SOP for Peer Evaluation System

1. Introduction

- **Overview: -** The Peer Evaluation System is a versatile solution designed to simplify the peer assessment process in both academic and professional settings. It empowers teachers, TAs, and students to efficiently upload, distribute, evaluate, and analyze assessments. By automating essential tasks such as forming peer groups, distributing evaluation sheets, and calculating scores, the system ensures accuracy, fairness, and transparency throughout the evaluation process.

- **Features: -** The some of the important features are -
  - ➢ File Renaming(OCR) - The files are automatically renamed based on the Unique Id extracted from the top left corner of the Answer sheets.
  - ➢ Sheet Distribution - The answer sheets are distributed for evaluation ensuring that students do not receive their own sheets for the evaluation.
  - ➢ Statistical Analysis - Generate the histogram for the student data for each test/quiz.

- **System Requirements: -**
  - ➢ Hardware - Processor with Dual-core (Intel i5 or above); RAM 8 GB minimum recommended; Storage of at least 500 MB.
  - ➢ Software - OS Windows 10 or 11 or macOS 10.14 or later; Python 3.7 or above with django 5.1.4 or above,etc. and a latest version of Google Chrome or any browser recommended.
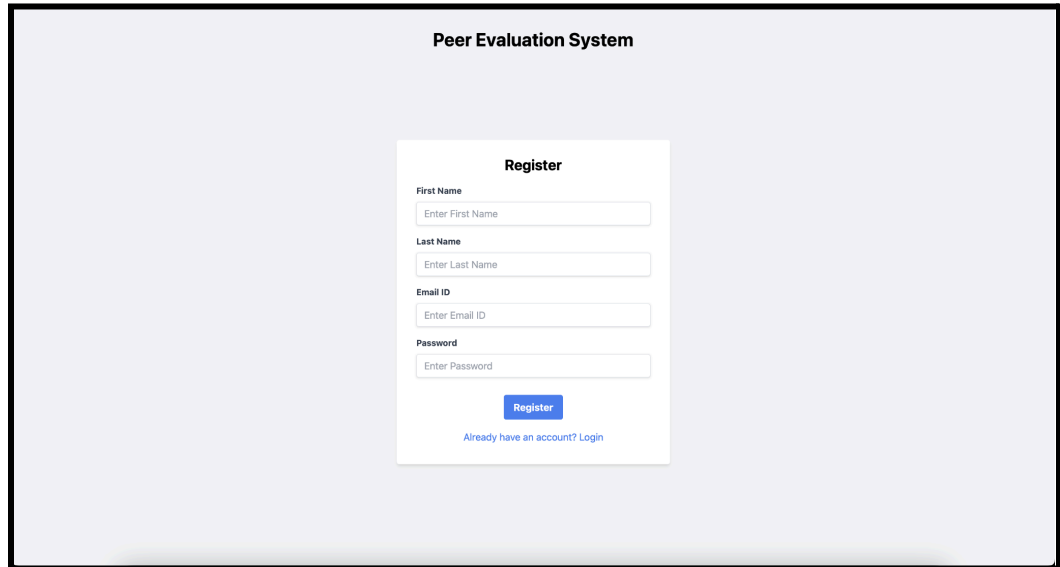
2. Getting Started

- **Accessing the Interface: -** To begin, navigate to the Peer Evaluation System's login page. Enter your registered username and password to access your account. If you encounter any issues, please try resetting the password using the Forgot Password button and check for the new password on the email.
- **Creating an Account: -** For new users, click on the "Register" button on the login page. Provide the required details, such as your First name, Last name, Username, email address, and a secure password.
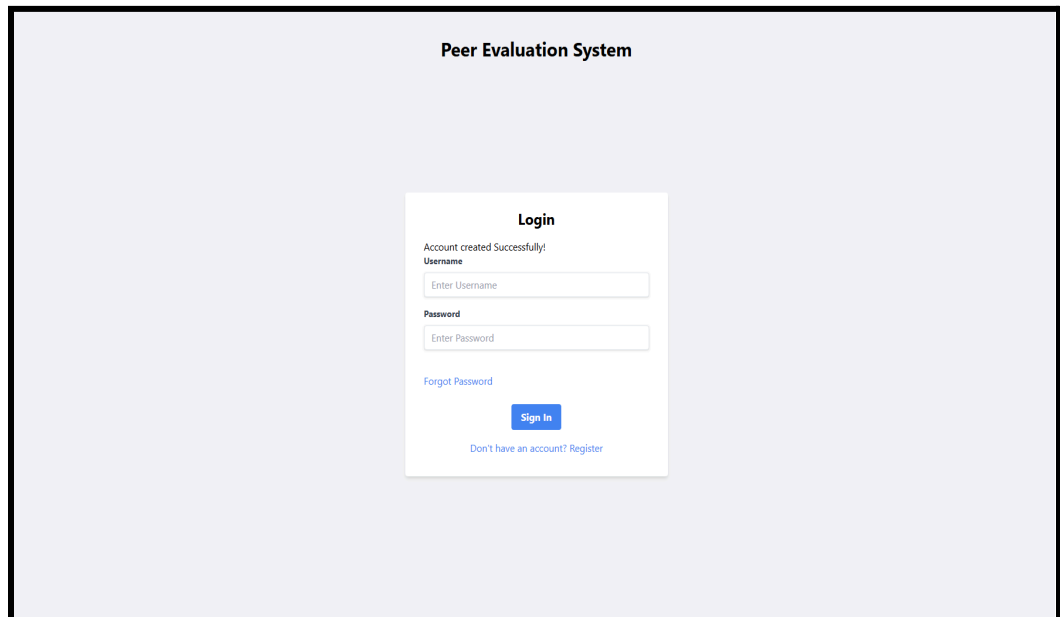
3. User Interface Overview

● **Dashboard Layout: -**

    A. The user interface consists of the Login/Registration window which has the layout like below: -

Enter the details for the above and press the register button and it will redirect you to the Login page if the registration is successful.

