## CMS: Exam Questions

Author: Colin Clark
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## Contents

## 1.0 Overview

The CMS: Exam Questions module is used to:

- ✮ specify the questions that appear on exam papers so that marks can be recorded in the database for each question.
- ✮ Record candidates who were absent from the exam
- ✮ Record marks for each question (either by question or by candidate)
- ✮ Produce a total mark for the exam paper (conflation)
- ✮ Print a report to check mark entry
- ✮ Confirm that marks entry has been checked
- ✮ Send the total mark for the paper to the Exams System to be combined with other sub assessment marks and to be output in reports for the Examination Boards

The system does not model the pattern of mandatory and optional questions explicitly. It does not do so because the number of variations of how the marks should be added up for such schemes is immense and to model these would introduce too much complexity to the system. Instead the maximum possible marks for questions that have a mark input for a candidate are checked against the maximum possible mark for the paper to ensure that marks are not entered for too many or too few questions. The system allows marks to be recorded for information only (i.e. marks where a candidate has answered too many questions) by excluding them from the conflation process that generates the total marks for the paper.

There are two methods in which marks can be recorded described as *minimal* and *detailed* in following pages. Following the minimal method will allow marks that contribute to the overall marks for the paper to be recorded, have statistical reports run against them and provide all the necessary information to produce overall marks for the paper. The detailed method provides the same as the minimal method but also gives the ability to store marks that do not contribute to the overall marks for the paper but which may be of statistical interest.

## 2.0 Select Course

✫ From the main database menu click on **CMS: Exam Questions**
  o NB administrators click on **CMS: Exam Questions (Admin)**
  o If you are an administrator you will see a screen where you can enter a course code and click **Find** to go directly to a course. If you are unsure of course codes you may use the **Get Convenor List** button select the name of a convenor, then click **Find** to retrieve the courses for which they are responsible

- o If you are a course assessment convenor you will see a list of the courses for which you are responsible on the left side of the screen.
- o Click on the blue course title to select the course you wish to work with

## 3.0 Question set up

✯ Having selected the course you wish to work with (see 1.0 above) click on the **Question Set Up** button at the bottom right of the screen.  You will be asked to enter the total number of marks for the exam paper (default is 100)

```
┌─────────────────────────────────────────────────┐
│ 📑 Record Total Marks                             │
├─────────────────────────────────────────────────┤
│                                                   │
│                                                   │
│           Total Marks for Exam Paper:  [40    ]   │
│                                                   │
│                                                   │
│                                                   │
│          ┌──────────┐         ┌──────────┐        │
│          │    OK     │         │  Cancel   │       │
│          └──────────┘         └──────────┘        │
└─────────────────────────────────────────────────┘
```

✯ Click **OK**, then following screen will be displayed

```
┌───────────────────────────────────────────────────────────────────────────┐
│ 📑 Sussex Administrative Systems                                   _ □ ✕    │
├───────────────────────────────────────────────────────────────────────────┤
│ Tasks  Edit  Window  Help                                                   │
│ ┌──────────────────────────────────────────────────────────────────── □ ✕ ┐│
│ │ 📑 Maintain Assessments                                                   ││
│ │ ┌───────────────────────────────────────────────────────────────────────┐│
│ │ │ F3067 Electromagnetic Waves (Autumn Major)                            ││
│ │ │                                                                        ││
│ │ │ Unseen Examination 70%                                                 ││
│ │ └───────────────────────────────────────────────────────────────────────┘│
│ │                                                                           ││
│ │  Question  No of                                            Question      ││
│ │  No.       Marks    Comments                                Seq No.       ││
│ │  ┌──────┐┌──────┐┌─────────────────────────────────────┐ ┌──────┐  ▲    ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  ├──────┤├──────┤├─────────────────────────────────────┤ ├──────┤       ││
│ │  └──────┘└──────┘└─────────────────────────────────────┘ └──────┘  ▼    ││
│ │                                                                           ││
│ │  Total All Questions:            Total Marks for Exam Paper:  40  ┌──────────────┐│
│ │                                                                   │Amend Total Mark││
│ │ ┌──────┐   ┌──────┐        ┌──────┐   ┌──────┐   ┌──────┐  └──────────────┘│
│ │ │ Add  │   │Delete│        │Clear │   │ Save │   │ Back │                  ││
│ │ └──────┘   └──────┘        └──────┘   └──────┘   └──────┘                  ││
│ └───────────────────────────────────────────────────────────────────────────┘│
│ FRM-40400: Transaction complete: 3 records applied and saved.               │
│ Record: 1/1         │    ...    │        <OSC>                               │
└───────────────────────────────────────────────────────────────────────────┘
```

