



Handbook

TA edition



Version 1.0 (draft) — 21 August 2026

EthelExam is the platform course staff use to view, score, and finalize AI-scored exams, and students use to view their results and raise objections ("vetoes"). It is part of the [Ethel](#) project at [ETH Zürich](#). The reference instance, serving ETH Zürich courses, runs at exam.ethel.ethz.ch.

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The service behind EthelExam

EthelExam is the visible end of a service that accompanies the whole examination process. The Ethel team supports course teams in designing the exam and its rubrics so they work well with AI scoring, assists with scanning the completed exams, runs the AI scoring of every problem part, and imports and provisions the results in EthelExam — where course staff verify the scores and students view their results and submit vetoes. Manual scoring is needed only where a veto asks for it, and the examiner always retains final grade authority.

This service is developed in the [exam-grading-assistance project](#) STIFT+, funded by the Rector's Impulse Fund 2026 ([project description](#), [PDF](#)): an initiative to keep open-ended, handwritten STEM exams viable at scale by combining multimodal AI scoring with human oversight. Participating courses receive central support for assessment design, scanning, AI integration, and data handling. Participation is an R&D collaboration between the course team and the Ethel team.

Audience: teaching assistants (TAs).

This edition contains the shared chapters and the guide for your role. Read *Key concepts* and *Getting started* first.

Part	For
Key concepts	everyone
Getting started	everyone
TA guide	teaching assistants scoring vetoes
Troubleshooting	everyone
Glossary	everyone

Getting help

EthelExam is run by the [Ethel team](#), the group that operates the platform and provides support. Whenever this handbook says to contact the Ethel team, write to:

ethel@sl.ethz.ch

Include the exam (course code and term), the problem part if one is affected, what you expected, what you saw instead, and roughly when it happened. The team also appreciates hearing your feedback. Questions about a score itself are a matter for the course, not the Ethel team.

Conventions

- **Bold** marks something you can see or press in the app (a button, a page name, a field label) and, sparingly, a fact worth remembering.
- *Italics* mark defined terms (see the glossary at the end), references to other chapters, and occasional emphasis.

All names, exams, and documents shown in screenshots are synthetic example data.

About this document

Version	Date	Changes
1.0 (draft)	21 August 2026	First edition. 20260822-041925-b6b27b7f

Provided by the [Ethel team](#), [ETH Zürich](#).

Key concepts

This chapter explains the vocabulary and the scoring model that everything else in EthelExam builds on. It is short. Read it once and the rest of the handbook will make much more sense.

How an exam is structured

An *exam* in EthelExam is one course's examination in one term, for example *Physics I*, *PHYS-101*, *FS 2026*.

Inside an exam:

- A *problem* is a top-level exercise ("Problem 1 — Rolling sphere").
- A *problem part* is one sub-question of a problem ("1.a — Speed at the bottom of the incline"). The problem part is the unit everything else attaches to: documents, scores, and vetoes all live on problem parts, never on the exam as a whole.
- Each student who took the exam has an *exam instance*: their personal copy of the exam, with one row per problem part.

For each problem part a student answered, EthelExam stores the scanned *document* with that answer (a PDF). It is shown right next to the scores, so the score can always be checked against the actual work. Parts without an answer are marked absent.

Rubrics and scores

Every problem part has a *rubric*: a list of criteria, each worth a number of points. A score in EthelExam is not a single number. It is one value per rubric criterion, and the total follows from them.

Scores come from two sources:

- *AI scored*: the initial scores from the Ethel team's AI scoring, imported into EthelExam. Every problem part of every student starts in this state.
- *Manually scored*: a member of course staff has entered scores by hand; this always starts from a veto (see *Vetoes*). Manual scores replace the AI scores as the current result.

During normal scoring in EthelExam, score changes are never destructive: every scoring action is recorded, and course admins can inspect the full score history of any problem part.

Vetoes

A *veto* is an objection against the current score of one problem part: "please look at this again". Vetoes drive the whole scoring workflow.

