

Exams: Enter Assessment Marks (Resits and Sits)

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1.0 Overview

The Exams: Enter Assessment Marks (Resits and Sits) module is used to input resit and sit marks for non-coursework assessments. It can only accept marks on a percentage scale.

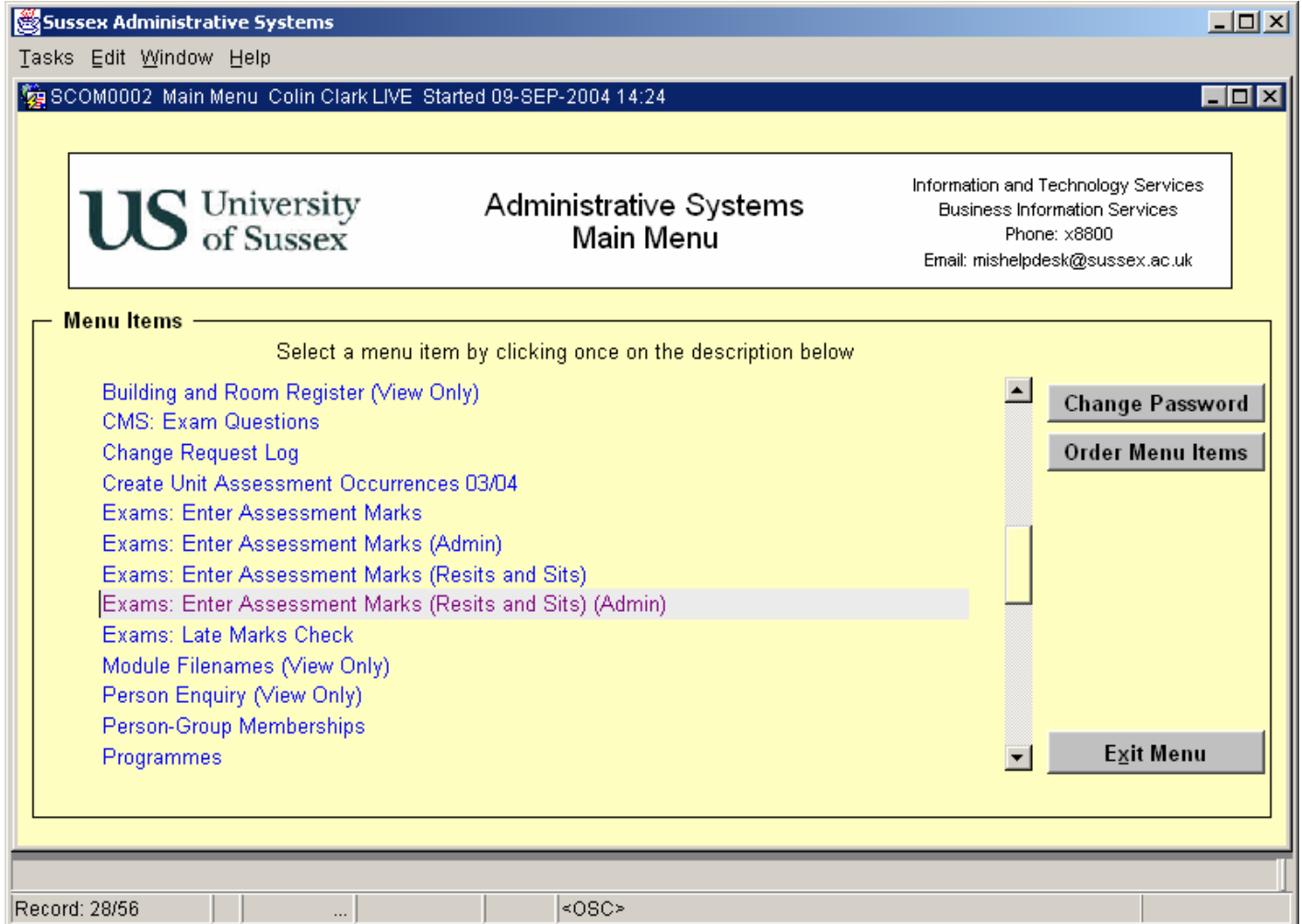
The module has two variants:

