



# VOSS

VCAA Online Scoring System

## Assessor User Guide

Please contact the VOSS support team on 1800 820 122 or via email on [vcaa.voss.help@edumail.vic.gov.au](mailto:vcaa.voss.help@edumail.vic.gov.au)

## 1. INTRODUCTION

The VCAA Online Scoring System (VOSS) is an online, secure web based interface which enables VCAA assessors to enter scores for external assessments, in particular VCE examinations, directly into the VCAA's student administration database.

### SUPPORTED BROWSERS

VOSS does not require plugins to be installed. VOSS has been tested with the following browsers :

| Browser           | Version and Notes |
|-------------------|-------------------|
| Internet Explorer | now Edge 18       |
| Chrome            | Chrome 84         |
| Firefox           | Firefox 80        |
| Safari            | Safari 11.2       |

Note: It is important to keep your system secure and up to date with anti-virus, critical system and security updates. Unless directed by the VCAA to resolve problems during marking, we recommend you keep a stable computer environment. Please avoid making unnecessary changes to hardware or software during the marking period as these may impact your computer's ability to access VOSS.

### Yubikey

A Yubikey is required for logging into VOSS outside the VCAA network. A Yubikey is a physical two-factor authentication device that needs to be inserted into any USB port of a computer. It is a mandatory additional authentication security feature when accessing VOSS externally for marking.

Yubikeys are assigned specifically to an individual assessor and are therefore not transferrable between assessors. You will receive your Yubikey at the Assessor Training Meeting.

Your computer must have a USB2 port available for the **Yubikey**.

### SCREEN SIZE AND RESOLUTION

The recommended minimum screen size is **15.6-inches** and minimum screen resolution is **1024 x 768**.

### VOSS SUPPORT

If you require assistance with accessing or using VOSS you can contact the VOSS support team on 1800 820 122 or via email on [vcaa.voss.help@edumail.vic.gov.au](mailto:vcaa.voss.help@edumail.vic.gov.au) - please include your contact details in the email.

VOSS support hours will be communicated to assessors (via email) prior to the commencement of the assessment period for each external assessment.

You may also refer to the Trouble Shooting section in this guide.

When contacting VOSS support you will be asked for your SSMS user name, assessor number and email address.

### PRIVACY / TERMS AND CONDITIONS

The VCAA Online Scoring System (VOSS) is the property of the Victorian Curriculum and Assessment Authority and is intended for the exclusive use of authorised VCAA personnel for specified business purposes only.

<https://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx>

<https://www.ssms.vic.edu.au/public/home/resource/privacy/>

<https://apssts.voss.vic.edu.au/termsandconditions.aspx>

## 2. ACCESSING VOSS

To access VOSS:

1. Open your internet browser
2. Enter the URL <https://www.voss.vic.edu.au>.

### LOGGING IN FROM WITHIN THE VCAA NETWORK

If you are marking at the VCAA Assessment Centre, you will be provided with a VCAA supported computer. If you are completing any assessment at the VCAA Assessment Centre you will not need a Yubikey

### LOGGING IN FROM OUTSIDE THE VCAA NETWORK

If you are marking outside of the VCAA Assessment Centre and VCAA network, you will need your SSMS user name and password, and a Yubikey (**Figure 1**).



Figure 1: a Yubikey

### Completing the VOSS Tutorial

It is important that the VOSS tutorial before commencing assessment.

**Note:** You can complete the **VOSS tutorial** without a Yubikey by ticking the checkbox next to 'Complete tutorial without a Yubikey?'.  
You must leave this box unticked once you have completed the tutorial to access student responses for marking.

You must leave this box unticked once you have completed the tutorial to access student responses for marking.

Completing the tutorial from outside the VCAA network:

1. Insert your Yubikey in any USB port of the computer. If it is the first time you have used your Yubikey with this computer there may be a slight delay while the appropriate drivers are installed for the first time.
2. If you have problems with your Yubikey please call the VOSS support team When the light in the centre of the gold circular button on the Yubikey is green, this means that the appropriate drivers are installed and the Yubikey is ready for use (**Figure 2**).



Figure 2: your Yubikey is ready for use

3. Click the box under 'Yubikey authentication code', then press the gold circular button on your Yubikey. A security string of up to 32 characters should appear in the Yubikey authentication code field.
4. Enter your SSMS user name (All upper case).
5. Enter your SSMS password (case sensitive).
6. Click on the 'Login' button. You will then be presented with the VOSS Terms and Conditions , please read the terms and conditions and then click 'Accept terms and conditions and launch VOSS' to proceed.

To login, first insert your Yubikey as shown



Note: Your Yubikey can be inserted in any USB port. Once inserted, press the button on the Yubikey. The authentication code will appear. Next enter your username and password below and login.

Yubikey authentication code  
puhlftcedeffeegfgkhdhbt

[Lost your Yubikey?](#)

Click here if you have misplaced or damaged your Yubikey

---

Complete tutorial without a Yubikey?

← Click this box to complete the tutorial without a Yubikey. Next enter your SMSS username and password below and login.

Note: This tutorial must be completed before you start marking.

---

Enter your username and password

SMSS user name:  
ASSEME01

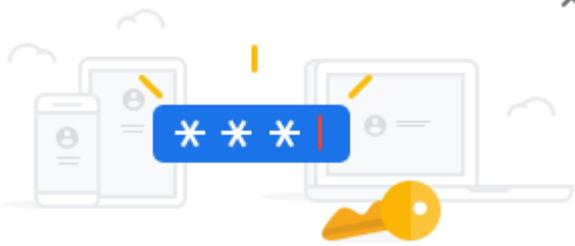
Password:  
\*\*\*\*\*

[Forgotten your username or password?](#)

Click here if you have forgotten your SMSS username or password

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[Privacy statement](#) | [Terms and conditions](#)

**Figure 3: VOSS Login page (outside the VCAA network)**



Save password?

Username

Password

**Figure 4: Save/Remember Username and Password Not Recommended**

We recommend you do not save your username and password in your browser, especially if you are using a shared computer. Also remember to log out of VOSS when you step away from your computer.

### 3. VOSS HOME PAGE

Once successfully logged in, you can access the following functions from the VOSS home page (Figure 5):

- the Monitoring menu which allows you to go to the Control Script monitoring screen
- the assessment task(s) you are appointed to assess
- your last three completed Control Scripts

*Note. This menu will only display once you have completed at least one Control Script.*

- any message(s) sent to you by your Chief Assessor
- links to each section of the VOSS tutorial

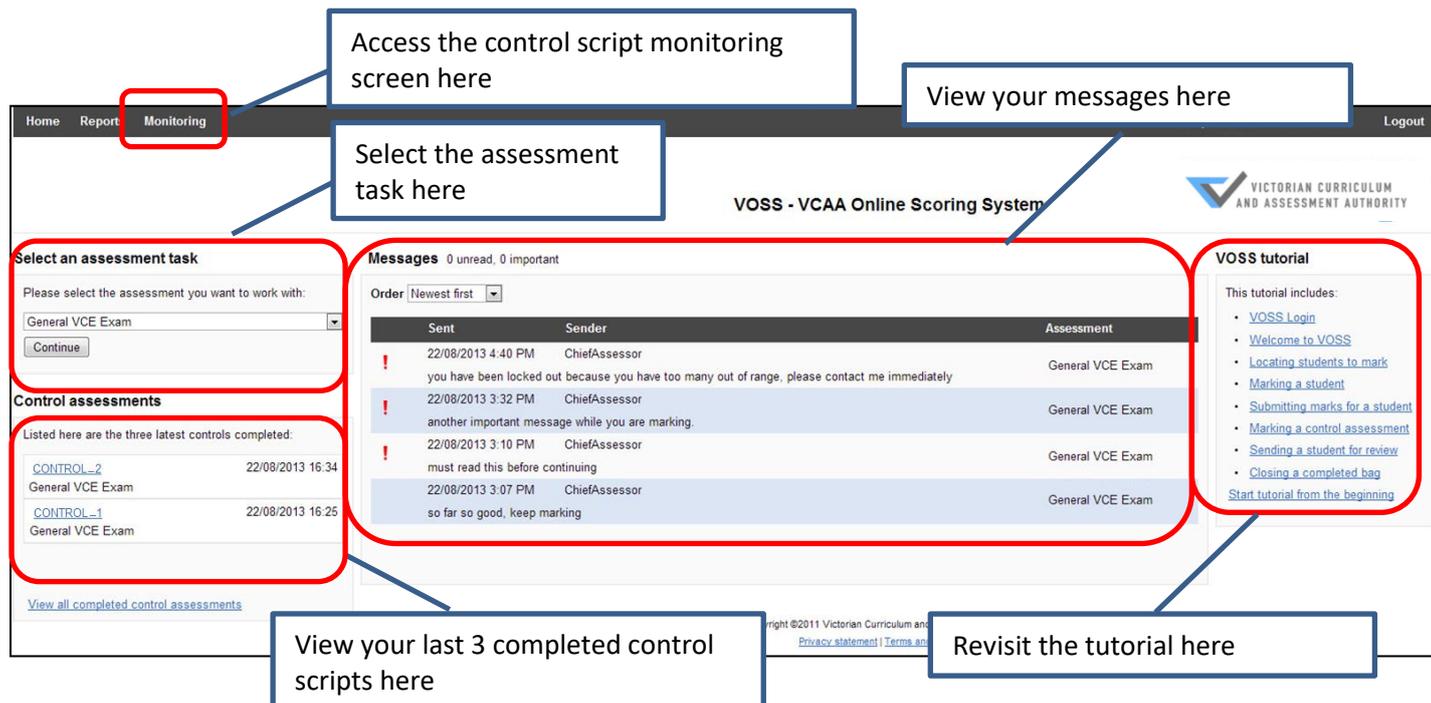


Figure 5: VOSS home page

You can return to the VOSS home page by clicking on 'Home' in the top left hand corner of any VOSS pages.