- A student can veto their own problem part while the veto period is active. A veto is final: it cannot be withdrawn, and each problem part can only ever be vetoed once.
- A course admin can veto any problem part that has not already been vetoed or manually scored. They can do this for a single part, for a whole student, or for one problem part across all students.
- A veto stays open until someone from course staff enters a manual score for that problem part. Entering the score is what closes the veto. There is no separate "accept" or "reject" step.

- Once a problem part has been manually scored, it can never be vetoed again. Its score can still be corrected by staff, but the veto path for that part is closed for good.

Periods

Two time windows, set by the course admin, control what students can do:

- *Viewing period*: while it is active, students can open their exam and see their documents and scores. Outside it, students see a notice instead.
- *Veto period*: while it is active, students can submit vetoes. The veto period always lies inside the viewing period.

There is no separate "publish results" step. As soon as the viewing period is active, students see the current scores of their problem parts, except parts with an open veto, whose scores stay hidden until they are scored again.

Roles and what each one sees

Access is per exam: the same person can be a course admin in one exam, a TA in another, and a student in a third. Within one exam:

What you can do	Course admin	TA	Student
See student names and Legi	yes	no — pseudonymous labels	own data only
See students' documents	all	all, without names	own only
See AI scores	always, including history	never	own, when the viewing period is active and the part has no open veto
See manual scores	always, including history	on manually scored parts	own, under the same conditions
Enter scores	on vetoed or manually scored parts	on vetoed or manually scored parts	never
Create vetoes	any eligible part, including in bulk	no	own parts, during the veto period
Edit periods	yes	no	no
See scoring notes	all	only on parts they can score	never

Three of these rules are worth explaining:

- **TAs never see student identities.** In veto scoring, students appear to TAs as neutral per-part identifiers (*student labels*) such as "0BASP"; the whole-exam view shows no identifier at all.
- **Identifiers change from problem part to problem part.** A label identifies a student only within one problem part. TAs can still open a student's whole exam — answers sometimes continue on or refer to other problem parts — but each answer is scored on its own, without a persistent identity attached.

- **TAs score blind.** On a part with an open veto, a TA sees zeroed rubric values, and on an untouched AI-scored part a TA sees no scores at all. A TA only ever sees real scores on parts that have been manually scored. This too is deliberate: the person scoring a disputed part should judge the work fresh, not be anchored by the number being disputed.

Scoring notes

A *scoring note* is a private staff notepad on one problem part of one student, for example "partial credit discussed with lecturer, see 3.c". Notes are visible to course staff only, never to students. Course admins see every note including who wrote it; TAs can only read and write notes on parts they are allowed to score, and see notes without author names.

What course staff cannot do in the app

Importing exam data, resetting an exam, and managing who is enrolled are operational tasks performed by the Ethel team on request. They are not self-service functions in the web interface. If data looks wrong or missing, contact the Ethel team (see *Getting help*) rather than looking for an import button.

