Assessment Convening User Guide

Colin Clark 25th April 2008

Jane Monaghan 28th May 2010 (updated)

Overview

The assessment convening pages have been developed as an extension of the convening pages which used to just deal with coursework assessments.

The assessment convening pages provide a view of non-coursework formal assessments as well as containing the existing functionality for working with coursework marks.

Where to get help

Help with the Assessment Convening Pages is available from Applications Operations at itservicedesk@sussex.ac.uk and the SPA Assessment Team spa-assessment@sussex.ac.uk

Revisions:

Contents

1.0 Assessment Convening

The main Assessment Convening page is reached by choosing 'Assessment Convening' from your teaching menu.

Level▲	Course	Terms	Students	Timing	Mode Type	Candidates	Marks	Mode (Weight)	Action List
1	Comparative Societies (L3026)	Spr/Sum	114 students in 9 groups	Normal	Normal	110 candidates	0 marks	Coursework (50%) 2 assessments	Convenor action list...
								Unseen Examination (50%)	Assessment not yet due
	Research Skills & Meth (Pol Sci) (M1045)	Spr/Sum	118 students in 9 groups	Normal	Normal	116 candidates	0 marks	Coursework (50%) 1 assessments	Convenor action list...
				Normal	Special	1 candidates	0 marks	Project Report (50%)	Assessment not yet due
				Normal	Normal	115 candidates	0 marks	Unseen Examination (50%)	Assessment not yet due
2	Race: Conflict & Change I (L3074)	Autumn	40 students in 3 groups	Normal	Normal	38 candidates	38 marks	Coursework (50%) 1 assessments	Currently up to date
								Unseen Examination (50%)	Assessment not yet due
3	Pol Change: Euro Union as Global Actor (M1541)	Autumn	37 students in 2 groups	Normal	Normal	36 candidates	36 marks	Coursework (30%) 1 assessments	Currently up to date
								Essay (70%)	UGO record marks

Assessment Convening
Contents: Assessment Convening
Assessment Convening: A. Tutor Help
Level: All Mode Type: All Course: All Year: 09/10
Related Links

By default all the courses which you are currently recorded as Assessment Convenor for will be listed.

The list of courses can be shortened using the search criteria 'level', 'mode type', 'course', and 'year' in the green header of the table.

Level	The credit level of the courses
Mode Type	Used to select normal, resit, special or V&E. The mode of assessment for a course sometimes changes from normal when students take a resit, have special examination arrangements or are visiting students.
Course	Lets you pick a particular course (drop down contains course titles)
Year	Academic year

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The columns in the Assessment Convening table are as follows:

Level   The credit level of the course.   0, 1, 2, 3, M.

Course   The course name and code (link to course details from course code)

Terms   The term(s) in which the course is taught

Students   Shows the number of students on a course, and the number of teaching groups set up for the course. Clicking on the numbers leads to a list of student, or a list of teaching groups.

Timing   Used to indicate which cycle of assessment the marks belong to. Will usually be 'Normal'. Normal for undergraduate students means that the initial attempt is taken prior to the summer examination boards and any subsequent attempt is taken in the summer vacation prior to the September resit exam board meetings. Sometimes students intermit and resit examinations in the summer term – these will have 'Summer' in the timing column. The timing attribute is used to distinguish between resits taken in the Summer term and resits taken during the Summer Vacation.

Mode Type   Mode type for the marks. A course may have more than one mode type. A mode type contains a group of assessments. All courses have a 'Normal' mode type which defines the default assessments for the course. Most courses have a 'Resit' mode type which defines the resit mode(s) of assessment for the course. Sometimes courses have a 'Special' mode type which is used for students whose needs lead to them being given an alternative mode of assessment so that they are not disadvantaged. Sometimes courses have different modes of assessment for visiting students – these are defined under the V&E mode type.

Candidates   Shows the number of students entered for assessment on the course/mode type/timing. Clicking on the number leads to a list of the candidates showing basic anonymous details.

Marks   Clicking on the number in this column leads to a summary of the marks for this course. Marks for sub assessments are shown and when all sub assessment marks are present the overall mark for each student is shown. If there is coursework the overall coursework mark for each candidate can be clicked leading to a breakdown of the coursework marks for the candidate.

Mode(Weight)   Shows each assessment mode for the course and the weight which it contributes to the overall course mark. When the mode of assessment is coursework the number of coursework assessments is shown. Clicking on the number of assessment leads to the coursework management pages.

