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Aptem Enhance: marking aid

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Intelligent technology®

The logo for Graide, featuring a stylized 'G' icon followed by the word 'graide' in a lowercase, sans-serif font. The logo is centered within a white circular area that is superimposed on a background of a vibrant, multi-colored cityscape at night, viewed from an elevated perspective. The city lights are in shades of blue, purple, green, and yellow, creating a dynamic and futuristic atmosphere.

G graide

Today's presenters



Katie Thornton
Senior Implementation
Consultant, Aptem



Cheryl Prior
Implementation Consultant,
Aptem



Shruti Natrajan
Implementation Associate,
Aptem



Marking aid

Reduction in time
marking work



Saving time for tutors by assisting marking with automation through a marking aid. Reducing the time to results ensures feedback and corrective action can be taken swiftly for learners.

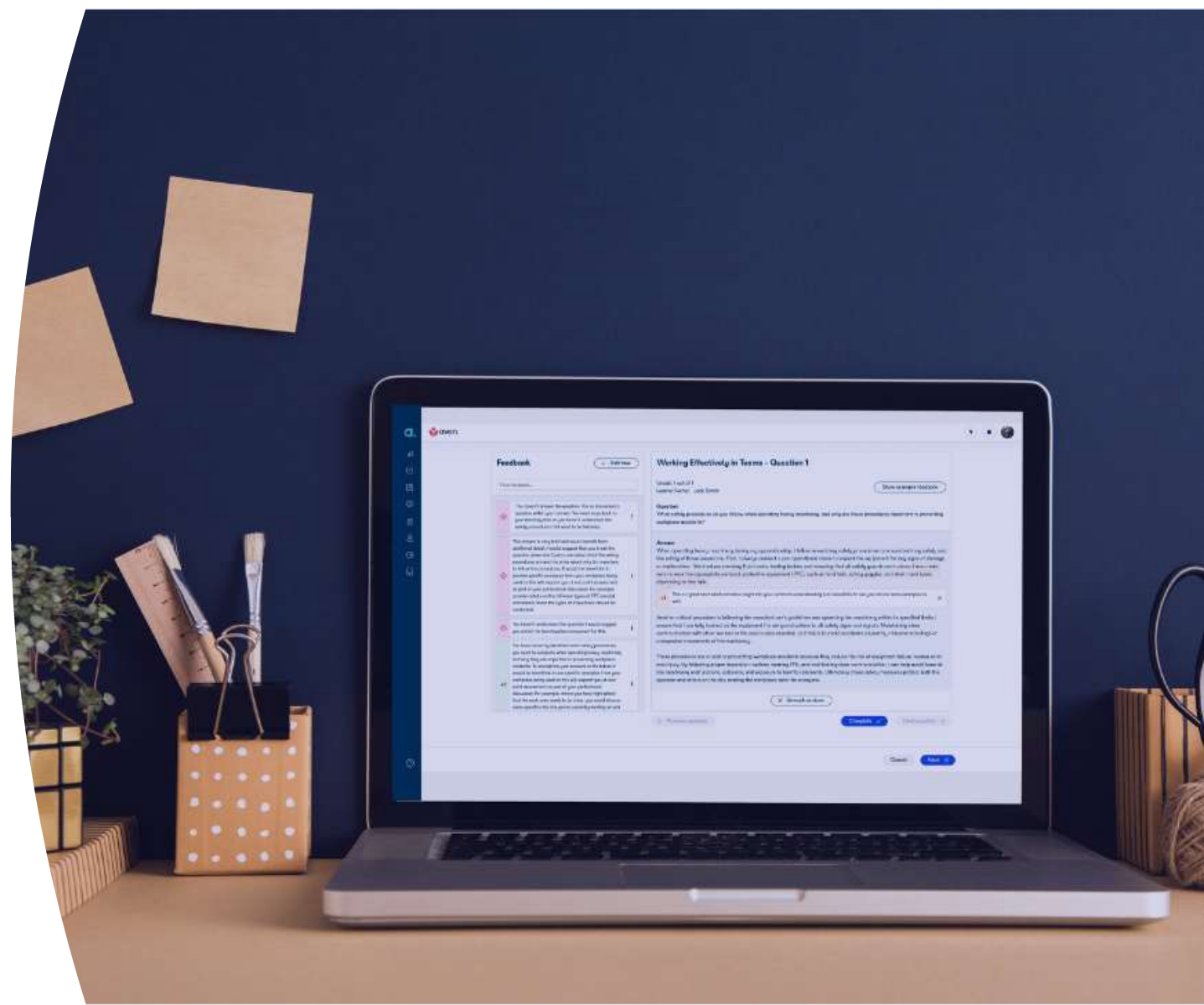
Marking aid solves common challenges in vocational training by providing:

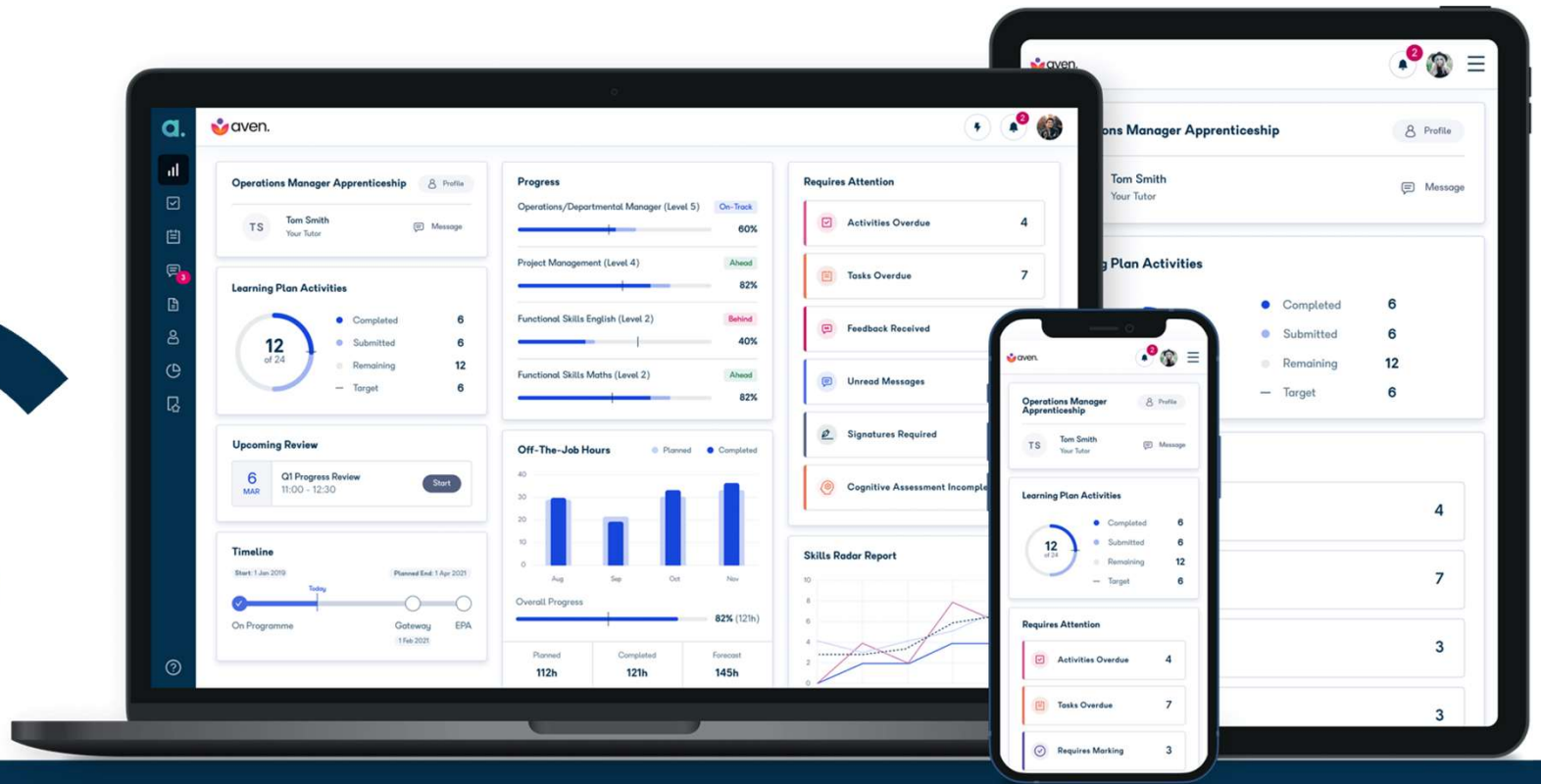
- ✓ Automated grading for faster and more consistent results
- ✓ Significantly reduced workload for tutors with automatic marking guidance against evidence submitted
- ✓ Enhanced achievement and satisfaction for both tutors and learners