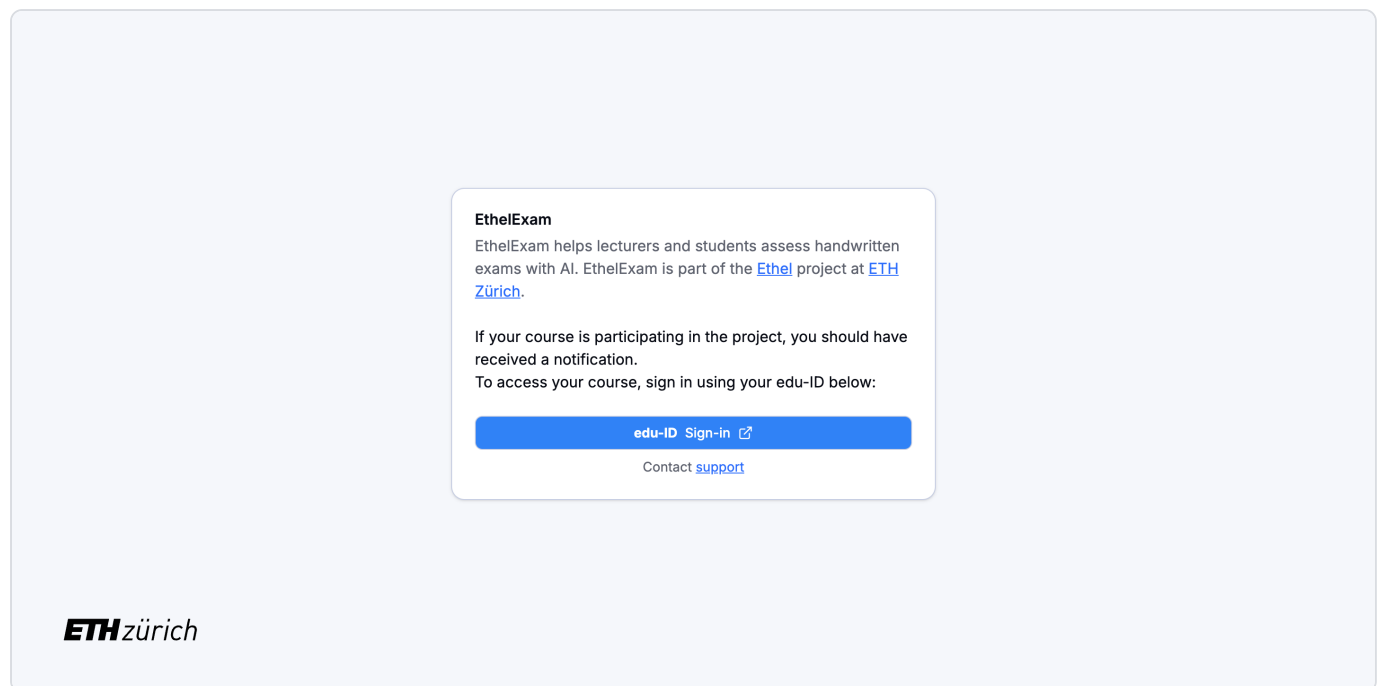
Course teams that run the scanning and AI scoring themselves can prepare an *import package* and hand it to the Ethel team for import — see the *EthelExam Import Package Guide*, available from the Ethel team. This must be arranged well in advance of the exam.

Getting started

Signing in

EthelExam uses **Switch edu-ID**, the same account you use for other Swiss university services. There is no separate EthelExam password.

Open the EthelExam address for your institution — at ETH Zürich this is exam.ethel.ethz.ch — and select **edu-ID Sign-in**. You are taken to the Switch edu-ID login and, after signing in, back to EthelExam.



First sign-in: consent

The first time you sign in, EthelExam shows you exactly which information it received from your Switch edu-ID account: your name, email address, and your university affiliations. Review the list and select **Agree and continue**. This appears only once; afterwards you go straight to your exams.



Create your EthelExam profile

Review the information received from your Switch edu-ID account.

NAME

Bob Sample

EMAIL ADDRESS

bob.sample@uzh.ch

CURRENT AFFILIATIONS (2)

ORGANIZATION

uzh.ch

NAME

Bob Sample

EMAIL ADDRESS

bob.sample@uzh.ch

LEGI

99999999

ORGANIZATION

ethz.ch

NAME

Bob Sample

EMAIL ADDRESS

bob.sample@ethz.ch

LEGI

Not available

By selecting **Agree and continue**, I consent to EthelExam receiving and using my Switch edu-ID profile information to create and manage my EthelExam profile.

Agree and continue

[Sign out](#)

Your exams

After signing in you land on **Exams**: every exam you have a role in, one card per exam. The card shows the exam's viewing and veto periods, and the actions your role allows. A student sees a **View** button; a TA also sees **Veto**s; a course admin sees **View**, **Veto**s, **Exam overview**, and **Exam settings**.

 Exams 

FS 2026 • PHYS-101

Physics I

Q VIEWING PERIOD

18 Aug, 08:00 CEST - 5 Sept, 18:00 CEST

⚠ VETO PERIOD

19 Aug, 08:00 CEST - 29 Aug, 18:00 CEST

Q View

⚠ Vetoes 8 / 20

Missing an exam?

▼

If an exam you expect is missing, the most common cause is that your university affiliation is not linked to your edu-ID account. The **Missing an exam?** panel at the bottom of the page explains how to check and fix this. If the exam is still missing afterwards, contact the Ethel team (see *Getting help*).

