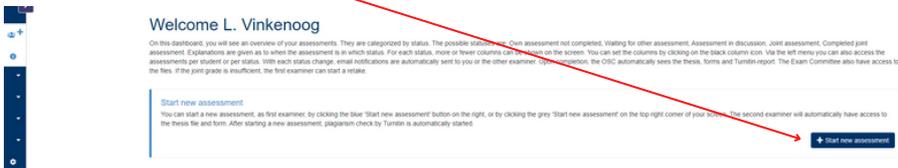


Thesis Assessment Tool - Easy Start Card

Start assessment

1) Log in at <https://scriptiebeoordeling-fsw.universiteitleiden.nl>
If needed, you can switch language via the menu on the left.

2) Start a new assessment.



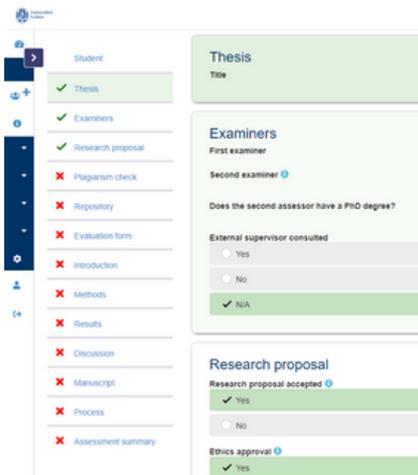
3) Fill in programme, student number, examiners, and upload thesis pdf.

4) Click continue on the right. You and the second examiner can now start the individual assessment separately. Examiners will receive a notification by email whenever they need to take action.

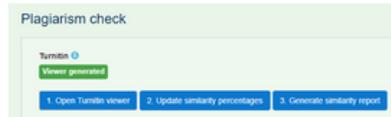


Examiner 1: First form

1) Fill in all the rubrics. Check on the left side to see what is open and what is done.



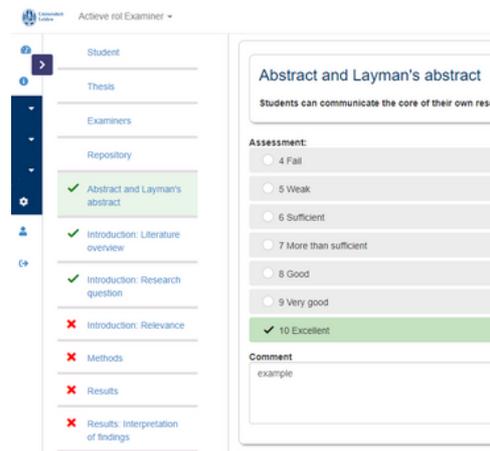
2) Check for plagiarism by completing step 1, 2, and 3.



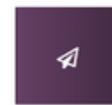
3) Give your grade, click save, and submit.

Examiner 2: Second form

1) Fill in all the rubrics. Check on the left side to see what is open and what is done.



2) Choose a grade range (e.g., 7,5 - 8,5), click save, and submit.



Examiner 1: Joint assessment

1) Open the joint assessment form on your dashboard under 'Joint assessment'.

2) Join the two assessments, give a final grade, and submit.

Examiner 2: Joint assessment

1) Open the joint assessment form on your dashboard under 'Joint assessment'.

2) Accept the final assessment, using the green button on the right.

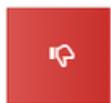
3) Once the grade is accepted, the grade becomes available to the SSC, where it will be processed



Conflicting Grades First and Second Examiner

Assessment in discussion

When the grade of the first examiner falls outside of the grade range of the second examiner, the assessment gets the status 'Assessment in discussion'. The first examiner, after discussion with the second examiner, can either create a joint assessment, or indicate that they can not agree on a final grade, using the buttons on the right.



Joint assessment

If the first and second examiner can agree on a grade together, the first examiner can submit the joint assessment as usual. The second examiner can then accept or decline the joint assessment as usual.

If the second examiner declines the joint assessment, it will reappear on the first examiner's dashboard under 'Joint assessment'. The first examiner can then edit the joint assessment and submit it again.

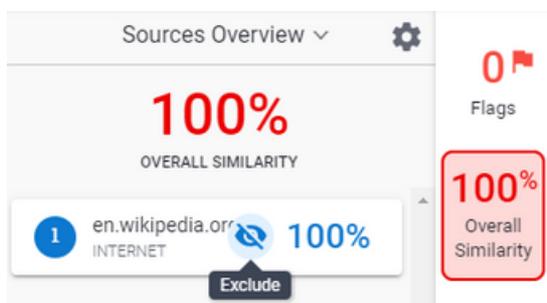
Can not agree on final grade

If the first and second examiner can not agree on a grade, the assessment is sent to the Board of Examiners, who will appoint a third examiner to assess the thesis.

Additional Information

Plagiarism check

- 1) Click **1. Open Turnitin viewer** and exclude specific sources.



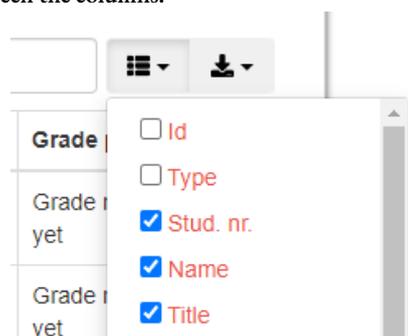
- 2) Go back to the assessment and click **2. Update similarity percentages** to upload the new scores into the assessment.
- 3) Click **3. Generate similarity report** to generate the similarity report.

Add columns

Do you want additional information to be displayed on your dashboard?

You can add columns to the overview by selecting columns to display on the right.

Tip: you can use shift+scroll to scroll from left to right between the columns.



Completed joint assessment

- 1) You can download all pdf's associated with a specific thesis by clicking 'Download all files' under 'Completed joint assessment'.
- 2) In the rightmost column, 'Grade processed', you can see whether the grade has been processed by the SSC yet.

Exam note	First	Second	Student form	Download all files

Questions or issues? Contact SOLO.

Email: SOLO@FSW.leidenuniv.nl

Phone: 071-527 6763

Desk: PdLC building, 1B11