Session 1

- Overview of marking aid
- How marking aid can support your delivery
- Overview of the learner's point of view
- Overview of the tutor's point of view

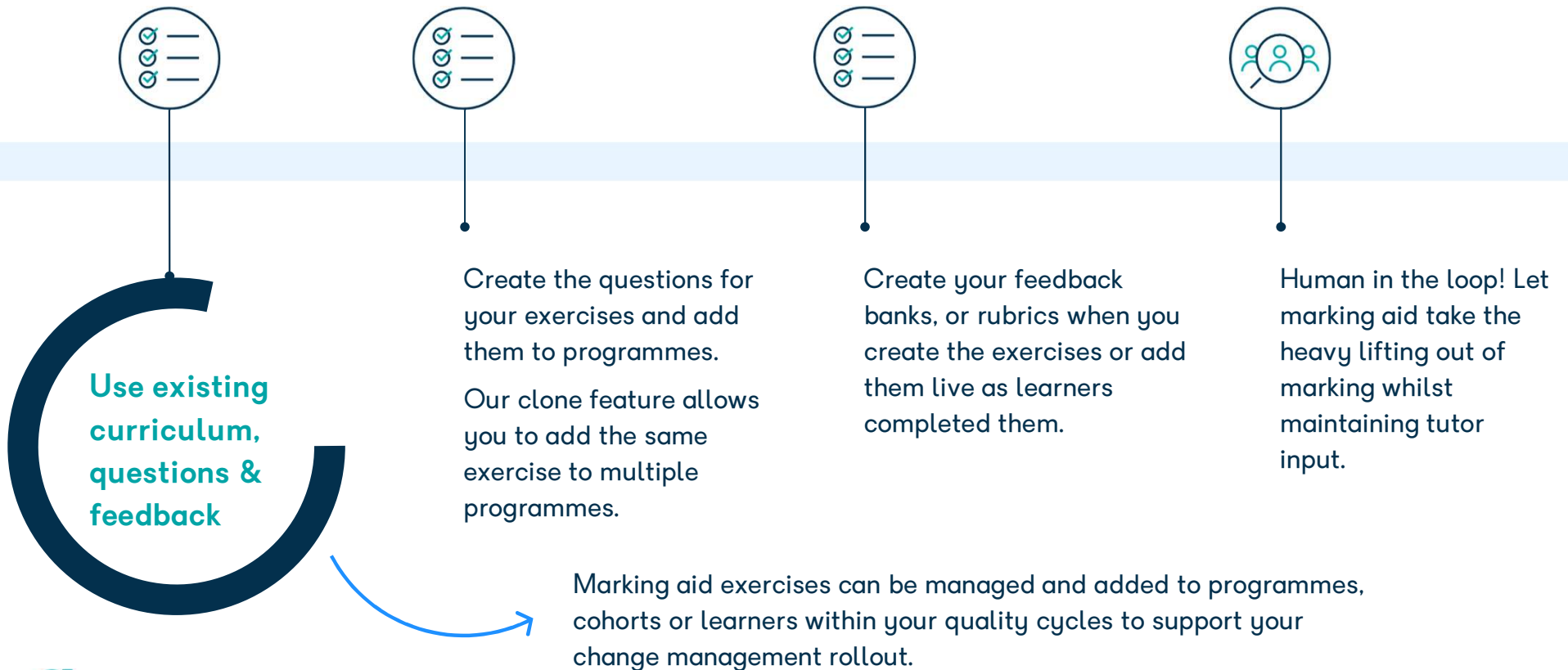




How marking aid can support your delivery

send
quality fdol edi quizzes
english projects standards
britishvalues
qualifications maths diploma
portfolio awards prevent questions
evidence functionalskills
knowledge
mapping induction safeguarding
mocks digital reports certificates