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Sessions and signing out

- Your session ends after **1 hour without activity**, and in any case **8 hours** after you sign in.
- When the session expires, the app returns you to the sign-in page with a notice; after signing in again you continue where you were. Unsaved score or note edits do not survive an expired session, so save your work as you go.
- To sign out, open the profile menu (the icon in the top-right corner) and select **Sign out**.

Finding your way

The header is the same on every page: breadcrumbs on the left show where you are (exam name, current page), followed by the navigation buttons your role allows. Where a button carries a badge, the number is the count of open vetoes.

Page addresses are stable: a bookmark or a shared link lands on the same page again, provided the person opening it has a role that allows it.

TA guide

As a TA you score vetoed problem parts again. You see the students' work and documents, but never their identities, and on parts with an open veto you score blind. Both are by design, and both are explained below.

Your exams list

Your exam card shows a **Vetoed** button with the queue state. On the exam card, "8 / 20" means 8 of 20 vetoes have been scored. That button is your main entry point.

Students are pseudonymous

In the veto worklists, students appear as neutral five-character identifiers (pseudonymous labels) such as "OBASP" instead of names. The label does not reveal the student's identity to you, and it is only valid within one problem part: the same student carries a different identifier on each part of the exam, and the whole-exam view shows no identifier at all. You judge each answer on its own; this pseudonymity is what lets a student trust that a veto was judged on the work.

What you can and cannot see

Your view of any problem part depends on its state:

- Open veto: the rubric shows zeroed values and no previous scores. You score blind (next section).
- Manually scored: you see the current scores and can still correct them.
- Untouched (AI score only, no veto): you see no scores at all. The card says so explicitly. You cannot create vetoes, so if you believe an untouched part needs another look, tell a course admin; they can veto it, which puts it into your queue.

Working the veto queue

Vetoed lists every problem part with its veto counts:



Exams >

Physics I

View

Vetoos 12

COURSE CODE PHYS-101	TERM FS 2026	SUBMITTED PARTS 2'387 100 students	ABSENT PARTS 113	AI-SCORED 2'379	MANUALLY SCORED 8	TOTAL VETOOS 20	OPEN VETOOS 12
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Problem 1 — Rolling sphere

1.a — Speed at the bottom of the incline

Vetoos 1 / 3

1.b — Solid disk comparison

Vetoos 0 / 1

1.c — Quadrupled height

Vetoos 1 / 3

1.d — Frictionless sliding

No vetoos

Problem 2 — Motion graphs

2.a — Constant, then linearly increasing position

Vetoos 1 / 2

2.b — Constant negative acceleration

Vetoos 1 / 1

2.c — Velocity through zero

Vetoos 1 / 2

2.d — Two-slope velocity

Vetoos 3 / 7

2.e — Ramp-down velocity

Vetoos 0 / 1

Problem 3 — Amusement-park ride

Problem 1 — Rolling sphere

Problem 2 — Motion graphs

Problem 3 — Amusement-park ride

Pick a part with open vetoes and you land in its veto scoring worklist: one card per vetoed answer, the scanned document on the right, the rubric on the left.

Veto scoring

Problem 1 — Rolling sphere > 1.a — Speed at the bottom of the incline

Vetoos 1 / 3

1.a — Speed at the bottom of the incline

00FOS Open veto

Student exam [↗](#) | Rubric [↗](#)

Energy conservation	0 of 2
Moment of inertia	0 of 2
Rolling condition	0 of 2
Substitution	0 of 2
Final result	0 of 2

Total **0 of 10**

🕒 Cancel
Score

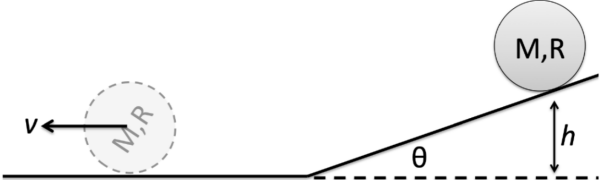
📝 Scoring note
✎

Veto submitted

21 Aug, 17:15 CEST

Page 1 of 1 🔍 ⏪ ⏩ 🔍

Problem 1
A solid sphere (mass M , radius R) starts from rest at height h on an incline. It rolls down without slipping, but no other friction.



