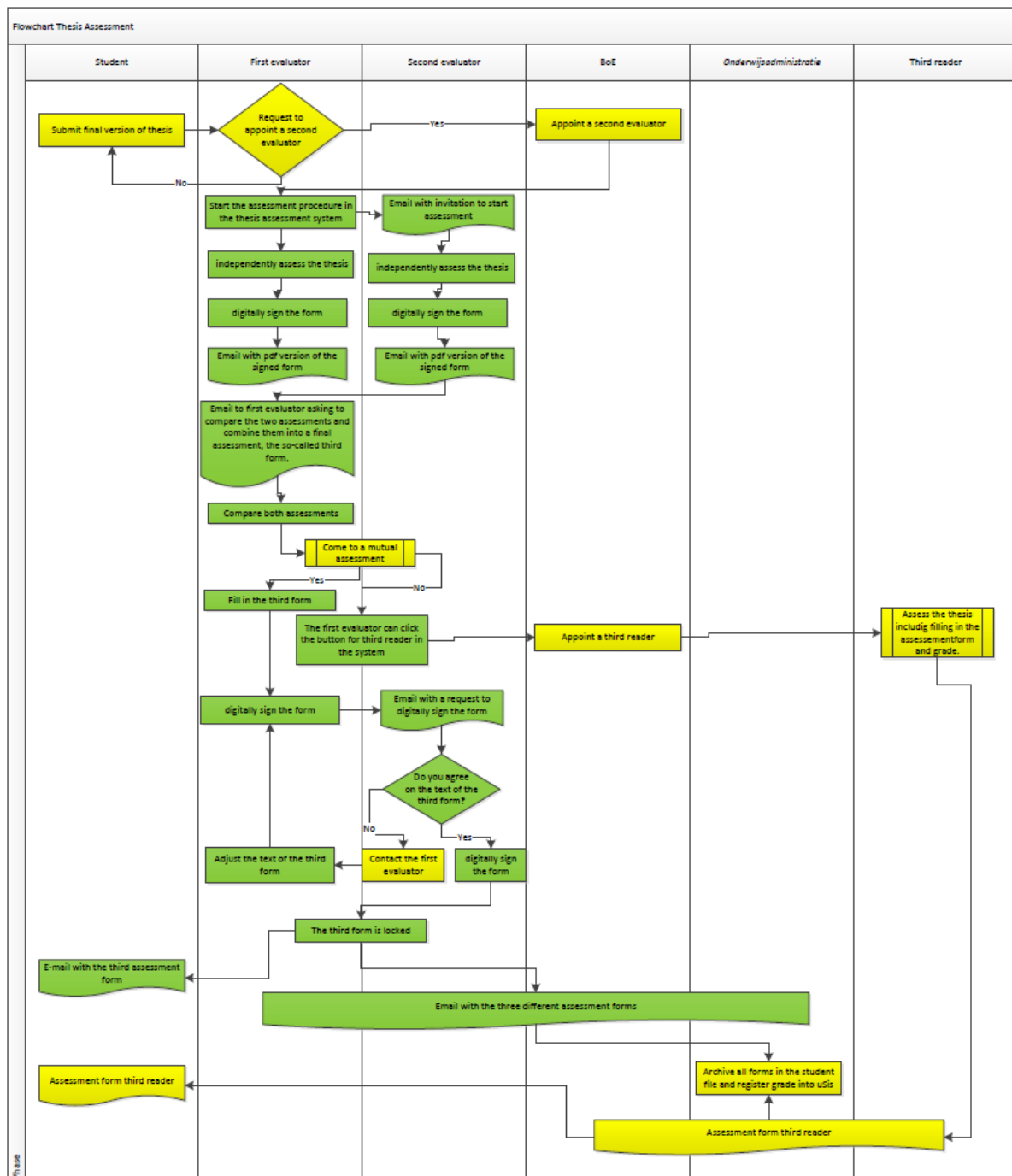
How to use the system

Log in to Thesis Assessment System

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Enter your user name and password and click *Login*.

 ❖ Your *user name* was assigned to you by *Onderwijsadministratie* via the *Application form account online thesis assessment system.*

 ❖ Check the box 'I am not a robot'.