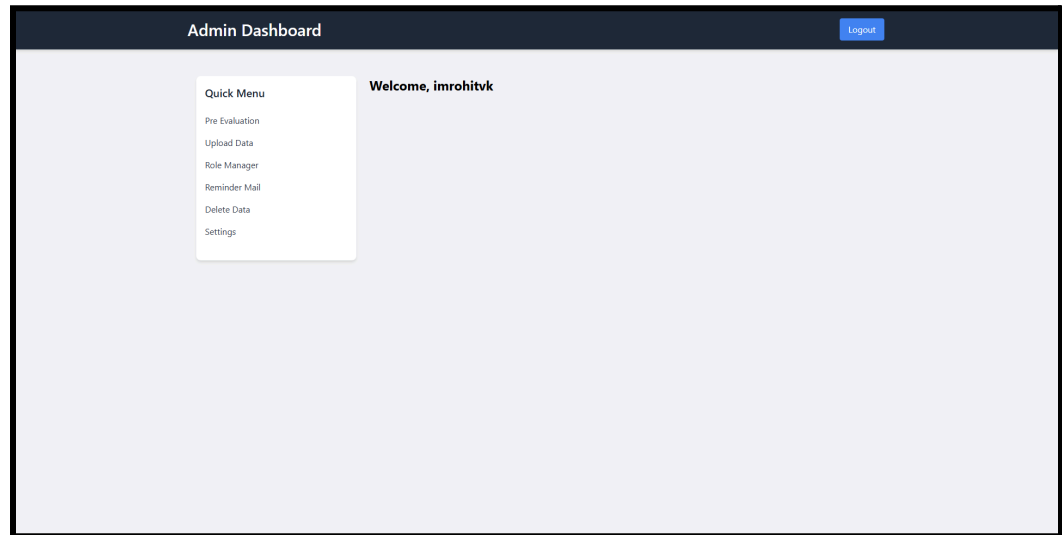The above image shows that account has been created successfully. Now we can use the above Login page to access our account.

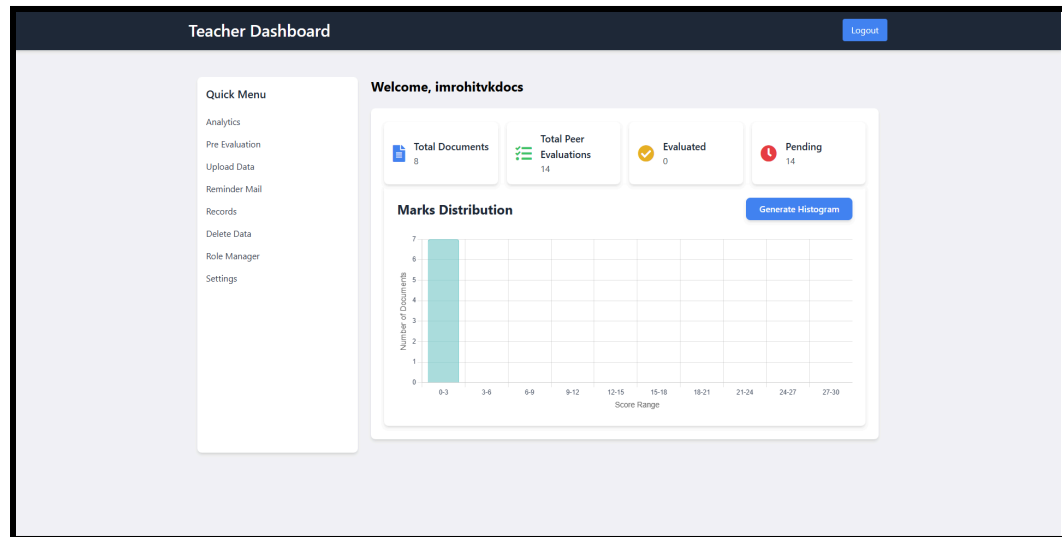**B.** The interface has multiple dashboards that are assigned according to the assigned role: -