- Admin staff have access to all courses in their department or school
- Academic staff have access to all courses for which they are defined as Course Assessment Convenor (roles held in Courses and Programmes: Course Maintenance on the Contacts tab)

The module allows selection of course and sub assessment mode (all occurrences of assessments for the previous academic year will be shown – select those that have a number of candidates greater than zero – these are the assessments that have sit or resit candidates). When selection has been made marks may be input. When all marks have been input a report can be printed showing the marks, this should be checked for accuracy of input by a member of staff other than the person who input the marks. When checking is completed a record of who has checked the marks is made. When confirmed the marks are no longer amendable via Exams: Enter Assessment Marks (Resits and Sits). When marks have been confirmed they are ready for the Exams System to use in production of the overall mark for the course. Conflation of sub assessment marks happens automatically when all required marks are in place.

2.0 Select Course and Sub Assessment

- ★ Click on [Exams: Enter Assessment Marks \(Resits and Sits\)](#) in the main menu



The screenshot shows a web browser window titled "Sussex Administrative Systems". The address bar displays "SCOM0002 Main Menu Colin Clark LIVE Started 09-SEP-2004 14:24". The main content area has a yellow background and contains the University of Sussex logo, the title "Administrative Systems Main Menu", and contact information for Information and Technology Services. Below this is a "Menu Items" section with a list of options and three buttons: "Change Password", "Order Menu Items", and "Exit Menu". The item "Exams: Enter Assessment Marks (Resits and Sits) (Admin)" is highlighted.

Sussex Administrative Systems

Tasks Edit Window Help

SCOM0002 Main Menu Colin Clark LIVE Started 09-SEP-2004 14:24

US University of Sussex **Administrative Systems Main Menu** Information and Technology Services
Business Information Services
Phone: x8800
Email: mishelpdesk@sussex.ac.uk

Menu Items

Select a menu item by clicking once on the description below

- Building and Room Register (View Only)
- CMS: Exam Questions
- Change Request Log
- Create Unit Assessment Occurrences 03/04
- Exams: Enter Assessment Marks
- Exams: Enter Assessment Marks (Admin)
- Exams: Enter Assessment Marks (Resits and Sits)
- Exams: Enter Assessment Marks (Resits and Sits) (Admin)**
- Exams: Late Marks Check
- Module Filenames (View Only)
- Person Enquiry (View Only)
- Person-Group Memberships
- Programmes