First evaluator

As a first evaluator, you can perform a number of actions.

1. Enter and sign a new assessment
2. Sign and send a joint assessment
3. Request the Board of Examiners to appoint a third evaluator
4. View previously completed assessments
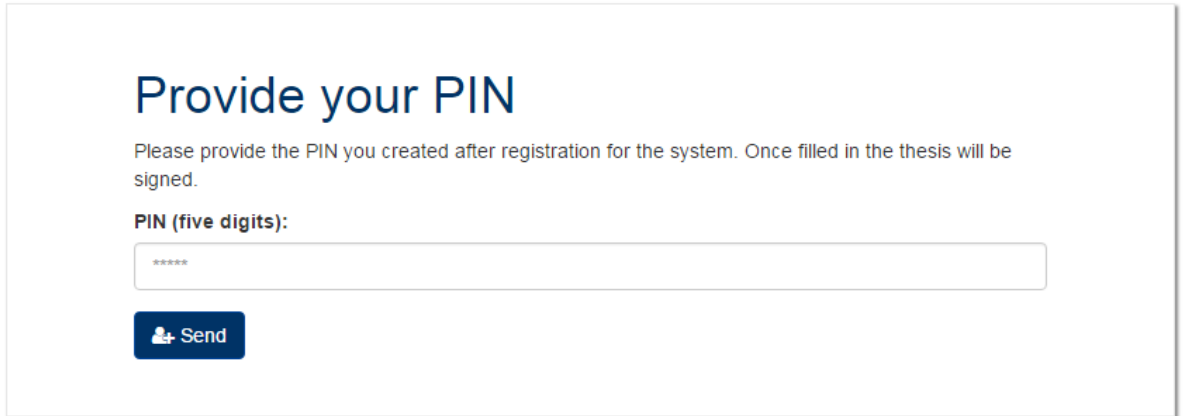
Once you're logged in, you will see the lecturer start screen. The first time this screen will look as follows:

Enter and sign a new assessment

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Log in

3. Click the *Start new assessment* button

4. Select the type of thesis for which you want to start an assessment, and click *Next*

5. Enter the student number. As soon as you enter the student number, the student's information will be retrieved from the system.

6. Complete the rest of the form. See the section entitled *structure of the forms for* more information on how to complete the form.

7. Once you have completed the form, or if you wish to continue later, click the *Save progress* button at the bottom of the form.

8. Once all the compulsory fields have been completed and you have clicked the *Save progress* button, the *Save, lock and sign* button will appear.

9. When you click the *Save, lock and sign* button, the following screen will appear:

Provide your PIN

Please provide the PIN you created after registration for the system. Once filled in the thesis will be signed.

PIN (five digits):

[*****]

[**&+** Send]

10. Enter your PIN and click the *Send* button. Entering and sending your PIN ensures that the assessment is locked.

11. You will now receive a signed version of your assessment by e-mail. This completes this phase of the assessment procedure. You will be notified by e-mail once the second evaluator has also completed his or her assessment. You can then start to compare the two assessments and formulate a joint assessment.

Enter and sign a joint assessment
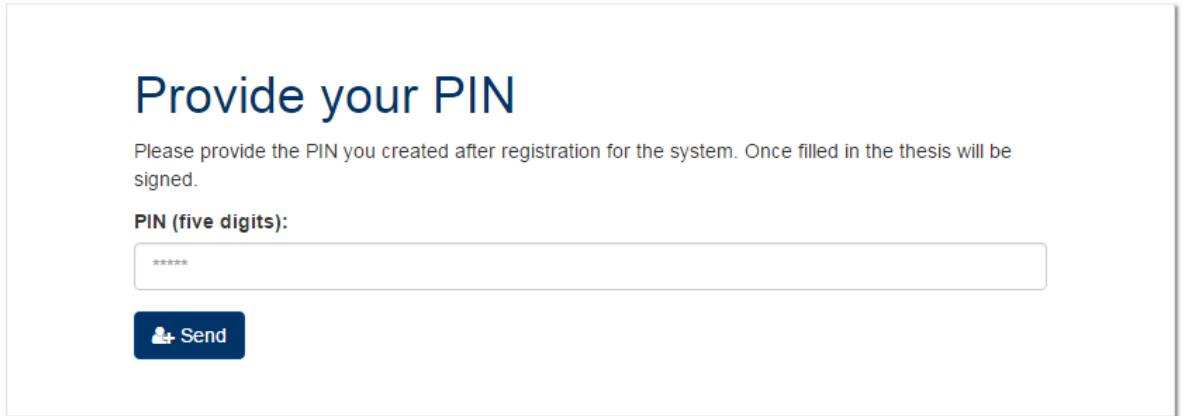
As soon as the second evaluator has completed his or her assessment (and you have completed yours), you will be asked by e-mail to compare the two assessments, and if possible also complete a joint third form in the thesis assessment system. It is necessary that both evaluators have consultations prior to the completion of this third form.