Action List   Shows next action required for course, or if no action is due, shows current status of course marks.

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1.1 Course Details

Clicking on the link on **course code** in the assessment convening page takes you to the Course Details pages:

Select 'My Reports' from the Cognos Reports drop down and you will be redirected to Cognos to login and run your reports. The report shows the important details for the course as shown in the pictures below. This report can be used for checking that the pattern of assessment for the course is correctly recorded in the database.

Course Details

L2017

Pol Change: Eastern Europe in Transition

Credits: 24   Level: 3   Term: AUTUMN

COURSE OUTLINE

The course seeks to explain the process of radical political change by examining the decline of communism in Eastern Europe and the reasons that led to its sudden collapse in 1989. It focuses on the six countries that comprised the former Soviet bloc: Bulgaria, Czechoslovakia, the GDR, Hungary, Poland and Romania. The central issue that the course seeks to address is: why did the East European communist regimes collapse so rapidly in 1989?

LEARNING OUTCOMES

By the end of this course:
1. Students will have acquired a basic but rigorous understanding of the nature and scope of the topic at hand;
2. They should have developed an appreciation of the current relevance of the topic;
3. They should have developed skills of close textual reading and analysis;
4. They should have developed basic IT skills involved in accessing materials on the world wide web;
5. They will have experience of conceiving and producing a substantial work of analysis and argument, presented in accordance with professional scholarly standards.

Assessment Convenor(s)

Name	From Date	To Date
Hough, Daniel T	1 Oct 2007	

Other Contacts

Name	Contact Type	From Date	To Date
Maxfield, Edward R	CONVENOR	1 Oct 2007	22 Sep 2008
Szczerbiak, Aleks A	CONVENOR	19 Sep 2008	
Szczerbiak, Aleks A	EXAMINER 1	1 Oct 2007	
Treacher, Adrian H	EXAMINER 2	1 Oct 2007	
Maxfield, Edward R	SEMINAR TUTOR	1 Oct 2007	22 Sep 2008
Szczerbiak, Aleks A	SEMINAR TUTOR	6 Oct 2008	

Sponsorships Departments

Department (Department Code)	Percentage Share
Politics and Contemporary European Studies (POLITICS)	100

Assessments

Mode Type	Assessment Mode	Submission Weight	Coursework Mode	Term	Week	Day	Time	Assessment Comments
NORMAL	CWK - Coursework	30	ESS - Essay	Autumn	8	Wed	16:00	
	ESS - Essay	70		SUMMER	5	Mon	16:00	

Teaching Methods

Term: AUTUMN   Method: SEMINAR   Estimated Size: 18   Duration (Hours): 3   Number of Groups: 1

Week Pattern: 1 | 1 | 2 | 1 | 3 | 1 | 4 | 1 | 5 | 1 | 6 | 1 | 7 | 1 | 8 | 1 | 9 | 1 | 10 | 1

Room Type: GTS Seminar Room   Networked Y   Projector Y   PC Y   TV Y

Comments

08/09 - No teaching on Monday afternnons or Tuesdays 2-4pm to avoid Research in Progress seminars.
Teaching between 10am - 2pm please.

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1.2 Candidates List

Clicking on the link on the **number of candidates** on the assessment convening page takes you to an anonymous list of the students entered for assessment on the course. This list can be used to check that students from all the programmes you expect are entered for assessment.

Candidate List for L3074 Race: Conflict & Change I (AUT09/10)　　　　　　　Related Links ▾

Contents: Candidate List for L3074 Race: Conflict & Change I (AUT09/10)

Candidate List for L3074 Race: Conflict & Change I (AUT09/10): A. Tutor					Help ▢ —
Mode Type: **Normal**					Timing: **Normal**

Attempt Type	Programme ▲	Year	Department	Mode	Status
Initial Attempt	BA Contemporary History and Sociology	2	Sociology	FT	Registered
Initial Attempt	BA History	2	History	FT	Registered
Initial Attempt	BA International Relations and Sociology	2	International Relations	FT	Registered
Initial Attempt	BA Politics and Sociology	2	Politics and Contemporary European Studies	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Intermitting
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered
Initial Attempt	BA Sociology	2	Sociology	FT	Registered

Show 10|15|**20**|30 records per page　　　　　　　　　　　　Records 1 - 20 » of 38 +

1.3 Marks Summary

Clicking on the link in the **marks** column on the assessment convening page leads to a table showing the overall mark for each candidate and all the sub assessment marks for the course.