Admin dashboard -
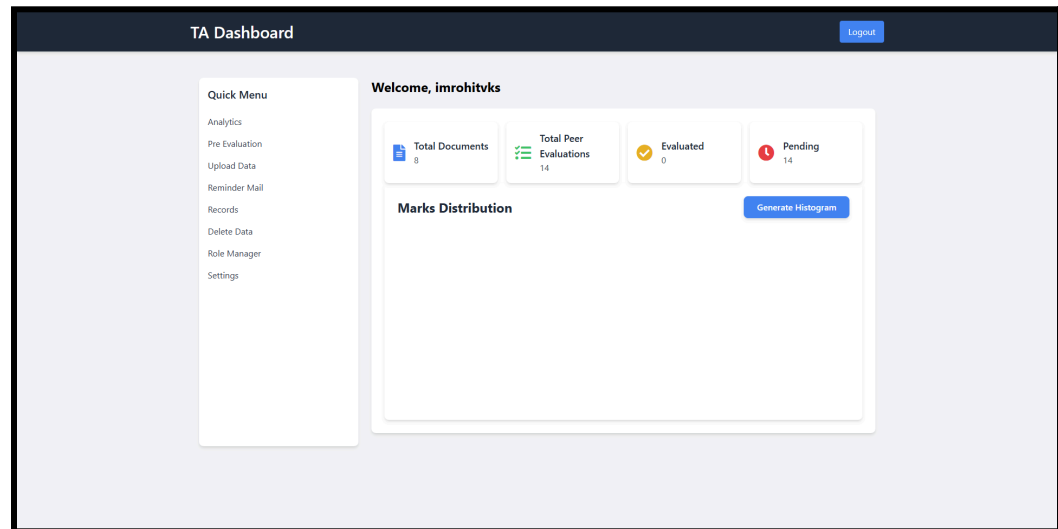

The Admin dashboard has multiple functionalities as they are visible in the above image.
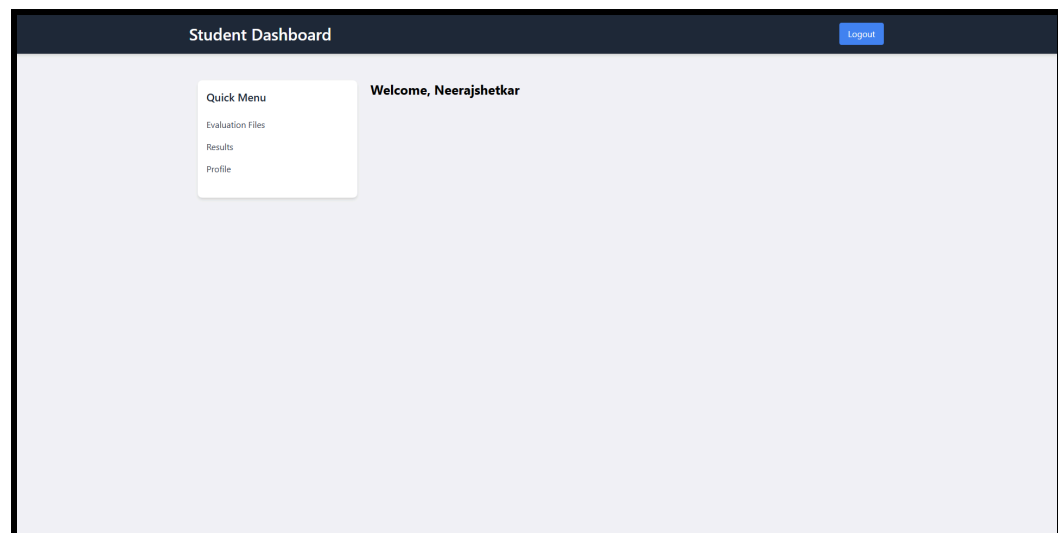
Teacher dashboard -

The teacher dashboard has optimal functionality and the access, they can also manage the roles and do other things that are given to the Admin.

TA dashboard -

The TA dashboard has multiple functionality except that they do not have the authority to make any user a Teacher.

Student dashboard -

The Student dashboard has the above following options where they can evaluate the files, view their marks and download their answer sheet for the current exam.

- **Navigation: -** Use the Quick Menu sidebar for the navigation between the different functionality available on the dashboards. The navigation is made easy using the responsive sidebar so that the user is able to find all the functionalities easily on the dashboard.
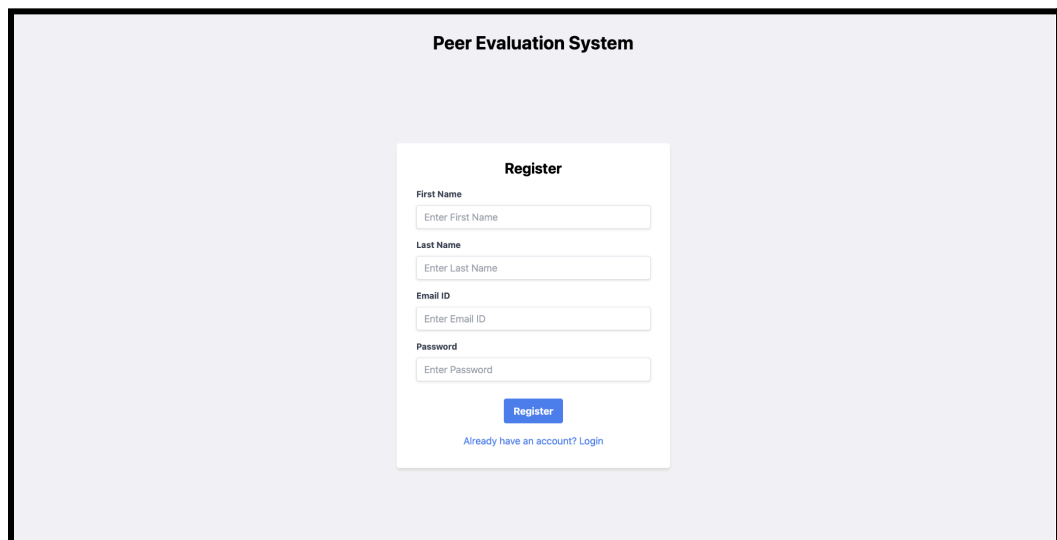
4. Step-by-Step Instructions

● **Registration & Login process: -**

For the registration window we have the fields for name, username, email and password. Once the fields are filled, we press the Register button. If the username is valid or not taken and the password is of the required security. The user will get successfully registered.

Note: - The password must be 8 characters long with a capital letter, small letter, a numerical digit and a special character out of the following characters.