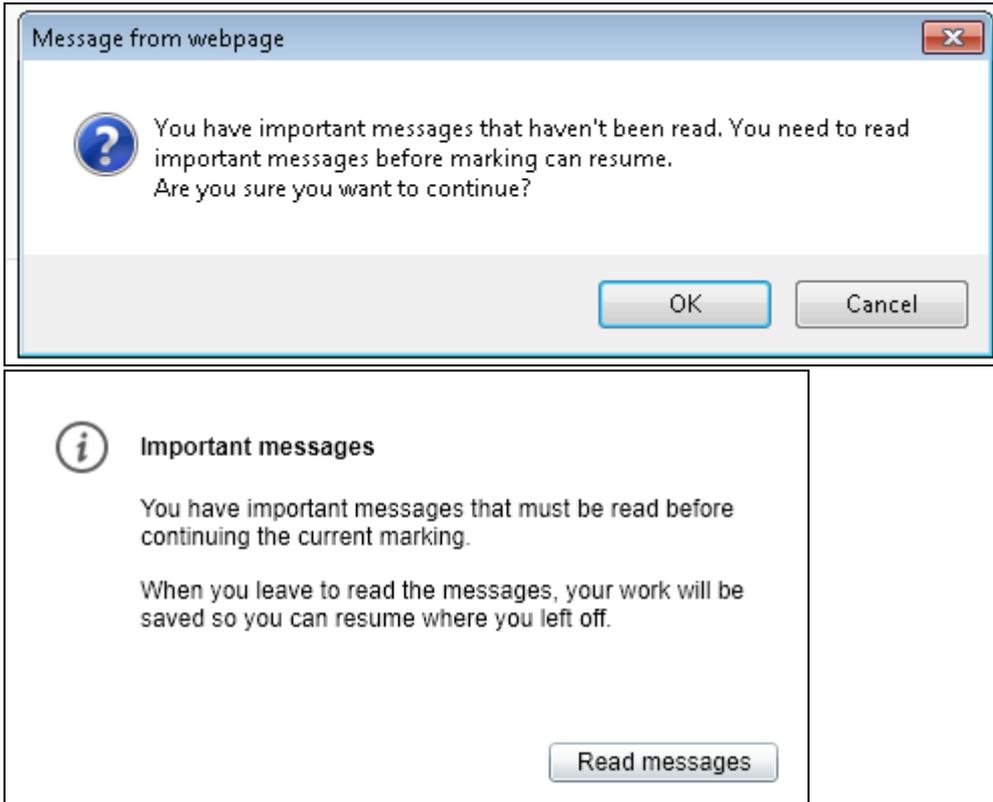
### VIEWING MESSAGES

During the marking process, your Chief Assessor or the VCAA may send you messages via VOSS. If a message is marked as important, you must read the message before you can continue marking. Important messages are annotated with a red exclamation mark, unread messages are indicated with an asterisk (Figure 6).



Figure 6: Messages panel in VOSS home page

If you have any 'unread' important messages, you will be prompted (**Figure 7**) to read the important message before you are permitted to continue marking in the VOSS marking screen.



**Figure 7: Important messages prompts**

Once you have read the important messages, VOSS will allow you to continue marking.

*Note. The message prompts will appear slightly differently depending on where you are in VOSS at the time a message is sent.*

## 4. MARKING ON VOSS

When you are ready to mark, you can select your **Assessment task** from the 'Select an assessment task' drop down menu on the VOSS home page (**Figure 5**) and click 'Continue' to begin.

*Note. Only the assessment tasks you have been appointed and activated to mark will be available in the 'Select an assessment task' drop down menu.*

You will then be directed to the **Select marking task** page (**Figure 8**).

For most assessors, your default selection under the 'I want to access:' drop down menu will be 'Students in a bag allocated to me'. However, if you have been assigned as a Delegated Assessor, Discrepancy Assessor or Chief Assessor, you will have other options in this drop down menu to select from. These options will be discussed in more detail at assessment meetings at relevant marking stages.

In order to view your allocated bags, you will need to choose 'Students in a bag allocated to me' from the drop down menu.

### SELECTING BAG MARKING

All bags allocated to you will be listed on the left hand side of the screen (**Figure 8**). It will also show you whether the bag is 'Open' or 'Closed', and the number of students that are submitted or partially marked in that bag.

For a bag that is 'Open', the bag number will be displayed in blue and hyperlinked (e.g. [2](#)). Click on the bag number to open up the marking screen (**Figure 8**).

If you have not previously submitted scores for any students in this bag, it will open up to the marking screen for the first student in the bag.

If you have previously submitted scores for students in this bag, it will open up at the marking screen for the next available student in the bag.

Home Reports Monitoring Help User: Mark Assessor Logout

Home / Select new marking task

### Select marking task

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY  
VOSS - VCAA Online Scoring System

Assessment task:  
General VCE Exam

I want to access:  
Students in a bag allocated to me

Enter bag number

| Bag                | Status | Students   |
|--------------------|--------|--|
| 1                  | Closed | 10 students submitted                            |
| <a href="#">2</a>  | Open   | 6 of 10 students submitted                       |
| <a href="#">3</a>  | Open   | 0 of 10 students submitted                       |
| <a href="#">4</a>  | Open   | 1 of 10 students submitted                       |
| <a href="#">5</a>  | Open   | 1 of 10 students submitted<br>1 partially marked |
| <a href="#">6</a>  | Open   | 0 of 10 students submitted<br>1 partially marked |
| <a href="#">7</a>  | Open   | 0 of 10 students submitted<br>1 partially marked |
| <a href="#">8</a>  | Open   | 0 of 10 students submitted                       |
| <a href="#">9</a>  | Open   | 0 of 10 students submitted                       |
| <a href="#">10</a> | Open   | 0 of 10 students submitted                       |
| <a href="#">11</a> | Open   | 0 of 10 students submitted                       |

If you have a bag that is not allocated to you, please contact VOSS Support.

Click the bag number to open the marking screen for that bag

Figure 8: Selecting a bag from the Select marking task page

## SELECTING AN INDIVIDUAL STUDENT

If you click anywhere on a bag row - to the right of the bag number – the row will highlighted and the details of the specific students in the bag and their status will display (see **Figure 9**).

Click on the appropriate student number hyperlink (e.g. [10205699](#)) from the list of students to open the marking screen for that student.

Home Reports Monitoring Help User: Mark Assessor Logout

Home / Select new marking task

### Select marking task

Assessment task:  
General VCE Exam

I want to access:  
Students in a bag allocated to me

Enter bag number

| Bag | Status         | 20 students submitted      |
|-----|----------------|----------------------------|
| 1   | Ready to close | 20 students submitted      |
| 2   | Open           | 0 of 20 students submitted |
| 4   | Open           | 0 of 20 students submitted |
| 5   | Open           | 0 of 20 students submitted |
| 7   | Open           | 0 of 20 students submitted |
| 8   | Open           | 0 of 20 students submitted |

20 students submitted

| Student                  | Status    |
|--------------------------|-----------|
| <a href="#">10300166</a> | Submitted |
| <a href="#">10205699</a> | Submitted |
| <a href="#">10300423</a> | Submitted |
| <a href="#">10300478</a> | Submitted |
| <a href="#">10300623</a> | Submitted |
| <a href="#">10300628</a> | Submitted |
| <a href="#">10300677</a> | Submitted |
| <a href="#">10300682</a> | Submitted |
| <a href="#">10300711</a> | Submitted |

Step 1: Click any part of the row, apart from the bag number, to display student details of the bag.

