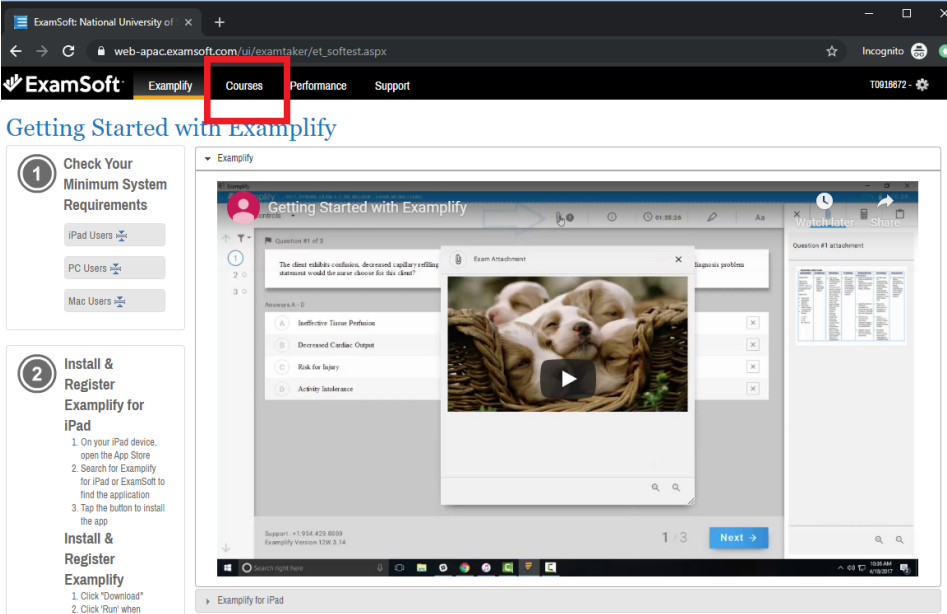
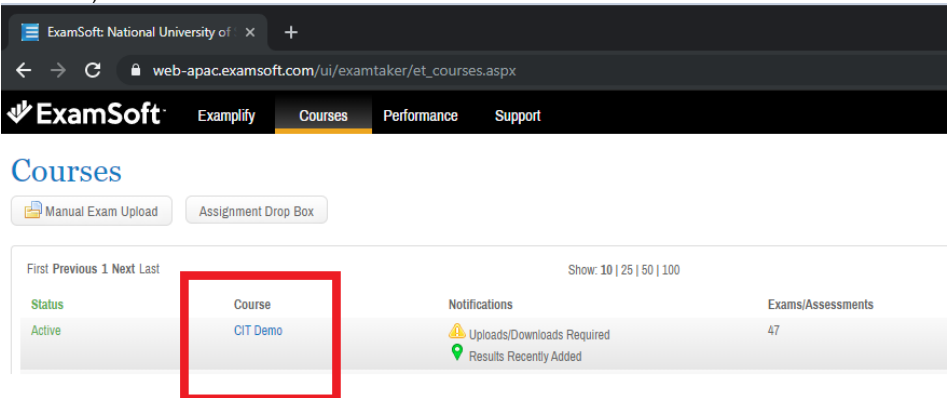


How to perform peer evaluation on ExamSoft?

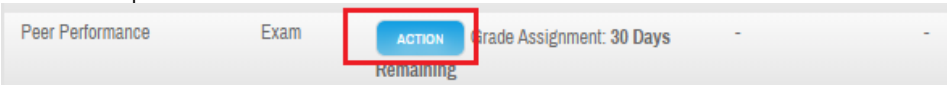
1. Login to ExamSoft web portal. Visit [How do I login to the Examssoft web portal?](#) learn how to login ExamSoft web portal.
2. On ExamSoft web portal, click "Courses"



3. On Course page, click on the course in blue that relates to your module for peer evaluation. (You should not see CIT Demo as this is a sample instruction)



4. Search for the peer evaluation assessment and click "ACTION"



5. The grading browser will be opened in another tab of your browser. You will see a list of students which you will be evaluating. Look for the correct student and click "Grade"