The below are the steps to do the new user registration: -

Step 1: - Fill the details and press the "Register" button.
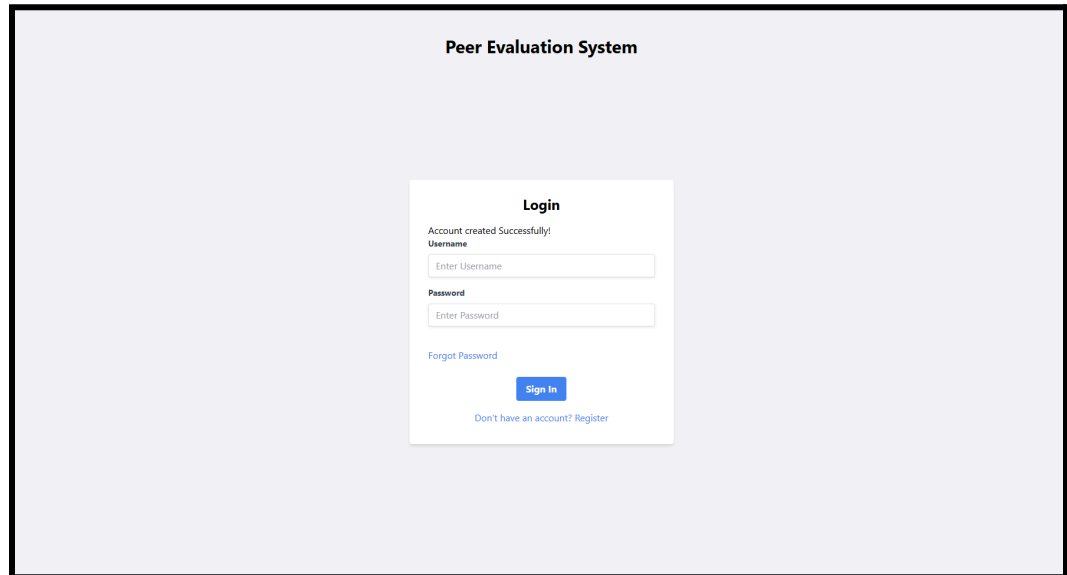
After the successful registration student has to wait for the teacher to assign them something so that their account is verified automatically and once the teacher verifies the account they will be able to access their account.
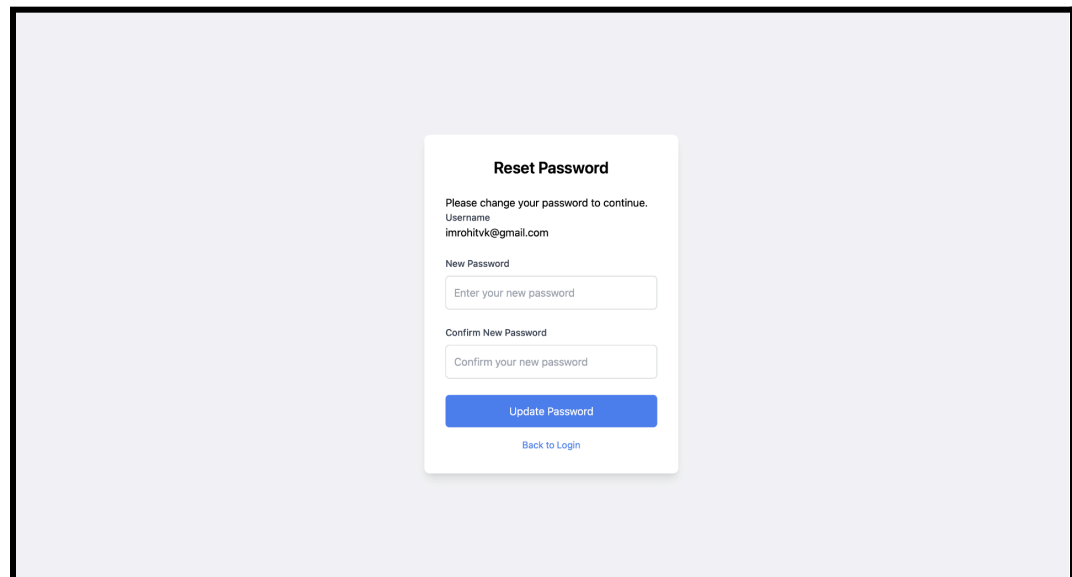
Step 2: - Logging in to the portal.
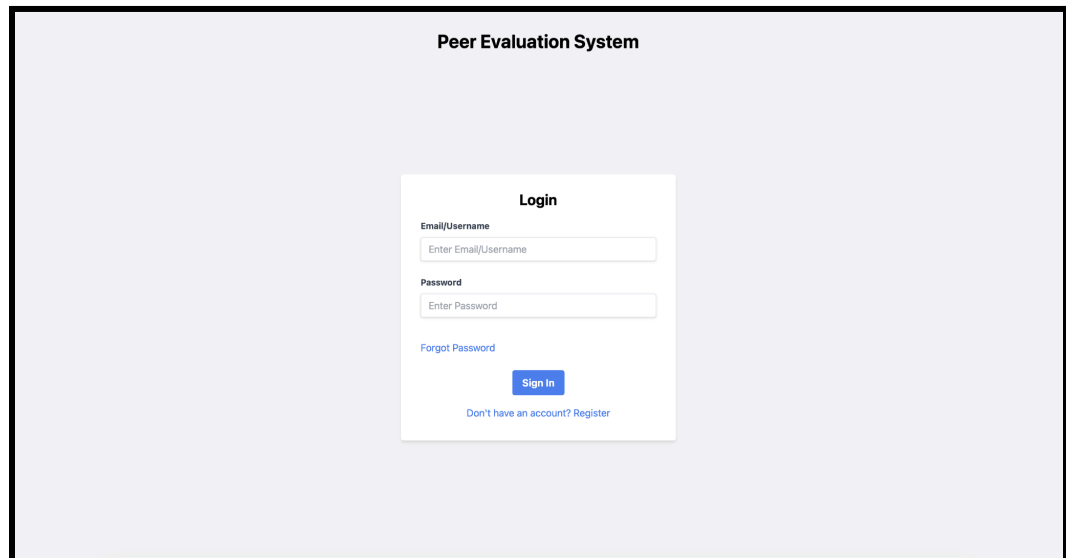
Enter the details on to the portal as shown:

On first login it will ask you to reset the password, which is shown below.
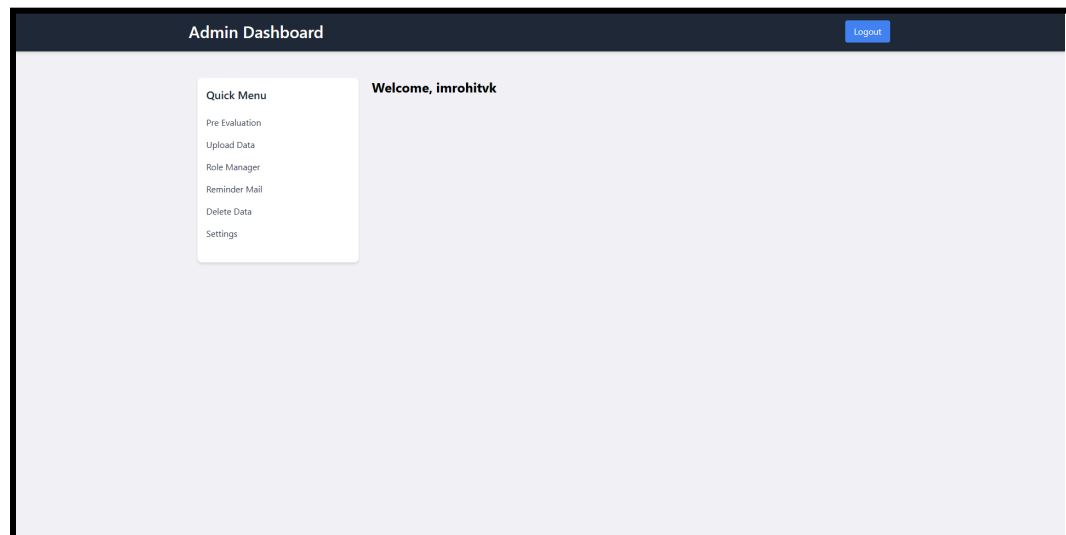
After successfully resetting the password you will be redirected to the login page. You can login to the portal using the new password that you have created just now.