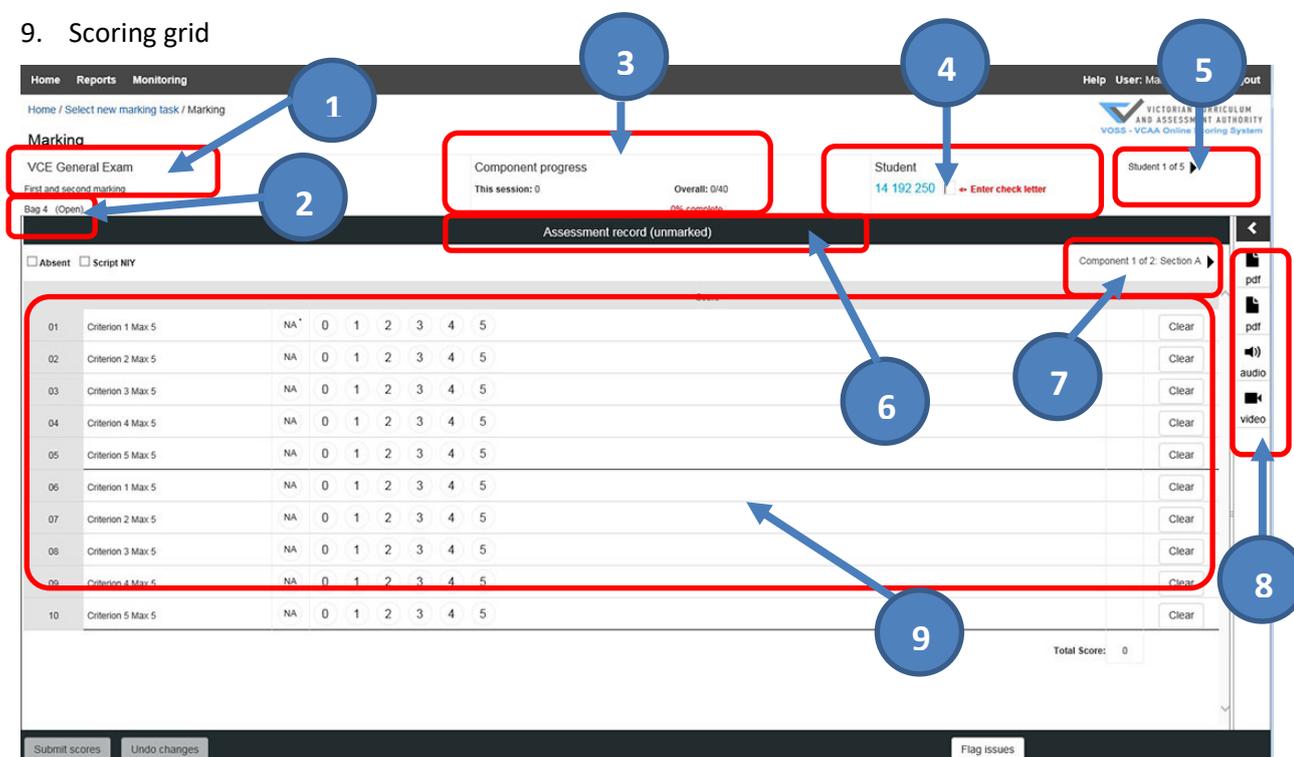
Step 2: Click on the student number to open up the marking screen for this student.

Figure 9: Selecting a student from a specific bag

## 5. THE MARKING SCREEN

The VOSS marking screen (**Figure 10**) is where you enter the scores for each question/criterion and submit them to the VCAA database. This screen contains the following information specific to the student response material you are assessing:

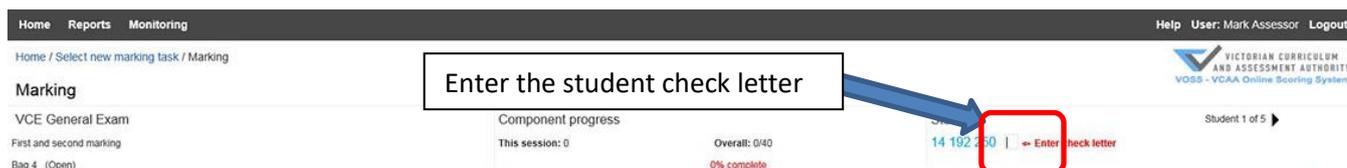
1. Assessment task and component details
2. Current bag number
3. Your marking progress for this sessions and overall
4. VCAA Student number
5. Position of this student within this bag
6. Marking status of the current assessment record
7. Current component number you are marking for this student (only applicable to assessment tasks that have multiple components)
8. Media files (audio, video or PDF) associated with this student (if applicable)
9. Scoring grid



**Figure 10: VOSS marking screen**

## SUBMITTING STUDENT SCORES

To start scoring you must first enter the check letter for this student on the top right of the screen (**Figure 11**).



**Figure 11: Enter student check letter.**

It is critical that you match the first 8 numbers of the script you are marking with the 8 numbers displayed on the marking screen in front of you. You should then enter the check letter from the script into the check letter field on the marking screen. If the check letter you enter is incorrect, the following message will appear in red

**'Check letter does not match student, please try again'**

Double check that the first 8 numbers of the script you are marking is the same as the student you have open in VOSS and then re-enter the check letter from the student response.

VOSS only allows two unsuccessful attempts at validating the check letter.

If you enter the check letter incorrectly twice in a row you will be moved to the next available student in the bag.

Once you have entered the correct check letter, you can enter the scores for each question/criterion by clicking on the appropriate number in the scoring grid.

Where a student script is marked **Absent** (vertical lines down the middle of the front cover) or has been replaced by an Absent card, tick the 'Absent' box on the top left of the scoring grid.

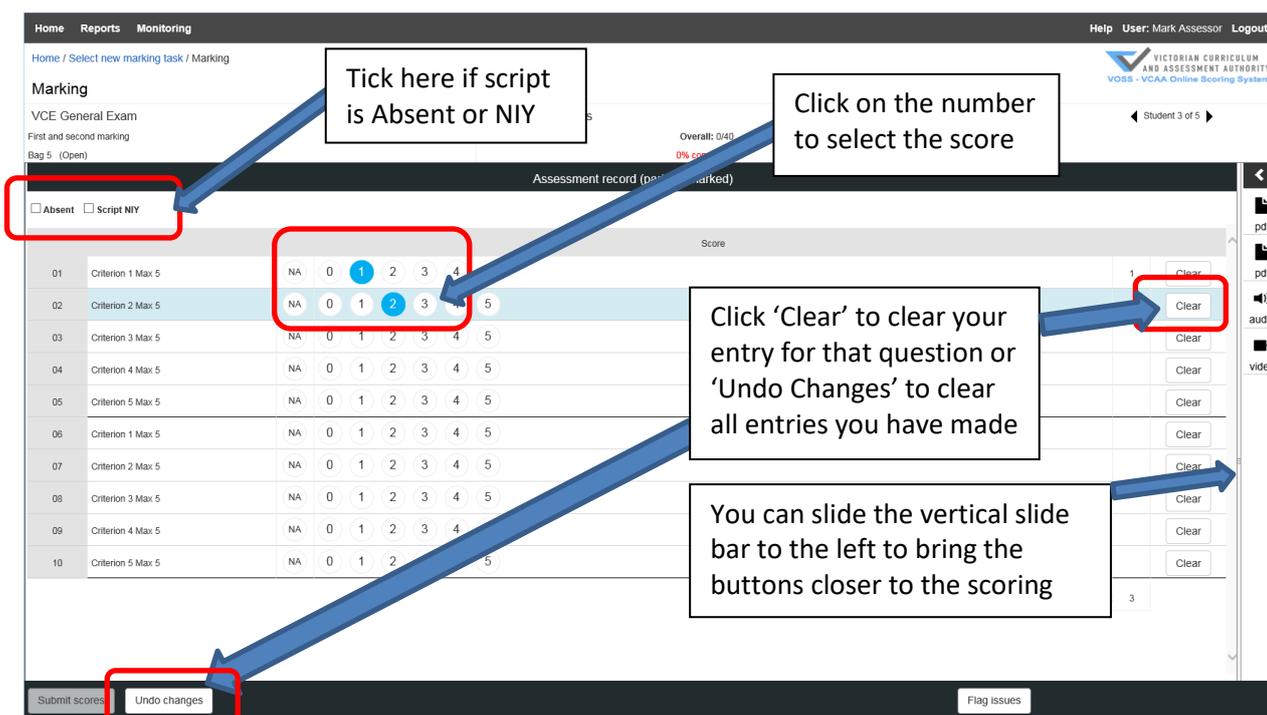
Where a student script has been replaced by an **NIY** card (script 'not in yet'), tick the 'Script NIY' box on the top left of the scoring grid (**Figure 9**).

Where a student has not attempted to answer a question, you should click the **NA** bubble for that question.

If you have accidentally clicked an incorrect score or wish to change an entry, you can click the 'Clear' button on the right-hand side of the scoring grid to clear the score for that question. If you want to clear all the scores you have entered for the student, you can use the 'Undo Changes' button at the bottom of the screen (**Figure 9**).

### Customising your screen display

You can also drag the vertical slider bar on the right hand-side of the marking screen (**Figure 9**) to customise the size of the scoring grid and bring the buttons closer together if preferred. Any adjustments you make will be retained for the next time you log into VOSS and utilise the marking screen.



**Figure 9: Marking a student on VOSS**

Once you have entered scores for all questions, the 'Submit scores' button at the bottom of the screen will be enabled and you can click the 'Submit scores' button to submit the score for that student (**Figure 9**).

You can return to the student by clicking the navigation arrow on the top right of the screen 'Student 1 of 10' (**Figure 10**).