Change Password

Order Menu Items

Exit Menu

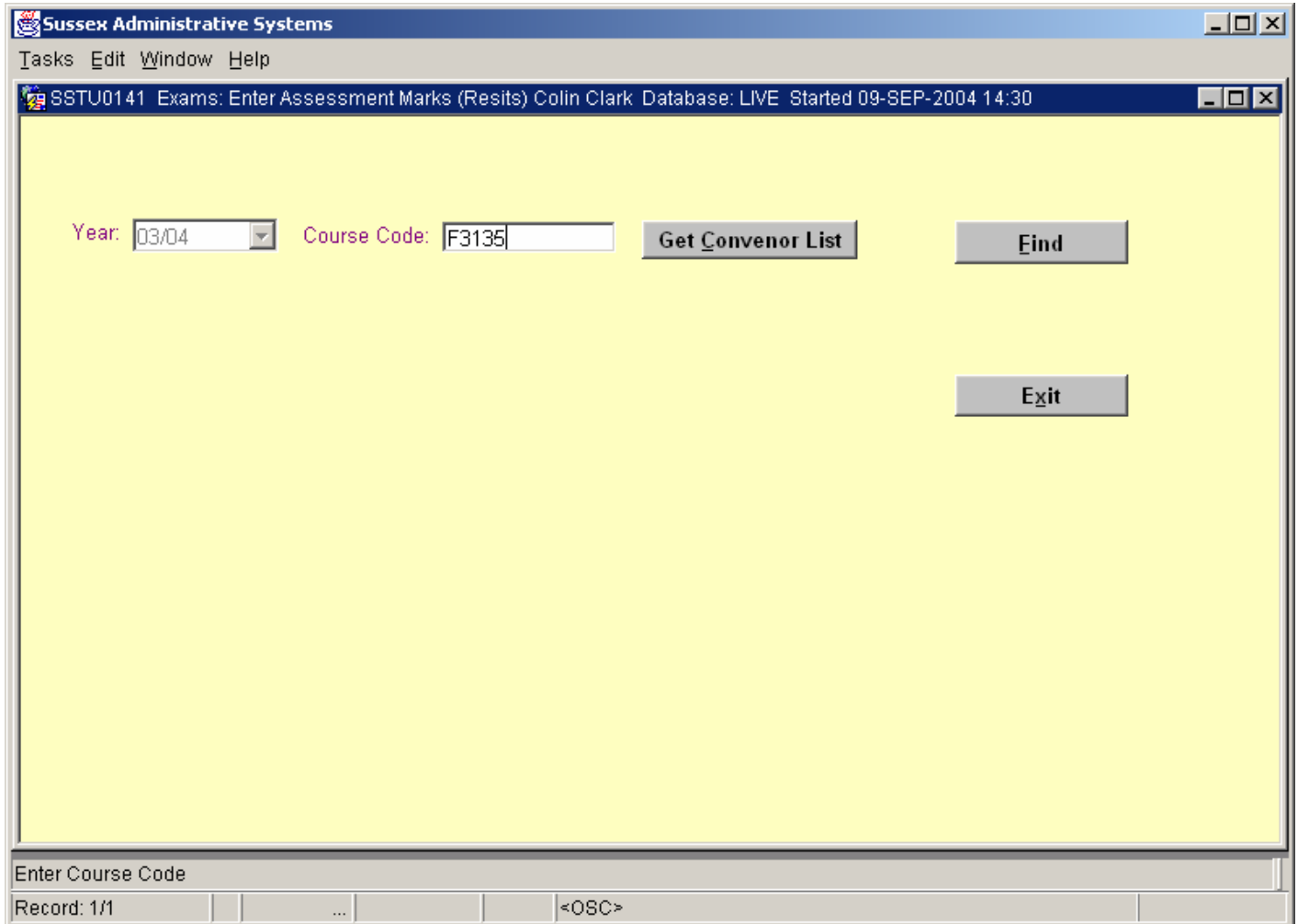
Record: 28/56 ... <OSC>

Integrated Exams System – Exams: Enter Assessment Marks (Resits and Sits)

Admin staff will see the screen shown below.

Either:

- ★ Enter a course code and then click the **Find** button or
- ★ Click the **Get Convenor List** button, choose a convenor from the drop down list that appears then click the **Find** button (you will now see the list of course for the convenor shown in the convenor section below)



The screenshot shows a window titled "Sussex Administrative Systems" with a menu bar (Tasks, Edit, Window, Help) and a status bar (SSTU0141 Exams: Enter Assessment Marks (Resits) Colin Clark Database: LIVE Started 09-SEP-2004 14:30). The main area is yellow and contains the following elements:

- Year:
- Course Code:
- Get Convenor List** button
- Find** button
- Exit** button

At the bottom, there is a text input field labeled "Enter Course Code" and a status bar showing "Record: 1/1" and "<OSC>".

