Exams: Mark Entry (replaces Exams: Enter Assessment Marks)

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1.0 Overview

The Exams: Mark Entry module is used to input marks for non-coursework assessments. It can accept marks on a percentage scale up to 2 decimal places. This module replaces Exams: Enter Assessment Marks.

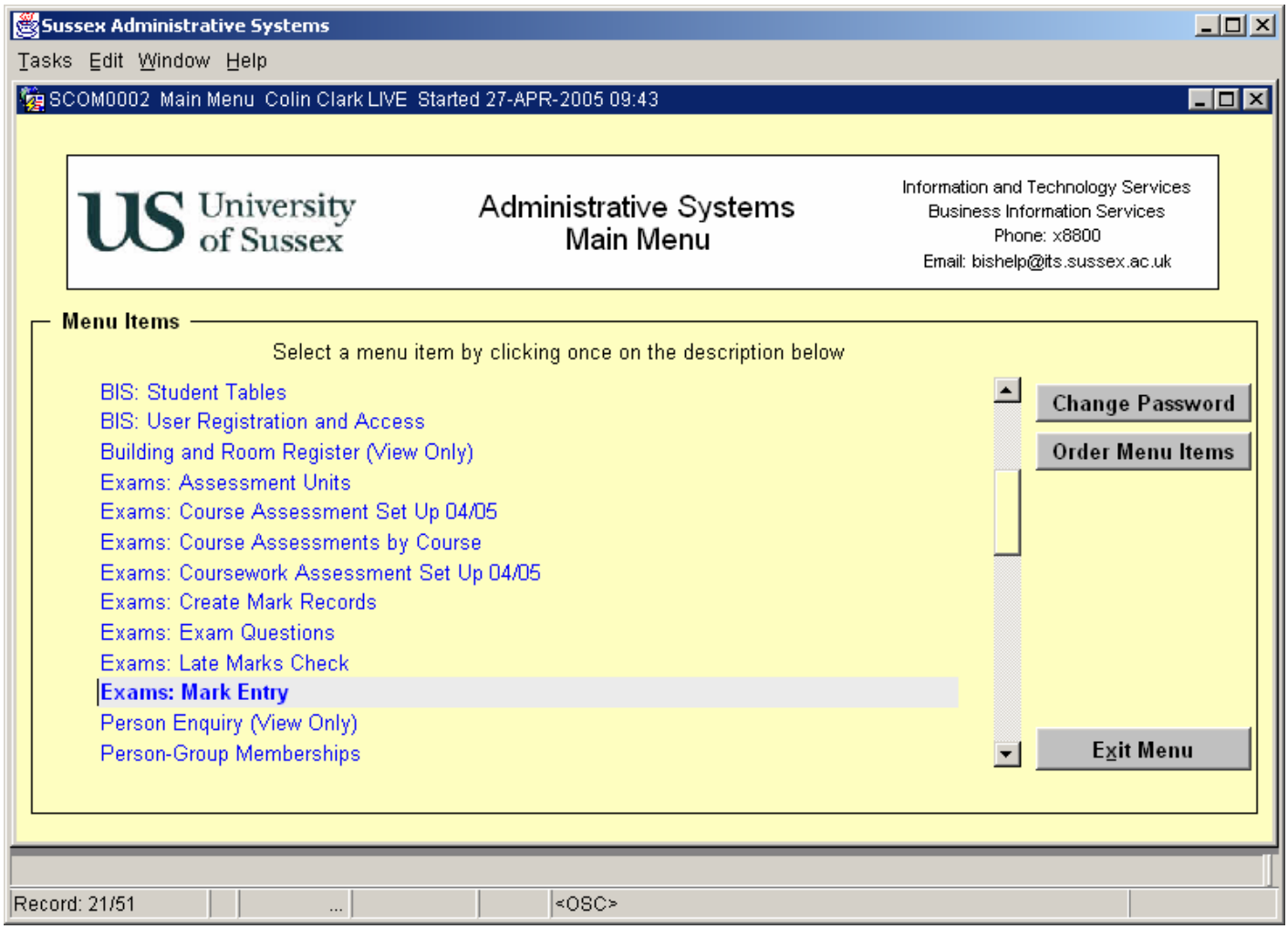
The module has two variants:

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

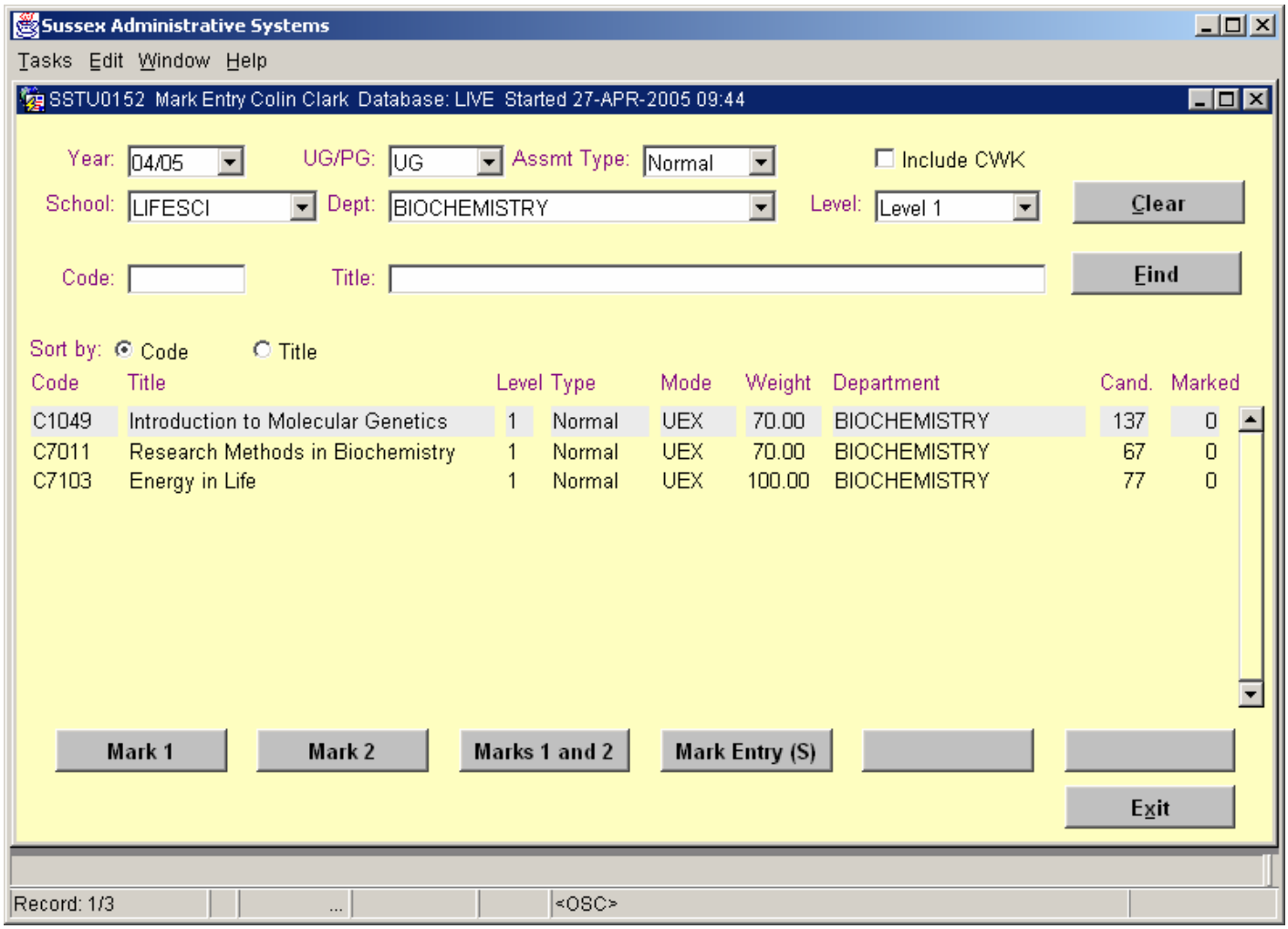
The module allows users to search for and select a course and sub assessment mode. When selection has been made marks may be input. When all marks have been input a report can be printed showing the marks, this should be checked for accuracy of input by a member of staff other than the person who input 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: Mark Entry. 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: Mark Entry in the main menu