After login we will be able to see the dashboard as per the role, here the Admin dashboard will be visible to us as we have logged in as the Admin.

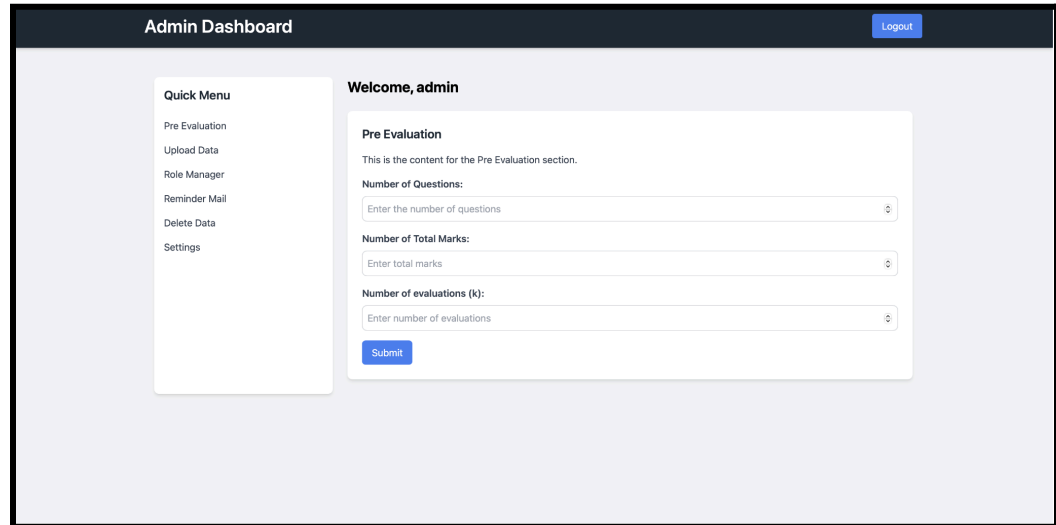

Note: - The most of the common functionality is reflected from the admin dashboard and additional functionality for the Teacher and TA is reflected from the teacher dashboard and the student functionality is reflected from the student dashboard.
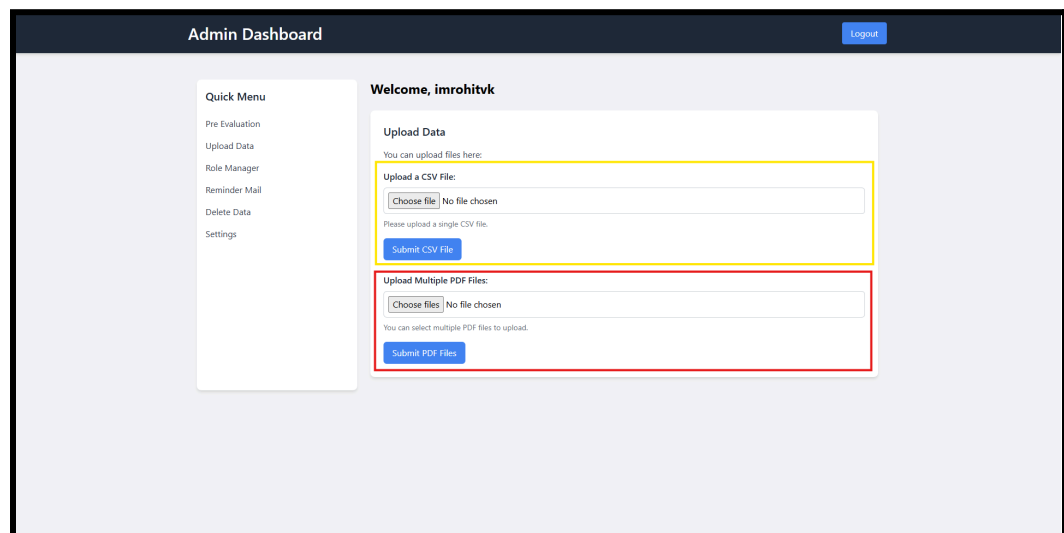
- **Pre Evaluation window: -**
  The "Pre Evaluation" section has the fields for the Number of Questions, Number of Total Marks and Number of Evaluations (k) through which we can pass the total number of questions, total number of marks and total number of evaluators per file for the Quiz/Test.

- **Upload Data window: -**
  1. Use the "Upload Data" section (yellow box) for uploading the file containing the student unique id mapped with the email id. If a student account is not available then the system will automatically create the accounts with a random password which goes to their email id.
  2. The "Upload Multiple PDF files" section (red box) can be used for uploading the pdf files of the students and after uploading they will automatically go to the students for evaluation.
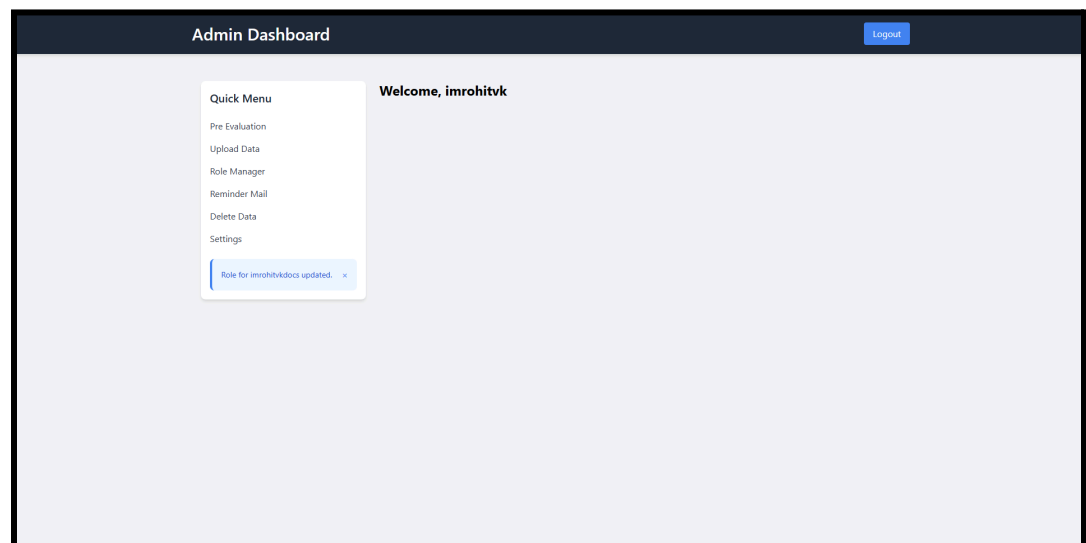
- **Role Manager window: -**
  If Admin, teacher or TA wants to assign a user a different role than they can use the below window. After entering the username and selecting the role from the User Role drop down box, we can change the role of any user. The user role change options are as per the role.