The grid of marks builds over time, when there is a complete set of marks for each sub assessment they are shown, and when all the sub assessment marks are present the overall marks are shown.

Marks Summary

Related Links ▼

Contents: Marks Summary

Marks Summary for L3074 Race: Conflict & Change I (AUT08/09)							Help ⬚ —
Mode Type: **Normal**							Timing: **Normal**
Candidate Number	**Attempt Type**	**Overall Mark**	**Overall Circs**	**Net Mark for Coursework (50%)**	**Circs**	**Net Mark for Unseen Examination (50%)**	**Circs**
1...5	Initial	58.00%		69.00%		47.00%	
1...7	Initial	63.50%		69.00%		58.00%	
1...6	Initial	62.50%		69.00%		56.00%	
1...1	Initial	57.00%		60.00%		54.00%	
1...2	Initial	63.50%		60.00%		67.00%	
1...3	Initial	52.00%		53.00%		51.00%	
1...2	Initial	54.00%		49.00%		59.00%	
1...9	Initial	66.00%		78.00%		54.00%	
1...9	Initial	53.50%		54.00%		53.00%	
1...5	Initial	77.00%		81.00%		73.00%	
1...8	Initial	57.50%		63.00%		52.00%	
1...9	Initial	62.00%		68.00%		56.00%	
1...6	Initial	66.50%		68.00%		65.00%	
1...4	Initial	70.50%		76.00%		65.00%	
1...7	Initial	69.50%		74.00%		65.00%	
1...3	Initial	66.50%		68.00%		65.00%	
1...0	Initial	71.50%		80.00%		63.00%	
1...1	Initial	42.50%		85.00%		0.00%	AB
1...8	Initial	64.00%		68.00%		60.00%	
5...9	Initial	72.00%		80.00%		64.00%	
Show 10	15	**20** records per page				Records 1 - 20 » of 21 +	

If there is a coursework sub assessment the coursework mark for each candidate can be clicked to see a breakdown of their coursework marks:

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1.4 Assessment Modes

Clicking on the link in the number of coursework assessments leads to a list of the coursework assessments

Convenor Coursework Assessments											Related Links
Contents: Coursework Assessments											

Coursework Assessments for L3026 Comparative Societies: A. Tutor   Edit   Help

Spr/Sum 09/10   Conflation rule: *Weighted Assessments (All)*

Type	Weight	Max Mark	Term ▲	Week	Day	Time	Submission Point	Delegated To*	Tutor Amend Timing	Amend Submission Point	Status
Essay (1500 words)	60%	100	Spring	10	Thursday	16:00	School Office	SEMINAR (Spr/Sum)	None	No	114 out of 114 received
Group Presentation	40%	100	Summer	5	Monday	09:00	Ask Tutor	SEMINAR (Spr/Sum)	None	No	0 out of 114 received

Comments: 10 Minute Group Presentations to take place during the Summer term.

* Use the links in the Delegated To column to view or edit general feedback entered by tutors

On this page the assessment convenor must complete deadline details if any deadline information is highlighted in pink (*details in section 3.2*).

On this page the assessment convenor may delegate 'marks input' to teaching group tutors. Marks input of each assessment can be allocated to a particular teaching group type e.g. Seminars (*details in section 3.3*).

On this page the assessment convenor may use the conflate/send button to access the screen where marks are conflated and sent to the exams system (*details in sections 3.6 and 3.7*)

If the status column for any assessent says 'Assessment Not Generated' – please contact your School's curriculum team.

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1.4.1 Convenor Record Marks

Clicking on the number of completed assessments in the status column of the coursework assessment page takes you to the convenor record marks page (*see section 3.4 for details*).

The Convenor Record Marks will normally open with the mark column ready for input if the marking has not been delegated. The Feedback column will default to view-only mode to speed up the loading for large courses. To enter feedback click on the [Enter Feedback] link. Alternatively you can click the

Edit all feedback button if you wish the Feedback column to be in edit mode for all students. You can also choose to select one student and enter a mark and feedback. Select the student name or candidate number from the drop down list on the NEW 'Record Marks for Student' form

2.0 Database Assessment Cycle

A brief outline of how taught programmes assessment background data is set up on the database for each academic year will help to explain some of the statuses that you see on the Assessment Convening pages.