Home Reports Monitoring Help User: Mark Assessor Logout

Home / Select new marking task / Marking

VCE General Exam Component progress Student 14 192 250 ✓

First and second marking This session: 0 Overall: 0/40

Bag 4 (Open) Assessment record (ready to submit) Student 1 of 5

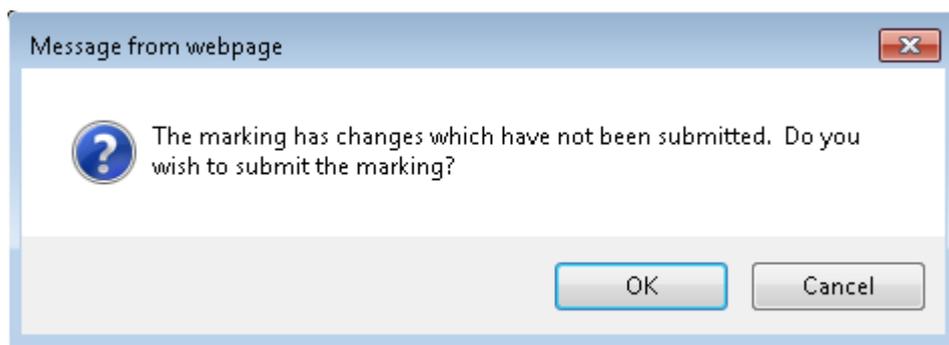
| Q  | Criteria          | NA | 0 | 1 | 2 | 3 | 4 | 5 | Score | Clear |
|----|-------------------|----|---|---|---|---|---|---|-------|-------|
| 01 | Criterion 1 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 02 | Criterion 2 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 03 | Criterion 3 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 04 | Criterion 4 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 05 | Criterion 5 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 06 | Criterion 1 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 07 | Criterion 2 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 08 | Criterion 3 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 5     | Clear |
| 09 | Criterion 4 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 10 | Criterion 5 Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 2     | Clear |

Total Score: 35

Submit scores Undo changes Last saved 12:17 PM Flag issues

**Figure 10: Submitting scores.**

If you have entered scores for all questions and you attempt to move to the next student without submitting the scores, VOSS will prompt you to submit the scores before you can move on to the next student (**Figure 11**).



**Figure 11: Prompt for un-submitted scores when moving to another student**

Note. VOSS does provide the flexibility to partially score a student, i.e., only enter scores for some of the required questions, and move between students without submitting scores.

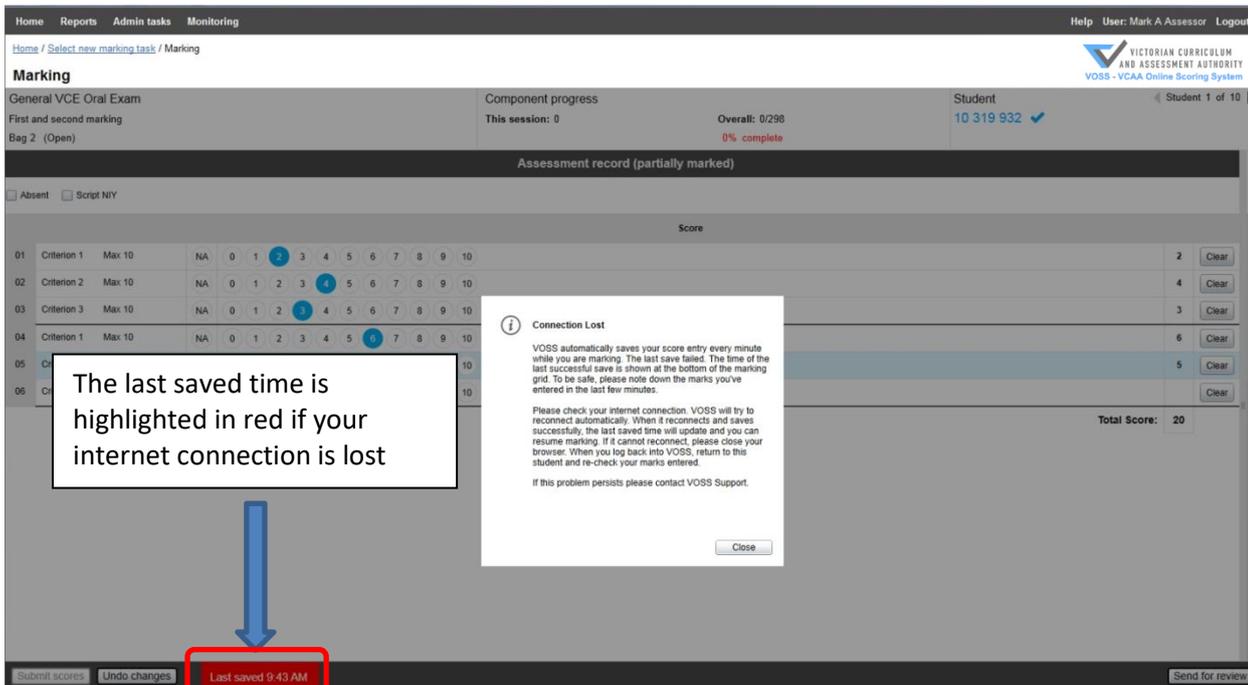
Scores are AutoSaved every minute as they are entered. The last saved time is displayed in the bottom left hand of the marking screen (**Figure 12**).



**Figure 12: Last AutoSaved time**

If your internet connection is lost while you are marking, a pop-up message will display on the marking screen (**Figure 13**). The last saved time will be highlighted in red.

There is no point in continuing to score while your internet connection is lost as the scores will not AutoSave.



**Figure 13: Connection Lost message during marking**

If your internet connection is restored on its own, the Last saved time will no longer be highlighted in red, you can click the Close button on the connection lost message and continue marking. The AutoSave function will resume and update within one minute after the connection is restored.

Please remember, scores are not submitted to VCAA database for an individual student until you click the Submit Scores button.

**It is highly recommended that you always complete the scoring for a single student and submit the scores before you move to the next student.**

## KEYBOARD SHORTCUTS

Standard web browser shortcuts are supported in VOSS. In addition, the following keyboard shortcuts are available:

- [ Previous Student
- ] Next Student
- a Indicate student is absent
- s Indicate student is 'Not In Yet'
- Up Arrow** Move s focus to the previous line
- Down Arrow** Moves focus to the next score line
- n Enter NA on the current score line
- 0-9 Enter Score on the current score line

## VIEWING ASSESSMENT FILES

For some assessment tasks, the VOSS marking screen will contain media files associated with the assessment and the student on the right-hand side of the screen (Figure 14). They will be displayed as small icons as follows:



You can click on the arrow at the top of the icons or any of the icons to expand the assessment files list (Figure 14). Once the assessment files list is expanded, you will need to click on the smaller drop-down arrow to play or view the file (Figure 15).

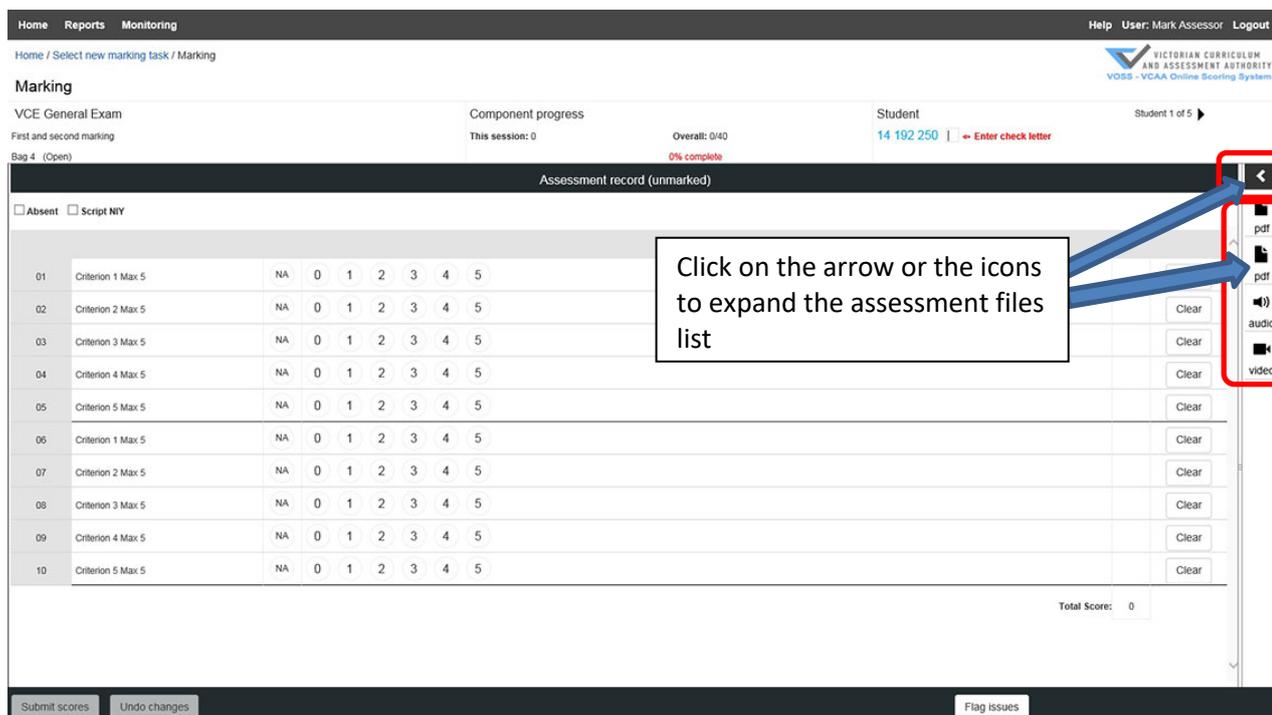
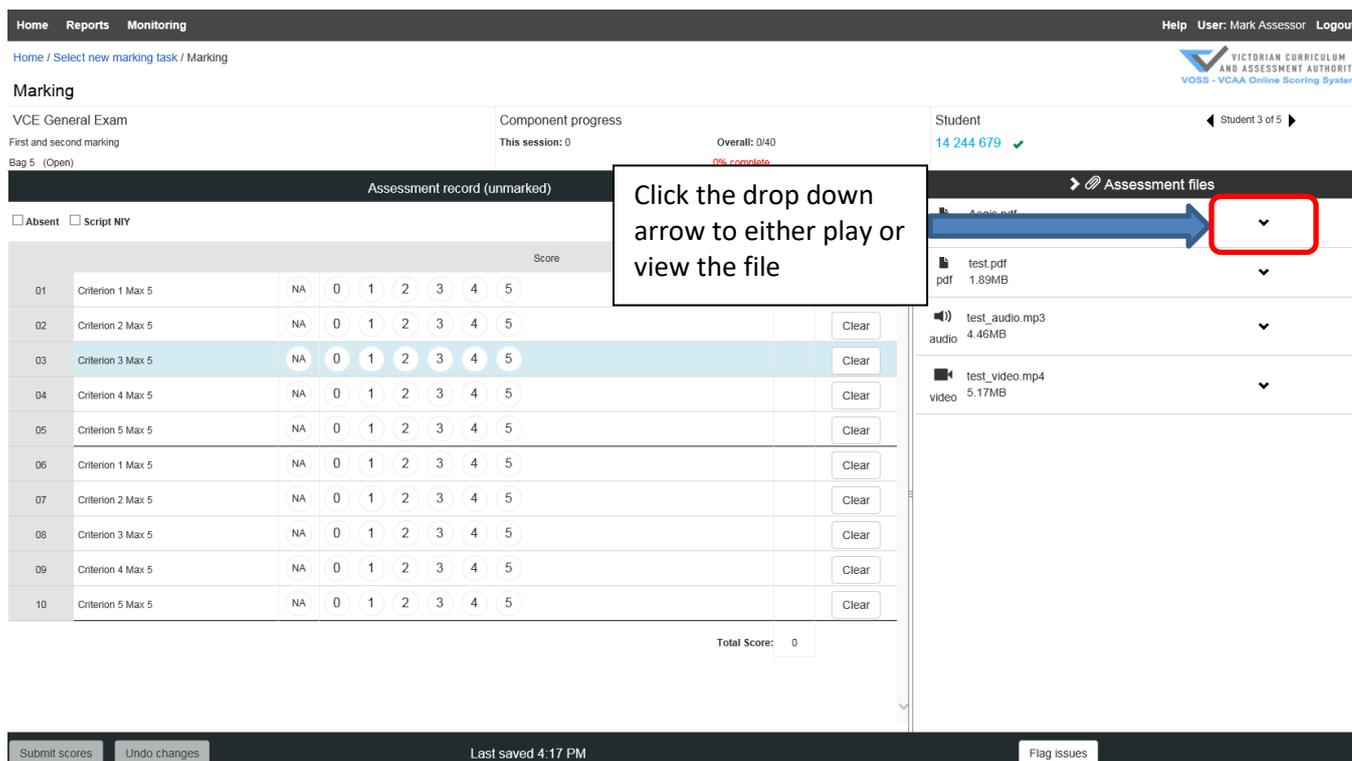