Setting up marking aid

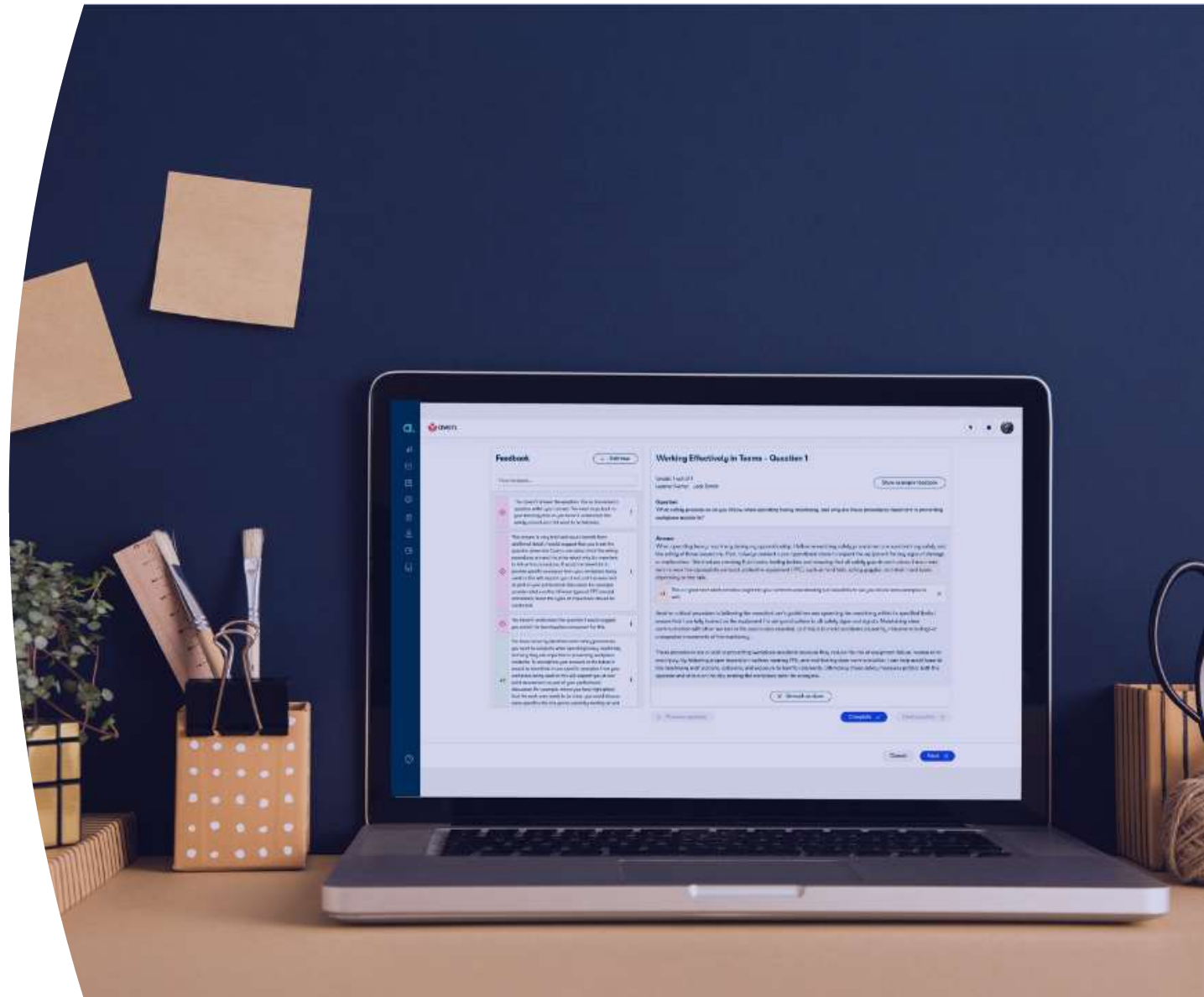


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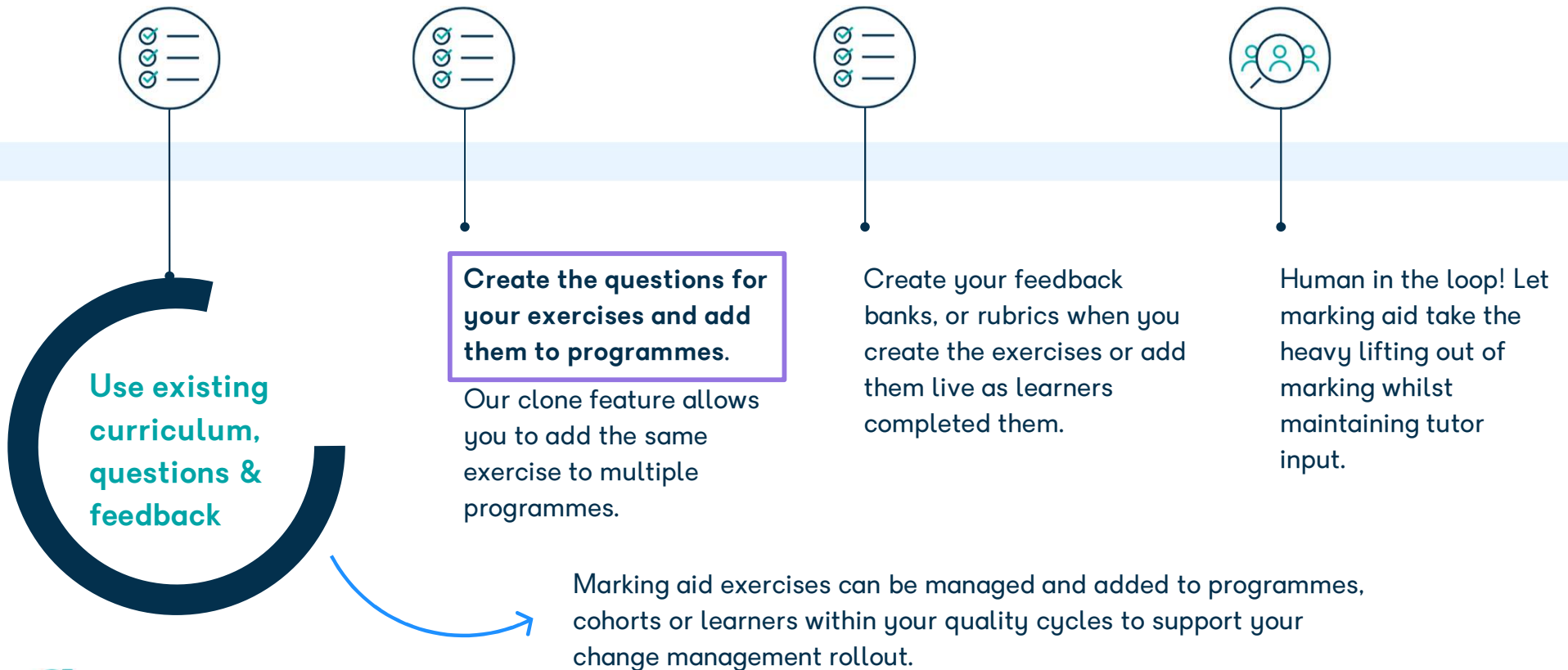


Session 2

- Marking aid permissions
- Marking aid setup
- Creating marking aid exercises in a programme builder



Setting up marking aid



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Setup: Permissions

- Administrators will require the '**Manage Programme**' and '**Advanced delivery management**' (usual programme builder permissions)
- Administrators will require the '**Manage marking aid exercises**' permission to access the Management Screen
- Administrators with the '**Advanced delivery management**' permission can create marking aid exercises at a learner level.



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Configuring learning plan components to utilise marking aid

All marking aid exercises are created within the **programme builder**

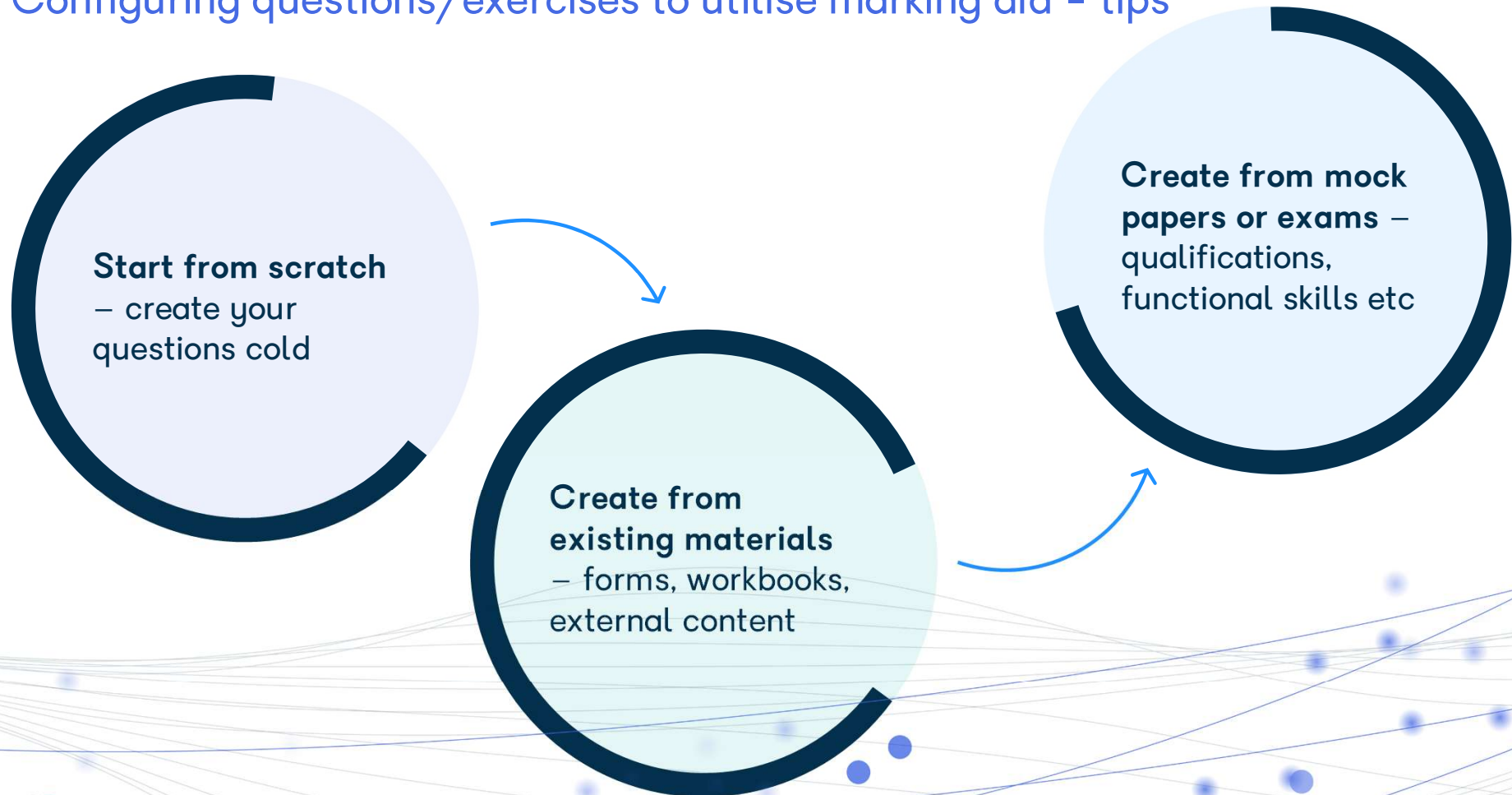
Marking aid exercises can be created **in delivery** and **sub-programmes***

