IOAA

MANUAL BOOK

FOR JURY
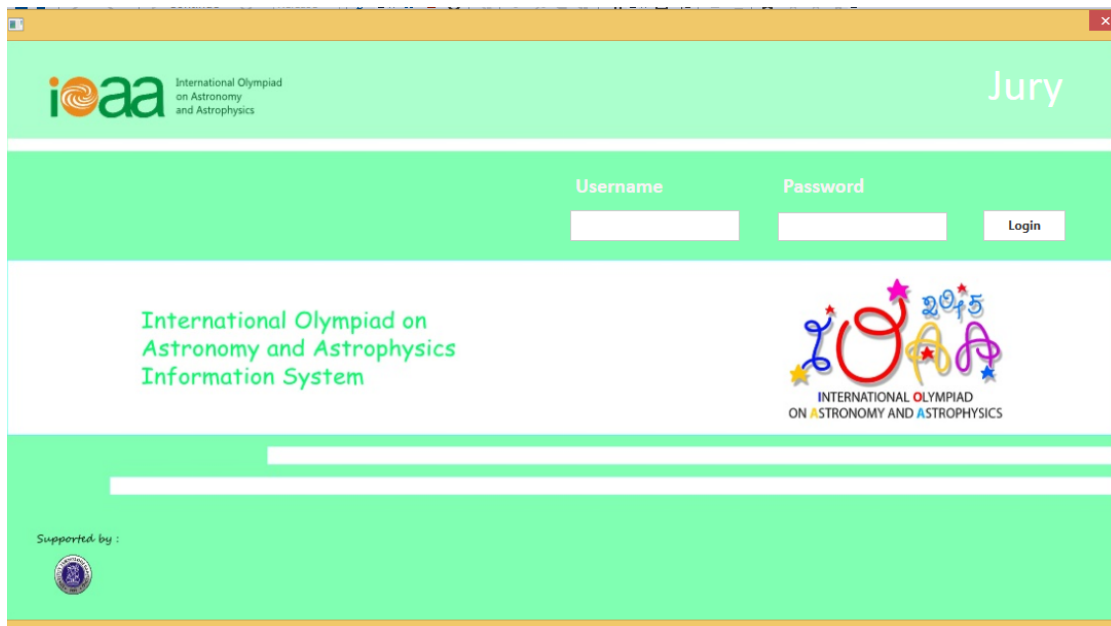
IT STAFF

IOAA INFORMATION SYSTEM
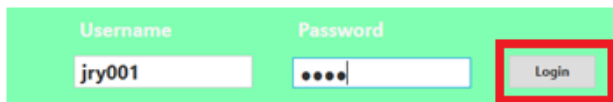
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1. LOGIN

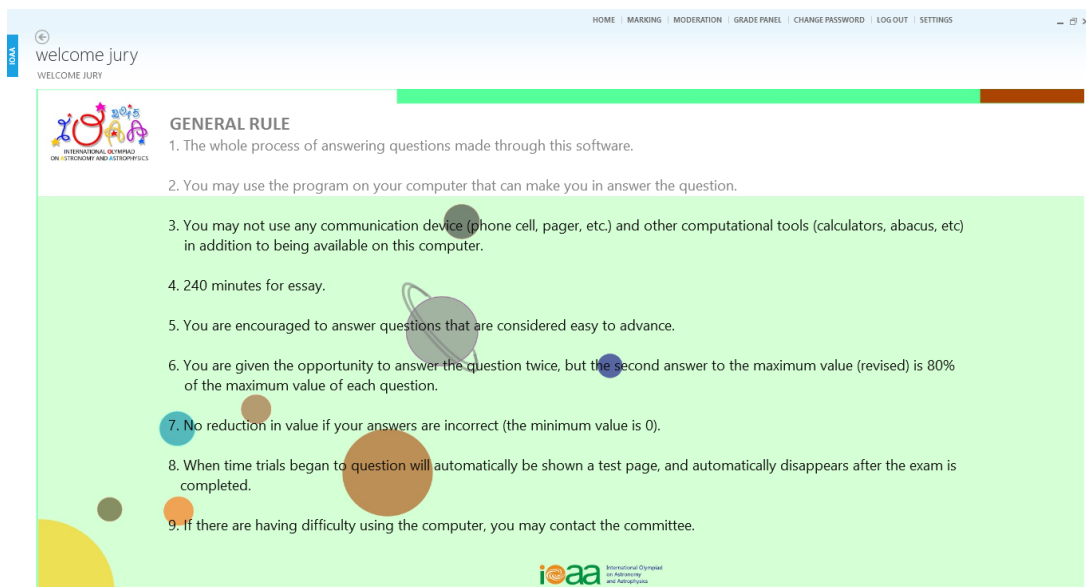Fill in the username and password, then click the Login button. See the picture below:

2. GENERAL RULE

If the login is successful, the system will lead to General Rule page. This page contains the provisions made for the jury like the picture below.

3. MENUS

If you see to the top right corner, you will find some menus. See the picture below:

We will explain the function of each menus for you:

3.1 HOME

It contains to General Rules page.

3.2 MARKING

The appearance of Marking page see the below picture:

In the left top corner we can see the sub menu of Marking page, there are:

1. **Marking**

    This page contains appraisal form. In this page we can do some activities, there are:

    a. Choose the essay number that will be assessed

b. List of participants

When you click one of the Participant's Id, it will be written automatically in the Participant Id column and the Participant's Name.

c. Answer Column

If the participant has not sent an answer, the text will be "No Answer Submitted". See the picture below:

If the participant has submit his first answer, the text will be "1st". See the picture below:

If the participant has submit his second answer, he text will be "2nd". Each participant was given the opportunity to answer twice. Note the following legend:

If the color of list was green, it means that the participant has submitted first answer. And if the color of list was red, it means that the participant has submitted second answer.
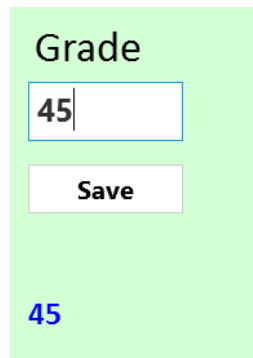
d. Language selection :

The Original selection means participant's answer is accordance with the original language submitted by the participant. While English selection is the participant's answer that have been translated into English.

e. Column value:

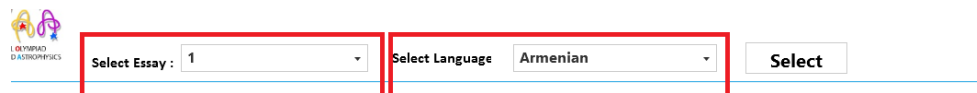You can provide the value by click the Save button. If the value has been stored on the database, it will look like the image below:
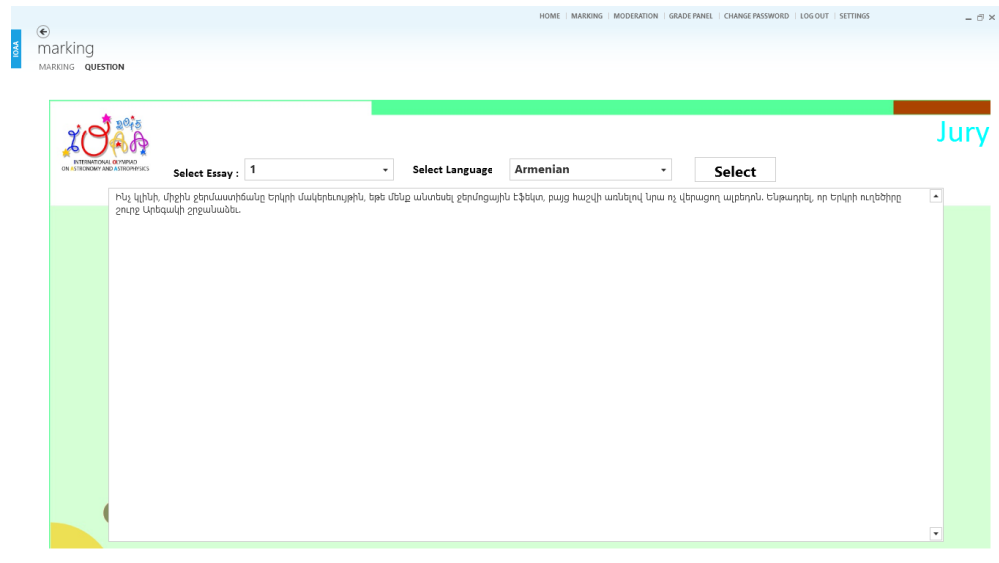