ExamSoft: National University of ... apac.examssoft.com/STW-war/grading/listingInfo/postingId=353,graderId=1084,fixeRubricSequence=-1,action=edit

Peer Performance Overall Grading Progress: 0% Complete

Previous 1 Next Show: 50 | 250 | 500 | 1000 | 2500

Exam Taker	ID	Grading Progress	Grade	Actions
- .10916674	10916674	0%		Grade
- .10916675	10916675	0%		Grade
- .10916676	10916676	0%		Grade
- .10916678	10916678	0%		Grade
- .10916680	10916680	0%		Grade

Group Grade Selected Exam Takers

Previous 1 Next Show: 50 | 250 | 500 | 1000 | 2500

Clear Grading

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6. Indicates your grade for the student by entering the number within the text box under Grade.

ExamSoft: National University of ... apac.examssoft.com/STW-war/grading/rubric/viewET/postingId=353,graderId=1084,userId=1976356,rubricSeq=0,lockRubricSequence=false,expand=...

Peer Performance Overall Grading Progress: 0% Complete

-.10916674 - Score: 40.00 /100.0


CK Testing Latest

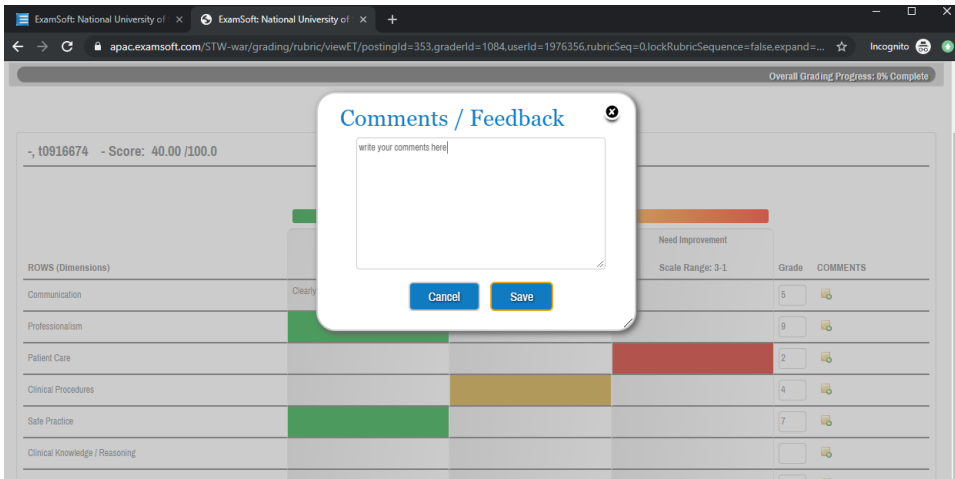
COLUMNS (Performance Levels)

ROWS (Dimensions)	Exceed Expectation Scale Range: 9-7	Meet Expectation Scale Range: 6-4	Need Improvement Scale Range: 3-1	Grade	COMMENTS
Communication	Clearly introduces self to stads	Give adasdad		5	
Professionalism				9	
Patient Care				2	
Clinical Procedures				4	
Safe Practice				7	
Clinical Knowledge / Reasoning					
Patient Education					