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Log in

3. Under the *Final assessments* heading you will find all the theses that the two evaluators have assessed individually.

4. Click the *Edit* icon to start the joint assessment.

5. The explanatory fields now contain the remarks of both evaluators. You can use these to create a text.

6. The assessments, including the final assessment and the optional or compulsory weighting, should represent the average of the assessments of the two evaluators. The latter can still be adjusted if necessary.

7. Once you have completed the form, or if you wish to continue later, click the *Save progress* button at the bottom of the form.

8. Once all compulsory fields have been completed and you have clicked the *Save progress* button, the *Save, lock and sign* button will appear.

9. When you click the *Save, lock and sign* button, you will see the following screen:

Provide your PIN

Please provide the PIN you created after registration for the system. Once filled in the thesis will be signed.

PIN (five digits):

*****

&+ Send

10. Enter your PIN and click the *Send* button. Entering and sending your PIN **does not yet** lock the assessment. The assessment will only be locked once the second evaluator has also signed the assessment.

11. The second evaluator is requested by e-mail to check the joint assessment and - if he/she agrees - to sign it. As long as the second evaluator has not signed the assessment, you can make changes to the assessment. If the second evaluator does not agree with the assessment, you can ask him/her to make changes to the form. This has to be done outside the system, for example via e-mail. To make changes to the assessment, click the *Unsign* button:

The process continues at step 4 (Click the *Edit* icon   to start the joint assessment)

12. Once the second evaluator has signed the joint assessment, the completed form is sent by e-mail to the Board of Examiners, the *Onderwijsadministratie*, the second evaluator, and yourself. This concludes the assessment procedure.

13. The student will receive an email with a copy of the third common form. If the result is satisfactory and the student wants to graduate, he is asked to arrange the administrative procedure with the *onderwijsadministratie*. If the result on the form is a fail, the student will receive in the e-mail a request to contact the first evaluator.

Request the Board of Examiners to appoint a third evaluator

If, having compared the assessments and in consultation with the second evaluator, you are unable to reach a joint assessment, you can request the Board of Examiners to appoint a third reader.

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Log in

3. Under the *Theses to discuss* heading you will find all the theses for which both evaluators have completed an individual assessment, and for which the individual assessments differ by more than two points or which one of the evaluators has assessed as unsatisfactory.

4. You can click the button to send an e-mail to the Board of Examiners with a request to appoint a third reader.

5. This concludes the assessment procedure; the thesis will now appear under the *Finished assessments* heading with the final assessment 'Third reader'.

View previously completed assessments
1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Log in

3. Under the *Finished assessments* heading you will find all theses for which you were appointed first or second evaluator. Clicking a thesis will lead you to the signed third form. If the thesis involves a third reader, you will not be able to View the form.

Second evaluator

You have been appointed second evaluator by the Board of Examiners. You have to be selected in the thesis assessment system by the first evaluator. The procedure starts as soon as the first evaluator starts the assessment and selects you as a second evaluator. You will receive an e-mail with a request to enter your assessment in the thesis assessment system.

