



# IT equipment for eMarking

## Procurement Guidance

## i) Abbreviations List

Abbreviation	Definition
CSD	Computing Services Department
CLL	Centre for Lifelong Learning
EMA	Electronic Management of Assessment
MDM	Mobile Device Management
MWS	Managed Windows Service

# IT equipment for eMarking: Procurement Guidance

## Overview

This document provides guidance on how to procure IT equipment to be used for eMarking.

### Step 1 – Assess your requirements

Before purchasing any equipment to be used for eMarking, staff are strongly advised to contact colleagues in [CLL's eLearning Unit](#) to discuss requirements – manner of use, choice of platform, and marking workflow all feed in to help assess which equipment is the most suitable.

### Step 2 – Review recommended equipment

The recommended options for IT equipment for eMarking are included below, alongside some of the benefits and features of each item.

Staff should consider the options in the table that follows, in conjunction with advice from colleagues in the eLearning Unit, to determine which equipment is most suitable for their approach to eMarking.

Hardware	Summary of Features	How to Purchase
<b>HP Desktop PC</b>	<ul style="list-style-type: none"> <li>• Standard desktop PC running MWS Windows.</li> <li>• Available through University PC Scheme.</li> <li>• Allows access to all University services as well as eMarking tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Available to purchase from University supplier via CSD.</li> <li>• As user's main PC, it can be purchased under the <a href="#">University PC Scheme</a> (core-funded staff) or funded by the department.</li> </ul>
<b>HP Laptop and dock</b>	<ul style="list-style-type: none"> <li>• Standard laptop running MWS Windows.</li> <li>• Available through available through University PC Scheme.</li> <li>• Allows access to all University services whilst being portable.</li> </ul>	<ul style="list-style-type: none"> <li>• Available to purchase from University supplier via CSD.</li> <li>• As user's main PC (in place of a desktop PC), it can be purchased under the <a href="#">University PC Scheme</a> (core-funded staff) or funded by the department.</li> </ul>
<b>Microsoft Surface Pro</b>	<ul style="list-style-type: none"> <li>• Windows Surface Pro running MWS Windows.</li> <li>• This device is not currently available through University PC Scheme – it requires additional funding by the department.</li> <li>• Touch screen and stylus provide options for handwritten marking.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase via CSD self-service portal at <a href="https://servicedesk.liverpool.ac.uk">servicedesk.liverpool.ac.uk</a></li> <li>• Choose <b>Make a request &gt; Desktop Services &gt; Check if your PC is due to be replaced</b>. Select <b>Non-standard equipment</b> and enter Microsoft Surface Pro required for eMarking</li> </ul>
<b>iPad or iPad Pro 9.7" or 12.9" 128GB</b>	<ul style="list-style-type: none"> <li>• iPads can be used for marking. However, they should be considered as supplementary devices – they are not suitable as a substitute for desktop/laptop PC.</li> <li>• iPads are not available through the University PC Scheme so require funding from the department.</li> <li>• iPads must be purchased from the University approved supplier.</li> <li>• iPads will be tagged and processed as University-owned devices and added to the University's Mobile Device Management (MDM) system, MobileIron. This will enable a highly streamlined set-up process for staff. It will also ensure the devices are encrypted and essential security features applied.</li> <li>• iPads provide access to the Turnitin app, which is only available on iOS and provides the ability to mark offline.</li> <li>• The maximum recommended storage size for iPads is 128GB.</li> </ul>	<ul style="list-style-type: none"> <li>• iPads must be purchased via the University recommended supplier – latest details about the supplier and how to order, are available on the CSD website at <a href="https://www.liverpool.ac.uk/csd/mobiles-and-tablets">https://www.liverpool.ac.uk/csd/mobiles-and-tablets</a></li> </ul>
<b>Additional Monitor</b>	<p>Those using a University desktop or laptop PC may wish to consider purchasing an additional monitor to help with eMarking by enabling multiple items to be viewed side-by-side.</p>	<ul style="list-style-type: none"> <li>• Purchase via CSD self-service portal at <a href="https://servicedesk.liverpool.ac.uk">servicedesk.liverpool.ac.uk</a></li> </ul>

### Step 3 – Suppliers, Timeframe, and Placing an Order

The University has agreements in place with specified suppliers of Windows and Apple equipment. Equipment for eMarking must be purchased via the approved suppliers, in order for staff to benefit from the support and extended warranties available. It will also ensure that the equipment is appropriately registered, tagged and relevant security and encryption features are applied.

#### **Please allow plenty of time for your order to be fulfilled**

Suppliers can take a varying amount of time to process business purchases due to a number of factors, such as supplier chain processes, limited volumes of stock being released by suppliers due to impending new versions, etc. Please allow a number of weeks for ordering and receiving your equipment.

For details of the current preferred suppliers and how to place an order, visit the CSD website at <https://www.liverpool.ac.uk/csd/my-computer/pc-scheme/>

### Step 4 – Set up and Support

If you have ordered a desktop PC or laptop running the University's MWS through the University preferred supplier, you will receive a guide showing you how to set up your equipment. If you need any further help or advice, contact the CSD Service Desk (full contact details below).

If you have purchased an iPad through the University preferred supplier for eMarking, it should have been added to the University Mobile Device Management (MDM) system. As well as helping to keep mobile devices secure, the MDM means that a lot of the configuration can be done automatically for you. When you switch on the iPad, you will simply be prompted to enter your University username and password. The iPad will then go through the setup process, allowing you to choose a PIN, and automatically configuring eduroam Wi-Fi, your email account and a range of University apps, including Turnitin for eMarking.

If you require any help or advice on setting up University IT equipment, please contact the CSD Service Desk:

- Log in to the self-service portal at [servicedesk.liverpool.ac.uk](https://servicedesk.liverpool.ac.uk)
- Telephone and speak to someone 24/7 by ringing +44 (0)151 794 4567 (internal: 4-4567)
- Online chat – available via the self-service portal at [servicedesk.liverpool.ac.uk](https://servicedesk.liverpool.ac.uk)
- Visit us in person at one of our three Service Desks - <https://www.liverpool.ac.uk/csd/getting-help/>

### University IT Regulations and Information Security Policies

For full information on the University IT regulations and policies, please refer to the Regulations section of the CSD website - <https://www.liverpool.ac.uk/csd/regulations/>