Marking aid is not linked to any specific criteria set so it allows to build exercises for **anything in your curriculum**:

- Standards
- Qualifications
- Functional Skills
- Wider Learning

You can choose to just create the exercises; you do not have to create rubrics/feedback at same time

Configuring questions/exercises to utilise marking aid - tips



Tips: Creating exercises

- You **can edit** the questions once created but you **cannot add additional questions**
- Create **all** the required questions first this will then allow **three pathways**:
 1. 'Roll with it' allow the exercise to go live without available rubrics or feedback
 2. Add the rubrics or feedback before making the exercise live without training the AI
 3. Add the rubrics or feedback before making the exercise live and train the AI using test learner/previous learner answers
- Don't forget you can add word count to questions if you need it



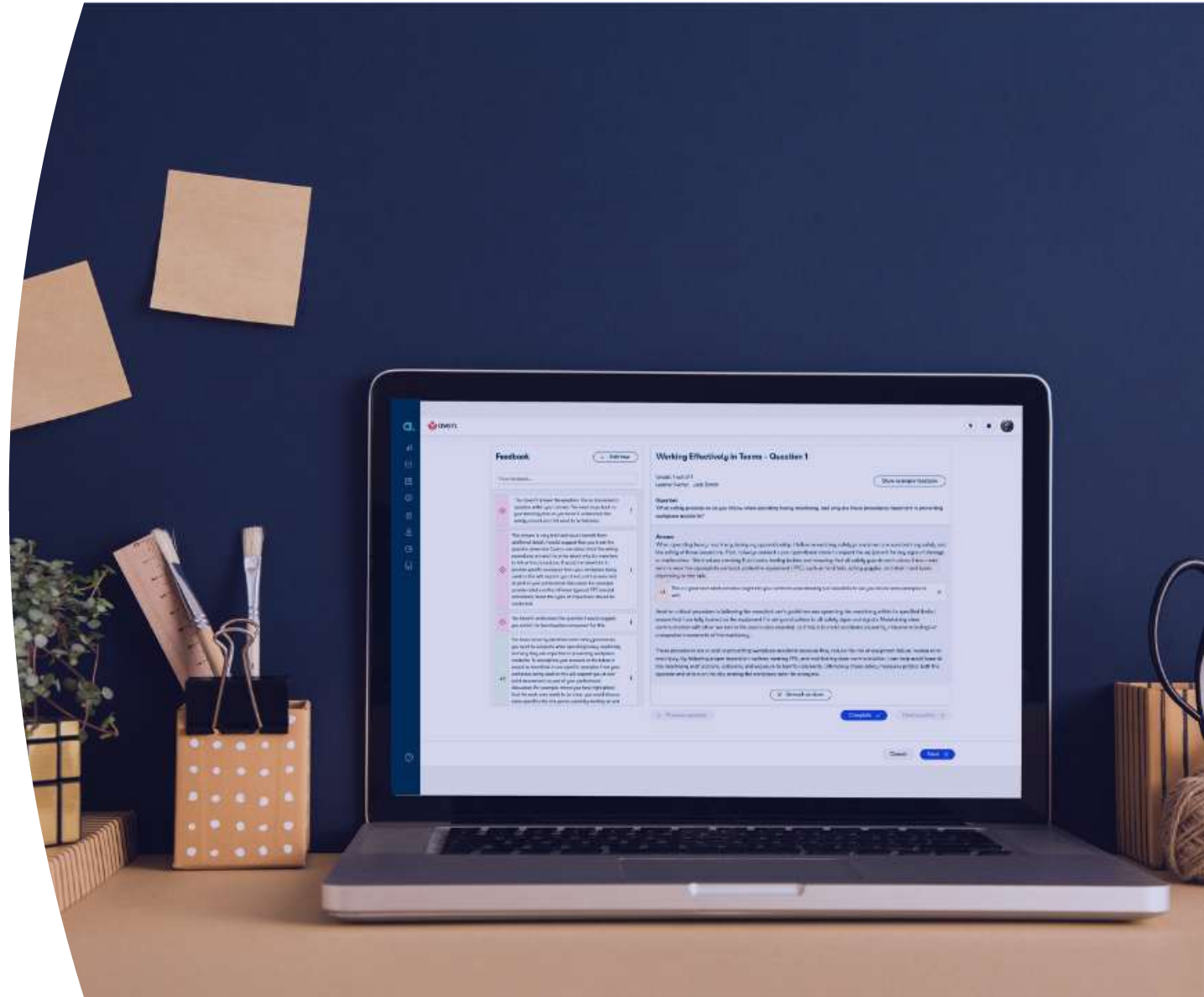
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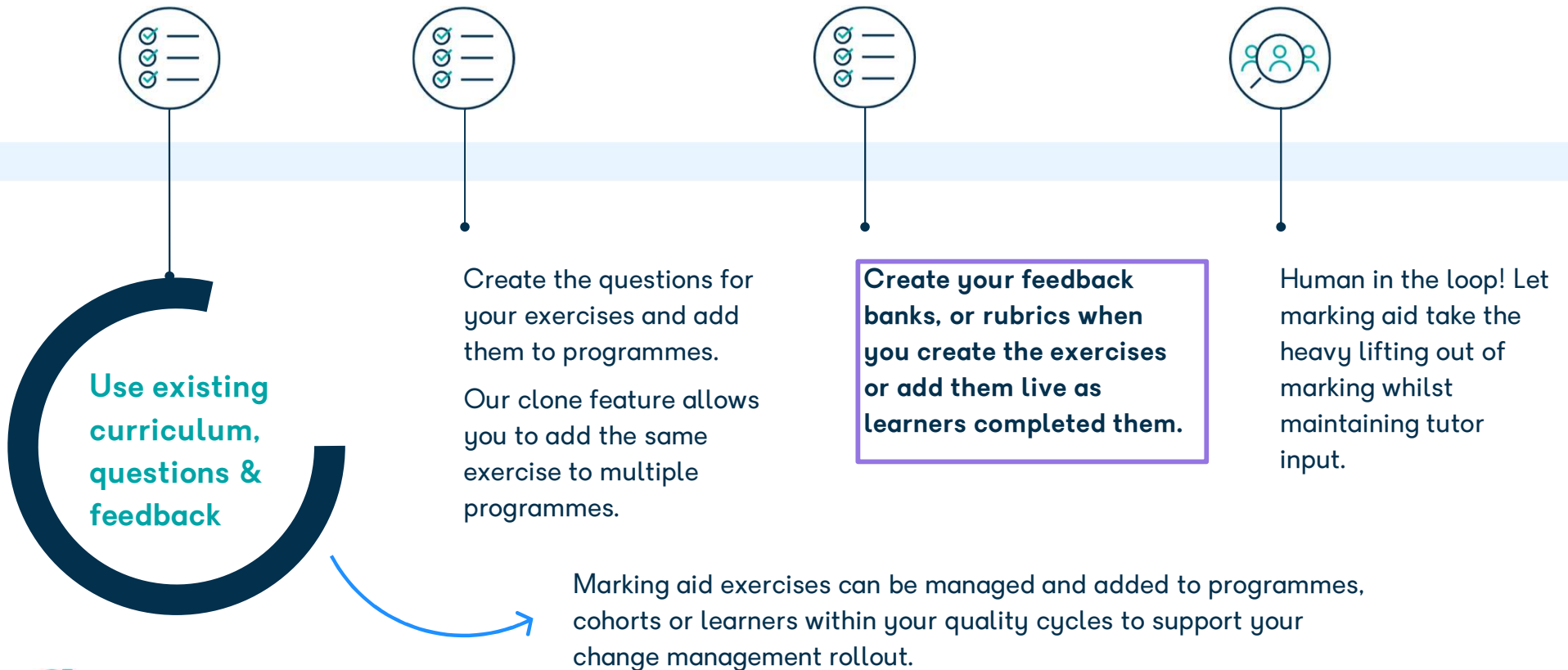
Session 3