1.a What will be the speed of the sphere on a level surface at the bottom of the incline?

$v = \sqrt{2gh}$?
 Energy conservation, rolling without slipping:
 $Mgh = \frac{1}{2}Mv^2 + \frac{1}{2}I\omega^2$, $I_{sph} = \frac{2}{5}MR^2$, $\omega = v/R$
 $gh = \frac{1}{2}v^2 + \frac{1}{5}v^2 = \frac{7}{10}v^2$
 $\Rightarrow v = \boxed{\sqrt{10gh / 7}}$

On a card with an open veto, every rubric value shows as zero and the card is already in edit mode. This is intentional: blind scoring. You are not shown the AI's scores or any previous manual scores for the disputed part, so nothing anchors your judgment. Read the student's answer, check it against the rubric (the **Rubric** link opens the official rubric excerpt for this part), fill in every criterion, and press **Score**.

Two things happen when you score an open veto:

- The veto closes. Scoring *is* the resolution; there is no separate accept or reject step.
- The card moves down the list on the next refresh, so open work stays on top:

Veto scoring

Problem 1 — Rolling sphere > 1.a — Speed at the bottom of the incline

00FOS Open veto

Student exam [↗](#) | Rubric [↗](#)

Energy conservation 0 of 2

Problem 1
A solid sphere (mass M , radius R) starts from rest at height h on an incline. It rolls down without slipping, but no other friction.

Page 1 of 1

Vetoes 3 / 5

Cards whose veto is already closed show the current scores, and you can still correct them.

While a veto is open, the student sees no score for that part — only a notice that it will be scored again. The moment you press **Score**, the new result becomes the student's score:

Problem 1 — Rolling sphere

1.a — Speed at the bottom of the incline Open veto

Scores will be shown when this part has been scored.

Veto submitted
20 Aug, 12:15 CEST

Problem 1
A solid sphere (mass M , radius R) starts from rest at height h on an incline. It rolls down without slipping, but no other friction.

Diagram: A sphere of mass M and radius R is shown at the top of an incline of height h and angle θ . A dashed circle below it shows the sphere moving with velocity v on a level surface.

1.a What will be the speed of the sphere on a level surface at the bottom of the incline?

$v = \sqrt{2gh} ?$

Energy conservation, rolling without slipping:
 $Mgh = \frac{1}{2}Mv^2 + \frac{1}{2}I\omega^2$, $I_{sph} = \frac{2}{5}MR^2$, $\omega = v/R$
 $gh = \frac{1}{2}v^2 + \frac{1}{5}v^2 = \frac{7}{10}v^2$
 $\Rightarrow v = \sqrt{10gh / 7}$

Viewing a student's whole exam

From a veto card, **Student exam** opens that student's entire exam, still without any name — the exam view shows no identifier at all. Use it when an answer refers to another problem part or continues on a different page: answers sometimes depend on each other, and the whole exam gives you the context. The visibility rules above follow you: open-veto parts are blind and editable, manually scored parts show their scores, untouched parts show their documents but no scores.

The screenshot shows the 'Exam view' interface for 'Problem 1 — Rolling sphere'. On the left, a sidebar contains a 'Rubric' section with a table of criteria and scores. The criteria are: Energy conservation (0 of 2), Moment of inertia (0 of 2), Rolling condition (0 of 2), Substitution (0 of 2), and Final result (0 of 2). The total score is 0 of 10. Below the rubric are buttons for 'Cancel' and 'Score', and a 'Scoring note' section with a text input and a submit icon. At the bottom of the sidebar, it says 'Veto submitted 20 Aug, 12:15 CEST'. The main area displays 'Problem 1' with a description: 'A solid sphere (mass M , radius R) starts from rest at height h on an incline. It rolls down without slipping, but no other friction.' Below the text is a diagram of a sphere of mass M and radius R on an incline of angle θ at height h . A dashed circle below the incline shows the sphere at the bottom with velocity v . The problem asks: '1.a What will be the speed of the sphere on a level surface at the bottom of the incline?'. Below the question, handwritten calculations are shown: $v = \sqrt{2gh} ?$, 'Energy conservation, rolling without slipping:', $Mgh = \frac{1}{2}Mv^2 + \frac{1}{2}I\omega^2$, $I_{sph} = \frac{2}{5}MR^2$, $\omega = v/R$, $gh = \frac{1}{2}v^2 + \frac{1}{5}v^2 = \frac{7}{10}v^2$, and $\Rightarrow v = \sqrt{10gh / 7}$.

