Getting set up with GradeMaker Pro

SETTING UP WORKFLOW

Getting set up

When we set up your site, we need to decide:

- Do you want to use the workflow toolset?
- Do you want to specify milestone dates?
- Do you want to use 'QA forms'?

We can switch these features on or off.

If you choose not to use the full workflow toolset, your item and test approver can direct the materials to new users manually as they work.

Tips for operational use

Using workflow to improve quality

Setting up a clear workflow for your item and test development process (with each user knowing exactly what their task is) is seen by many as an essential aspect of running a good assessment process. When setting up workflows, try to be specify what each step is for so users know what they should do. You can use *Awarding Body Documents* to give them guidance. Click here to see our paper on 'using workflow to drive quality improvement'.

Setting up workflows accurately

Once set up, GradeMaker takes care of making sure your items and tests go on the path you have set up. So it's very important you check carefully you've got the workflow right before you use it. Here's a checklist:

- Have I got the step-type right for each stage ('setter', 'reviewer', 'approver')?
- Have I chosen the right users?
- Are the dates I've added realistic?

Create once, use often

Your organisation may well have an 'approved' method for creating items and tests for lots of subjects. It's a standard model you use over and over again. To work efficiently, you should set up the standard workflow, linked to 'All subjects' and save it in your 'Private to me' folder. Give it a title making clear this is your master template for example 'Grade 6 template'.

When you want to use it, say to set up your Maths team for the 2021 paper, copy the workflow and save it with a new title, for example 'Grade 6 Maths 2021'. Now you can add your users and dates, ready for the team to start work.

Whole paper authoring use

If you are asking authors to write whole papers from scratch (not using an item bank), you need to set up an item workflow and a workflow for the paper. You must make really sure the workflow for the items matches the paper - same dates, same workflow steps, same users.

Then when the paper is created, you can select the matching item workflow so the items and paper stay nicely in step.

If you do operate whole paper authoring let us know and we will show you how this is done.

Public and Approver workflows.

When you have set up a workflow, you'll see the choice of making the workflow 'public', or setting it up for 'approver' use.

Choose public workflows if your setters are brought in just to write items or build tests, but not to make decisions about who does what. This is commonly the case in large exam boards.

Chose 'approver' workflow if your setters are also running the team for their subject – controlling the reviewers and leading the development of the content. They will have setter permissions but also be approvers. By using an 'approver' workflow, you can let them choose the users for each step, or set some up yourself and leave the rest to them. This is common in some smaller exam boards where more authority and decision making is handed over to the subject lead.

Please feel free to talk to us about this choice, so you use GradeMaker to the best advantage.