2.1 August/September

School Curriculum Administrators check assessment data recorded against courses in the programmes specifications database

2.2 September/Autumn Term

Student Progress and Assessment office create records in the database which represent each assessment in the current academic year. Until this is done assessments will have 'Assessment not generated' in the status column on the assessment convening page. If you see 'Assessment not generated' for an assessment you need to work with please contact your School's Curriculum Administrator in the first instance.

2.3 Late Autumn Term

Student Progress and Assessment office create assessment records ('marks records') for students in the exams system based on the teaching records from CMS. This process is timed so it is done after students have settled on courses and the period for 'routine' programme transfers has passed, so that when the marks records are created in the exams system they are reasonably accurate. The mark records need to be independent from teaching records as sometimes students are taught a course but not assessed on it, and conversely students are often assessed but not taught (e.g. summer resit students).

Assessment convenors start to conflate and send coursework marks to exams system for courses where all coursework marks have been input.

2.4 Spring Term

Assessment convenors continue to conflate and send coursework marks to exams system for courses where all coursework marks have been input.

2.5 Summer Term

Assessment convenors continue to conflate and send coursework marks to exams system for courses where all coursework marks have been input.

Department administrative staff/Student Progress and Assessment office input non-coursework marks

2.6 Summer Vacation/Early Autumn term

Department administrative staff/Student Progress and Assessment office input non-coursework marks for postgraduate taught course, projects and dissertations.

Marks input is completed prior to relevant exam board meetings

3.0 Assessment Convenor Actions

Prior to the start of the term in which the teaching of a course commences the assessment convenor should check the pattern of assessment and conflation rule, complete incomplete coursework deadlines and delegate marks input if required.

During the teaching of the course the assessment convenor should:

Input marks within 15 days of assessment deadlines OR
Check that tutors made responsible for marks input have input marks within 15 days of assessment deadlines and sent them to the assessment convenor

3.1 Check pattern of assessment and coursework conflation rule

Either use the web report mentioning in section 1.1 or to just check coursework assessments:

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.

You can see the information you should check in the picture below

Conflation Rule	at the right hand side of the green header
	Weighted – weights recorded in programme specifications database are used (these are displayed in the Weight column of the convenor assessment table). Equal Weighting – all the coursework assessments are equally weighted
	(the weighting column displays a calculated weight by dividing 100 by the number of assessments)
	Best N – the best n marks are used and weighted equally
Type	the assessment modes of the coursework assessments
Weight	the weighting of each assessment (unless conflation rule is best n)
Max Mark	the highest possible mark for the assessment (the marking scale), often 100 reflecting a percentage marking scale
Term	the term in which the assessment takes place/submission is due
Week	the week of the term in which the assessment takes place/submission is due
Day	the day of the week on which the assessment takes place/submission is due
Time	the time at which the assessment takes place/submission is due
Submission Point	the submission point for the assessment
Tutor Amend timing	You can allow the tutor to amend the timing
Amend Submission Point	You can allow the tutor to amend the submission point

Convenor Coursework Assessments

Related Links

Contents: Coursework Assessments

| Edit Coursework Assessments for L3026 Comparative Societies: A. Tutor | | | | | | | | Cancel | Save | Help |

Spr/Sum 09/10 — Conflation rule: *Weighted Assessments (All)*

Type	Weight	Term	Week	*Day	*Time	Submission Point	Delegated To	Tutor Amend Timing	Amend Submission Point
Essay (1500 words)	60%	Spring	10	Thursday	16:00	School Office	Marks already entered (by tutor)	None	No
						Comments:			
Group Presentation	40%	Summer	5	Monday	09 : 00	ASK TUTOR	Select teaching group..	None	No
					Comments:	10 Minute Group Presentations to take place during the Summer term.			

* Use the links in the Delegated To column to view or edit general feedback entered by tutors

3.2 Complete coursework deadlines

Some deadlines are stored in the database for use year on year (deadlines which do not vary according to the teaching timetable), other deadlines are coincident with teaching events so vary year on year with the teaching timetable – you will usually need to complete such deadlines.

Completion of deadline information is important, without a complete deadline:
*** The deadline will not show on the students' personal study timetables in Sussex Direct ***
*** You won't be able to input marks for the assessment ***

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.

2) To set the day and time click on the edit button on the right of the blue table header

3) Select values from the drop downs then press Save in the green table header

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3.3 Delegate marks entry to teaching groups if required.