Criteria	Score
Energy conservation	0 of 2
Moment of inertia	0 of 2
Rolling condition	0 of 2
Substitution	0 of 2
Final result	0 of 2
Total	0 of 10

Scoring notes

On parts you can score, the **Scoring note** section lets you read and leave staff-only notes. You see notes without author names (only whether a note is your own); course admins see all notes with authors. Students never see notes.

Notes are versioned: every edit is recorded, and the clock icon opens **Previous notes** with the earlier versions. Nothing you write or overwrite is lost.

Concurrent work

Several people can work the same queue. If someone scores a part you are editing, your card offers **Use saved scores** or **Keep my version**; nothing is lost silently. If you leave a page with unsaved edits, the app warns you first.

What you cannot do

- Create vetoes (single or bulk). Course admins only.
- Open the exam overview grid or change periods. Course admins only.

- See student identities, score history, or the AI-vs-manual comparison. Course admins only.

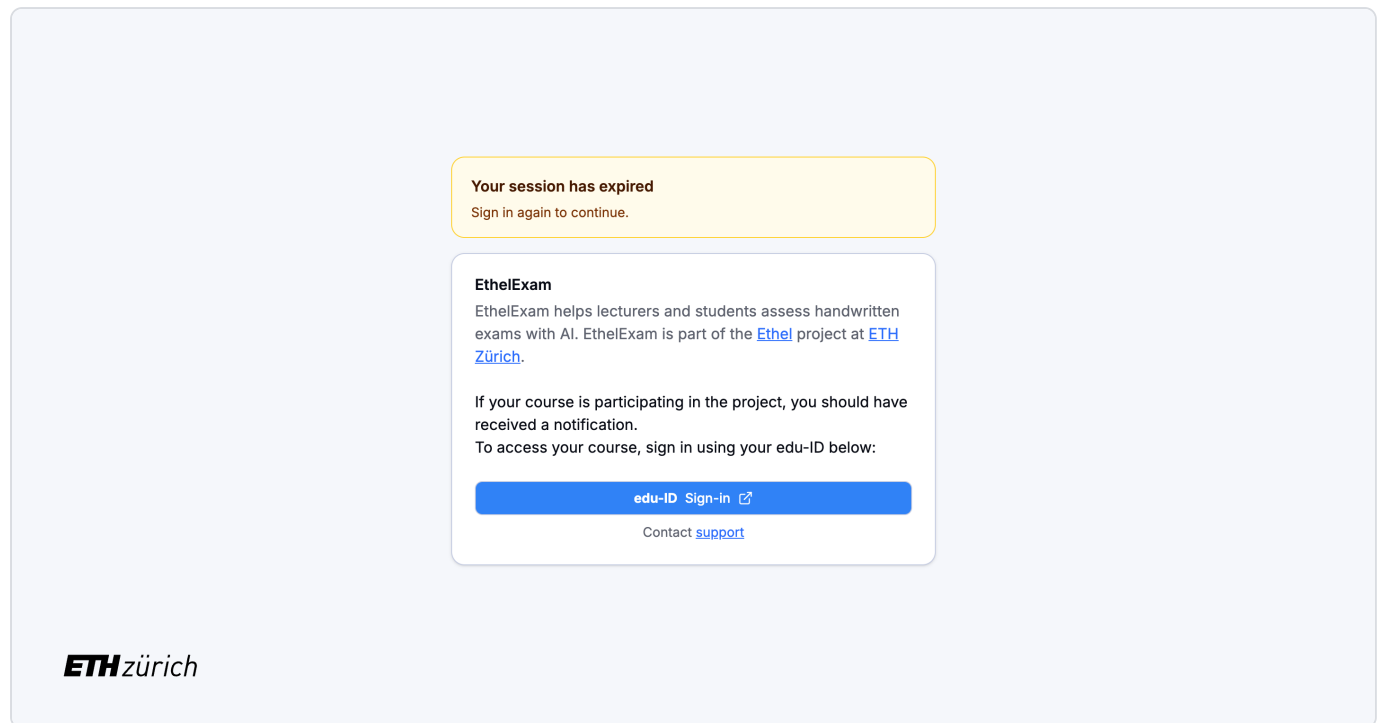
Quick reference

1. **Veto**es → pick a part with open vetoes.
2. Read the answer, check the **Rubric**, fill in every criterion, press **Score**. Scoring closes the veto.
3. Scored cards drop down the list; work top-down.
4. Leave a scoring note for anything the next person should know.