- Creating a feedback bank and grouping feedback
- Creating a rubric
- Rubrics and feedback for functional skills

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Setting up marking aid

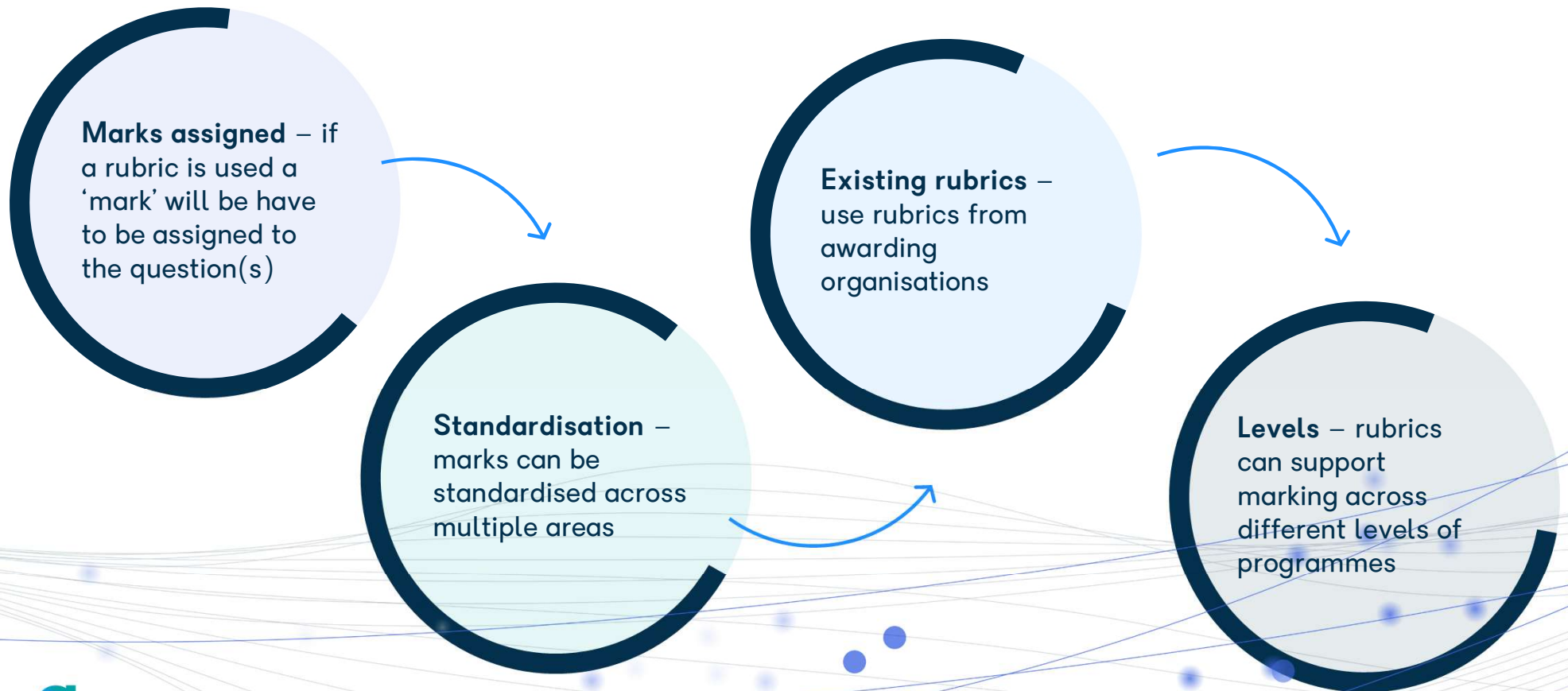


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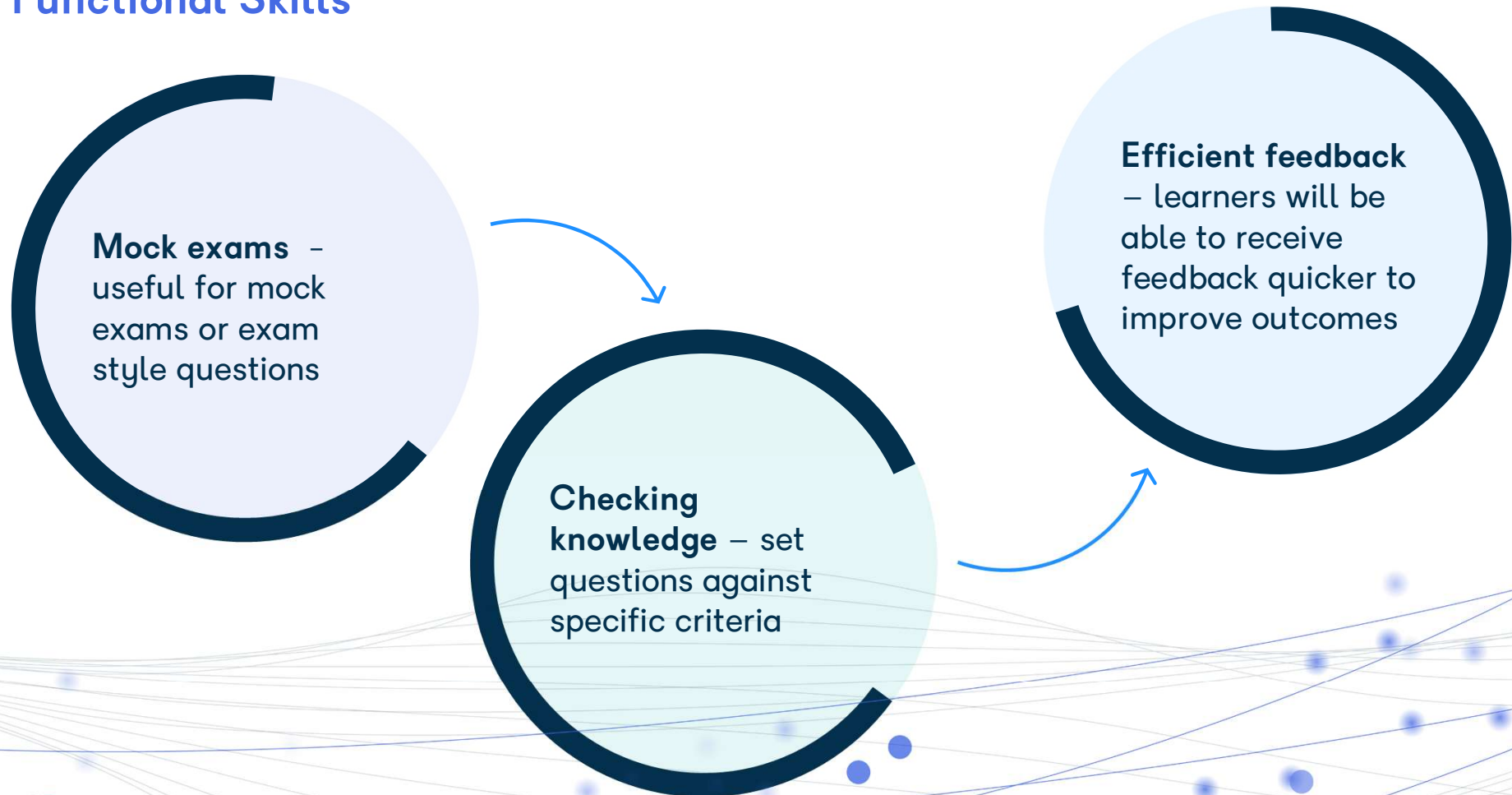
Setting up feedback (banks)