If you wish to allow tutors on the course to enter marks for their teaching groups you need to 'delegate' marks entry to the teaching groups. If you do not do this all the marks for the course will need to be entered at the assessment convenor, either by the assessment convenor, or by administrative staff on the assessment convenors behalf.

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column. You will then be on the 'Convenor Assessment Page' which will look similar to the example below.

2) To delegate marks entry to teaching groups click on the edit button on the right of the blue table header (above), the table will change to edit mode (green table header, below)

3) Select a teaching group type from the Drop down list in the Delegated To column

4) If necessary change the value in the Tutor Update column to allow the tutor to vary the assessment deadline (e.g. to coincide with a particular teaching event, you can give the tutor varying degrees of freedom to amend the deadline, use the smallest amount of variation that is needed)

5) Click Save to store your changes

NOTE if marks entry has been delegated to teaching groups then it will not be possible to amend day or time of assessment without first un-delegating mark entry.

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3.4 To input marks

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'X assessments' link in the 'Mode (Weight)' column. You will then be on the 'Convenor Assessment Page' which will look similar to the example below.

Convenor Coursework Assessments   Related Links

Contents: Coursework Assessments

Coursework Assessments for L3026 Comparative Societies: A. Tutor   Edit   Help

Spr/Sum 09/10   Conflation rule: *Weighted Assessments (All)*

Type	Weight	Max Mark	Term ▲	Week	Day	Time	Submission Point	Delegated To*	Tutor Amend Timing	Amend Submission Point	Status
Essay (1500 words)	60%	100	Spring	10	Thursday	16:00	School Office	SEMINAR (Spr/Sum)	None	No	114 out of 114 received
Group Presentation	40%	100	Summer	5	Monday	09:00	Ask Tutor	Not delegated	None	No	0 out of 114 recorded

Comments: 10 Minute Group Presentations to take place during the Summer term.

* Use the links in the Delegated To column to view or edit general feedback entered by tutors

2) Click on the link in the status column (above) a page similar to the one below will be displayed.

Convenor Record Marks   Related Links

Contents: Manage Assessment | Record Marks for Student | Convenor Record Marks

Assessment Feedback Changes

It is now possible for all tutors, irrespective of department, to enter feedback for students on their assessments (both contributory and non-contributory). You should check with your Director of Taught Programmes or School Administrator as to whether such feedback is required.

Manage Assessment: L3026 Comparative Societies (SP-SU09/10)   Help

Group Presentation (Summer Week 5 Monday 17-May-2010)
Marks received: 0%
Marks released: 0%

Teaching Group	Tutor(s)	Marks Status
Assessment not delegated		

Record Marks for Student taking L3026 Comparative Societies (SP-SU09/10)   Search   Help

Student
A.......... A..........

Back to top △

Convenor Record Marks for L3026 Comparative Societies (SP-SU09/10)   Gallery   ⊠ Cancel   Save   Help

Group Presentation (Summer Week 5 Monday 17-May-2010)   Delegated status: Not delegated
Maximum mark: 100, Weighting: 40%
Convenor(s): Dr BM Fincham, Ms JM Monaghan
General Feedback for All Students: (max 4000 characters)

B *I* U ≡ ≡ ≡ ☰ HTML

Student	Rul Code	Mark	Status	Release?	Send to External?	Individual Feedback (visible to students)	Edit all feedback
A.......... A.......... (UG)	882587			☐	☐	[Enter feedback]	
A........ V...... (UG)	874939			☐	☐	[Enter feedback]	
A........ F...... (UG)	866629			☐	☐	[Enter feedback]	

3) Enter marks, status codes, and feedback, and tick the 'Release?' box if you wish to release a selection of student marks.

DO NOT deduct any lateness penalties from the mark, if you record a lateness in the status column the database will automatically apply the relevant penalty.

You will not be able to edit the lateness in the status column if the submission has been scanned into the database, as the system will calculate how late the assessment is, and enter the late flag for you.

Status codes are:

NS = non-submission

Late = up to 24 hours late (undergraduate only)

Late 7 = up to 7 days late (postgraduate only)

Late 14 = up to 14 days late (postgraduate only)

V Late = later than 24 hours (undergraduate) or later than 14 days (postgraduate)

The Feedback column will default to view-only mode to speed up the loading for large courses.