✰ Enter the number of the first question. This can be any text up to a maximum of 6 characters. Each question number in the paper must be unique.
✰ Enter the maximum number of marks that this question is worth
✰ Enter a comment describing the question if you wish (there is no need to record the actual text of the question)
✰ Enter the sequence number for the question.
  o The sequence number is used to order the questions on screen and in reports (because of the variety of question numbering schemes in use it is difficult for the system to know how to sort them by using the actual question number). If your question numbers are purely integers or single characters and this is the first time you have been in this screen for this course then the sequence number will be input for you. You may overwrite the sequence number to (re)order the questions. You will not be permitted to leave this screen if you have input duplicate sequence numbers, you must remove the duplicates before you can continue.
✰ Tab to the next line or use the **Add** button then repeat the four steps above to add additional questions.
✰ Dealing with optional questions
  o You have already input the maximum possible mark for the paper
  o Simply input all the questions and the number of marks for each question
  o In the example below candidates must answer 2 out of 3 questions. The total possible mark for the paper is 40 and there are three questions worth a maximum of 20 marks each.
  o When marks are input you will be warned if you have entered too many marks for a candidate



**Add** – click this button to input a new question (or press tab until the cursor appears on a new row)
**Delete** – click this button to delete the highlighted (grey background) question
**Clear** – click this button to restore the list of questions to how they were last saved (or clear screen if not saved yet)
**Save** – click this button to save the questions you have entered
**Back** – click this button to return to the main Exam Questions screen
**Amend Total Mark** – click this button to change the total mark for the paper if necessary

✯ When you have finished setting up the questions click the **Back** button to return to the main screen.  This now displays a summary of the questions that you have just set up.  The **Marks Overview** button is now enabled.

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**Sussex Administrative Systems**

Tasks  Edit  Window  Help

SSTU0121  CMS: Exam Questions Colin Clark  Database: TRAINING  Started 05-APR-2004 11:48

**Courses**

Year: 03/04

Electromagnetic Waves: F3067 - UEX
Introduction to Modern Physics: F3135 - UEX
Physical Optics: F3014 - UEX
Theoretical Physics I: F3101 - UEX

**F3067 Electromagnetic Waves (Autumn Major)**

Status: Not Conflated

| Question Number | No of Marks | Comments | Marks Entered |
|---|---|---|---|
| 1 | 20.00 | | 0 of 47 |
| 2 | 20.00 | | 0 of 47 |
| 3 | 20.00 | | 0 of 47 |

Back          Exit          Marks Overview          Question Set Up

Record: 1/3          ...          <OSC>

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## 4.0 Record Marks

☆ Click the **Marks Overview** button.  The following screen will be displayed:

## 4.1 Absences

✴ You should record absences before you start to enter marks.  Doing so will remove the candidates marked as absent from the lists where marks are entered, give them a zero overall mark for the paper and an AB (absent) circumstance.

✴ To record an absence click the **Record Absences** button.  Tick the box next to the candidate(s) you wish to record as absent.  When you have recorded all absences click **Save** and then click **Back** to return to previous screen.