As a second evaluator, you can perform one of three actions:

1. Enter and sign an assessment for which you have been appointed second evaluator
2. Check and sign a joint assessment
3. View previously completed assessments

Enter an assessment for which you have been appointed second evaluator
1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Log in

3. Under *New theses* you can see the theses for which you have been selected as second evaluator in the system.

4. Click the *Edit* icon to start the assessment.

5. Some information (such as student or study programme details or the thesis title) will already have been entered by the first evaluator. You don't need to enter this information.

6. Complete the rest of the form. See the section on *Structure of the forms* for more information on how to complete the form.

7. Once you have completed the form, or if you wish to continue at a later time, click the *Save progress* button at the bottom of the form.

8. Once all the compulsory fields have been completed, and you have clicked the *Save progress* button, the *Save, lock and sign* button will appear.

9. When you click the *Save, lock and sign* button, the following screen will appear:

Provide your PIN

Please provide the PIN you created after registration for the system. Once filled in the thesis will be signed.
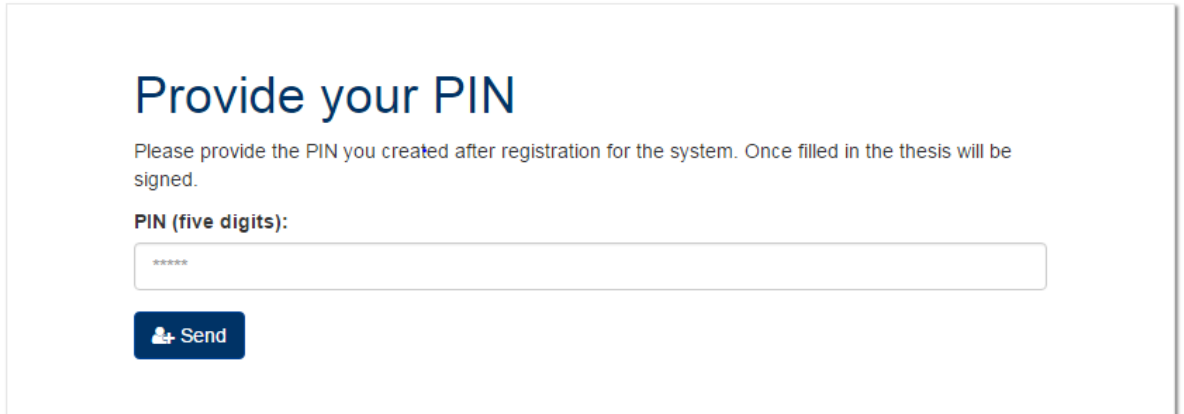
PIN (five digits):

| ***** |

&+ Send

.

10. Enter your PIN and click the *Send* button. Entering and sending your PIN ensures that the assessment is locked.

11. You will receive a signed version of your assessment by e-mail. This concludes this phase of the assessment procedure. The first evaluator receives an e-mail with a request to compare the two assessments. The first evaluator can now contact you to reach a joint assessment. The first evaluator then enters your joint conclusions in the thesis assessment system and submits it to you for approval via the system.

Check and sign a joint assessment

1. You will receive an e-mail with a request to check and sign the third joint form.

2. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

3. Log in

4. Under the *Joint assessments* heading you will find the thesis for which the first evaluator has prepared a joint form to be checked.

5. Click the thesis for which you wish to check the joint form.

6. If you agree with how the joint form has been completed, you can click the *Sign for approval* button at the bottom of the form. If you do **not** agree with how the third form has been completed, you can contact (outside the system) the first evaluator. The first evaluator can still modify the form until you have signed for approval.

7. When you click the *Sign for approval* button, the following screen will appear:

Provide your PIN

Please provide the PIN you created after registration for the system. Once filled in the thesis will be signed.

PIN (five digits):

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*****
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&+ Send

.

8. Enter your PIN and click the *Send* button. Entering and sending your PIN makes the assessment final. The student receives a copy of the joint assessment. The Board of Examiners, *Onderwijsadministratie*, the first evaluator and you receive all three completed forms by e-mail.

9. This concludes the assessment procedure.

View previously completed assessments

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Log in

3. You will find all the theses you were involved in as first or second evaluator under the *Finished assessments* heading. Click on a thesis to access the third form. If a third reader was involved, you will not be able to View the form.