To enter feedback click on the [Enter Feedback] link. Alternatively you can click the Edit all feedback button if you wish the Feedback column to be in edit mode for all students.

| Convenor Record Marks for L3026 Comparative Societies (SP-SU09/10) | | | | | | Gallery | Cancel | Save | Help |

Group Presentation (Summer Week 5 Monday 17-May-2010)
Maximum mark: 100, Weighting: 40%
Convenor(s): Dr BM Fincham, Ms JM Monaghan
General Feedback for All Students: (max 4000 characters)

Delegated status: Not delegated

Student	Rul Code	Mark	Status	Release?	Send to External?	Individual Feedback (visible to students)	Edit all feedback
A.......... A.......... (UG)	882587	67		☐	☐	[Enter feedback]	
A......... V...... (UG)	874939	78		☐	☐	[Enter feedback]	
A......... F...... (UG)	866629	67		☐	☐	[Enter feedback]	
A...... N....... (UG)	903963	0	NS	☐	☐	[Enter feedback]	
B.... F...... A (UG)	874412	68	Late	☐	☐	[Enter feedback]	

Now click here to save this data: Save

Show 10 | 15 | 20 | 30 | 50 | 100 records per page

Records 1 - 5 » of 114 +

4) Remember to SAVE after entering marks and/or feedback before moving to another set of students

5) Alternatively, you can choose to retrieve one student and enter a mark and/or feedback. Select the student name, or candidate number, from the 'Record Marks for Student' form

| Record Marks for Student taking L3026 Comparative Societies (SP-SU09/10) | Search | Help |

Student
A.......... A..........

3.5 Check that tutors have entered and sent marks for delegated assessments

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.

2) Click on the link in the status column on the 'Convenor Assessment Page'. A page similar to the one below will be displayed.

No marks have been sent:

Convenor Record Marks for C8809 Philosophy and Science of Consciousness (SP-SU09/10)							Cancel Save Help
Presentation (Summer Week 6 Friday 28-May-2010) ⚠ *Submission date not passed* Maximum mark: 100, Weighting: 33.4% Convenor(s): Dr RL Chrisley, Dr RW Clowes and others ..							Delegated status: SEMINAR **View General Feedback**
Candidate No	**Group**	**Rul Code**	**Mark**	**Status**	**Release?**	**Send to External?**	**Individual Feedback (visible to students)** **Edit all feedback**
1...3	1	833224		🔒 Why?		☐	
1...9	1	833225		🔒 Why?		☐	
1...7	1	849303		🔒 Why?		☐	
2...5	1	835165		🔒 Why?		☐	
2...6	1	835271		🔒 Why?		☐	
						Now click here to save this data: Save	
Show 10 records per page						Records 1 - 5 » of 13 +	

At this point most marks fields are not available for update, the exception is for a student who has not been put into one of the workshop teaching groups.

This symbol 🔒 Why? means you will not be able to edit the lateness in the status column, as the submission has been scanned into the database, and the system will calculate how late the assessment is and enter the late flag for you.

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Some marks have been sent

Convenor Record Marks for M1045 Research Skills & Meth (Pol Sci) (SP-SU09/10)								
Essay (Summer Week 4 Wednesday 12-May-2010) Maximum mark: 100, Weighting: 100% Convenor(s): Dr DT Hough, Ms JM Monaghan							Delegated status: SEMINAR	
Student	**Group**	**Rul Code**	**Mark**	**Status**	**Release?**	**Send to External?**	**Individual Feedback** (visible to students)	
A..... S..... (UG)	1	873390		🔒 Why?		☐		
A..... E... L (UG)	1	874318		🔒 Why?		☐		
A........ H.... (UG)	6	902447		🔒 Why?		☐		
A.... H.... J (UG)	6	902949		🔒 Why?		☐		
B........... M...... (UG)	1	866028		🔒 Why?		☐		
B...... J....... B (UG)	1	874913		🔒 Why?		☐		
B...... E... (UG)	1	873295		🔒 Why?		☐		
B....... J.......... Y (UG)	1	872873		🔒 Why?		☐		
B........ A..... (UG)	5	902058		🔒 Why?		☐		
B........ M... (UG)	1	864959		🔒 Why?		☐		
B...... N..... (UG)	2	866494	78	🔒 Why?	☐	☐	feedback [Edit feedback]	
B...... J....... (UG)	2	866448	67	🔒 Why?	☐	☐	feedback [Edit feedback]	
B..... D..... K (UG)	2	873806	78	🔒 Why?	☐	☐	feedback [Edit feedback]	