   o You cannot record absences for candidates who have marks recorded.  If you have recorded marks for an absent candidate by mistake first delete the marks (best done by using Enter Marks by Candidate and selecting the absent candidate) then go back to record the absence.
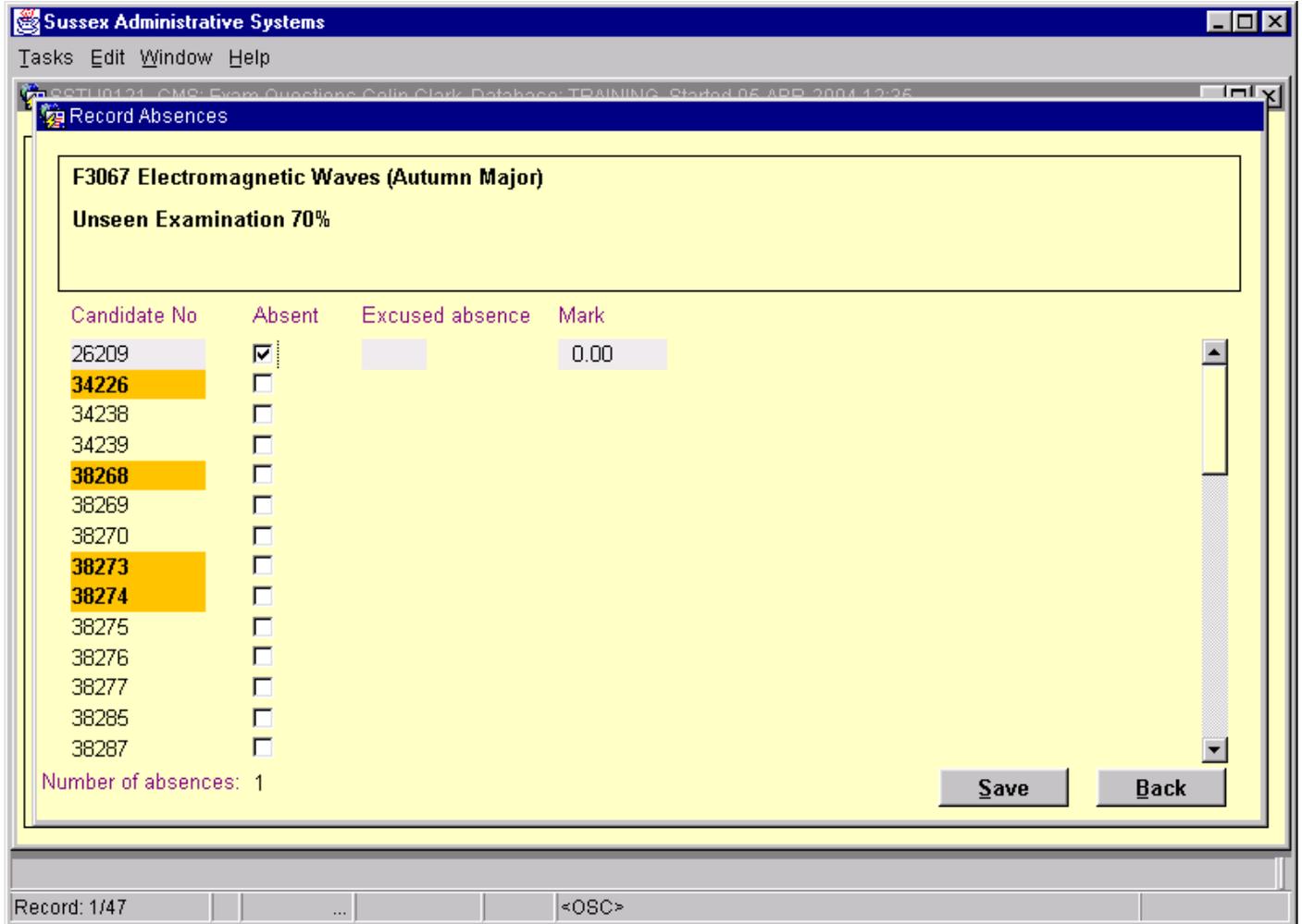
## 4.2 Enter Marks by Question

✯ If you wish to enter the marks for each question in turn click the **Enter Marks by Question** button



✯ The first question will be displayed (the question with the lowest sequence number) with a list of candidate numbers.
✯ Enter the mark for each candidate.
  MINIMAL MARK RECORDING
      o Enter marks for all mandatory questions. If mandatory question not attempted or candidate has scored zero enter zero.
      o Enter marks that count towards total mark for optional questions, leave the mark field for the other questions in the option group blank. If no questions have been attempted from an option group you will have to enter a zero mark arbitrarily against one of the questions in the group.
  DETAILED MARK RECORDING
      o If a candidate has attempted a mandatory question enter the mark in the mark field.
      o If a candidate has attempted a mandatory question and scored zero record zero in the mark field.
      o If a candidate has not attempted a mandatory question record a zero in the mark field. If you wish to distinguish 'candidate not attemped question' from 'candidate attempted question but got zero' enter *B in the comments field for candidates who have not attempted the question
      o If a candidate has not attempted an optional question leave the mark field empty
      o If a candidate has attempted an optional question record the mark in the mark field.

- o If a candidate has answered more questions than necessary record all the marks and tick the Exclude box adjacent to the marks that are not required to calculate the overall mark for the paper. This will result in the marks being stored but excluded marks will not used when the total mark for the paper is calculated. BE CAREFUL WHICH MARKS YOU EXCLUDE.
  - o If no questions have been attempted from an option group you will have to enter a zero mark arbitrarily against one of the questions in the group. If you wish to be able to remove these cases from your statistics record  *B in the comments field next to the zero mark.
  - o Record a comment if you wish
- ✮ When marks for all candidates have been entered click the **Next Q >>** button save your input and to move to the next question
- ✮ Use the **<< Previous Q** button to go back if you wish.  **<<Previous Q** and **Next Q>>** buttons are disabled when at the start and end of questions list respectively
- ✮ To pick any question to record marks use the Select Question drop down list in the Question box
- ✮ When all marks have been entered click **Save** and then **Back** to retrun to the Marks Overview screen