2. **Question**

This page displays the questions of any number. In this page we can select essay and select language to see the question. Look at the image below:

If you already fill the essay number and language, click "Select" button. It will look like in the picture below:

3.3 MODERATION

Moderation occurs when the difference between the pointsfor a question submittedby team leader and a jury more than 20%, so team leader got a chance to discuss about the points with jury for reassessment. There are sub menus in Moderation menu:
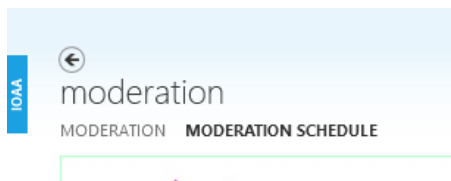
1. Moderation
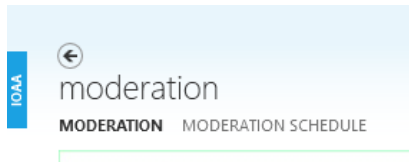
This page contains data of participants who need to undergo moderation.

2. Moderation Schedule

This page contains moderation schedule. Those who follow moderation are jury and team leader that concern.Data shown by number matter, about the jury may change the number to see more data.
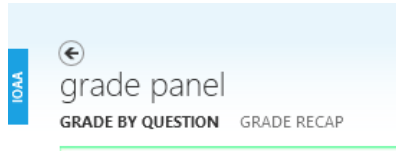
1. **Grade By Questions**

It contains the grade recapitulation from jury.
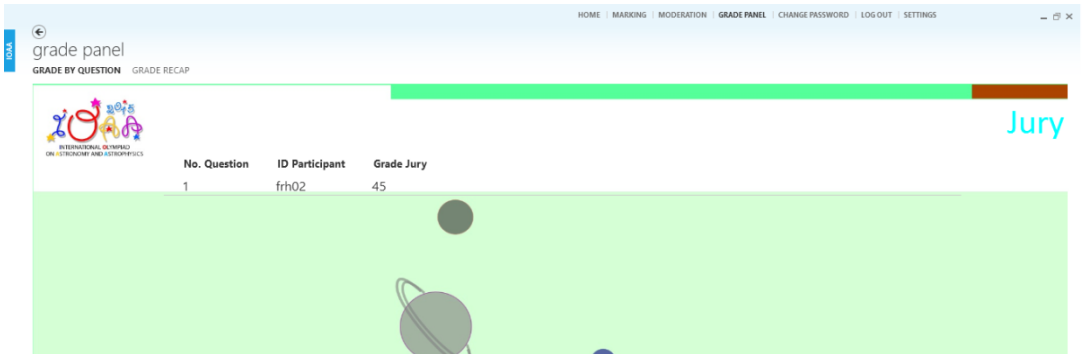
2. **Grade By Recap**