Now some marks have been sent the mark, status and comments are updateable

The marks have been sent from Seminar group 2

All marks sent

Convenor Record Marks for L3026 Comparative Societies (SP-SU09/10) [1 record updated]								
Essay (1500 words) (Spring Week 10 Thursday 18-Mar-2010) Maximum mark: 100, Weighting: 60% Convenor(s): Dr BM Fincham, Ms JM Monaghan							Delegated status: SEMINAR	
Student	**Group**	**Rul Code**	**Mark**	**Status**	**Release?**	**Send to External?**	**Individual Feedback** (visible to students)	
A.......... A.......... (UG)	5	882587	49	🔒 Why?	☑	☐	Very Good [Edit feedback]	
A........ V...... (UG)	1	874939	54	🔒 Why?	☑	☐	Good structure and use of sources. [Edit feedback]	
A........ F...... (UG)	1	866629	80	🔒 Why?	☑	☐	Great stuff! [Edit feedback]	
A...... N....... (UG)	2	903963	60	🔒 Why?	☑	☐	Excellent [Edit feedback]	
B.... F...... A (UG)	1	874412	60	🔒 Why?	☑	☐	Good structure and use of sources. [Edit feedback]	
							Now click here to save this data: Save	

Show 10|15|20|30|50|100 records per page   Records 1 - 5 » of 114 +

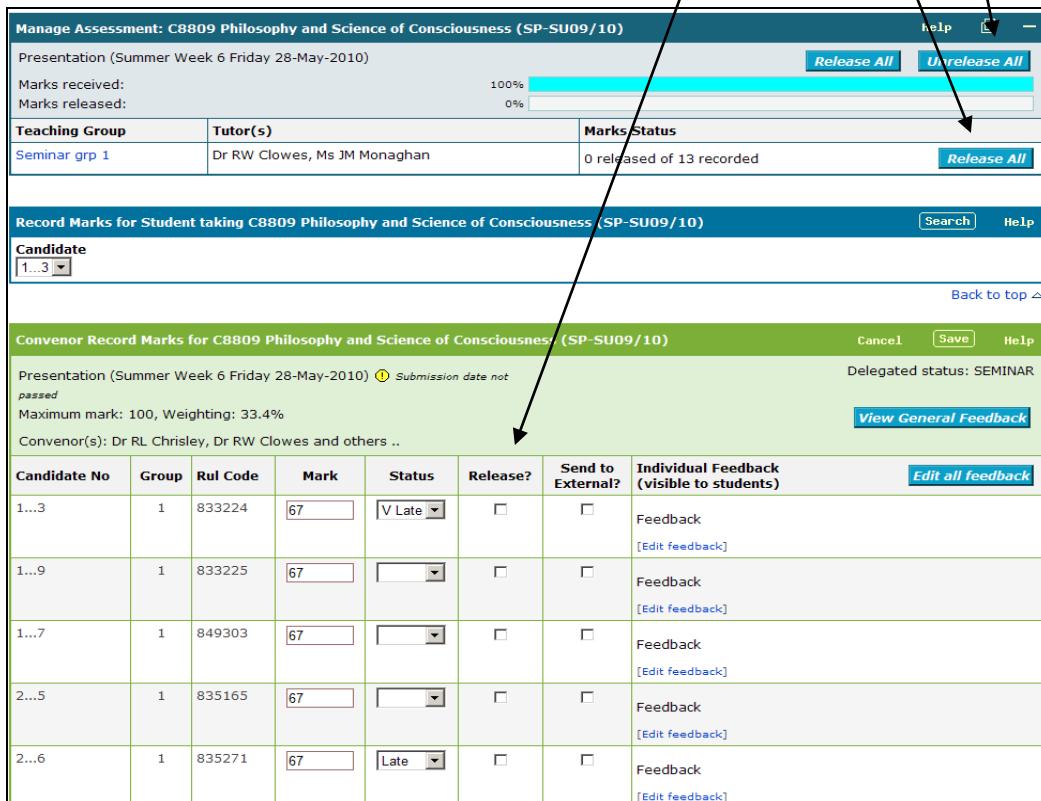### 3.6 Release/Unrelease marks for assessment to students

The convenor must release the marks to students as soon as possible. It is now possible to release and unrelease marks at 3 levels: course, teaching group, and student; or a combination of the above. For example, you could release marks at course level, and then unrelease a few individual students' marks; or you could release marks at course level, and then unrelease the marks for one of the teaching groups.