## 4.3 Enter Marks by Candidate

✫   If you wish to enter marks for each candidate in turn click the **Enter Marks by Candidate** button



✫   The lowest candidate number will be displayed first with a list of questions
✫   Record the marks for each question:
   MINIMAL MARK RECORDING
      o   If question is mandatory and canidate has not attempted it or scored zero enter zero.
      o   If question is optional enter the mark for a candidate if the mark should count towards the total mark for the paper, else leave the mark field blank.  If no questions have been attempted from an option group you will have to enter a zero mark arbitrarily against one of the questions in the group.
   DETAILED MARK RECORDING
      o   If question is mandatory and candidate has attempted it enter the mark in the mark field.
      o   If question is mandatory and candidate scored zero record zero in the mark field.
      o   If question is mandatory and candidate has not attempted it record a zero in the mark field.  If you wish to distinguish 'candidate not attemped question' from 'candidate attempted question but got zero' enter *B in the comments field for candidates who have not attempted the question
      o   If question is optional and candidate has not attempted it leave the mark field empty.
      o   If question is optional and candidate has attempted it record the mark in the mark field.
      o   If a candidate has answered more questions than necessary record all the marks and tick the Exclude box adjacent to the marks that are not required to calculate the overall mark for the paper.  This will

result in the marks being stored but excluded marks will not be used when the total mark for the paper is calculated.  BE CAREFUL WHICH MARKS YOU EXCLUDE.

- o If no questions have been attempted from an option group you will have to enter a zero mark arbitrarily against one of the questions in the group. If you wish to be able to remove these cases from your statistics record a *B in the comments field next to the zero mark.
- o Record a comment if you wish
- ✮ When marks have been entered click the **Next Cand >>** button save your input and to move to the next candidate
- ✮ Use the **<< Previous Cand** button to go back if you wish.  **<<Previous Cand** and **Next Cand>>** buttons are disabled when at the start and end of the list of candidates respectively
- ✮ To pick any candidate to record marks use the **Find** button in the Candidate box
- ✮ When all marks have been entered click **Save** and then **Back** to retrun to the Marks Overview screen

## 5.0 Conflation

✮ When all marks have been entered they need to be conflated to give an overall mark for the exam for each candidate.

✮ Click the **Conflate** button on the Marks Overview screen, the following message will be displayed whilst conflation is in progress:
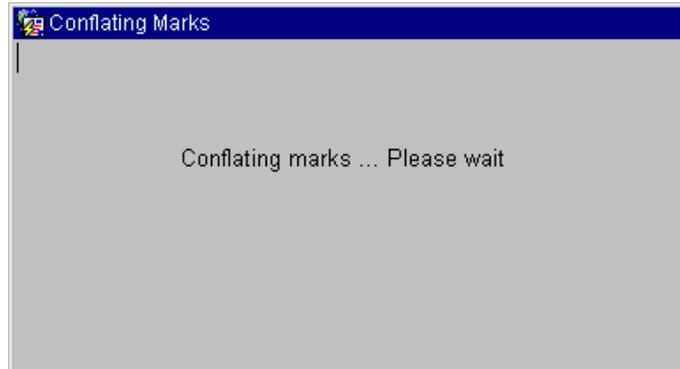


✮ Followed by information about how many conflated marks have been produced:



✮ The marks overview now gives a summary of what has been done:



✮ In the case above only 3 candidates answered Q3. 3 marks were excluded from Q1. 43 marks from Q1, 46 marks from Q2 and 3 marks from Q3 were used in the conflation

✮ The number of exam mark records (the number of students entered for the exam) is given at the top right of the screen with the number of recorded absences below.

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⭐ To view the results of the conflation click on the **<u>View Conflation</u>** button on the Marks Overview screen



o Note that the conlfated mark is always a percentage mark – marks from other marking scales have to be converted to percentages to make them compatible with other sub assessment marks.

## 6.0 Confirmation

✯ The input of marks should be checked by someone other than the person who entered the marks onto the system

✯ A report that can be printed is provided to facilitate checking, click on the **Print Report** button to run the report.
  ○ note that in order for this to work your browser should still be pointing at http://ntacs2.admin.susx.ac.uk/Web_html/acs_jinit.html



✯ The report lists candidates vertically, shows candidates who have been marked as absent in the Circ. (circumstance) column, shows the overall % mark in Ex Mk, then the marks for each question are shown – questions that have been excluded have a shaded background, the final column is the total of marks that are not excluded (if the total for the paper is 100 this mark will be the same as Ex Mk)