Setting up a rubric



Functional Skills



Tips: Creating feedback and rubrics

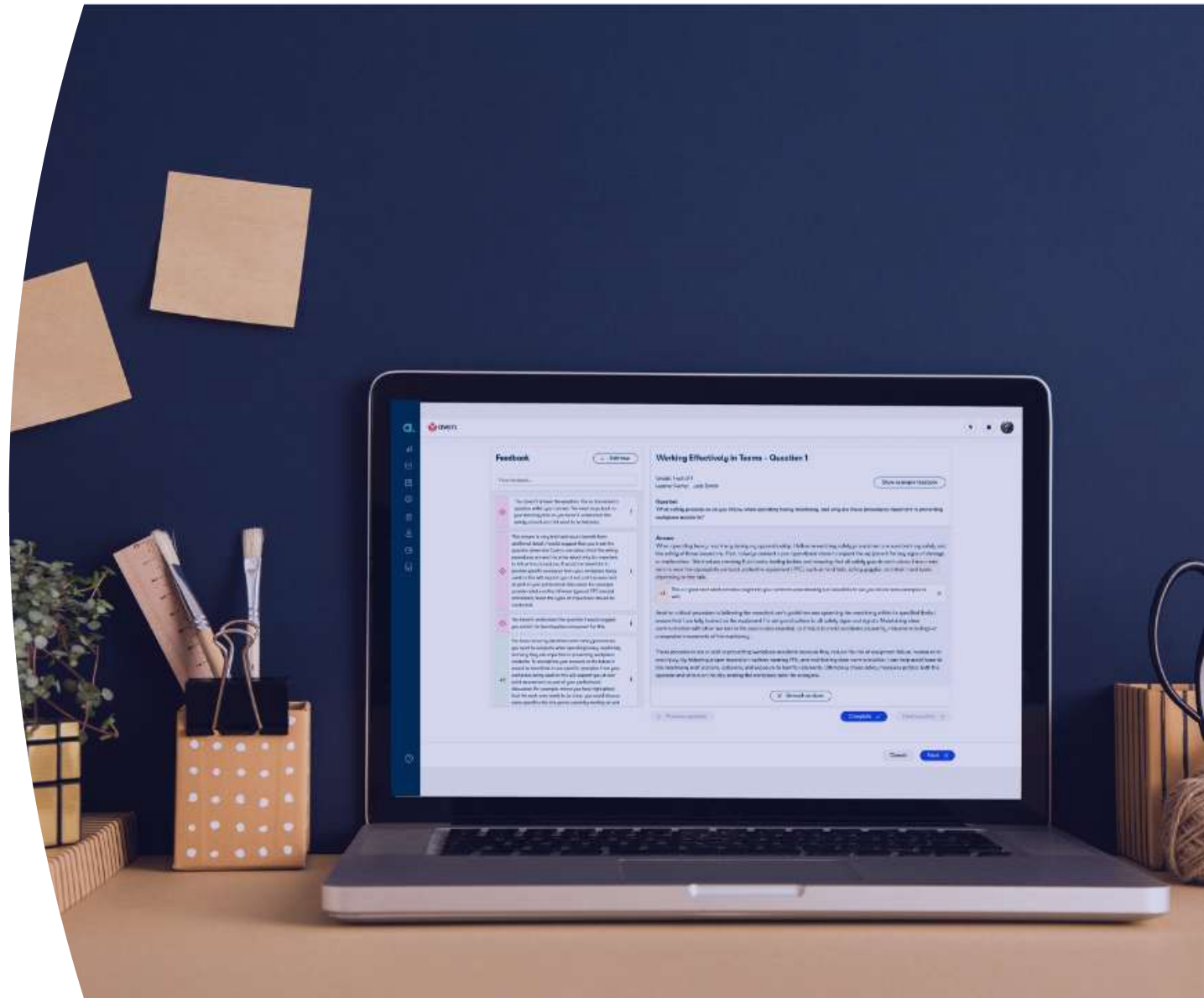
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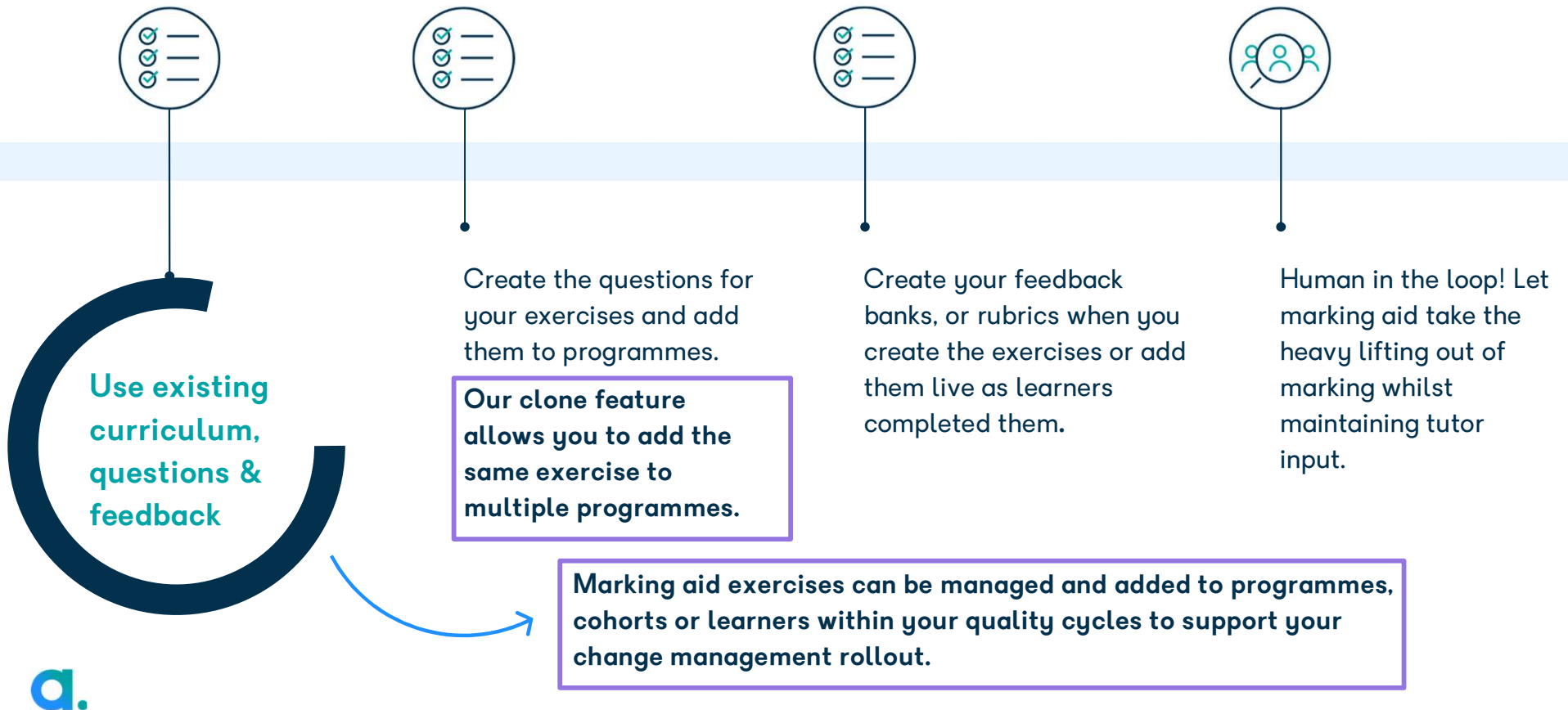
Session 4

- Marking aid management screen
- Cloning an exercise
- Sync Function
- New version of an exercise (classic and console)

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Setting up marking aid



Marking aid management screen

- **Centralised management:** View all marking aid exercises in one location.
- **Drilldown access:** See detailed learner data for each exercise.
- **Efficiency:** Filter and search quickly across large tenants.
- **Consistency:** Includes exercises from both programme builder and learners' learning plans.
- **Quick duplication:** Clone existing exercises without rebuilding from scratch.
- **Version control:** Learners will be on the latest exercise version
- **Quality cycle:** Supports your quality cycle activities