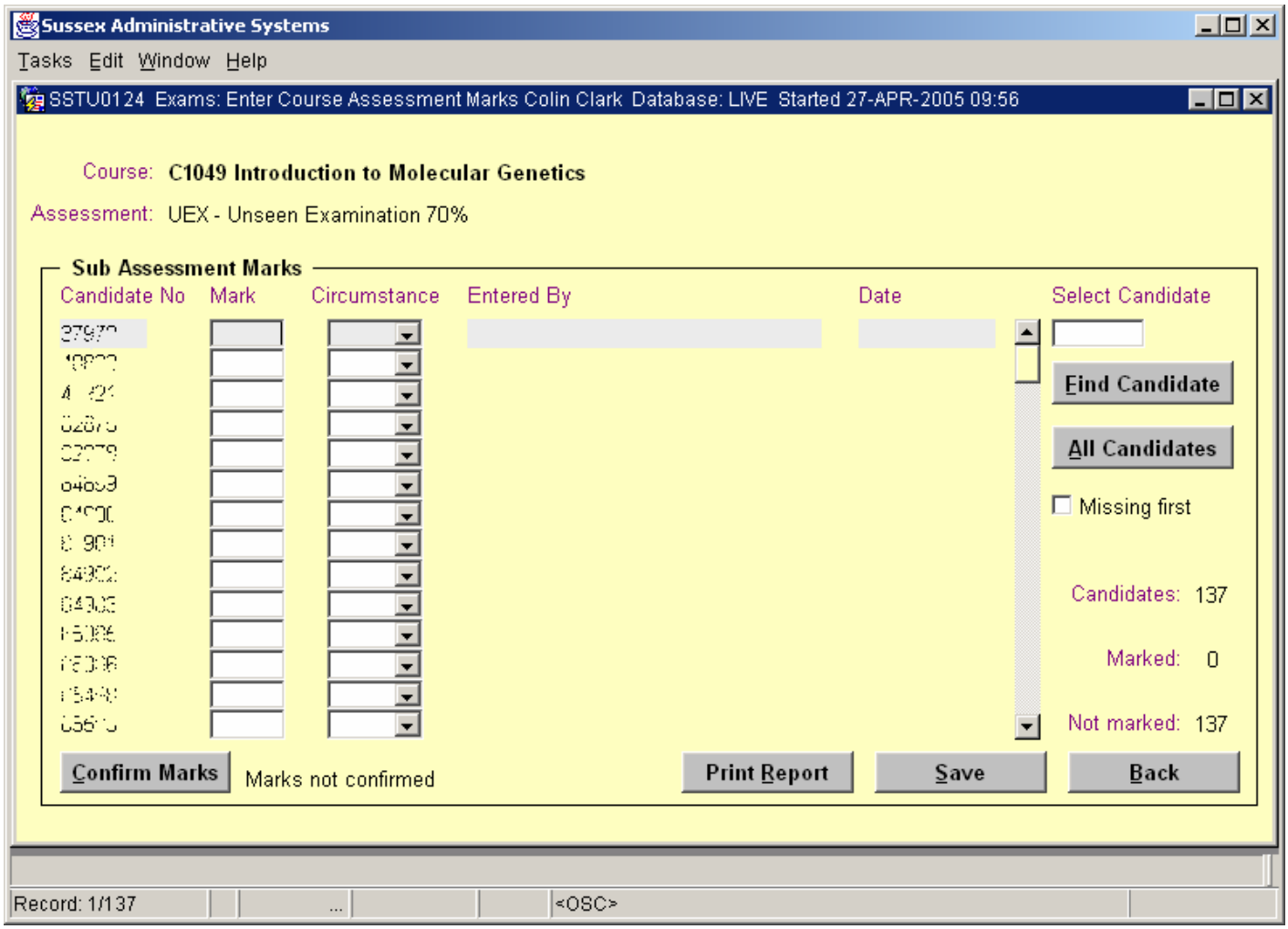
- You will be presented with the screen below



- ✯ You can search for courses by selecting academic year, UG/PG, Assessment Type, School and optionally Department and Level
    - o note you may only have access to your own School or Department
    - o Assessment Type should be changed to Special if you wish to enter marks for a candidate who has been allowed to take a special mode of assessment
    - o If, extraordinarily, you wish to enter coursework marks here tick the include CWK box to show coursework sub assessments. This should not normally be done and only after consultation with the Undergraduate Exams Office.
- ✯ Click **Find** when you have entered your search criteria
    - o You may sort the list of courses and sub assessments returned by the search either by course code or by course title using the Sort By radio buttons
- ✯ Select the assessment that you wish to enter marks for by clicking on its Code or Title in the list
    - o The selection you have made will be highlighted with a grey background
- ✯ Click on the **Mark Entry (S)** button
    - o Note the **Mark 1** and **Mark 2** buttons will not be present as these are only used by the Undergraduate Exams Office

