

# Individual assessment feedback (INDAF)

## User guide (short)

**App Version 2.0.3.0**

Upon starting up INDAF, please check the bottom right corner of the Dashboard which shows the version number. If that number starts with 1, please go to the Software Center to update INDAF to version 2.

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## 1 Minimum input required to mark and produce feedback reports

Users...

1. Add student ID numbers
2. Define number of questions for the assessment
3. Define number of subcategories into which these questions can be grouped
4. Allocate the questions to the subcategories
5. Mark assessment
6. Print individual feedback reports (pdf) for each student. This can be done in bulk once all marking is done.

## 2 Navigation through INDAF

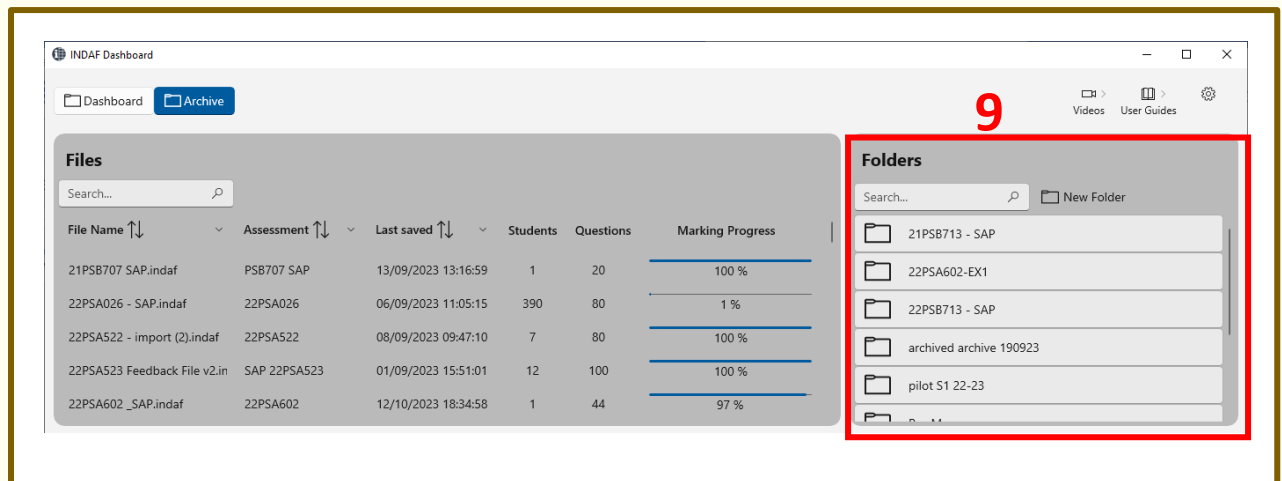
### 2.1 Dashboard and Archive

1. Switch between Dashboard and Archive using the top tabs.
2. View user guides.
3. 'New Assessment' moves the user to Tab 1: Setup (chapter **Error! Reference source not found.**).
4. INDAF files are auto-saved every 6 minutes for the preceding 2 hours and can be recovered.
5. INDAF files located on the computer, or received via e-mail, can be added to the Dashboard.
6. Current assessments, as well as their current marking progress, are shown in the Dashboard.
7. Clicking on assessment opens action menu.
8. Current assessments no longer needed can be added to the Archive (drag and drop).

The screenshot shows the INDAF Dashboard interface. At the top, there are tabs for 'Dashboard' and 'Archive' (1). To the right, there are links for 'Videos' and 'User Guides' (2). Below the tabs, there are three buttons: 'New Assessment' (3), 'Recover Assessment' (4), and 'Add File to Dashboard' (5). The main area displays a table of assessments with columns: File Name, Assessment, Last saved, Students, Questions, and Marking Progress (6). The table lists several assessments, including '22PSA026 - cohort average is', '22PSA522.indaf', '22PSA523.indaf', '22PSA602 - copy (1).indaf', and '22PSA603.indaf'. To the right of the table, there is an action menu (7) with options: Continue Marking, Create Feedback Reports, Check Completeness, Email INDAF File, Statistics, Merge Assessment, Import from Spreadsheet, Export, Retake Assessment, Rename File, and Move to Recycle Bin. At the bottom, there are two sections: 'Recycle Bin' and 'Archive file' (8). The 'Archive file' section includes a note: 'Drag and drop .indaf files from the Dashboard here to add them to the Archive.'

