**Handing in feedback/marked exams/papers and/or assessment forms:**

As a course coordinator, it is of utmost importance to inform your tutors that they have to use the same location to archive the exams/papers, feedback, and/or assessment forms. Due to the Corona virus, your tutors are required to digitally assess exams.

They can use the J-Drive (a) ***or*** Grades (in Canvas) (Formerly known in Eleum as Grade Centre) (b) but no matter which option they choose, the archive should contain the exam description (assignment, questions, etc.), the submitted work of the student, the grade and your feedback. Make sure that the markers in your course use either the J-Drive or Grades in Canvas, do not combine these two options in one assessment.

**Important:** Hand in deadline is 13 working days after the exam date at the latest. The hand in date of results is also mentioned on the **grading form**: J:\FASOS\Grading-forms\20202021.

**a)**  **Using J-Drive as archiving location of feedback:**

All tutors of the same course use the same location to archive their feedback: J:\FASOS\exams-assessment-forms\20202021

**Important:** The name of the documents should at least contain student ID numbers! The Exam Administration will rename your files and provide students with their feedback by using Files4Students.

Online (electronic) assessment; the assessment forms or exams with in-text comments are submitted/uploaded to the J-drive (J:\FASOS\exams-assessment-forms\20202021) by the markers themselves, simultaneously with the grading form.

**b) Using Grades (in Canvas) as archiving location of feedback:**

In case of assessment via Grades (in Canvas), this location acts as an archive and there is no need to archive exam information on the J-Drive anymore.

Responsibility for a complete archive: The Faculty Board appointed the Programme Director responsible for a complete archive in Grades (in Canvas). This responsibility is delegated to the Course Coordinator

**Important:**

* All markers within a course should use Grades (in Canvas).
* If you use Grades (in Canvas) please note that you still have to fill in the grading form on the J-drive and send it to the Exam Administration.
* The Faculty Board appointed the Office of Student Affairs to take samples on the archive in Grades (in Canvas) per period; in case of missing documents the course coordinator will be informed.
* Please note that feedback is only visible for students when you fill out a grade in Grades (in Canvas

**General remarks**

* Please be aware that we cannot process hard copies of document, neither print or scan documents. This means that feedback in regular timelines can only be guaranteed when you use Grades (in Canvas).
* When you have any questions on the J:\drive and the assignment process please contact the exam office by the following e-mail address: [exams-fasos@maastrichtuniversity.nl](mailto:exams-fasos@maastrichtuniversity.nl). When you have questions on how to use Canvas please contact [planning-fasos@maastrichtuniversity.nl](mailto:planning-fasos@maastrichtuniversity.nl)