Figure 14: Expanding the assessment files list



Figures 15: Expanded assessment files list

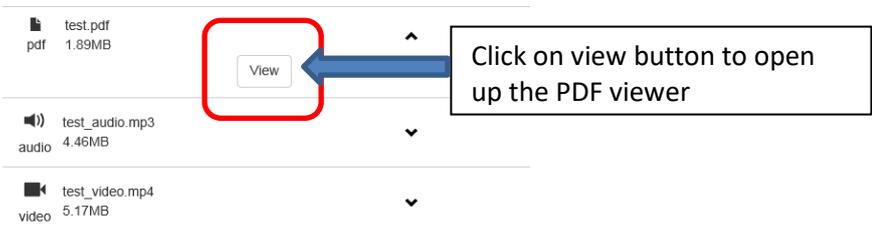
Audio and video files will play automatically once you click the drop down arrow. For video files you can only click on the full screen icon to view the video in full screen (**Figure 16**).

For PDF files, you need to click the view button in order to open the file (**Figure 17**). The file will open within the VOSS marking screen.

You can drag the vertical slide bar in between the scoring grid and the file viewer to customise the viewing size of the file. If you need to view other files, click the 'X' button on the top right corner of the PDF viewer (**Figure 18**) to close the file and bring you back to the assessment files list.



**Figure 16: Viewing a video file in full screen mode**



**Figure 17: Viewing a PDF file**

Home Reports Monitoring Help User: Mark Assessor Logout

Home / Select new marking task / Marking

VCE General Exam

Component progress

Overall: 0/40

Student 14 244 679

Page 1 Page Width Full Page

| Criterion            | Score          | Clear |
|----------------------|----------------|-------|
| 01 Criterion 1 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 02 Criterion 2 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 03 Criterion 3 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 04 Criterion 4 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 05 Criterion 5 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 06 Criterion 1 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 07 Criterion 2 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 08 Criterion 3 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 09 Criterion 4 Max 5 | NA 0 1 2 3 4 5 | Clear |
| 10 Criterion 5 Max 5 | NA 0 1 2 3 4 5 | Clear |

Total Score: 0

Submit scores Undo changes Last saved 4:27 PM Flag issues

Figure 18: PDF file view in VOSS marking screen

### SEND FOR REVIEW (or FLAG AN ISSUE)

If you believe the Chief Assessor or VCAA needs to be notified about a student response, you can notify by clicking on the 'Flag issues' button on the VOSS marking screen (Figure 19) and select one or more of the following categories and enter comments (if required);

- Excellent response - student has provided an excellent response that you want to refer to the Chief Assessor
- Illegible response - you are unable to read the students response (applicable where student work is attached)
- Possible connection to student - you recognise the student's work. Please provide details.
- Student concern - there is evidence of student distress. Please provide details.

Home Reports Monitoring Help User: Mark Assessor Logout

Home / Select new marking task / Marking

VCE General Exam Component progress Student 14 192 250 ✓

First and second marking This session: 0 Overall: 0/40 0% complete Student 1 of 5

Bag 4 (Open) Assessment record (ready to submit)

Absent  Script N/Y

| Item | Criterion   | Max   | NA | 0 | 1 | 2 | 3 | 4 | 5 | Score | Clear |
|------|-------------|-------|----|---|---|---|---|---|---|-------|-------|
| 01   | Criterion 1 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 02   | Criterion 2 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 03   | Criterion 3 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 04   | Criterion 4 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 05   | Criterion 5 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 06   | Criterion 1 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 07   | Criterion 2 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 4     | Clear |
| 08   | Criterion 3 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 5     | Clear |
| 09   | Criterion 4 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 3     | Clear |
| 10   | Criterion 5 | Max 5 | NA | 0 | 1 | 2 | 3 | 4 | 5 | 2     | Clear |

Total Score: 35

Submit scores Undo changes Last saved 12:17 PM Flag issues

**Figure 19: Flagging a student script for review**

Once you are finished, click the Send button to flag the issues (**Figure 30**).

Flagged issues

Choose one or more review issues from the list below.

Review issues

Excellent response

Illegible response

Comment

Student has a good response for question 3c

Send Cancel

**Figure 20: Issue categories and Comment screen**

Note you are still required to complete the marking for this student irrespective of the type of issue(s)

## 6. CONTROL (MONITORING) SCRIPTS

Once you commence marking on VOSS, you will be prompted to complete Control Scripts at various stages during the marking process. You will be prompted to complete a control script at designated intervals during marking.

You must complete the Control Script before you can continue marking.

When prompted, simply select the relevant control script from the available list and click continue (**Figure 21**). The **VOSS Control Script marking screen** will open.

You will be provided with the control script as either an onscreen attachment in VOSS or outside of VOSS (paper or file copies). For onscreen attachments please follow the instructions in 'VIEWING ASSESSMENT FILES' (**Figure 22**).

You don't need to enter a check letter for a Control Script but it is still critical that you match the first 8 numbers of the Control Script you are marking with the 8 numbers displayed on the VOSS Control Script marking screen.

Click Submit scores button once you have finished scoring the control.