Marks can be Released / Unreleased **by Course** – Click 'Release All' or 'Unrelease All'

Marks can be Released / Unreleased **by Teaching Group** – Click 'Release All' or 'Unrelease All'

Marks can be Released / **Unreleased by Student** – Tick/Untick the 'Released?' box if you want to select individual students for Release/Unrelease.
NB: You must use the Save button if you release/unrelease at the student level.

After marks have been released the buttons change to Unrelease All, so that the marks can be removed from display to students and alterations can be made in emergencies.

As soon as the marks for all the coursework assessments on the course are complete the assessment convenor should conflate the marks and send them to the exams system.

3.7 Conflate the coursework marks and check the resulting overall coursework marks

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.

Convenor Coursework Assessments

Contents: Coursework Assessments

Coursework Assessments for C8809 Philosophy and Science of Consciousness: A. Tutor — Edit Help

Spr/Sum 09/10 — Conflate/Send to Exams — Conflation rule: *Weighted Assessments (All)*

Type	Weight	Max Mark	Term	Week	Day	Time	Submission Point	Delegated To*	Tutor Amend Timing	Amend Submission Point	Status
Essay (3000 words)	66.6%	100	Spring	10	Wednesday	16:00	School Office	Not delegated	None	No	13 out of 13 recorded
Comments: To be submitted electronically											
Presentation	33.4%	100	Summer	6	Friday	16:00	Ask Tutor	SEMINAR (Spr/Sum)	None	No	13 out of 13 received
Comments: Presentations will take place at various times during the course.											

* Use the links in the Delegated To column to view or edit general feedback entered by tutors

2) Click the Conflate/Send to Exams button on the Convenor Coursework Assessments page. This will take you to the Conflate/Send to exams page.

When the coursework marks are complete the Conflate Marks button will be visible, if the button is not visible a mark or marks are missing, check all the assessments. If there is no mark a non-submission must be recorded to complete the set of marks.

3) Click the Conflate Marks button to conflate the marks for the coursework on the course. A busy sign will pop up, when conflation is complete the busy sign closes and you will be able to see marks in the 'Net Conflated Mark' column.

Conflate/Send to Exams

Contents: Conflate/Send to Exams

Conflate Marks Help on Conflating

Conflated marks incomplete! Help on Sending to Exams

Conflate/Send to Exams for C8809 Philosophy and Science of Consciousness: A. Tutor — Gallery Help

Spr/Sum 09/10 — Marks updated on 28-05-2010 10:26 Not yet conflated — Conflation rule: Weighted Assessments (All)

Student	Programme	Net Conflated Mark	Circumstance	In Exams System?
A.......... J..	BA Philosophy and Cognitive Science			Yes
B.......... H.... L	BA Philosophy and Cognitive Science			Yes
C........ N....... T	BA Philosophy and Cognitive Science			Yes
C............ H....	BSc Human Sciences			Yes
+ D....... R....... M	BA Philosophy and Cognitive Science			No Why
D..... T..... A	BSc Human Sciences			Yes
M.............. A.......	BA Philosophy and Cognitive Science			Yes

4) Check the net conflated marks that are produced to ensure that they are correct.

3.8 Send the marks to the exams system

1) Choose Convening > Assessment Convening from the Teaching Menu then click on the 'assessments' link in the 'Mode (Weight)' column.

2) Click the Conflate/Send to Exams button on the Convenor Coursework Assessments page. This will take you to the Conflate/Send to exams page.

When all the conflated coursework marks that are expected by the exams system are present the Send to Exams button will be visible.

3) Check the column headed 'In Exams System?'. All students for whom this course forms a part of their degree programme should have 'Yes' in this column. If a student has 'No' then check why, often this will be because a student has either temporarily or permanently withdrawn. You can click on the student's name to get an overview of their current student record. If the student ought to have a record in the exams system please contact the Student Progress and Assessment Office to have it created.

4) When you are happy that you will be sending the correct marks to the exams system click the 'Send to Exams' button to send the marks to the exams system.

Once the marks have been sent to the exams system control of the marks passes from the Assessment Convenor to the Exams Office, who you will need to contact if any changes to the marks are required after they have been sent.

Why the urgency?

* Coursework marks are needed in good time for exam boards
* Students will want to see their conflated coursework mark as soon as possible – it will be visible to them on their Sussex Direct Study Pages once the marks have been sent to the exams system
* It aids other processes such as the mitigating evidence processes.