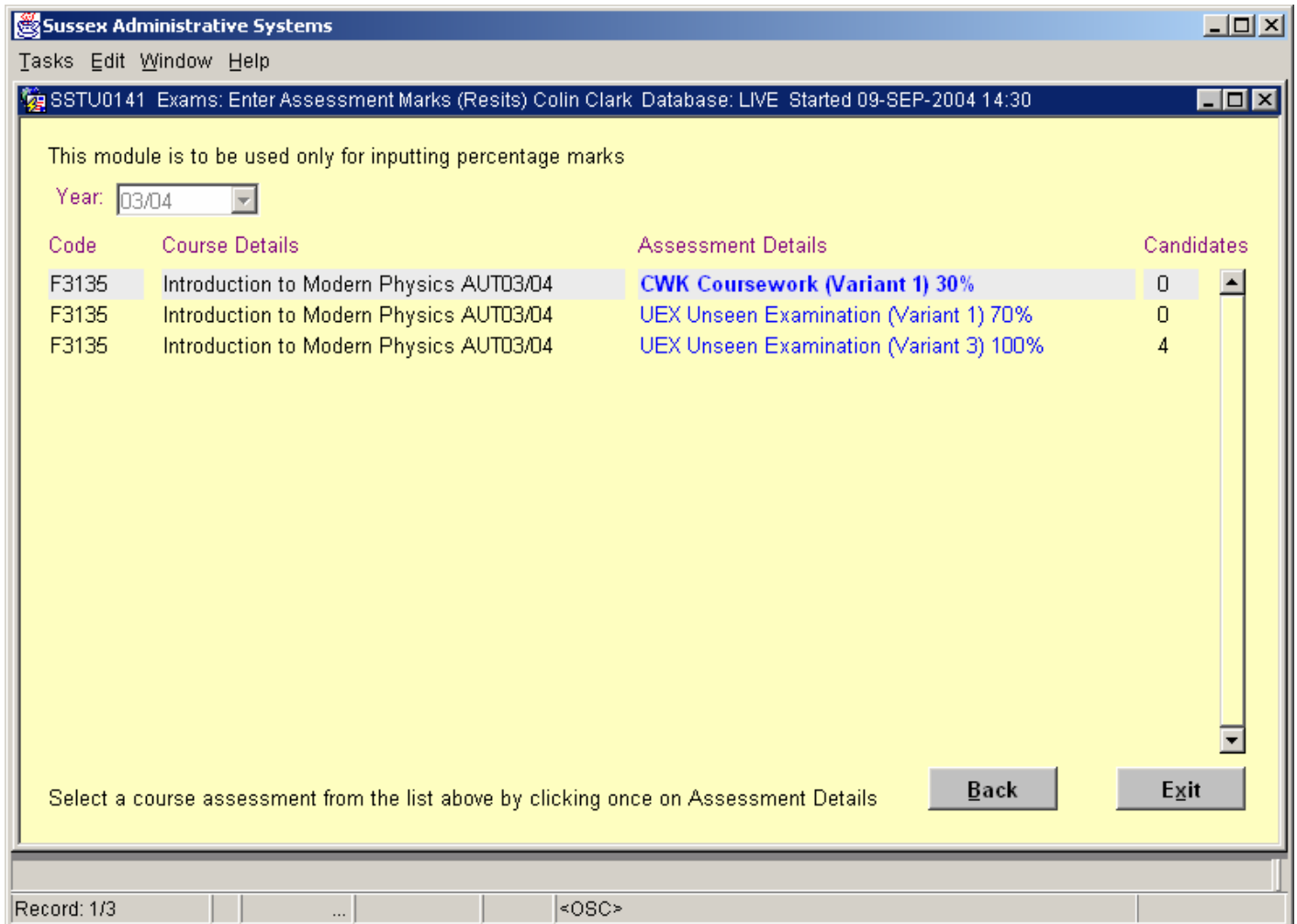
- ★ If you selected a course by code you will see all the variants and sub assessments listed for the course

In the example below there are two variants 1 and 3. Note that Variant 1 has zero candidates against it and has two modes of assessment UEX and CWK – this is the normal assessment mode (i.e. that used during the course and for June examinations and for any sit candidates). Variant 3 has one assessment mode UEX, and has 4 candidates listed. This is the resit mode with resit candidates entered. Note that if there are Sit candidates these would be entered against the normal mode of assessment.

