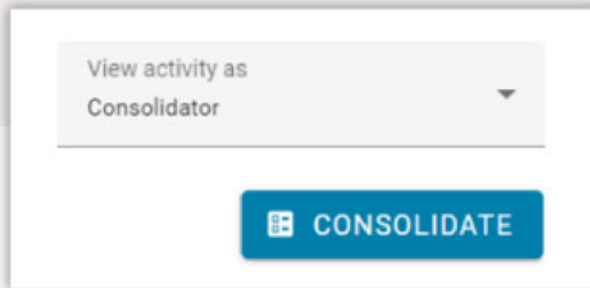


# FGW Thesis Consolidation in OnStage (1/3)

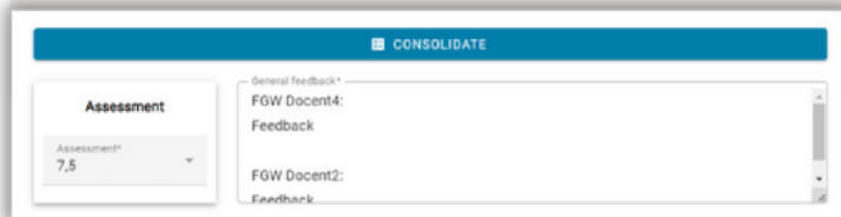
## What needs to be done?

In case the '4-eyes principle' is applied to assessments it is mandatory to combine the individual assessments to one final assessment. **The consolidator is the person who has been tasked with determining the final assessment. For FGW programmes this is usually the (first) supervisor.** A final assessment form will be drawn up that is pre-filled with the assessments of the assessors. The consolidator can choose which assessments should be reflected on the final form.

1. Are you both assessor and consolidator?  
Make sure you view the activity as consolidator.



2. Click "CONSOLIDATE" to open the final assessment form and see the assessments by the assessors.



## Please note that a second independent assessor needs to be appointed if:

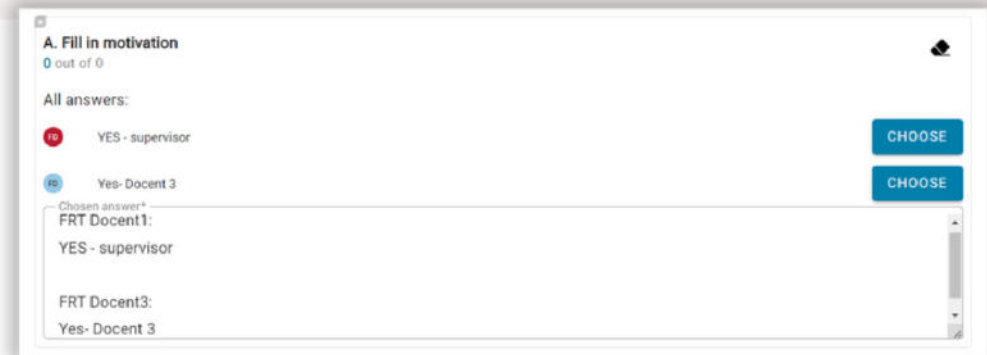
- If there is a difference of 2.0 points or more in the original assessments;
- If one assessor assigns a pass and the other a fail;
- If supervisor(s) and independent assessor cannot agree for other reasons.

The Examination Board must assign a second independent assessor. The final grade is then reached based on the average rating of the evaluations. NB: No more than one of the assessments given may be a fail - that is, if the average is a pass, but two of the three assessments are fails, a pass cannot be awarded.

Don't confirm the consolidation if a second independent assessor is required or if the second independent assessor has not graded the thesis yet.

If you have questions about the assessment procedure, please consult the thesis regulations and contact the thesis coordinator.

3. The final assessment form is pre-filled with the assessments of the assessors. By default all written feedback is displayed but only the (first) supervisor's grading. Check if the assessments are in order.



# FGW Thesis Consolidation in OnStage (2/3)

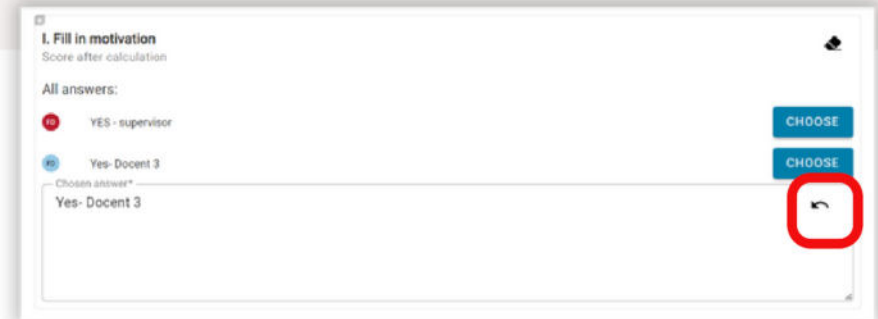
## Does an assessment need to be redone?

If so you can request assessors to redo their assessment before you continue the consolidation process. Click "RETURN TO DOSSIER" and under the "Other examiners" click on "AGAIN".



