

Frequently Asked Questions

Version 0.1

Introduction

The Faculty of Humanities is using an online thesis assessment system. The system uses the faculty format for the forms. 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. This can be made apparent by using two independent assessments. A third form is then used to register them jointly.

Frequently Asked Questions

| | |
|---|---|
| How can I reset my password?..... | 2 |
| What should I do if I lose my password?..... | 2 |
| What should I do if I lose my PIN?..... | 3 |
| What should I do if I cannot find the second evaluator in the selection menu? | 3 |
| What should I do if we cannot agree on a joint assessment?..... | 4 |
| Am I obliged to enter the details of the weighting? | 4 |
| Why are individual components not graded but assessed as very good, good, satisfactory or unsatisfactory? | 4 |
| How to use the form in case of a defence by the student where both evaluators are present? | 4 |
| Can I temporarily save my assessments?..... | 4 |
| Can I use the thesis assessment system outside the University? | 4 |
| Which browser should I use? | 4 |
| I don't see my question here. Who should I contact for more information? | 4 |
| I would like the system to be modified. Is that possible? | 5 |
| Can I View my previously assessed theses? | 5 |
| I no longer see the Dublin Descriptors | 5 |
| I cannot see the criteria, the Dublin Descriptor is in the way | 5 |
| How can I change the language (from Dutch to English or vice versa)? | 5 |
| I don't see a captcha (I am not a robot) in Internet Explorer..... | 5 |
| How do I fill in a captcha (I am not a robot)? | 6 |

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**

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:

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**.



Universiteit
Leiden

Request new password

Provide your email address below.

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.

- Go to the following website and log in with your username and password:
<https://www.scriptiebeoordeling-hum.leidenuniv.nl/login/>
- Click **My details** in the left-hand menu
- Click **Update PIN**.
- Enter your new PIN, repeat the PIN and enter your password for verification.
- 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.

PIN:

Repeat PIN:

Password:

Save PIN

◀ Back to overview

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


- Click **Invite external evaluator**.
- Enter evaluator's name and e-mail address.
- This person will now receive an e-mail inviting him or her to register in the **Thesis Assessment System**.
- Once this person has completed his or her registration, you can select him/her under **Second evaluator**

Thesis details:

| | | | |
|-------------------|---|------------|---|
| Title(NL): | <input type="text"/> | Title(EN): | <input type="text"/> |
| First evaluator: | Auke Ruhe | Email: | a.ruhe@hum.leidenuniv.nl |
| Second evaluator: | <input type="text" value="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 defense the advice is to fill out the first and second form before the defense take place. The third form can be filled out after the defense, and all the considerations in connection with the defense 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 *helpdesk*. Please contact scriptieform@hum.leidenuniv.nl.

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 scriptieform@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.

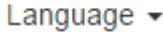
I no longer see the Dublin Descriptors

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.

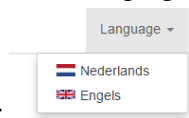
I cannot see the criteria, the Dublin Descriptor is in the way

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 will 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.

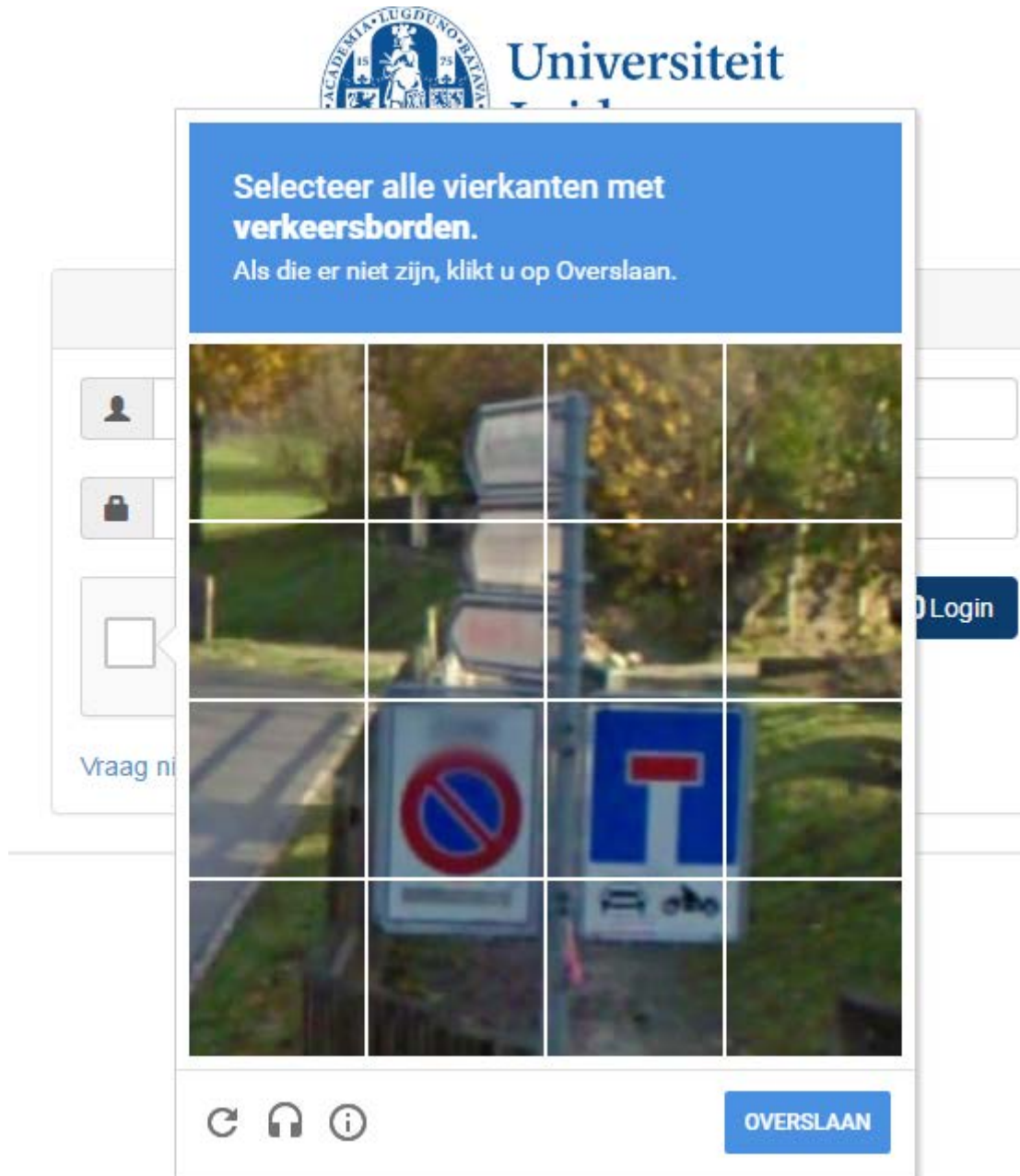
In Dutch:

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](#).



Universiteit

Selecteer alle vierkanten met
verkeersborden.

Als die er niet zijn, klikt u op Overslaan.



VOLGENDE

Login