In a nutshell if there is a row on this screen with greater than zero candidates and the mode of assessment is not CWK then we are expecting resit or sit marks to be entered.

- ★ Click on the blue part of sub assessment that you need to enter marks for. **Go to section 3.0**

Note – you can select coursework sub assessments but should not enter marks here in normal circumstances.



This module is to be used only for inputting percentage marks

Year:

Code	Course Details	Assessment Details	Candidates
F3135	Introduction to Modern Physics AUT03/04	CWK Coursework (Variant 1) 30%	0
F3135	Introduction to Modern Physics AUT03/04	UEX Unseen Examination (Variant 1) 70%	0
F3135	Introduction to Modern Physics AUT03/04	UEX Unseen Examination (Variant 3) 100%	4

Select a course assessment from the list above by clicking once on Assessment Details

Record: 1/3

Course Assessment Convenor

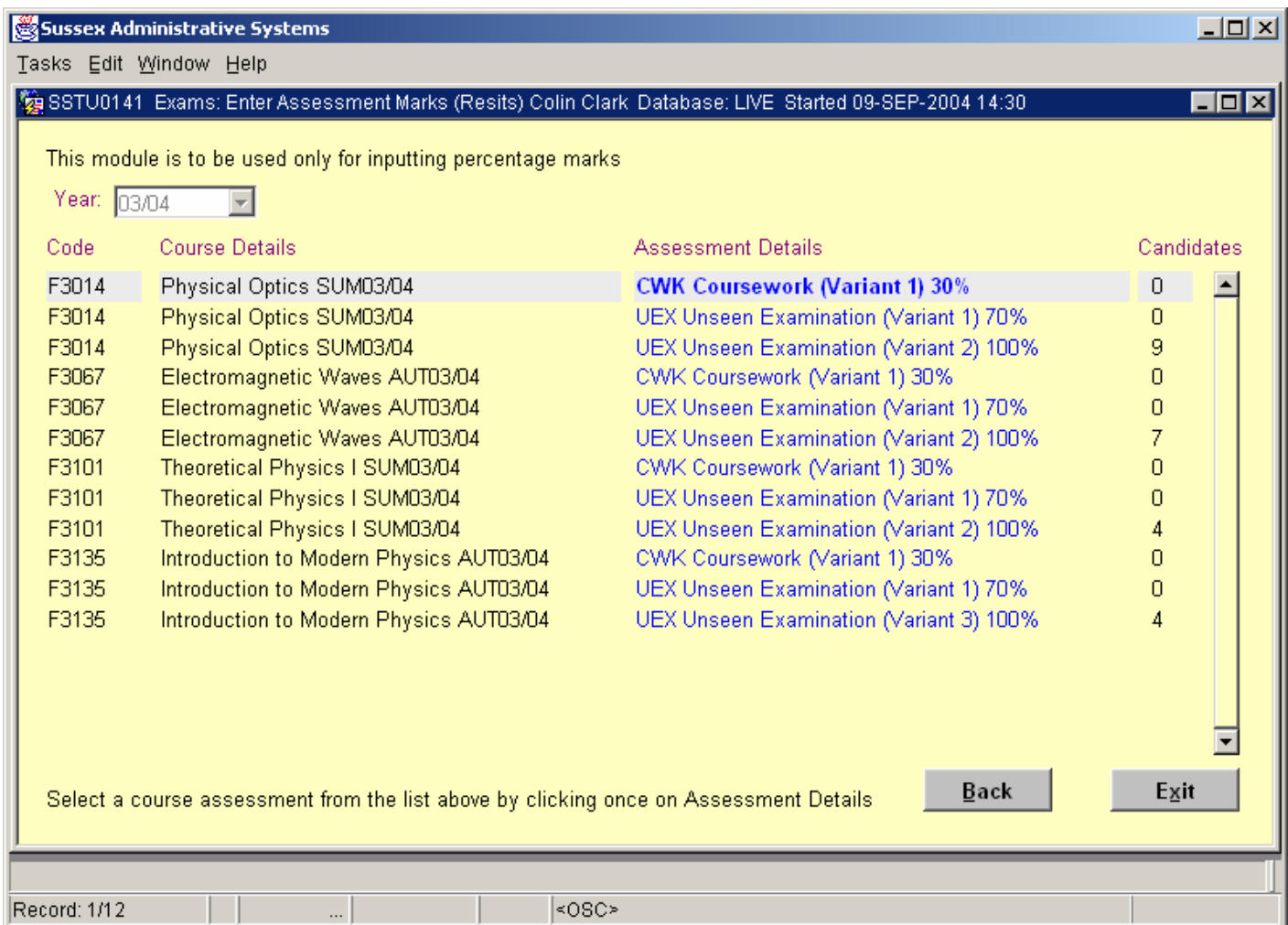
- ★ When a course assessment convenor clicks on [Exams: Enter Assessment Marks \(Sits and Resits\)](#) in the main menu they are taken straight to a list of all the courses for which they are defined as course assessment convenor. The list shows courses, variants and sub assessments.

