Dear Mr **Munish Kumar**

Please be informed that cross-marking of ECAs will be discontinued with effect from January 2021 semester, i.e. instructors will be allowed to mark his/her own (original) seminar group. For **ANL201** ECA, you may do your ECA marking **AFTER** the ECA submission deadline **17 March 2022,** **12 noon**.

It is necessary that the marked ECA has some indication to show that it has indeed been marked. For example, while marking the ECA you can insert the following in each page of the ECA Report:-

- Comments, if any

- Marks, if any

- the word “Seen”, if you have no comments or marks indication

The ECA requires each student to submit the following two (2) items for marking and grading:

- a report (ECA\_REPORT)

- the Tableau workbook .twbx file (ECA\_PPT)

**Please provide a breakdown of the marks awarded to each of the two components stated above.**

Similar to GBA, marks deduction scheme was implemented for ECA since January 2015 semester, therefore, the ECAs scores must be uploaded to Canvas, SUSS Gradebook. The SUSS Gradebook will take care of the marks deduction for late submission cases, if any.

The attached is the Score Summary Sheet. We have put in formulas to convert the marking scores (Report 80% & PPT 20%) to the final scores (Report 100% & PPT 100%) to enter into SUSS Gradebook.

**An EXAMPLE** of using the Score Summary Sheet:-

-      Marker can record the marks awarded in its original weightage of Report 100% & PPT 100%. See below table cells highlighted in yellow, where student Mr A was awarded 53+8=61.

-      When marker enter the original scores into the Score Summary Sheet, formulas have been added to automatically convert the original weightage to 100% for each of the 2 components. See below table cells highlighted in orange, student Mr A scores are automatically converted to 66+40=106.

-      Marker will then enter the scores in brown cells, for all 2 components, into SUSS Gradebook

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Name** | | **Student PI** | **Report 80%** | **PP 20%** | **Total 100%** | **Report 100%** | **PP 100%** | **Total 200%** | **Remarks** |
| 1 | Mr AA |  | X1234567 | 53 | 8 | 61 | 66 | 40 | 106 |  |
|  |  |  |  |  |  |  |  |  |  |  |

Markers can also highlight suspected cases of plagiarism and collusion in the Gradebook to alert school. Kindly check through your entries before you submit the grading stage to “Stage 2”.

**NEW INSTRUCTION THIS JAN2022 SEMESTER**

Please upload the marked ECA reports and Score Summary sheet in a zip folder to

Link: <https://sbox.suss.edu.sg/u/tNsdz_RbHWmm2x3P/fd707a47-1c7d-4d01-9ecf-1c5a05ee71f0?l>

The zip folder should be named as **<COURSE CODE>\_T<00>\_<Marker’s name>.**

The access code for the link will be sent to you in a separate email.

**↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑**

**Please DO NOT amend the settings in Gradebook and you are reminded that ECA GRADES ARE NOT TO BE RELEASED to students**. Please mark all components including those that are submitted late.

Please contact me if you need clarification on the above.

We thank you for your support.

Hi Everyone,

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**Please read, especially if this is your first time marking ECA**

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I have sent you the email on ECA grading with the scoresheet and instructions.

·       The cells are password protected for a reason – please do not recopy and send back a new spreadsheet else I will have to request for you to redo with the original sheet.

·       For students who are awarded zero please indicate the reason in the remarks (especially those with submission but not awarded marks).

Here is a summary of what you will need to submit:

**Upload to SBOX folder - a SINGLE .zip file containing:**

1.       Filled up scoresheet by the given timeline **(14days from ECA due date)**

2.       Marked ECA reports with comments and marks.

3.       Signed Marker’s Plagiarism Check Form (attached in this email).

Graphical user interface, application

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**On Canvas**

Key in grades and confirm up till stage 2 by given timeline **(14days from ECA due date)**– no need to wait for CC/HoP’s approval.

**Please DO NOT amend the settings in Gradebook and you are reminded that ECA GRADES ARE NOT TO BE RELEASED to students**.

Please mark all components including those that are submitted late.

Table

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**Email to your Course Leader**

Upon completion of marking, please complete the Marker Report for the T-Group you are marking (attached in this email).

**Note to Course Leader**, please consolidate the Marker’s Report from each of the instructors including yours and submit a single report to me.

Also, submit the Course Presentation Report (I will send it with more details in a separate email to you).

**Course Leader**: Lam Vee Tat

**Instructors T Group**: Priyanka Gupta / Thian Fong Mei / Munish Kumar / Gilbert Chan / Zhang Shuai / Victor Yiew / Ho Jun Hui

**Instructors TV Group**: Zhang Yimiao / Shihabudeen Alima

**Course Coordinator**: Priyanka Gupta

Marking Guide will be sent to you the day after due date.