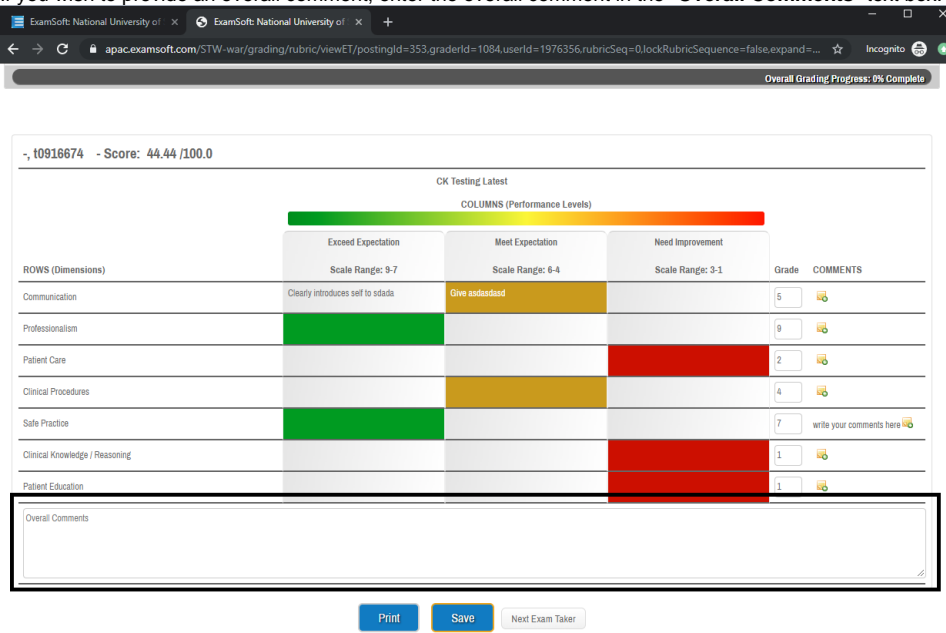
Overall Comments

Print Save Next Exam Taker

7. If you wish to add some comments for the individual competency, click on comment icon  under COMMENTS and enter your comments in the text box and click "Save"



8. If you wish to provide an overall comment, enter the overall comment in the "Overall Comments" text box.



9. Click "Save" once you have completed the grading for this student. You may click "Exam Takers" at the top to select another student.

Peer Performance Condense Grading Sheet **Exam Takers**

Grades are saved successfully.

Overall Grading Progress: 20% Complete

-, t0916674 - Score: 44.44 /100.0

CK Testing Latest

COLUMNS (Performance Levels)

ROWS (Dimensions)	Exceed Expectation Scale Range: 9-7	Meet Expectation Scale Range: 6-4	Need Improvement Scale Range: 3-1	Grade	COMMENTS
Communication	Clearly introduces self to stada	Give feedback		5	
Professionalism				9	
Patient Care				2	
Clinical Procedures				4	
Safe Practice				7	write your comments here
Clinical Knowledge / Reasoning				1	
Patient Education				1	

Overall Comments

10. On ExamTaker list, you will see 100% for the student that you have graded. If you wish to update any graded student, click "Re-Grade", otherwise, choose the next student and click "Grade"

Peer Performance Overall Grading Progress: 20% Complete

Previous 1 Next Show: 50 | 250 | 500 | 1000 | 2500

Exam Taker	ID	Grading Progress	Grade	Actions
-, t0916674	t0916674	100%	44.44/100	Re-Grade
-, t0916675	t0916675	0%	-	Grade
-, t0916676	t0916676	0%	-	Grade
-, t0916678	t0916678	0%	-	Grade
-, t0916680	t0916680	0%	-	Grade

Group Grade Selected Exam Takers

Previous 1 Next Show: 50 | 250 | 500 | 1000 | 2500

Clear Grading

11. Once you have finished grading all students, grading progress for all students must be 100%.

The screenshot shows the ExamSoft grading interface. At the top, a green progress bar indicates "Overall Grading Progress: 100% Complete". Below this is a table of exam takers with columns for Exam Taker, ID, Grading Progress, Grade, and Actions. All students have 100% grading progress. A "Group Grade Selected Exam Takers" button is visible below the table, and a "Clear Grading" button is at the bottom.

Exam Taker	ID	Grading Progress	Grade	Actions
-10916674	10916674	100%	44.44/100	Re-Grade
-10916675	10916675	100%	68.89/100	Re-Grade
-10916676	10916676	100%	91.11/100	Re-Grade
-10916678	10916678	100%	61.11/100	Re-Grade
-10916680	10916680	100%	55.56/100	Re-Grade

12. If there is no more further amendment, you may close the tab.