In the example below there are two variants 1 and 3 for course F3135. Note that Variant 1 has zero candidates against it and has two modes of assessment UEX and CWK – this is the normal assessment mode (i.e. that used during the course and for June examinations and for any sit candidates). Variant 3 has one assessment mode UEX, and has 4 candidates listed. This is the resit mode with resit candidates entered. Note that if there are Sit candidates these would be entered against the normal mode of assessment.

In a nutshell if there is a row on this screen with greater than zero candidates and the mode of assessment is not CWK then we are expecting resit or sit marks to be entered.

- ★ Click on the blue part of sub assessment that you need to enter marks for

Note – you can select coursework sub assessments but you will not be able to amend marks.



The screenshot shows a software window titled 'SSTU0141 Exams: Enter Assessment Marks (Resits) Colin Clark Database: LIVE Started 09-SEP-2004 14:30'. The main content area has a yellow background and contains the following table:

Code	Course Details	Assessment Details	Candidates
F3014	Physical Optics SUM03/04	CWK Coursework (Variant 1) 30%	0
F3014	Physical Optics SUM03/04	UEX Unseen Examination (Variant 1) 70%	0
F3014	Physical Optics SUM03/04	UEX Unseen Examination (Variant 2) 100%	9
F3067	Electromagnetic Waves AUT03/04	CWK Coursework (Variant 1) 30%	0
F3067	Electromagnetic Waves AUT03/04	UEX Unseen Examination (Variant 1) 70%	0
F3067	Electromagnetic Waves AUT03/04	UEX Unseen Examination (Variant 2) 100%	7
F3101	Theoretical Physics I SUM03/04	CWK Coursework (Variant 1) 30%	0
F3101	Theoretical Physics I SUM03/04	UEX Unseen Examination (Variant 1) 70%	0
F3101	Theoretical Physics I SUM03/04	UEX Unseen Examination (Variant 2) 100%	4
F3135	Introduction to Modern Physics AUT03/04	CWK Coursework (Variant 1) 30%	0
F3135	Introduction to Modern Physics AUT03/04	UEX Unseen Examination (Variant 1) 70%	0
F3135	Introduction to Modern Physics AUT03/04	UEX Unseen Examination (Variant 3) 100%	4

Below the table, there are 'Back' and 'Exit' buttons. A message at the bottom of the window reads: 'Select a course assessment from the list above by clicking once on Assessment Details'. The status bar at the bottom shows 'Record: 1/12' and '<OSC>'.