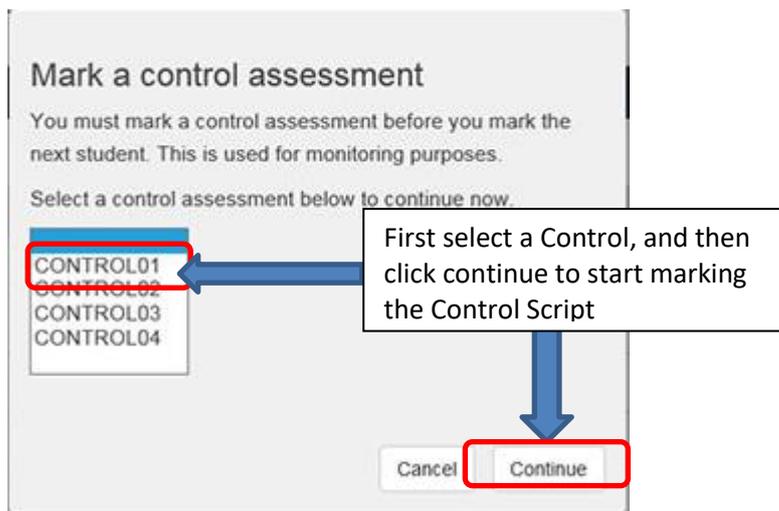


Figure 21: Prompt message to mark a control assessment

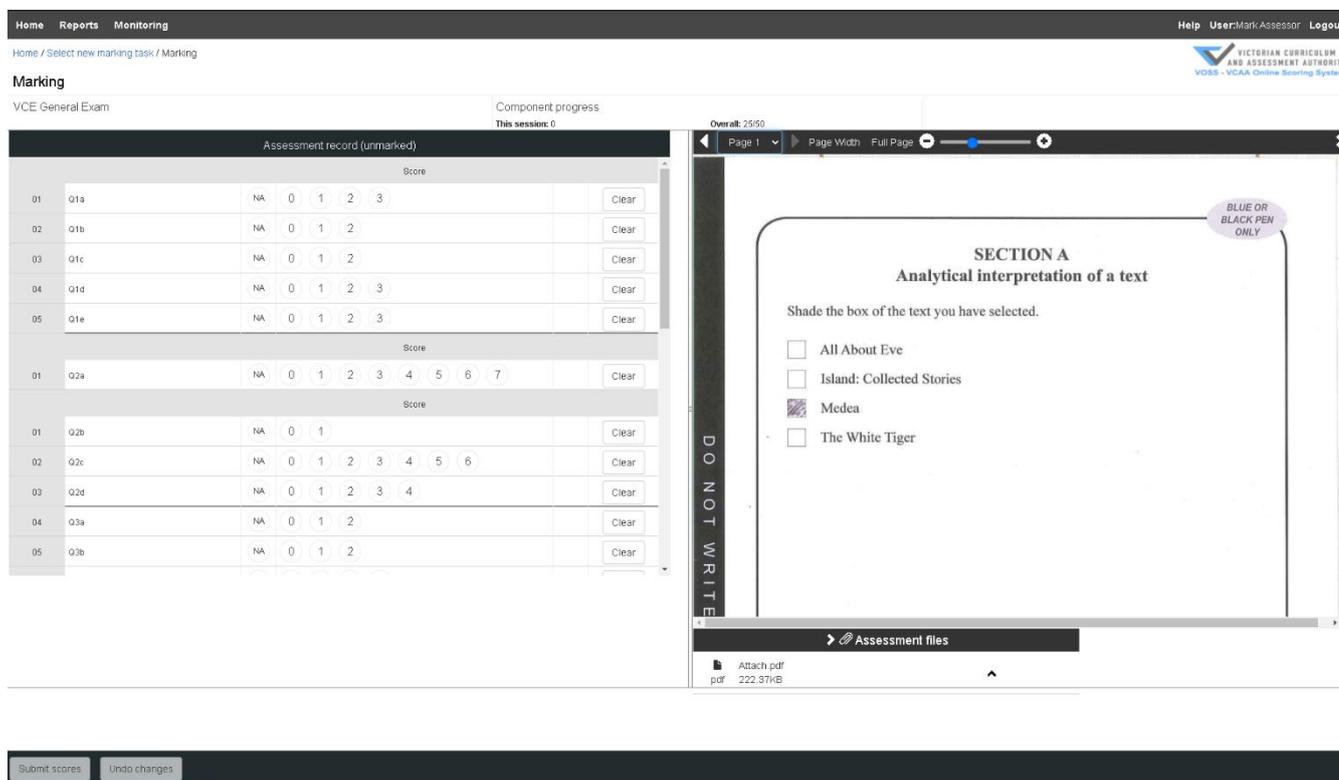
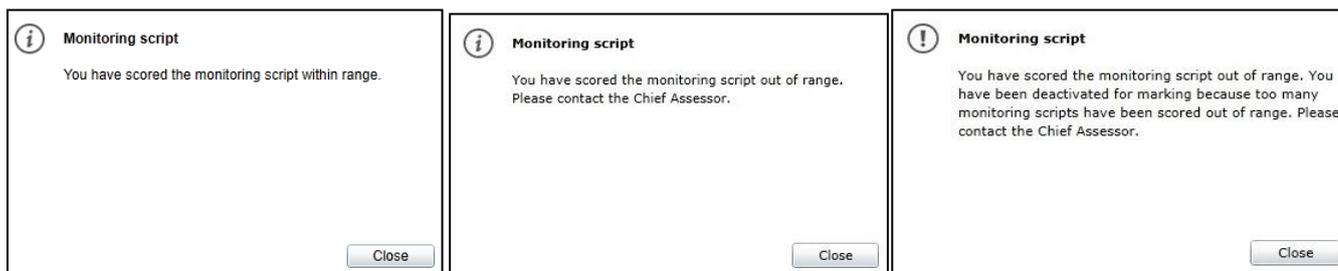


Figure 22: Viewing an attachment for control assessment

When you submit scores for a Control Script you will be informed immediately whether the overall score is within the acceptable range (Figure 23).

If you have scored outside the range, you will be asked to contact the Chief Assessor. You can continue marking once you have consulted your Chief Assessor. However, if you have scored too many controls out of range, you will be deactivated from VOSS and will only be reactivated once the Chief Assessor is satisfied that you are marking as expected and in accordance with the Marking Guide.



**Figure 23: Message options you will receive after you have completed a Control Script**

## REVIEWING YOUR MONITORING SCRIPT SCORES

You can review your Trial, Control Script scores and Recent Markings using the 'Monitoring screen' (**Figure 24**). This screen can be accessed on the VOSS Home page by either clicking on one of your completed Control Scripts in the Control Assessments panel or from the Monitoring menu on the top left of the page (**Figure 4**).

If you access this screen by selecting a specific control from the 'Control Assessments' panel it will display all details for that control immediately.

If you access the Monitoring screen via the 'Monitoring' menu then you need to select the relevant Assessment task and Control script from the drop down menus, highlight the relevant Control assessment to view the scores you entered. Scores cannot be changed in this screen.

Any Control Scripts that are out of range are highlighted with  adjacent to the total score.

Some Control Scripts will have a tolerance range set for individual questions. If you are out of the tolerance range for an individual question, you will see  adjacent to that question score.

This screen is particularly useful when discussing any control script issues with your Chief Assessor.

Note: Chief Assessors can see all completed Control Scripts for all assessors within their particular assessment task.

The screenshot shows the 'Monitoring' screen in the VOSS system. At the top, there are navigation tabs for 'Home', 'Reports', and 'Monitoring', along with user information 'Help User: Mark Assessor Logout'. The main content area is titled 'Monitoring' and includes a dropdown menu for 'Assessment task' set to 'General VCE Exam'. Below this is a table of 'Control assessments' for 'Mark Assessor (12345)'. The table has columns for 'Number', 'Date marked', and 'Score'. The row for 'CONTROL\_1' is highlighted in blue and shows a score of 42 with a red triangle warning icon. To the right, there is a section for 'Control CONTROL\_1' with a 'Date marked' of 12/10/2013 16:25. Below this is a table for 'Component 1 - Written report' with columns for 'Criteria' and 'Score'. The 'Total score' is 42 with a red triangle warning icon.

| Number    | Date marked      | Score  |
|-----------|------------------|--|
| CONTROL_2 | 13/10/2013 13:28 | 13   |
| CONTROL_1 | 12/10/2013 16:25 | 42  |

| Criteria           | Score   |
|--------------------|---|
| Criteria 1         | 6   |
| Criteria 2         | 7          |
| Criteria 3         | 7   |
| Criteria 4         | 8   |
| Criteria 5         | 8   |
| Criteria 6         | 6   |
| <b>Total score</b> | <b>42 </b> |

**Figure 24: Monitoring screen – reviewing completed Control Script scores**

## 7. CLOSING A BAG

When you have completed marking all students in a bag, you will be prompted to close the bag (**Figure 25**).

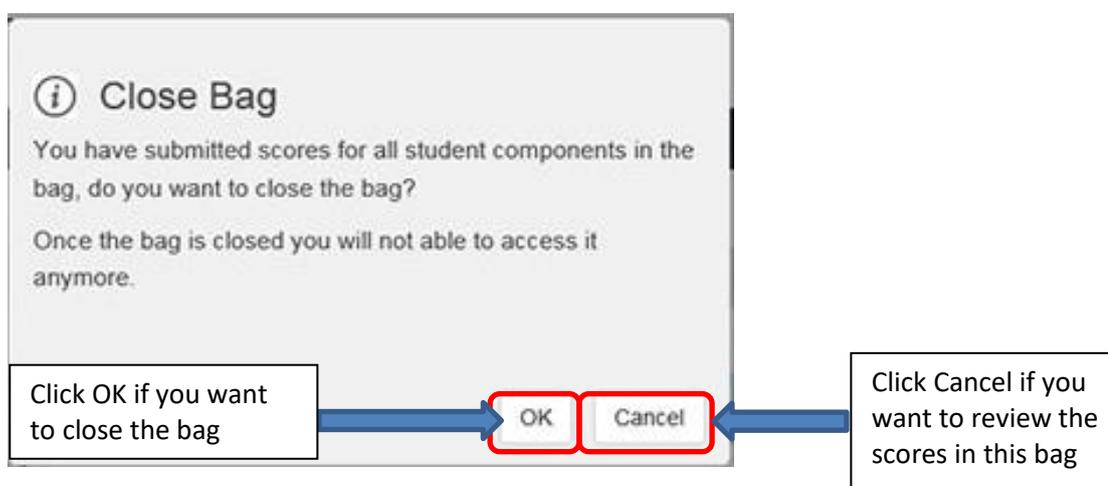
You will only be prompted to close a bag once you have submitted all the required scores for all the students in that bag.

You do not have to close the bag the first time you are prompted to close it.