The below is the message which is visible whenever the user role is changed by the Admin, Teacher or TA.

- **Reminder Mail window: -**
  The "Reminder Mail" button will help the Teacher and TA to send a reminder to all those students who haven't done the evaluation till now.
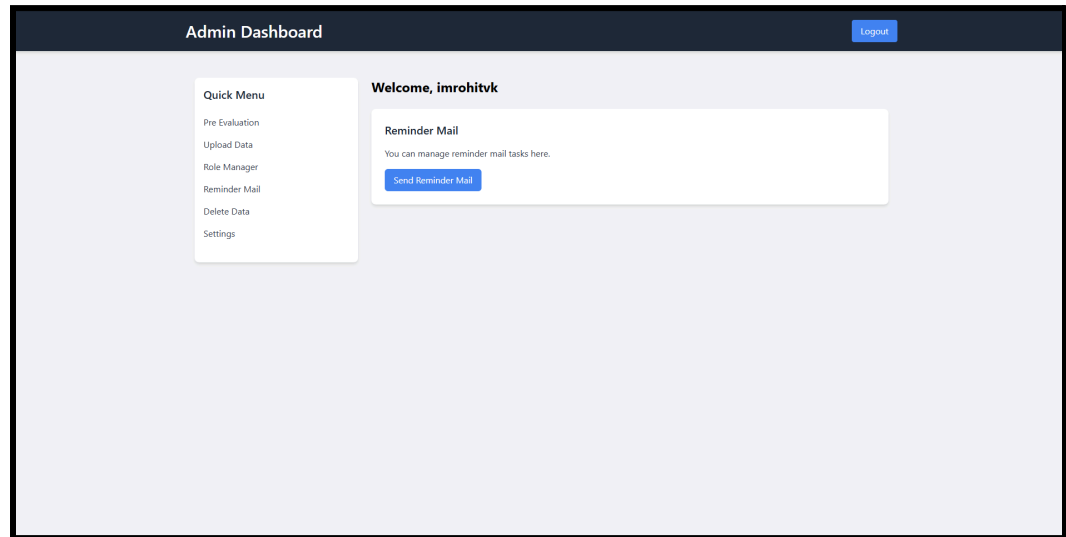
- **Delete Data window: -**
  The "Delete Data" button can be used to delete the pdf files in order to reset the whole structure for the new Exam/Quiz.
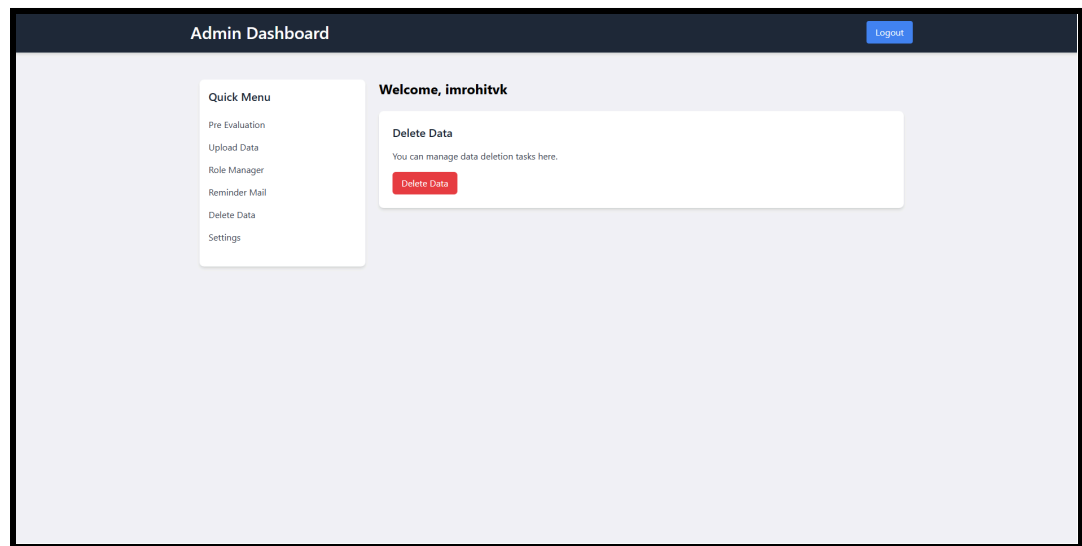
- **Settings window: -**

  The "Settings" window gives the Profile information of the current user and also provides them Change password functionality if they want to set a new password. They can also use the Forgot password functionality which can be used to generate a random password which they receive on their email ids.
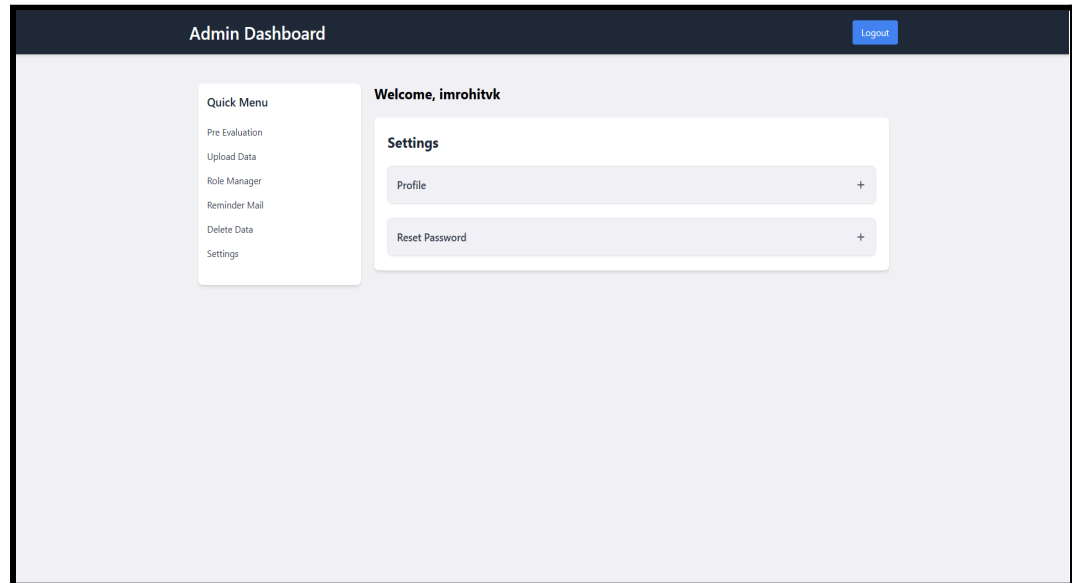
- **Analytics window: -**