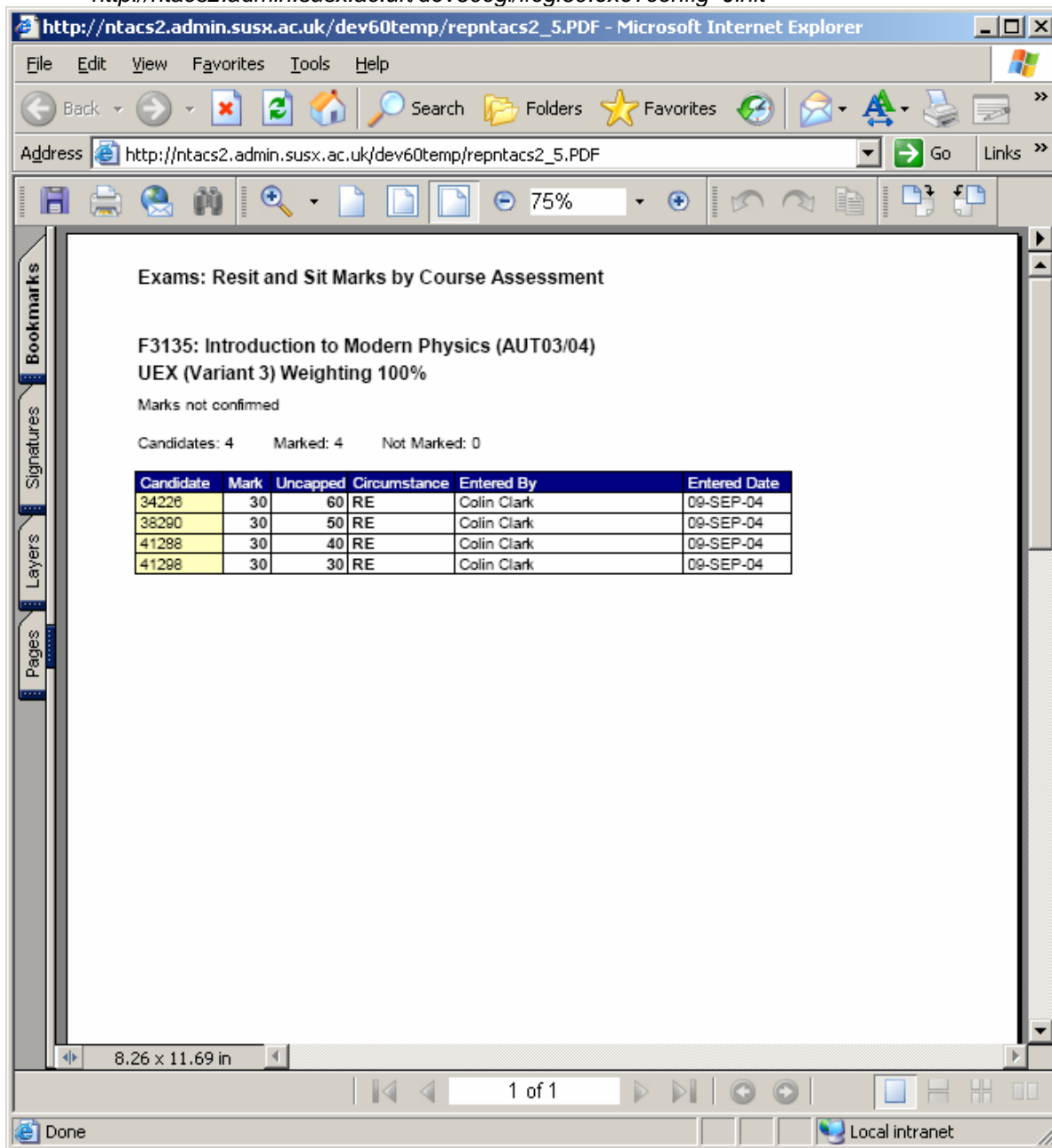
3.0 Enter Marks

- ★ After clicking on the sub-assessment you will be presented with the marks entry screen
- ★ The top of the screen shows the course, variant and sub assessment details
- ★ The main block of the screen is a list of candidates in candidate number order with a field to record a mark and a field to record a circumstance. If the sub assessment is of a kind that is attended you will be able to record RAB (or ORAB, SAB, OSAB) the circumstance code for absent or, if the sub assessment is of a kind that is submitted you will be able to record RNS (or ORNS, SNS, OSNS), Non-submission RLA (or ORLA, SLA, OSLA) up to 24 hours late and RVL (or ORVL, SVL, OSVL) over 24 hours late. See appendix for elaboration of circumstances.
- ★ When you enter a mark the values in the Mark and Uncapped Mark columns are set appropriately depending on whether the candidate is taking a sit or a resit.
 - If the mark is for a SIT candidate the mark column shows the mark.
 - If the mark is for a RESIT candidate the mark column shows the capped mark (equal to the pass mark for the course) that will be used for classification and the uncapped mark column shows the actual mark achieved at resit (the mark that you just input) that will be used to determine progress and will eventually be shown on the student's transcript
- ★ You may search for a specific candidate in the list using the **Select Candidate** box, when you have finished click the **All Candidates** button to display the entire list again
- ★ You can print a report of the marks entered using the **Print Report** button
- ★ You can save the marks input incrementally and when you have completed entering the marks

4.0 Print Reports

- ★ A report showing the marks you have input can be run from the **Print Report** button on the marks entry screen or the **Print Report** button on the confirm marks screen.
- ★ The report is simply a reflection of what you can see on the screen
- ★ The report should be used to check that the marks have been input correctly