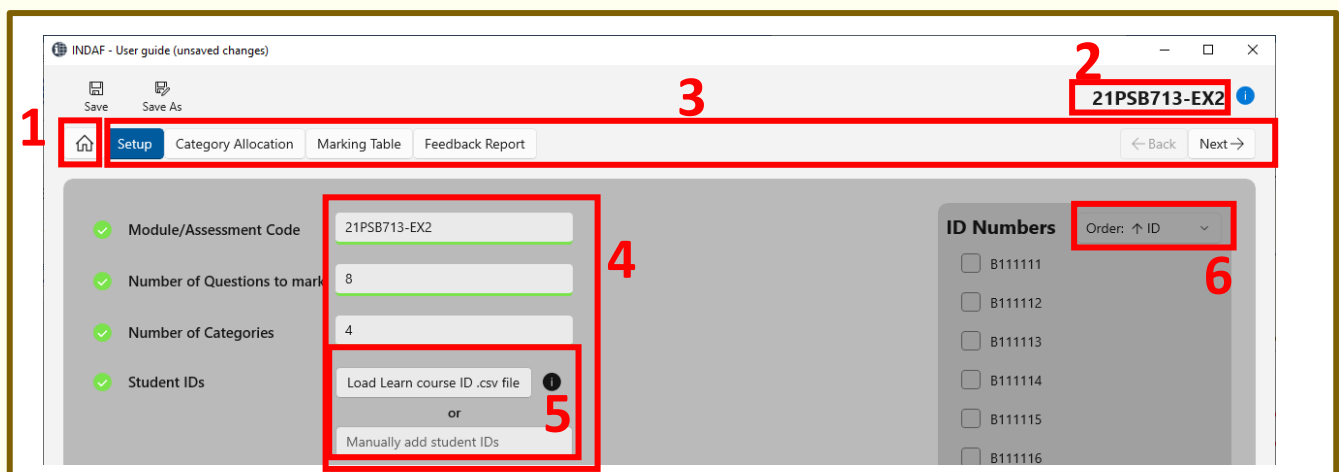
File Name	Assessment	Last saved	Students	Questions	Marking Progress
22PSA026 - cohort average is	22PSA026	07/07/2023 15:02:02	391	80	96 %
22PSA522.indaf	22PSA522	24/11/2023 08:43:06	328	80	100 %
22PSA523.indaf	22PSA523	24/11/2023 08:43:14	329	100	97 %
22PSA602 - copy (1).indaf	22PSA602	02/10/2023 09:09:14	2	44	0 %
22PSA603.indaf	22PSA603	08/11/2023 12:12:43	96	8	96 %

9. Within the Archive, files can be organised within folders (create 'New Folder' if required). Once, created, drag/drop files into folders.



## 2.2 Setup

1. Home icon. This returns the user to the dashboard from anywhere within INDAF.
2. Current assessment always shown in top right corner.
3. Navigation within the assessment.
4. Hover over input fields to reveal further information.
5. Download ID numbers from Learn (Click information icon for further detail). Alternatively, manually insert student IDs in the input box below. This can be done in bulk, e.g., copy cells from an Excel spreadsheet and paste them into the field 'Manually add student IDs'.
6. Students are sorted by ID by default. If they were imported from Learn via the .csv file, it is also possible to sort them by student name. Whilst student names are not shown (anonymity!), they are stored in the background. Sorting IDs by student name may be helpful if exam scripts are returned in that order (as is often the case for exam hall assessments). This order will be retained in the marking table, which means the order within the INDAF file matches the order of the scripts received.



## 2.3 Category allocation

1. Input maximum marks awarded per question.
2. If an assessment has optional questions (causing the assessment 'Total awarded' mark to be lower than the sum of all questions), 'Total awarded' must be adjusted manually. See Chapter **Error! Reference source not found.** for more detailed explanations.
3. Amend question titles (optional); e.g., change 'Q1' to '1a'.
4. Amend Category titles; e.g., change 'Category 1' to 'Physiology'.
5. Allocate questions to Categories using the tick boxes.
6. Select/unselect all tick boxes for a Category.
7. If, at any point during the marking process, any specifics in this Tab need changing, users can return and update (including adding/removing Categories).

INDAP - User guide (unsaved changes)

Save Save As

21PSB713-EX2

← Back Next →

Setup Category Allocation Marking Table Feedback Report

Question Title	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Maximum Mark	10	10	10	10	10	10	10	10

Total awarded 80 ☐ Adjust total

Category								
Physiology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anatomy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

New Category... +

## 2.4 Marking table

1. Swap between student and cohort view (use any according to personal preference).
2. Input marks. For assessments that contain optional questions, type in 'n' for those questions that were not attempted.
3. Optional: Complete Overall (qualitative) feedback, which is individual to each student (so it is most likely not appropriate for large cohorts). Alternatively, overall feedback can be generated using AI (see next section for details).
4. Qualitative comments often used can be saved and re-used. They can also be imported in bulk.
5. Once a student is completely marked, the 'Preview Report' Option appears (may be useful to inform any overall feedback to the student).