✯ The marks must then be confirmed by ticking the Marks Confirmed box, entering the name of the member of staff who has checked the input by clicking the **Find member of staff** button, typing in a surname, clicking the **Find** button then clicking on the required blue name from the list, and then entering the date of confirmation (double click in date field to access calendar tool, click ok/type enter immediately to get today's date)

**Sussex Administrative Systems**

Tasks  Edit  Window  Help

**Find member of staff**

Enter Surname:  CLARK

[Find]

| Name | Details |
|------|---------|
| **Anthea Clark** | SCITECH CENTRAL: CURRICULUM AND ASSESSMENT OFFICER |
| Colin Clark | SSO: REGISTRY IT DEVELOPMENT OFFICER |
| Katharine Clark | ENGINEERING: SECRETARY |
| Mark Clark | BUS SERV: COMMERCIALISATION  MANAGER |
| Norman Clark | SPRU: HONORARY PROFESSOR |
| Tania Clark | GARDNER: FINANCE MGR |
| Terence Clark | ENGINEERING: PROFESSOR OF PHYSICAL ELECTRONICS |
| Barbara Clarke | SOCCUL CENTRAL: CLERICAL ASSISTANT |
| Brian Clarke | ESTOPS: PORTER |
| Daoud Clarke | SCITECH CENTRAL: GRADUATE ASSISTANT |
| Geoffrey Clarke | MATHEMATICS: EMERITUS READER IN MATHEMATICS |
| Jacqueline Clarke | SCITECH CENTRAL: SCHOOL ADMINISTRATIVE MANAGER |

[Cancel]

Click once on a name to select a person

Record: 1/?          <OSC>

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**Sussex Administrative Systems**

Tasks  Edit  Window  Help

**Confirm Marks**

**F3067 Electromagnetic Waves (Autumn Major)**

**Unseen Examination 70%**                    Exam Mark records:    47

Total Marks for Paper:  **40**                    Recorded absences:    1

**Before marks can be transferred to exams they must be checked by a member of staff who did
not input these marks.**

☑ Marks confirmed

Confirmed By:  Colin Clark                    [Find member of staff]

Date of confirmation:  05-APR-2004

[Print Report]                    [Save]    [Back]

Record: 1/1          <OSC>

## 7.0 Send to Exams

✱ When all marks have been input, conflated and confirmed they must be sent to the Exams System to be combined with other sub assessment marks if applicable and to get them to the part of the database that feeds the reports used by the Examination Boards

✱ Click on the Send to Exams button, you will see a warning informing you that you cannot retrieve the marks once they have been sent into the Exams System
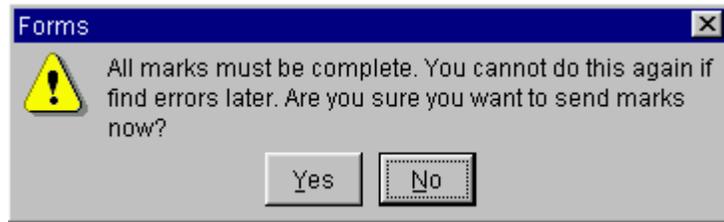


✱ When the transfer is complete the system confirms the number of marks that have been sent
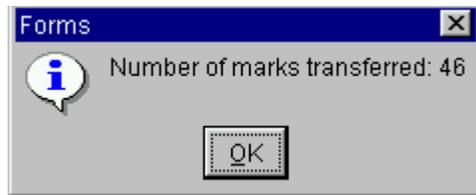


✱ The marks overview will now show the number of marks transferred in the Transferred column.  Note that the figure in the row for each question is a repetition of the total number of overall marks transferred to the exams system and doesn't strictly relate to the question.

G:\Colin\Exams\BSc Data Collection\User Guides\SSTU0121 CMS Exam Questions.doc

## 8.0 View Exam Marks

- ✯ The View Exam Marks button gives you the opportunity to view the marks as they are held in the Exams System.
- ✯ You can select a single sub assessment to view the marks, or if marks for all sub assessments have been entered you can view the overall mark for the course

## 9.0 Problems

- ✯ If you realise after sending the marks to the Exams System that something is wrong with the marks please contact Colin Clark (c.m.clark@sussex.ac.uk) in the first instance or Undergraduate Office Examinations section (contacts can be found at http://www.sussex.ac.uk/Units/ugrad/ - contacts)
- ✯ For training or assistance on using this CMS module please email c.m.clark@sussex.ac.uk
- ✯ If you are unsure of how to go about something please ask rather than make assumptions
- ✯ If this part of CMS does not meet your requirements please email c.m.clark@sussex.ac.uk

## 10.0 Appendices

## 10.1 Web Reports