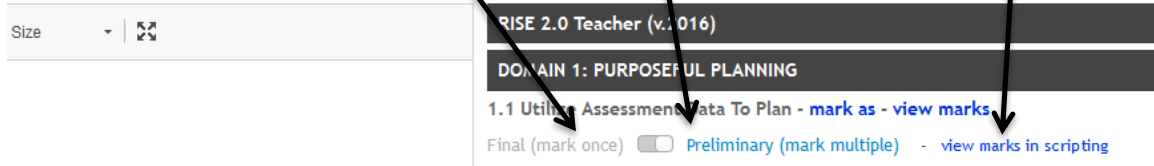# Final / Preliminary Marks

New Observation: Options for final/preliminary are directly below the Domain in the Rubric – Final (mark indicator once) Preliminary (mark indicator multiple times). View marks in scripting is at the end of the row.

The "Preliminary" is highlighted, therefore that is active. Evaluator can now select multiple Indicators within any Competency. The open circles appear in the Rubric and the open box with coding appears within the Scripting. Notice they are white with a colored border. You may mark as many indicators as needed and mark them as many times as needed, tagging the indicators to the evidence.
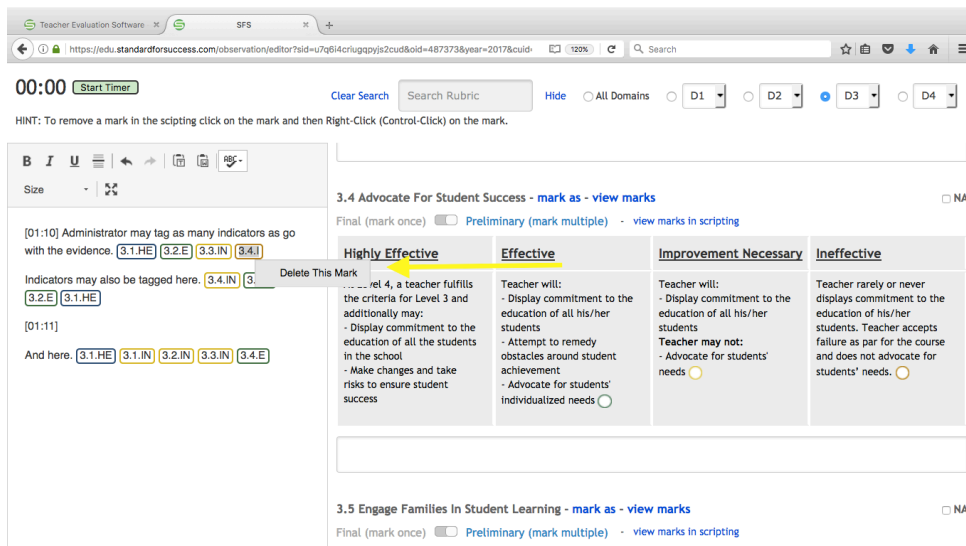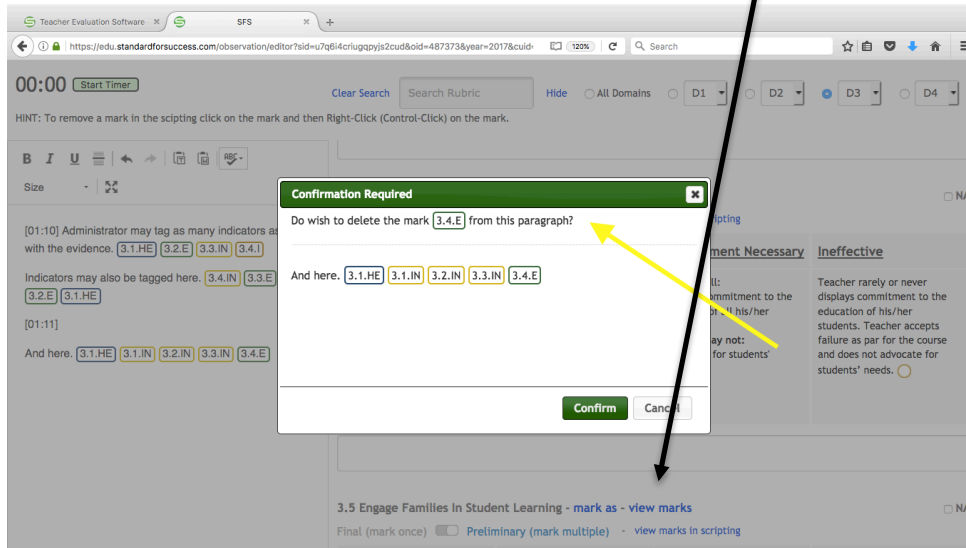
To delete a mark you can either click on the rubric circle and delete, or you can RIGHT CLICK (control-click) on the mark in the scripting you want to remove and delete it. (If you are using Mozilla Firefox as your browser, you need to click on the mark first, then right-click to remove it.)

Once the preliminary marks are completed, the evaluator should then change to Final to give a Final mark for any competency with preliminary marks for that observation. By clicking on Final it becomes active (toggles to blue) and can be marked accordingly. This step needs to be completed for ease in the summative evaluation, as well as allowing that staff member to see what their overall rating for that competency for that observation is.

To decide on a final mark, the evaluator can look at all of the open circles and decide what a final mark would be for that competency. Clicking on View Marks will allow the Evaluator to see the scripting that went along with those marks. Final marks should be placed at the end of all scripting. The preliminary marks are already tagged to the evidence so the final marks just need to be at the bottom of the scripting page.

The evaluator may also View Cumulative Data, showing where this competency has been marked this year or evaluation cycle.

After the observation is sent to the staff member, the staff member will see all preliminary and final marks, thereby allowing the staff member to see all pieces of evidence that contributed to the final competency marking. Note that only the final marking information is color-coded.

Administrator should set the default of preliminary or final under Support, Personal Settings.

There are options for staff viewing of the preliminary marks. If interested, contact your SFS representative.