## Example 2: Written feedback

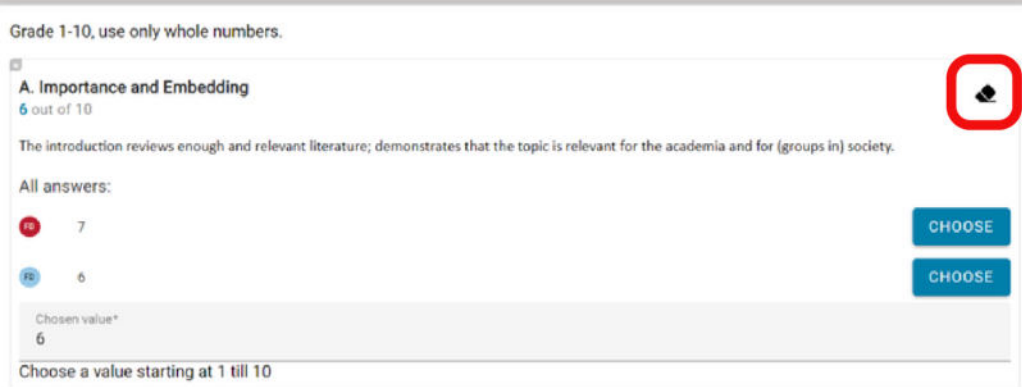
Click "CHOOSE" to select which feedback to display. Click the "undo arrow" to reset the written feedback selection.



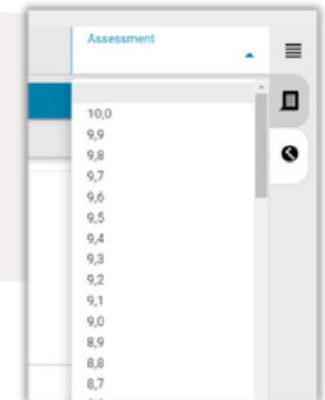
4. If desired select per question which grading and/or feedback to display.

## Example: 1 Numerical grading

Choose the desired grade to display (only one grade can be displayed) or manually alter the "Chosen value" field. Completely reset the grading with the eraser icon.



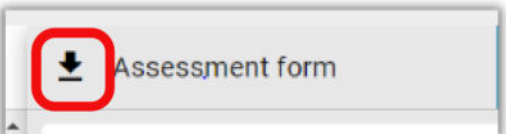
5. Select the final grade from the dropdown menu. In case of forms with numerical grading: you may use the calculated percentage as an indicator.



6. Click "SAVE / RECALCULATE".

## Need a form preview?

Download the form.



7. When finished click "RETURN TO DOSSIER".

← RETURN TO DOSSIER

# FGW Thesis Consolidation in OnStage (3/3)

Want to reopen the assessment form to make adjustments?

Click "CONSOLIDATE" again. NB: button has been moved up if all mandatory questions have been filled out.

9. Click "CONFIRM CONSOLIDATION" to confirm the final grade.

The screenshot shows a form with an "Assessment" dropdown menu set to "7.3". To the right, there is a "General feedback\*" section with two text areas: "FGW Docent1: feedback" and "FGW Docent2: feedback 2". At the bottom, there are two buttons: "CONFIRM CONSOLIDATION" (highlighted in blue) and "SAVE".

10. Preview the assessment form by clicking on "ASSESSMENT FORM". In case you want to reopen the assessment form to make adjustments before you publish the grade click "REVISE ASSESSMENT." NB: It can take some time for this option to appear.

The screenshot shows a preview of the assessment form. On the left, there is a list of assessment attempts: "Assessment: 7,3" (highlighted), "FGW Docent1", "Assessment: 7", "FGW Docent1", "Assessment: 7,6", and "FGW Docent2". On the right, it says "Assessed on: 28-Jul 14:51 by FGW Docent1" and "Explanation: FGW Docent1:feedbackFGW Docent2:feedback 2". At the bottom, there are two buttons: "ASSESSMENT FORM" (highlighted in blue) and "REVISE ASSESSMENT".

11. Scroll down and click either "PUBLISH AND FINISH" to finalize OR click "PUBLISH AND ASSIGN NEW ATTEMPT" to grant the resit. The student can now see the grade.

The screenshot shows a document titled "Final thesis" with the filename "dummy onstage.docx" and upload information "Uploaded on 26-Jun 17:16 by A...". There are buttons for "DOWNLOAD", "VIEW", "VIEW PLAGIARISM SCAN", and "FEEDBACK". Below this, there is a status "Waiting for publication." and two buttons: "PUBLISH AND ASSIGN NEW ATTEMPT" and "PUBLISH AND FINISH" (highlighted in blue).

Where can the student find the assessment forms?

The student can view the final (consolidated) assessment form in the step or documents tab.

*If applicable* the individual assessment forms of the supervisor(s) and independent assessor can be found under the documents tab of the dossier. In case of the resit open a file and check the dropdown menu to find all assessments.

Document	Activity
Beoordelingsformulier.pdf	Final Thesis
Beoordelingsformulier_FGW Docent2.pdf	Final Thesis
Beoordelingsformulier_FGW Docent1.pdf	Final Thesis