Once you have closed a bag you will not be able to change any scores for any of the students within that bag. Therefore, you should only close the bag if you are sure that you do not need to make any changes to any of the scores you have submitted.

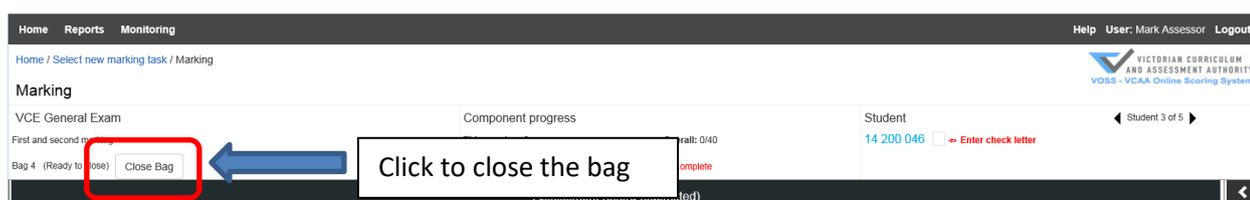
If you want to review any of the student scores or make any adjustments before closing the bag, click Cancel to go back to the marking screen to check the student scores (**Figure 25**).

If you finished your bag but didn't get a prompt to close the bag, you can go back to the 'Select marking task' page to check the status of a bag and/or which students haven't been submitted (**Figures 5 & 6**).

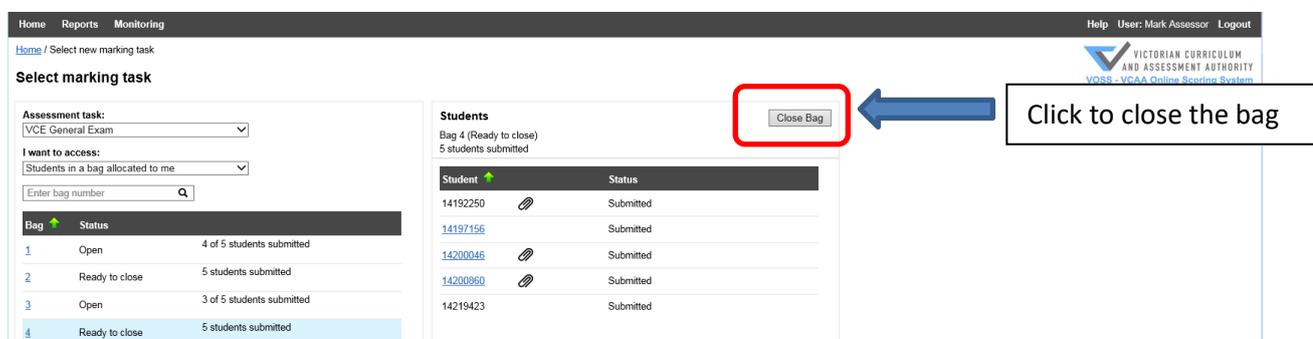


**Figure 25: Close bag prompt**

You can also close a bag by clicking on the Close bag button in the Marking screen (**Figure 26**) or the 'Select marking task' page when the student details for an individual bag have been selected (**Figure 27**).



**Figure 26: Close bag button in marking screen**



**Figure 27: Close Bag button in Select marking task – Student detail view**

## VIEWING YOUR RECENT MARKINGS

You can review any scores you have submitted for a student from the 'Select marking task' page (**Figure 28**) irrespective of whether a bag is closed or not.

If you click anywhere on a bag row - to the right of the bag number – the row will become highlighted and the details of the specific students in the bag and their status will be displayed. Click on the appropriate student number row and the scores you have submitted for this student will display on the right of the screen.

The screenshot shows the 'Select marking task' interface. On the left, a list of bags is shown with bag 4 highlighted. In the center, a list of students is shown with student 14200860 highlighted. On the right, a detailed view of student 14200860's scores is shown, with a red box around the scores table.

**1. Click on the bag you want to view**

**2. Click on the student you want to view**

**3. The scores you have submitted for this student will be displayed here**

**Figure 28: Viewing your submitted scores from the select marking task page**

Note. This is a view only screen. If you need to change the scores for any student response and you have not yet closed the bag then you will need to open that bag or select the student as outlined in the 'MARKING AN INDIVIDUAL STUDENT' section (**Figure 6**).

## 8. Online Marking Task Selection

Online Marking Task Selection is a new feature in VOSS that distributes student responses to Assessors online directly without manual allocation using bags or pools. Student responses will be attached in VOSS and Assessors do not need to physically receive student work. eg take home scripts in a bag.

If the Assessment you are appointed to mark is using this feature, when you select your Assessment you are presented with the list of Assessment Tasks and available student markings instead of marking students from a bag or pools.

1. If the Assessment you are appointed to mark has more than one Assessment Task, you may change Assessment Tasks by selecting the relevant one from the Assessment list.
2. Assessment Tasks available for marking will be shaded green and the available count to you will be a hyperlink. Assessment Tasks which have no markings available to you will be listed with a zero count. The counts of students available or remaining to mark for each Assessor will vary. For example, if there was only 1 student that requires a marking and you had already marked the student then your screen would show 0 available. Another assessor would see 1 available if they had not marked and was eligible to assess the same student.
3. Marked Today and Total Marked provides you with your marking progress. The number of markings you have completed today and in total is displayed for each Assessment Task.

Home Reports Monitoring Help User: Mark Assessor Logout

Home / Online Marking Task Selection

Online Marking Task Selection

Assessment: [Go To Pool Marking](#) | [My Recent Markings](#)

Sample Exam : Sections A & B

| Assessment tasks:     | Initial Marking Available | Marked Today | Total Marked |
|-----------------------|---------------------------|--------------|--------------|
| Sample Exam SectionA  | <a href="#">2</a>         | 2            | 2            |
| Sample Exam Section B | <a href="#">0</a>         | 0            | 0            |

**Figure 29: Selecting an Assessment Task from the Online Marking Task Selection screen**

Clicking on the available marking hyperlink for Assessment Task you want to mark, will open the online marking version of the student marking screen. The features and operation of this screen is similar to the standard VOSS 'Marking a Student' screen. The new improvements include:

1. The attachment of the student's responses which will be displayed or played automatically. The list of student attachments will be shown if the student's response has more than one
2. For Online Marking, you will not be required to enter the students' check letter. Note: entering the check letter is still a requirement for Bag and Pool student marking.
3. If a marking guide has been uploaded, click the 'View Marking Guide' to display the digital version of your study Assessment Guide. Note: this will overlay on top of the students' response.
4. The  button flips the scoring grid and student response from left to right.
5. You will not be prompted to complete Control Scripts. Control Scripts will be presented to you at regular intervals during your marking.

Home Reports Monitoring Help User: Mark Assessor Logout

Home / Online Marking Task Selection / Marking 

**VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY**  
 VOSS - VCAA Online Scoring System

## Marking

Sample Exam Section B Initial Marking Ref# 3088260

### Assessment Record (Unmarked)

|                     |    |    | Score    |    |    |    |    |    |    |    |    |    |    |       |
|---------------------|----|----|----------|----|----|----|----|----|----|----|----|----|----|-------|
| 01                  | Q1 | NA | 0        | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | Clear |
| 02                  | Q2 | NA | 0        | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | Clear |
|                     |    |    | 11       | 12 | 13 | 14 | 15 |    |    |    |    |    |    |       |
| 03                  | Q3 | NA | 0        | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | Clear |
|                     |    |    | 11       | 12 |    |    |    |    |    |    |    |    |    |       |
| 04                  | Q4 | NA | 0        | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | Clear |
|                     |    |    | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |    |       |
| 05                  | Q5 | NA | 0        | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | Clear |
|                     |    |    | 11       | 12 | 13 | 14 | 15 | 16 | 17 | 18 |    |    |    |       |
| <b>Total Score:</b> |    |    | <b>0</b> |    |    |    |    |    |    |    |    |    |    |       |

### Assessment files

[View Marking Guide](#)

sample.pdf

Page 1 / Page Width Full Page

SECTION A – Multiple-choice questions

**Instructions for Section A**

Answer all questions in pencil on the answer sheet provided for multiple-choice questions. Choose the response that is correct or the best answer to the question. A correct answer scores 1; an incorrect answer scores 0. Marks will not be deducted for incorrect answers. No marks will be given if more than one answer is completed for any question. Unless otherwise indicated, the diagrams in this book are not drawn to scale.

**Question 1**  
The genetic code specifies 20 different amino acids that can form proteins. Which one of the following explains the functional diversity of proteins?

- Protein denaturation may be reversible or irreversible.
- Proteins have structural, enzymatic and signalling functions.
- Nucleoside combinations of amino acids can form a variety of polypeptide chains.
- Codons correspond to a specific amino acid or stop signal during protein synthesis.

**Question 2**  
Which of the following correctly describes a difference between DNA and RNA?

|    | DNA contains  | rRNA contains  |
|----|---|--|
| A. | deoxyribose sugar   | ribose sugar   |
| B. | uracil  | thymine  |
| C. | a single strand   | a double strand  |
| D. | a different number of cytosine and guanine nitrogen bases | the same number of cytosine and guanine nitrogen bases |

**Question 3**  
Prototaxis is the:

- process that a single gene encodes for a single protein.
- study of the proteins produced by a certain gene.
- study of the proteins produced by an organism.
- study of the structure of an organism.