Board of Examiners

The administrative secretaries of the Boards of Examiners have access to the administrative pages of the thesis assessment system. On these pages they can perform one of three actions:

1. View the joint assessments of theses falling under their study programmes
2. Create an overview of the assessed theses per study programme
3. Print a copy of the third form if needed

View assessed theses from your study programme

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/
2. Log in
3. You will find all the Finished assessments under the *Finished assessments* heading.
4. In the upper right-hand corner of the table, you will see the following three buttons:

5. (Optional) Click the middle button to modify the visible columns.
6. By clicking the column headers you can sort the theses, for example, by evaluator or study programme.
7. Clicking a line will open the joint assessment.

Create an overview

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/
2. Log in
3. you will find all Finished assessments under the *Finished assessments* heading.
4. In the upper right-hand corner of the table, you will see the following three buttons:

5. (Optional) Click the middle button to modify the visible columns.
6. Click the right-hand button to export all visible information to Excel. Note that you will only be exporting the visible information!
7. Don't forget to save your export file.

Print signed copy of joint assessment form

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/
2. Log in
3. You will find all Finished assessments under the *Finished assessments* heading.
4. In the upper right-hand corner of the table you will see the following three buttons:

5. (Optional) Click the middle button to modify the visible columns.
6. By clicking the column headers you can sort the theses, for instance, by evaluator or study programme.
7. Clicking a line will open the joint assessment.

8. Scroll down and click the **Genereer Pdf** button.

Frequently asked questions

How can I reset my password?

You can only reset your password if you are logged in to the website. If you have forgotten your password, see under: 'What should I do if I lose my password?'

1. Go to the following website and log in with your user name and password:

   https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Click *My details* in the left-hand menu

3. Click *Reset password.*

4. You will receive an automatic e-mail to reset your password.

5. Open the e-mail with the subject *Password Reset.*

6. Click the *link* in the e-mail.

7. Follow the instructions for setting a new password and click *Save your password*

What should I do if I lose my password?

1. Go to the following website: https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

2. Click *Apply for new password.*

3. Enter your e-mail address and click *Apply*.

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Request new password

Provide your email address below.

👤 | Email address

✉ Request

---

4. Open the e-mail with the subject *Password Reset.*

5. Click the *link* in the e-mail.

6. Follow the instructions for resetting your password and click *Save password*.

Wachtwoord vernieuwen:

Vul hieronder twee keer een nieuw wachtwoord in. Houd er rekening mee dat het wachtwoord aan een aantal eisen moet voldoen. Deze eisen zijn :
- Minimaal lengte van 6
- Tenminste 1 cijfer
- Tenminste 1 letter

Wachtwoord: [   ]

Herhaal wachtwoord: [   ]

Sla je wachtwoord op

What should I do if I lose my PIN?

You can only reset your PIN if you are logged in to the website.

7. Go to the following website and log in with your username and password:

https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/

1. Click *My details* in the left-hand menu

2. Click *Update PIN.*

3. Enter your new PIN, repeat the PIN and enter your password for verification.

4. Click *Save PIN*; you can now use your new PIN!

renew 5-digit code
Below please provide your new PIN twice. Keep in mind that a pincode consists of 5 digits.

◀◀ Back to overview

PIN: [   ]

Repeat PIN: [   ]

Password: [   ]

Save PIN

What should I do if I cannot find the second evaluator in the selection menu?

1. Click *Invite external evaluator*.

2. Enter evaluator's name and e-mail address.

3. This person will now receive an e-mail inviting him or her to register in the *Thesis Assessment System.*

4. Once this person has completed his or her registration, you can select him/her under *Second evaluator*

Thesis details:

|			
Title(NL):	[ ]	Title(EN):	[ ]
First evaluator:	Auke Ruhe	Email:	a.ruhe@hum.leidenuniv.nl
Second evaluator:	Nothing selected ▾	Email:	Invite external evaluator

What should I do if we cannot agree on a joint assessment?