Note the report will not run unless your web browser is still displaying the page <http://ntacs2.admin.susx.ac.uk/dev60cgi/ffcgi60.exe?config=Jinit>



Exams: Resit and Sit Marks by Course Assessment

F3135: Introduction to Modern Physics (AUT03/04)
 UEX (Variant 3) Weighting 100%

Marks not confirmed

Candidates: 4 Marked: 4 Not Marked: 0

Candidate	Mark	Uncapped	Circumstance	Entered By	Entered Date
34228	30	60	RE	Colin Clark	09-SEP-04
38290	30	50	RE	Colin Clark	09-SEP-04
41288	30	40	RE	Colin Clark	09-SEP-04
41298	30	30	RE	Colin Clark	09-SEP-04

5.0 Confirm Marks

- ★ The reports printed in stage 4 should be used by someone other than the person who input the marks to the system to check the marks input against the source information
- ★ When this check has been completed satisfactorily click on the **Confirm Marks** button on the marks entry screen, you should see the screen pictured below
- ★ Click in the Marks confirmed box to tick it
- ★ Then click the **Find member of staff** button, enter the surname of the person who has checked the marks entry, click **Find** then click on the person's name in the list
- ★ Then double click in the **Date of confirmation** field and click on ok on the pop up calendar – this will enter the current date – use the calendar controls if you wish to enter another date.
- ★ Then click **Save**.
- ★ Marks entry for this sub assessment is now complete

Appendix – Circumstance codes for Sits and Resits

RE	Resit
RAB	Absent from Resit
RNS	Non-submission of resit
RLA	Late submission (≤ 24 hours) of resit
RVL	Very Late (>24 hours) submission of resit
ORE	Optional Resit
ORAB	Absent from Optional Resit
ORNS	Non-submission of Optional Resit
ORLA	Late submission (≤ 24 hours) of Optional Resit
ORVL	Very Late (>24 hours) submission of Optional Resit
SI	Sit
SAB	Absent from Sit
SNS	Non-submission of Sit
SLA	Late submission (≤ 24 hours) of Sit
SVL	Very late (>24 hours) submission of Sit
OSI	Optional Sit
OSAB	Absent from Optional Sit
OSNS	Non-submission of Optional Sit
OSLA	Late submission (≤ 24 hours) of Optional Sit
OSVL	Very late (>24 hours) submission of Optional Sit