Marking aid management screen

Marking aid

Exercises

Search by exercise or component name... All Programmes ▾

Exercise	Component name	Programme	Number of learners	Cloned from	Creation date ↓
Customer Service Practitioner Level 2 Teamwork	[Not linked to any Learner's Learning plan Component]	MA Webinar Series Demo	0		09/12/2025
Highfield Functional Skills Qualification in English at Level 2 FSQR209P (MOCK)	[Not linked to any Learner's Learning plan Component]	MA Webinar Series Demo	0		09/12/2025
British Values Quiz	[Not linked to any Learner's Learning plan Component]	MA Webinar Series Demo	0		09/12/2025
Assignment title	test	Team Leader	1		05/12/2025
Assignment 1	Marking Aid	Team Leader	1		05/12/2025
Functional Skills English Reading Level 1 Sample Paper 1	C&G Reading	Marking Aid Functional Skills English Demo	13		19/11/2025
Level 1 Functional Skills English Writing Sample Paper 1	C&G Example	Marking Aid Functional Skills English Demo	13		19/11/2025
Understanding EDI Principles	Understanding EDI Principles	Team Leader L3	1		17/11/2025
Resource Management	Budget management (Marking Aid example SB)	Senior Leader (SB) (2)	1		05/11/2025
TQUK Functional Skills Qualification in English at Level 1	Demo Eng	Marking Aid Functional Skills English Demo	12		23/10/2025

10 items per page 1 - 10 of 105 items

Marking aid management screen

← Marking aid exercises

Exercise
Risk Mitigation and Response Planning Assignment

Programme
Risk Identification, Assessment, and Mitigation

Date created
17/09/2025

[Edit](#) [Clone](#)

This exercise Clones 0

Learners

🔍 Learner name or ULN... [Groups](#) [Employer](#) [Primary Tutor](#)

Learner name ↑	Component name	Component status	Component due date
Aisha Rahman	Risk Mitigation and Response Planning (Assignment)	Not Started	04/05/2026
Biff Tannen	Risk Mitigation and Response Planning (Assignment)	Not Started	22/03/2026
Daniel Thompson	Risk Mitigation and Response Planning (Assignment)	Not Started	04/05/2026
Emmett Brown	Risk Mitigation and Response Planning (Assignment)	Completed	22/03/2026
Jake Evans	Risk Mitigation and Response Planning (Assignment)	Evidence Submitted	07/01/2026
James MacDonald	Risk Mitigation and Response Planning (Assignment)	Not Started	04/05/2026
Jennifer Parker	Risk Mitigation and Response Planning (Assignment)	Completed	22/03/2026
KT Tunstall	Risk Mitigation and Response Planning (Assignment)	Not Started	30/03/2026
Lorraine Baines	Risk Mitigation and Response Planning (Assignment)	Completed	22/03/2026
Marty McFly	Risk Mitigation and Response Planning (Assignment)	Completed	22/03/2026

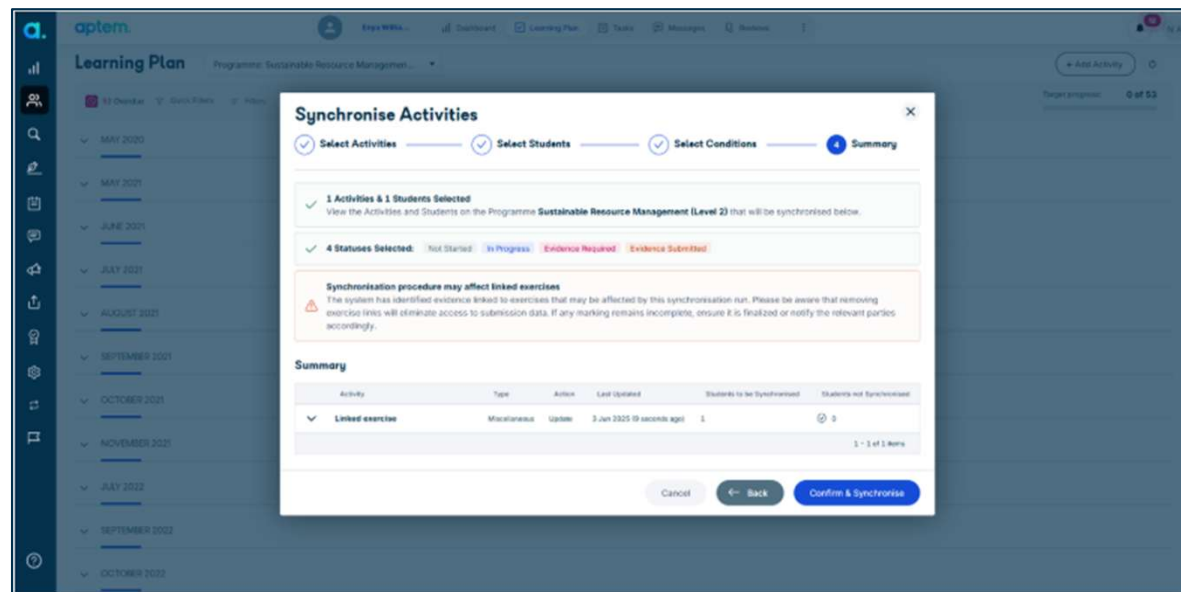
10 Items per page

1 - 10 of 13 items

Sync function – supporting version control

You can 'sync' changes from programme level including marking aid exercises to live learners.

This allows learners to have the most up to date exercise in their learning plan if changes have been made



The screenshot displays the 'Synchronise Activities' dialog box within the aptem Learning Plan interface. The dialog box is titled 'Synchronise Activities' and has a close button (X) in the top right corner. It features a progress bar with four steps: 'Select Activities' (checked), 'Select Students' (checked), 'Select Conditions' (checked), and 'Summary' (active). Below the progress bar, there are three sections:

- 1 Activities & 1 Students Selected:** View the Activities and Students on the Programme Sustainable Resource Management (Level 2) that will be synchronised below.
- 4 Statuses Selected:** Not Started | In Progress | Evidence Required | Evidence Submitted
- Synchronisation procedure may affect linked exercises:** The system has identified evidence linked to exercises that may be affected by this synchronisation run. Please be aware that removing exercise links will eliminate access to submission data. If any marking remains incomplete, ensure it is finalized or notify the relevant parties accordingly.

The 'Summary' section contains a table with the following data:

Activity	Type	Action	Last Updated	Students to be Synchronised	Students not Synchronised
Linked exercise	Miscellaneous	Update	3 Jun 2025 @ 16:00:00	1	3

At the bottom of the dialog box, there are three buttons: 'Cancel', '← Back', and 'Confirm & Synchronise'.

Tips cloning and version control (edit)

- **Master programme to house Marking aid exercises**
 - Where you have lots of curriculum you may consider a master programme per area.
- **Think about your curriculums as whole**
 - Are there exercises that can be cross-functional and used across multiple programmes or curriculums?
- **Naming conventions for versions**
 - Think about prefixes, suffixes, dates and version numbers to management clone and new versions.




New version of an exercise

Marking aid Create new exercise version






Linked exercise: Setting SMART Objectives Aligned with Organisational Goals Assignment Knowledge Questions   

Component name: Identifying Learning Needs and Supporting Devel

Component type: Digital learning

Marking aid: Learning Development   

Completion mode: All evidence is accepted Create new exercise version

Instructions: **B** *I*     

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New version of an exercise – in classic

- Creating a new version generates a **copy** of the original exercise, enabling safe editing.
- **Feedback, rubrics, and AI learning** are automatically carried over to the new version.
- **Existing learners** continue with their original exercise.
- **No manual action** is required for current learners.
- Changes only apply to **future enrolments**.

New version of an exercise – in console

- A **copy** of the original exercise is created for safe editing.
- **Feedback, rubrics, and AI learning** are automatically retained.
- Only the **selected learners** receive the new version of the exercise.
- Other learners on the same programme remain linked to their original exercise version.
- Admins can optionally use the **synchronisation** function to roll out the new version to other learners.