It contains the grade recapitulation and participant's temporary rank.
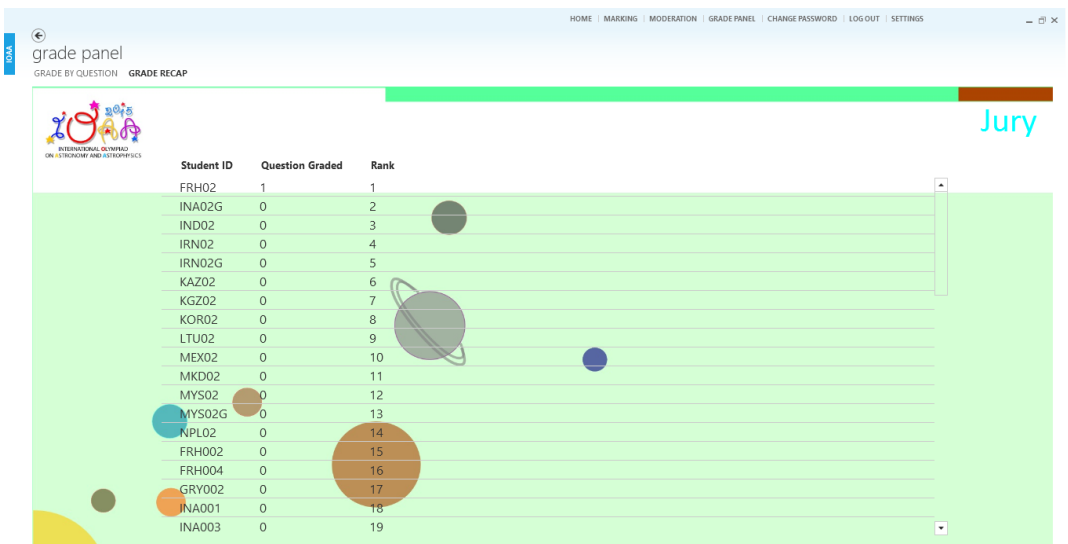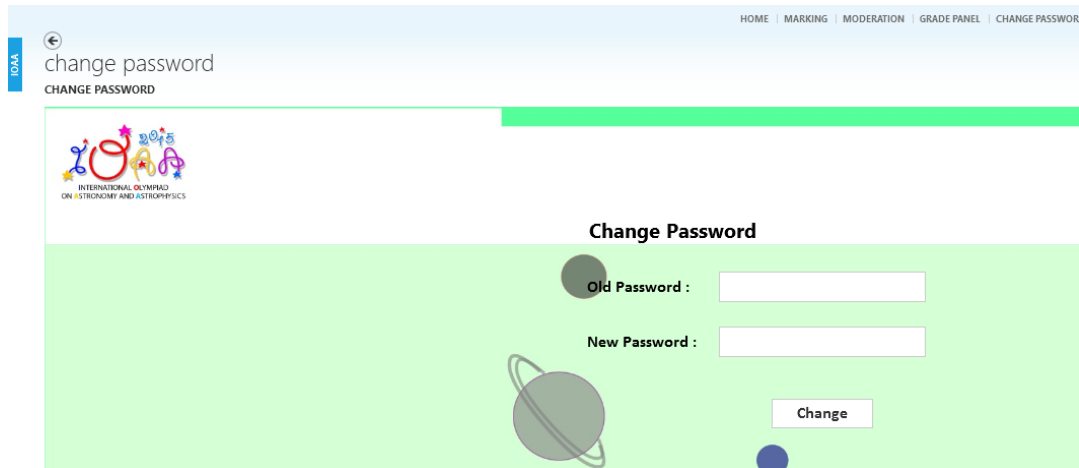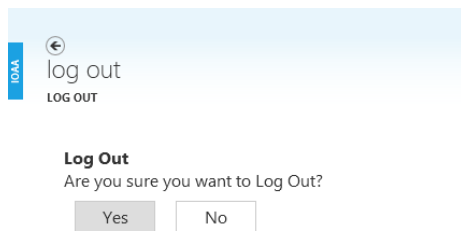
3.5 CHANGE PASSWORD

If you want to change your password, you can click this menu. Input your old password, then input your new password in the blank space.

3.6 LOG OUT

Before close the application, you better to log out first. Click "Yes" button if you sure to log out.

3.7 SETTING

1. Appearance

2. About