### Cohort view

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21PSB713-EX2

Setup Category Allocation **Marking Table** Feedback Report

**Cohort View** >< Student View Statistics AI Feedback

6 Filter Search ID... Order: ↑ ID

	Whole assessment	Grade (%)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Overall Feedback
Preview Report B111111	39	49	3	1	7	7	0	4	7	10	Import
Preview Report B111112	37	46	3	2	6	7	2	4	4	9	no so well done
Preview Report B111113	60	75	8	9	5	10	7	7	6	8	well done
Marking Incomplete B111114	25	31	4	2	5	8					
B111115	0	0									
B111116	0	0									

5

### Student view

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21PSB713-EX2

Setup Category Allocation **Marking Table** Feedback Report

**Student View** >< Cohort View Statistics AI Feedback

Preview Report B111113 Search ID... Order: ↑ ID Student 3 of 272

Whole assessment	Awarded	Mark (Grade)
Q1	10	8
Q2	10	9
Q3	10	5
Q4	10	10
Q5	10	7

5

Overall Feedback

Re-use feedback Save for re-use Import

well done

3

4

6. Filter options (cohort view only): Data within the marking table can be filtered and display IDs with the following attributes:
  1.  $n < \text{Expected}$  (for exams with optional questions – this indicates not enough questions that were left out have been defined)
  2.  $n > \text{Expected}$  (for exams with optional questions – this indicates too many questions that were left out have been defined)
  3. Marking Incomplete
  4. Marking Complete
  5. Unmarked
7. Direct access to Statistics from Marking Table: This allows the user to check cohort, question and category statistics during marking.
8. AI-powered feedback: This feature is currently piloted and not available to standard users (see next section for details).



## 2.5 AI powered feedback (pilot project)

***This feature is currently piloted and not available to standard users.  
A valid OpenAI API key must be provided in Settings.***

Upon completion of marking, individual qualitative feedback can be generated in bulk. The overall mark, category marks and user inputs define the prompt sent to OpenAI, which generates the feedback.

AI powered feedback generation takes time (~5-20 seconds per report), during which INDAF is unresponsive. However, INDAF can work in the background and users can use other applications during feedback generation.

1. **Temperature:** This adjusts the focus of the AI model. Values closer to Zero make the output more focused. Values closer to One allow more creativity.
2. **Resources:** Users can define any further resources based on the various categories defined for this assessment. For example, a specific Physiology textbook chapter for the first category in this example.
3. **Freetext:** This allows the user to finetune the prompt sent to the AI feedback generator. For examples, users may indicate whether a given topic area is going to be followed up in a future module.
4. **Prompt:** This field is populated based on the above information. It is not directly editable.

INDAF - 22PSB713-EX1-1 (unsaved changes)

**AI-powered feedback generation** 22PSB713-EX1

Module Code: 22PSB713-EX1  
Number of Students in Cohort: 369  
Fully Marked: 366

Continue Marking

Feedback style: University lecturer  
Feedback length: 100  
Pass mark (%): 40  
Distinction mark (%): 70  
Temperature: 0.5  
Free text:  
Prompt: In the words of a University Lecturer, create a 100 word report based on the student's results (rated out of 100%) to indicate strengths and weaknesses. Use 2nd person singular. Pass mark: 40%, Distinction mark: 70%.

Category: Physiology, Anatomy, Exercise, Training

Resource:

ID Numbers: Fully Marked: 366, Selected: 359  
All IDs, IDs without associated feedback, Custom  
Search ID...  
B111407 (feedback associated)  
B111421 (feedback associated)  
B111346 (feedback associated)  
B111383 (feedback associated)

Generate sample feedback: No sample feedback generated

Generate Individual Feedback  
Erase Existing Feedback

## 2.6 Feedback report

1. The report title appears as first line on the report.
2. Grade boundaries are pre-set for an Undergraduate Assessment, they can be manually changed if required.
3. Choose sections to be included in report.
4. Preview sample report to check the report layout.
5. Check whether all mandatory actions to create feedback reports have been completed.
6. 'Create Learn Upload Zip' creates a Zip file that allows the direct upload of all PDF reports onto the respective student profiles on Learn. An assignment activity on Learn needs creating first for this. For more detailed information, see information icon, or chapter **Error! Reference source not found.** within this guide.
7. If all ID numbers are selected, INDAF only creates reports for those students that have been marked. Reports are not created for student IDs that contain no data.
8. Include cohort statistics into the Generic Feedback.

INDAF - User guide (unsaved changes)

Save Save As

21PSB713-EX2

Setup Category Allocation Marking Table Feedback Report

Report Title

Area for development (less than)

Excellent (greater than)

Folder to save Reports to

Generic Feedback

Include cohort statistics

Preview Sample Report

Check Completeness

Create Learn Upload Zip

ID Numbers

Fully Marked: 268 Selected: 272

Select All

Search ID...

B111111

B111112

B111113

B111114 (marking incomplete)

B111115 (no data)

B111116 (no data)

B111117 (no data)

Create PDF Reports

## 3 Questions and feedback

Any questions or suggestions for further improvement, please contact [indaf@mailbox.lboro.ac.uk](mailto:indaf@mailbox.lboro.ac.uk)

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