DO NOT WRITE IN THIS AREA

Figure 30: Online Marking version of the Student Marking screen

## 6. Other Resources

### Occupational Health and Safety

<https://www.worksafe.vic.gov.au/resources/officewise-guide-health-and-safety-office-handbook>

### VCAA Sessional Staff Management System (SSMS)

<https://www.ssms.vic.edu.au/>

## Trouble Shooting

### a. Cannot access VOSS website

If you can't access the VOSS website or your connection repeatedly gets interrupted, please try one of the following

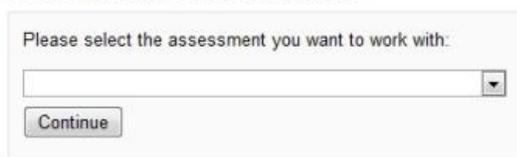
- Recheck that URL is <https://www.voss.vic.edu.au>. The relevant **VOSS Login** screen will appear.  
Note : URL is https: not http:
- Try to use a different browser or different computer. You may have a setting or configuration in your browser\computer for another website or network that is not compatible with VOSS.
- If you are connected to wifi, move your computer closer to your modem\router or connect using your ethernet cable.
- Use your mobile phone or internet hotspot to share\tether your mobile internet with your computer

### b. You have logged into VOSS with the intention to mark(not tutorial) but no Assessment Tasks are available

If you log into VOSS but the assessment task list is empty:

- The Assessment you are appointed to mark might not be ready to activate for marking
- You have logged into VOSS with the intention of marking but with the 'Complete tutorial without a Yubikey?' checkbox ticked. Please uncheck and attempt to login again. You must leave this box unticked once you have completed the tutorial to access student responses for marking
- You may have completed too many control scripts out of range/tolerance and have therefore been deactivated. Discussed the control script with your Chief Assessor and then call the VOSS help desk.

#### Select an assessment task



Please select the assessment you want to work with:

Continue

**Figure 31: No assessments displayed**

### c. Your browser is asking to save the student check letter as a password

It is advised you delete your save password for VOSS and use the 'never save password' option if VOSS prompts for your password. You may need to lookup the specific instructions for your browser and version, generally

- i. Open your browsers settings, you may need to also open advanced settings or content\AutoComplete
- ii. Look for the options for Passwords\Saved Logins\Saved Passwords\Manage Passwords
- iii. Find the entry for VOSS and remove\delete it from the saved password\site list.

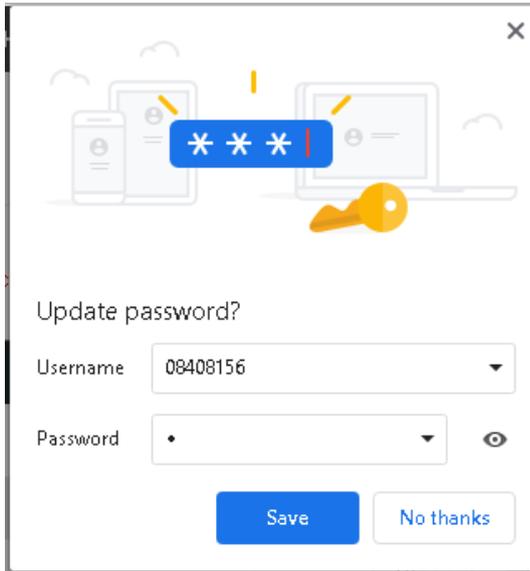


Figure 32: VOSS requesting to save the students check letter

## 7. Glossary

| <b>Term</b>                     | <b>Definition</b>   |
|---------------------------------|---|
| <b>Absent</b>                   | Absent refers to the process of recording absenteeism for a student who did not present for their examination. 'No Response' or 'Not-In-yet' students are not to be recorded absent.  |
| <b>Allocated Script</b>         | A script is considered allocated when it has been assigned to a specific assessor or assessors for marking.   |
| <b>Anomalous Grades Marking</b> | Anomalous Grade Marking is performed when the student total score is significantly different from the total score that is statistically predicted based on the school assessed grade and other external scores. Anomalous Grade Marking is performed on the complete script, even for multi-component exams. Also referred to as AGM.   |
| <b>Appointed Assessor</b>       | An Assessor that has been appointed to mark an examination  |
| <b>Check Digit</b>              | The check digit is a part of the student number that is entered separately during data entry. The check digit validates that the assessment matches the script.   |
| <b>Component</b>                | Exams are composed of one or more components. A component may comprise a question, group of questions or an entire script. Components represent the unit of marking; markings are performed for each exam component separately.   |
| <b>Connection Check</b>         | The VOSS performs a connection check to validate whether or not the assessor has a connection to the student script. For example, a connection may be found if an assessor is a teacher at the same school that a student attends.  |
| <b>Control Script</b>           | Control scripts are used in quality control to ensure that all assessors are marking scripts in a similar way. The Chief Assessor selects and scores the control scripts to establish a benchmark total score. Assessors must mark a number of control scripts in the normal course of the marking process. The assessor's total score is compared to the benchmark and the result is used for coaching purposes by the Chief Assessor. |
| <b>Discrepancy</b>              | A discrepancy is generated when the total scores for a component between multiple assessors are significantly different. The VCAA assigns an acceptable difference between scores for each component of an exam to determine when a discrepancy is generated.   |
| <b>Emergency Assessor</b>       | An Assessor that is appointed and trained, but is not allocated scripts unless additional Assessor are required.  |
| <b>Exam</b>                     | An exam can be either a written exam where a student completes a paper script that is assessed (e.g. English), or a performance-based exam where the student is assessed on a performance (e.g. Music).   |
| <b>Exception</b>                | An exception is generated for a component of an exam when a response is in conflict with another response in the same marking, or another response entered by another assessor or other marking.  |
| <b>First Marking</b>            | The first marking of a component of an exam. Also referred to as Marking 1.   |
| <b>Fourth Marking</b>           | Fourth marking is performed when a discrepancy exists after a third marking, or for any other extraordinary circumstance. The Chief Assessor or a Delegated Assessor performs the fourth marking. The fourth marking overrides all previously entered markings. Also referred to as M4.   |
| <b>Marking</b>                  | A marking refers to the completed entry of scores and responses for a particular component of an exam. All students undergo a minimum of first and second markings.   |
| <b>Marking Number</b>           | Identifies the marking being performed (e.g. First, Second, Third or Fourth Marking).   |
| <b>Marking Task</b>             | Refers to the combination of the exam and pool that an Assessor intends to mark in a session. For example, an Assessor may select a marking task to perform Discrepancy Marking for Chemistry.  |
| <b>NIY</b>                      | Not In Yet. Refers to the process of inserting a placeholder script in script bags for students who's scripts have not been receipted by the start of the assessment period (e.g. for overseas students).   |
| <b>Options/Module Exception</b> | An option/module exception is generated when assessors have entered different responses when selecting which option or module a student has selected.   |
| <b>Pool</b>                     | A collection of students' assessments for an exam. Students are allocated into pools and assigned to Assessors for marking or other action. Pools can be associated to a physical bag   |

|                                     |   |
|-------------------------------------|---|
|                                     | of scripts or a collection of student assessments with a common status (e.g. in need of exceptions processing).   |
| <b>Response</b>                     | Data entered into the scoring grid by an assessor. A response can be a score, an option selection or a module selection.  |
| <b>Scanned Script</b>               | An electronically scanned copy of a paper script.   |
| <b>Scoring Grid</b>                 | The scoring grid refers to the table where the assessor enters their responses and scores for a marking. The scoring grid is composed of lines; each line contains one response or score.   |
| <b>Scoring Structure</b>            | The scoring grid is the visual presentation of the actual scoring structure of an exam which is defined in the VCAA Assessment Processing System e.g. line 4 is for Question 2b and has a maximum score of 6. The scoring structure cannot be changed in VOSS.  |
| <b>Script</b>                       | The paper booklet that contains the responses provided by the student during the exam. In the phase 1 system script refers to the paper script. In future phases scripts will be scanned and managed electronically.  |
| <b>Script Bag</b>                   | Paper scripts are pre-allocated into bags for distribution to assessors. Script bags typically contain between 30 and 50 scripts.   |
| <b>Second Factor Authentication</b> | A method of authenticating a user with more than one piece of information (factor). Typically the first factor is a username and password combination. The second factor may be generated by a physical device, or may be a piece of information that the system would use to authenticate the user's identify.   |
| <b>Second Marking</b>               | The second marking of a component of an exam. First and second marking must be performed by different assessors. Also referred to as Marking 2.   |
| <b>Student Number</b>               | An 8-digit number plus a check digit that uniquely identifies a student.  |
| <b>Third Marking</b>                | Third marking is performed when a discrepancy exists between first and second markings. First, second and third markings must be performed by different assessors. Third markings also apply to performance-based exams where three Assessors mark each student. Also referred to as M3.  |
| <b>Trial Script</b>                 | Trial scripts are used during Assessor training to ensure that all assessors are marking scripts in a similar way. The Chief Assessors selects and scores the trial scripts to establish a benchmark total score. During training the assessor's total score is compared to the benchmark and the result is used for coaching purposes by the Chief Assessor. |
| <b>Unallocated Script</b>           | A script is considered unallocated when it is not assigned to a specific assessor or assessors for marking.   |
| <b>VCE</b>                          | Victorian Certificate of Education  |