Tips: New version usage (console)

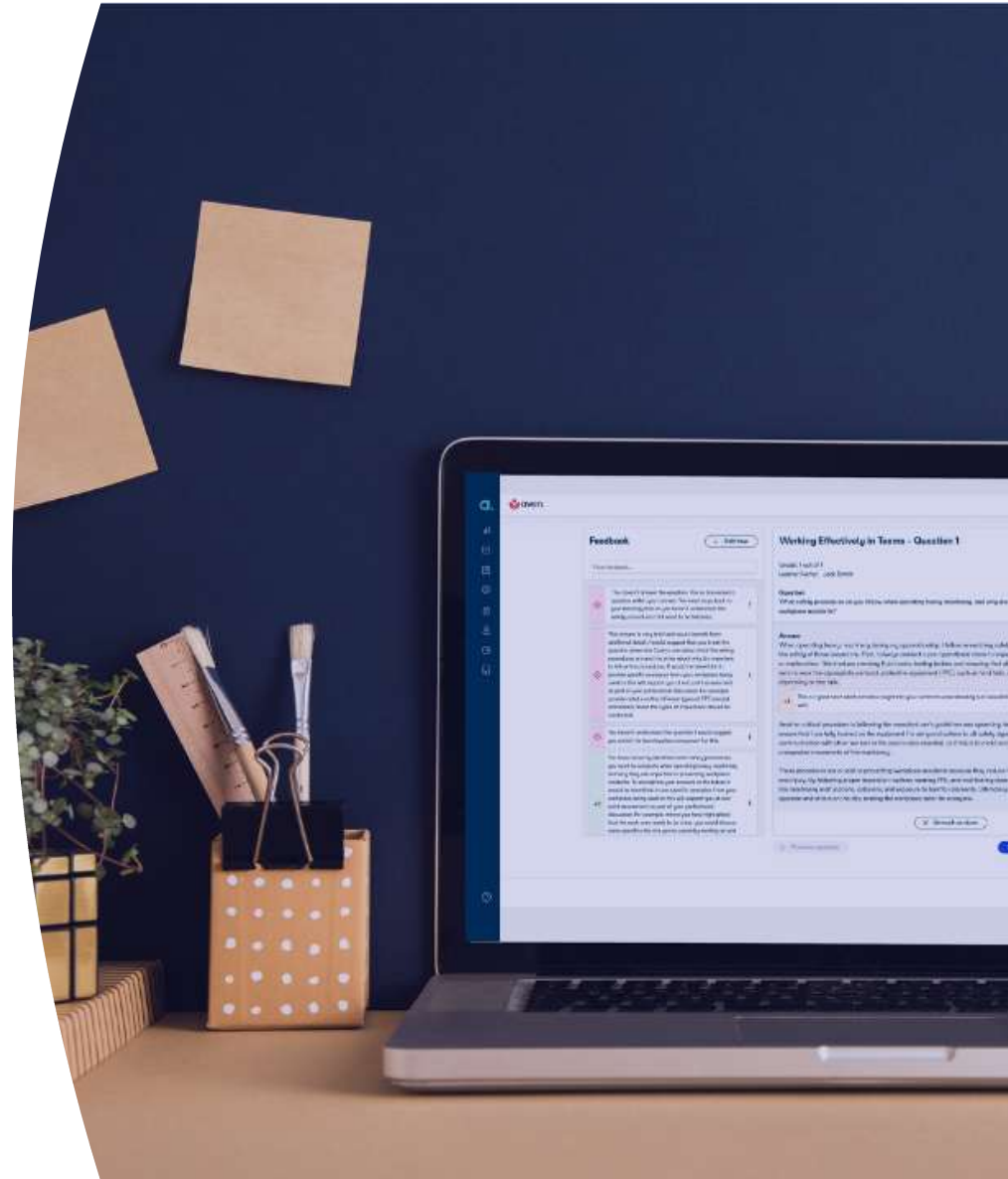
- Where learners have **SEND needs** and require changes to their exercises to support (no learner left behind)
- Where **employers** have asked for specific changes or requirements
- Where a learner has **changed pathways** whilst on programme and the new version on their assignment might be required to meet different criteria
- Where **previously learners** have struggled with an exercise or found it too easy, and you want to make changes individually or to a cohort.



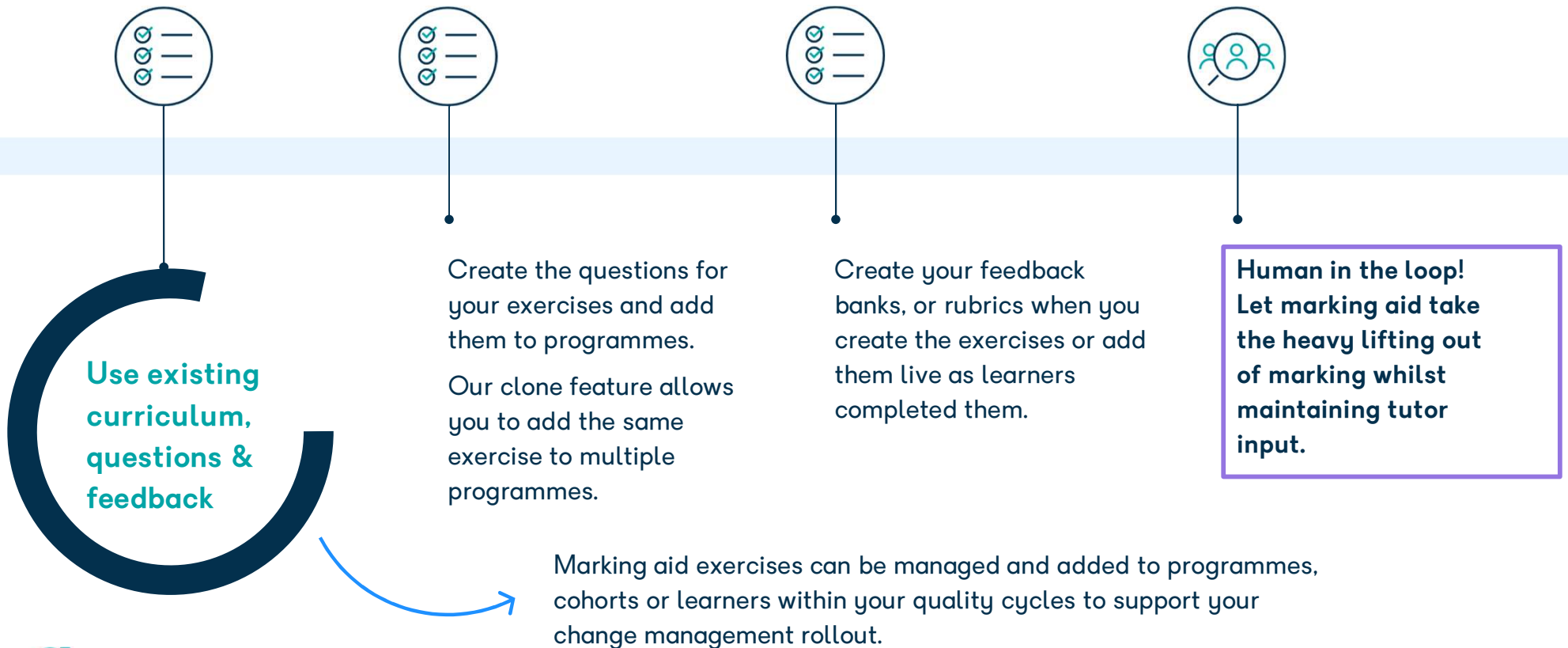
Session 5

- How a learner accesses a marking aid exercise
- How a learner completes and submits an exercise
- How a tutor accesses a marking aid exercise to mark
- How to mark an exercise:
 - Rubrics
 - Feedback bank
 - Onetime comments
 - Marking PDFs and images
- Accessing and viewing feedback
- Referring exercises and further attempts

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Setting up marking aid



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Tips: Marking learner submissions

- **Don't use learner names** in feedback that you want to add to the feedback bank
- When the AI recommends a rubric score or feedback keep the **human in the loop** approach and sense check – this will only help the AI learn and become more accurate
- Use **one-time comments** to support with contextualised feedback for the learner as this will not add to the feedback bank
- If you do add feedback to the feedback bank '**drag and drop**' into the **correct group** if one is one being used



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Marking aid in the Help Centre

Scan the QR code to view the current Help Centre articles on marking aid.



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