If you are unable to reach a joint assessment, you can request the Board of Examiners to appoint a third evaluator. Under the *Theses under consideration* heading you will find all theses for which both evaluators have completed an individual assessment, and where individual assessment differ by more than two points or which one of the evaluators has assessed as unsatisfactory. By pressing the [👎] button you can send an e-mail to the Board of Examiners with a request to appoint a third reader.

Am I obliged to enter the details of the weighting?

No, the Faculty does not oblige you to enter the details of the weighting. Individual study programmes may have reached different agreements in this respect. Please consult your Chair of the Department or the Board of Examiners of your study programme.

Why are individual components not graded but assessed as very good, good, satisfactory or unsatisfactory?

The final thesis grade is not a mathematical average of the individual components. Since grading these components might create the impression that it is, it was decided to assess these components using words.

How to use the form in case of a defence by the student where both evaluators are present?

In case of a defence the advise is to fill out the first and second form before the defence take place. The third form can be filled out after the defence, and all the considerations in connection with the defence can be taken into account.

Can I temporarily save my assessments?

Yes, all forms can be saved temporarily.

Can I use the thesis assessment system outside the University?

Yes, the system can be accessed outside the University.

Which browser should I use?

The system works in any event with Internet Explorer, Safari, Firefox and Chrome. The system also works on mobile devices such as iPads and telephones. Note that on mobile devices the system works better in landscape mode.

I don't see my question here. Who should I contact for more information?

First-line support is provided by the *Onderwijsadministratie*. If they are unable to help you, they will know who to contact for more information.

I would like the system to be modified. Is that possible?

The Faculty of Humanities is responsible for managing the system. This means that we can modify it if necessary. This does not mean that we will be able to implement all user requests. If you have an idea for a modification, please contact a.ruhe@hum.leidenuniv.nl.

Can I View my previously assessed theses?

Yes, you can. Once you have completed an assessment, you can use the *Finished assessments* heading in the thesis assessment system to view all your assessments by clicking the relevant thesis.

I no longer see the Dublin Descriptors

As long as the pointer of your mouse hovers over the entry field you will see the pop-up with an explanation of the Dublin Descriptors.

I cannot see the criteria, the Dublin Descriptor is in the way

As long as the pointer of your mouse hovers over the entry field you will see the pop-up with an explanation of the Dublin Descriptors. As soon as you move the pointer of your mouse away from the entry field the pop-up with the Dublin Descriptor disappears
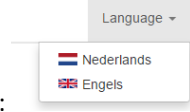
How can I change the language (from Dutch to English or vice versa)?

On the top right corner there is a language button .   . Clicking the button wil give you two

options, Dutch or English:

Choose a language by clicking it. All screens will now be in the chosen language.

I don't see a captcha (I am not a robot) in Internet Explorer

This is probably due to the fact that Internet Explorer is still set on compatibility mode for the website leidenuniv.nl. You can change this by following these steps in Internet Explorer:

In English:
1. Go to **Tools** in the menu bar and select **Compatibility view settings**
2. Select leidenuniv.nl and click **Remove**
3. Click **Close**
4. Press F5 on your keyboard.

When in step 2 there is no possibility of selecting leidenuniv.nl, please check if there is a check mark in the checkbox in front of "Display intranet sites in Compatibility". If that is the case then please uncheck the checkbox , and click Close.

In Dutch:
1. Go to **Extra** in the menu bar and select **Compatibiliteitsweergave**
2. Select leidenuniv.nl and click **Verwijderen**
3. Click **Sluiten**
4. Press F5 on your keyboard.

When in step 2 there is no possibility of selecting leidenuniv.nl, please check if there is a check mark in the checkbox in front of " **Intranetsites weergeven met de** compatibiliteitsweergave". If that is the case then please uncheck the checkbox , and click Close.

How do I fill in a captcha (I am not a robot)?
After clicking 'I am not a robot', a verification pop-up screen will appear. Here is an example:

Instructions will appear above the blue rectangle. These instructions will always require you to select one or more of the square images. Once you have selected all the relevant images, click *Next*.

Selecteer alle vierkanten met verkeersborden.
Als die er niet zijn, klikt u op Overslaan.

Universiteit

Login

Vraag ni

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