  The "Analytics" window displays the total number of documents, Total Peer Evaluations send, Evaluated files (real time tracking) and Pending (real time tracking). The Generate Histogram function can be used to display the frequency graph of the students average marks. It shows how the evaluations are done and how much students lie in which range.
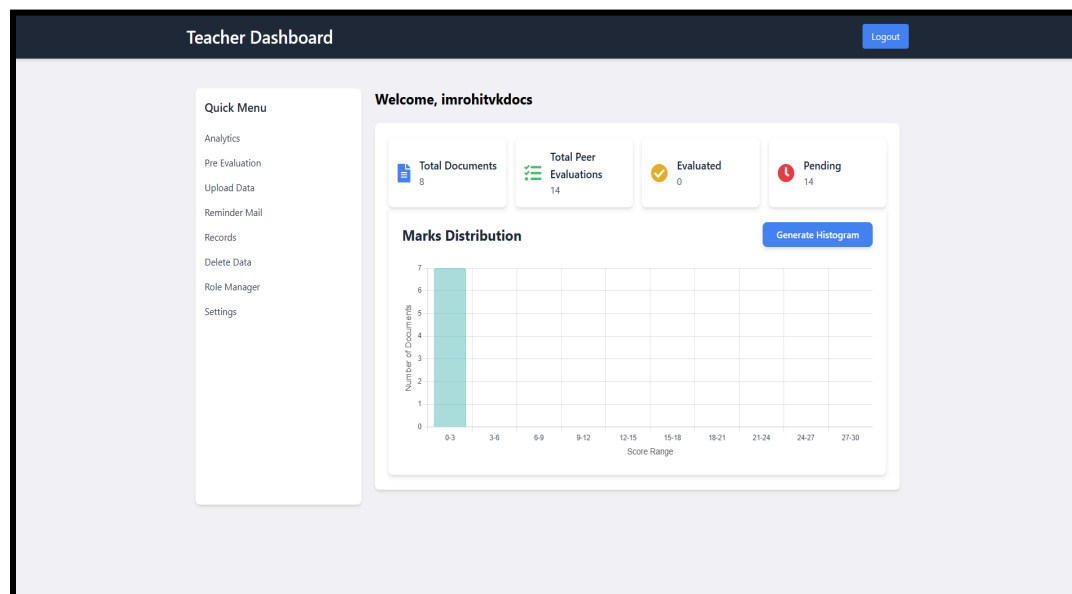
- **Records window: -**
  The "Record" section of Teacher and TA dashboards displays the tickets, that is if somebody has raised the query for rechecking of their answer sheet to a TA they will be displayed to them and if they are not able to resolve them then they can pass them to the Teacher which will display in their same records section. The evaluator shows the unique id of the student who has evaluated that particular file, the document consists of the link for that file, evaluation shows how much marks have been allotted to the student for each question in the form of the list. The Action pallet shows the option to evaluate, status and for the TA it shows the status and also gives the option for Escalating the ticket to the Teacher.
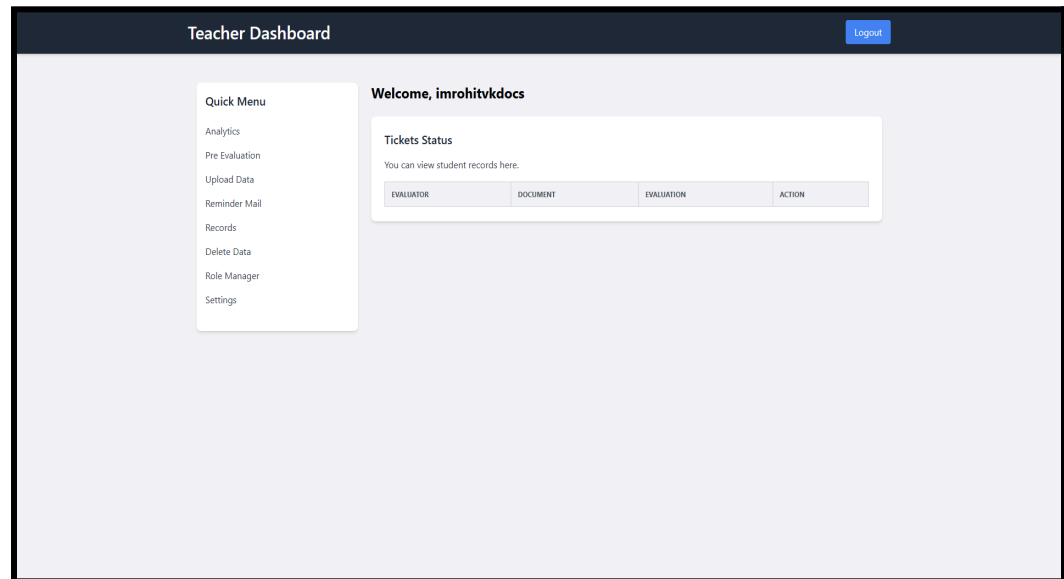
The above all are the functionalities that are associated with the Admin, teacher and TA dashboard. They all are the same for Admin, teacher and TA, so no repeated demonstrations are added. Only the windows that are not available on the Admin dashboards are explained separately.