Troubleshooting

I was signed out unexpectedly

After an hour of inactivity (or 8 hours after signing in, whichever comes first) EthelExam ends your session and shows "Your session has expired" on the sign-in page:



Sign in again and you will be returned to the page you were on. Unsaved edits do not survive the expiry; save as you go.

An exam is missing from my list

Your exam list shows exams in which your signed-in identity has a role. The usual cause for a missing exam is an unlinked university affiliation in your Switch edu-ID account: open **Missing an exam?** at the bottom of the exams page, follow the guide, then sign out and back in. Still missing? Contact the Ethel team (see *Getting help*).

A document does not load

If a scanned answer shows "Document temporarily unavailable", use **Retry**; this is almost always transient. **Open in new tab** is a second path to the same document. If a document is persistently unavailable, report the exam, problem part, and time to the Ethel team.

Someone else changed a score I was editing

Two staff members had the same problem part open, and the other one saved first. Nothing is lost: the card shows both versions and asks you to pick **Use saved scores** (accept your colleague's result) or **Keep my version** (submit yours on top). Coordinate in the veto worklist by working top-down; scored cards drop down the list on refresh.

The page warns me about unsaved changes

You have score or note edits that have not been saved. **Stay** returns you to the page so you can press **Score** or **Save note**; **Leave without saving** discards the drafts.

Something else is wrong

For anything data-related — wrong or missing students, wrong documents, re-imports — contact the Ethel team (see *Getting help*). For access problems, start with *An exam is missing from my list* above. Questions about a score itself are a matter for the course.

Glossary

AI scored — The initial state of every problem part: scores from the Ethel team's AI scoring, imported into EthelExam, before any human has intervened.

Blind scoring — What a TA does on a part with an open veto: the disputed score is hidden and the rubric starts at zero, so the fresh scoring is not anchored by the old number.

Course admin — The faculty role that runs an exam: sets periods, sees identities and score history, creates vetoes, and corrects scores.

Document — The scanned PDF of one student's answer to one problem part, shown next to the rubric.

Ethel team — The group that operates EthelExam, provides support, and appreciates hearing your feedback. Contact: ethel@sl.ethz.ch (see *Getting help*).

Exam — One course's examination in one term, for example *Physics I*, *PHYS-101*, *FS 2026*.

Exam instance — One student's personal copy of an exam, with one row per problem part.

Legi — The Swiss matriculation number identifying a student.

Manually scored — The state of a problem part after a member of course staff has entered scores by hand. A manually scored part can never be vetoed again.

Problem — A top-level exercise of an exam ("Problem 1 — Rolling sphere").

Problem part — One sub-question of a problem ("1.a — Speed at the bottom of the incline"), and the unit that documents, scores, vetoes, and notes attach to.

Problem part view — The course-admin page that shows one problem part across all students.

Rubric — The list of criteria, each worth points, against which a problem part is scored.

Scoring note — A private staff notepad on one problem part of one student. Versioned; never visible to students.

Student label — The pseudonymous five-character identifier (such as "OBASP") that identifies a student to a TA within one problem part, shown in veto scoring only. It does not reveal the student's identity to TAs; identifiers differ from part to part by design.

TA — The teaching-assistant role: scores vetoed parts blind and never sees student identities.

Veto — A final, one-time objection against the current score of one problem part. Open until staff enter a manual score, which closes it.

Veto period — The window during which students can submit vetoes. Always lies inside the viewing period.

Veto scoring — The staff workflow (and page) for scoring vetoed parts.

Viewing period — The window during which students can open their exam and see documents and scores.