

Getting the best out of GradeMaker Pro

COMMISSIONING ITEMS AND PAPERS

The creation of new items and papers in GradeMaker Pro can be done in several ways.

When your system is configured and your workflows have been finalised, setters can simply select a subject and qualification and start creating items/papers. You can just ask setters to log in and get started.

However, GradeMaker Pro offers more powerful ways of commissioning and tracking work from your setters. They help you and your setters save time and gives you more control over who writes what.

This guide explains how to commission using GradeMaker Pro.

What does it let you do?

Commissioning items

In this method, you can ask a setter to write a specific number of items, and easily record progress. You can also specify the type of item they write.

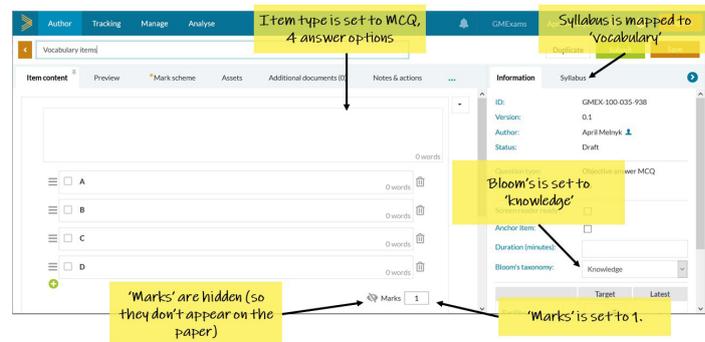
Here's how:

- Set up a workflow for your batch of item writing
- Create and save a blank item of the type you want your setters to write. For example it might be a Multiple Choice item for English.
- Copy the item with the number of items you want your setter to write. The copies appear in your 'Draft Items' folder.
- Open your Draft Items, select the items and transfer them to the setter.

What happens next?

- The items appear in the setter's Draft items folder, ready for completion.
- The setter receives a notification to say they are ready to be completed.
- The setters' progress is immediately visible in the 'Tracking' system: you can check get completed.
- Once the items are finished, they automatically go forward to the reviewer you chose when you set up the workflow.

Tip: include the date and a description of the work in the workflow title (e.g. 'Maths algebra items, September 2021'). You can then filter 'Tracking' by workflow name, and easily see progress on the batch.



Commissioning multiple choice items on the topic 'vocabulary'

Tip: When you're commissioning, add in as much additional structure to your blank item as you can. For example, you might set up a multiple choice item, worth one mark (which is 'hidden' from the candidate), covering 'knowledge' and mapped to the 'vocabulary' topic. Then you copy the item and transfer the copies to your setter. Now the setter only has to fill in the item content and they are done – and you can be sure you're getting what you asked for. You can take this a stage further, for example adding in mark scheme content if there are elements which are common to all items (such as a levels of response table).

Commissioning papers

In this method a central team can pre-construct an empty paper template with blank items ready and waiting for the setter to fill in. When the blank template is complete, it can easily be transferred to a setter and will appear in their drafts folder.

This method is useful when the format of a paper is fixed, and you want to reuse the same format multiple times. The authoring template could be as simple as, for example, 20 blank multiple-choice questions or it could also include Section Breaks, syllabus mapping, marks information and even repeating sections of the mark scheme.

Tip: if you plan to use this template every year, copy it before you transfer to your setter. Then you can re-use the template next time around.