- **Student dashboard: -**
  - ➢ **Evaluation files section: -**
    The "Evaluation Files" section displays the files that need to be evaluated by the students. It has an Action column which has the link for the evaluation file and Status reflects whether the file is evaluated or not.
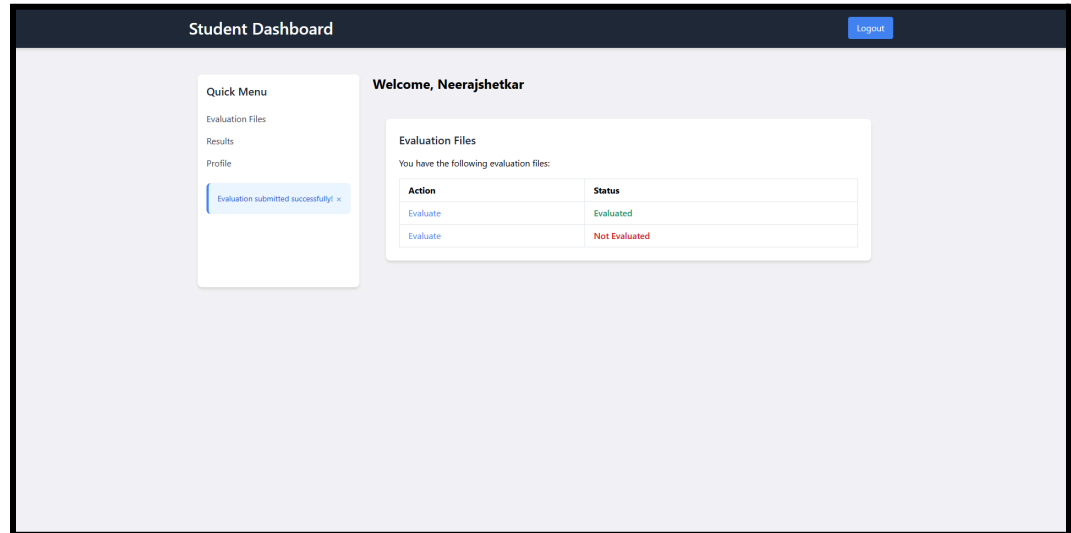
If a student tries to evaluate the same file that is evaluated, it shows the message that the file is already evaluated. The below is the reflection of the same.

The students evaluation form has the left section where the PDF file is displayed and the right section shows the question wise text fields for entering the marks for each question. If the PDF file is not visible due to some browser then the student can open the PDF using the Evaluation button which is present in the top of the right panel of the evaluation form. After filling the marks the students can press the submit button and can submit the form and it will redirect them back to their portal.

➢ **Results section: -**

The "Result" section has the "Download Sheet" button from where the students can download their own sheet for the current Quiz/Exam. The Summary section consists of the information for each evaluation done by the students for their files. The Evaluator is hidden from them and we have provided the Raise Ticket button if they have some issue with the evaluation. The raise ticket will send the file to TA's for evaluation.

If a student has raised the query for a particular evaluation, then they can see the message shown below in the document and also the button will be disabled for that particular evaluation.
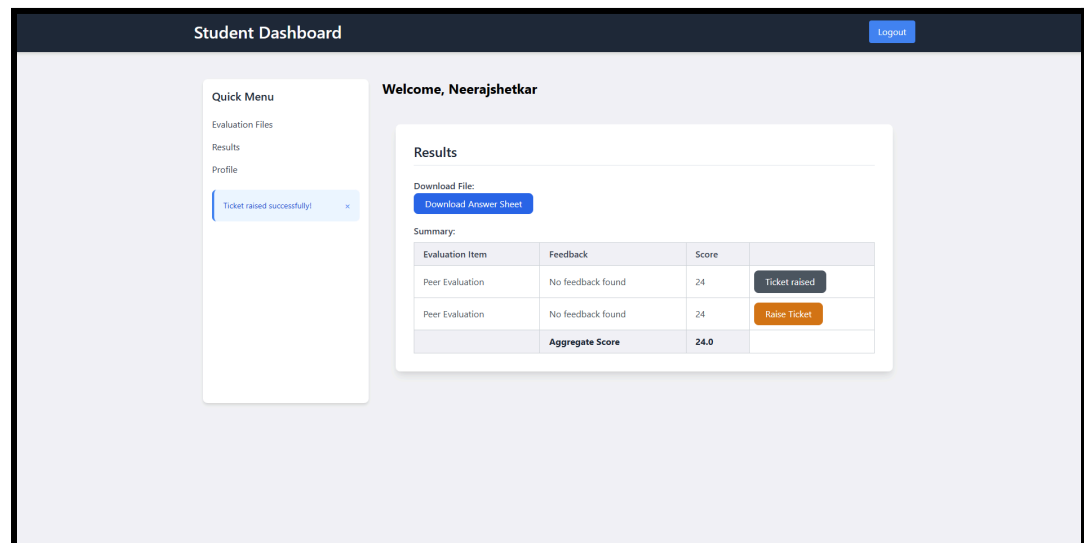
5. Troubleshooting and FAQs: -

Common Issues

- **Problem: Unable to Log in/Register.**
    - **Solution**:
        - Check if the email and password entered are correct.
        - Ensure that the "Caps Lock" key is not on.
        - Ensure that the password is using a special character.
- **Problem: Evaluation sheets are not visible.**
    - **Solution**:
        - Refresh the dashboard to update the content.
        - Confirm with the teacher or TA if the sheets are released.
- **Problem: Scores are not available.**
    - **Solution**:
        - Ensure that you have given the quiz.
        - Contact the teacher or TA to confirm whether the marks are released or not.

FAQs

1. **How do I upload evaluation sheets (PDF files)?**
   - Go to the **Upload Data** section, click on the student information and pdf files upload option to upload the files and select the file from your device. Ensure it is in the correct format (PDF).
2. **Can TA or Teacher edit uploaded data?**
   - They can edit or change the data at the time of the upload and if they want to reupload the data they have to restart the evaluation by using delete data and restart the evaluation.
3. **How are peer evaluation sheets sent?**
   - Peer allocation is done randomly ensuring that the peers do not get their own files for the evaluation.
4. **What formats are supported for uploading evaluation sheets?**
   - The system supports the PDF format for uploading the evaluation sheets and CSV sheets for uploading the student information.