3.0 Enter Marks

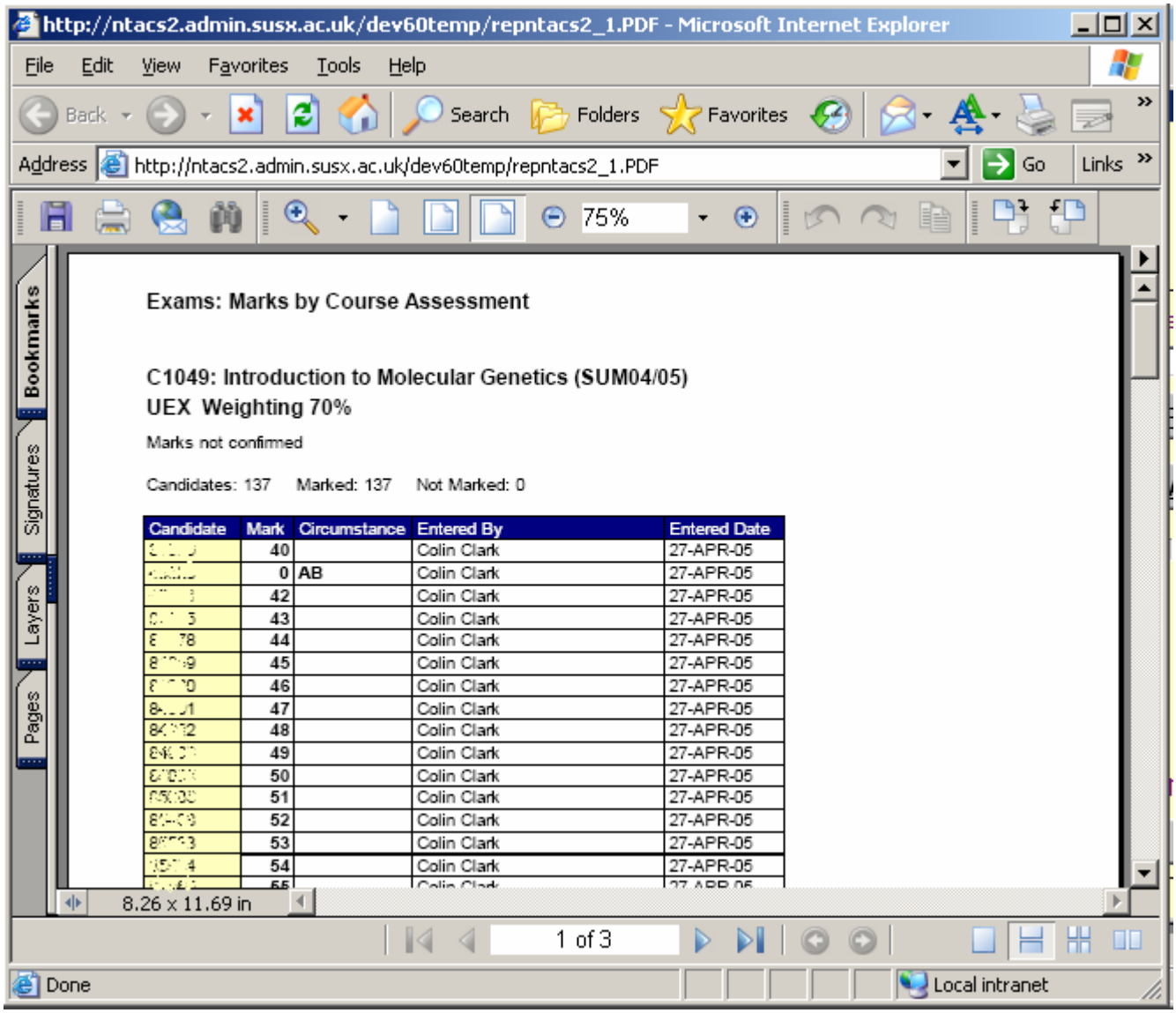
- ✯ After clicking on the sub-assessment you will be presented with the marks entry screen
- ✯ The top of the screen shows the course and sub assessment details
- ✯ The main block of the screen is a list of candidates in candidate number order with a field to record a mark and a field to record a circumstance. If the sub assessment is of a kind that is attended you will be able to record AB the circumstance code for absent, if the sub assessment is of a kind that is submitted you will be able to record NS (Non-submission), LA (up to 24 hours late) and VL (over 24 hours late).
- ✯ 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 by using the **Save** button.

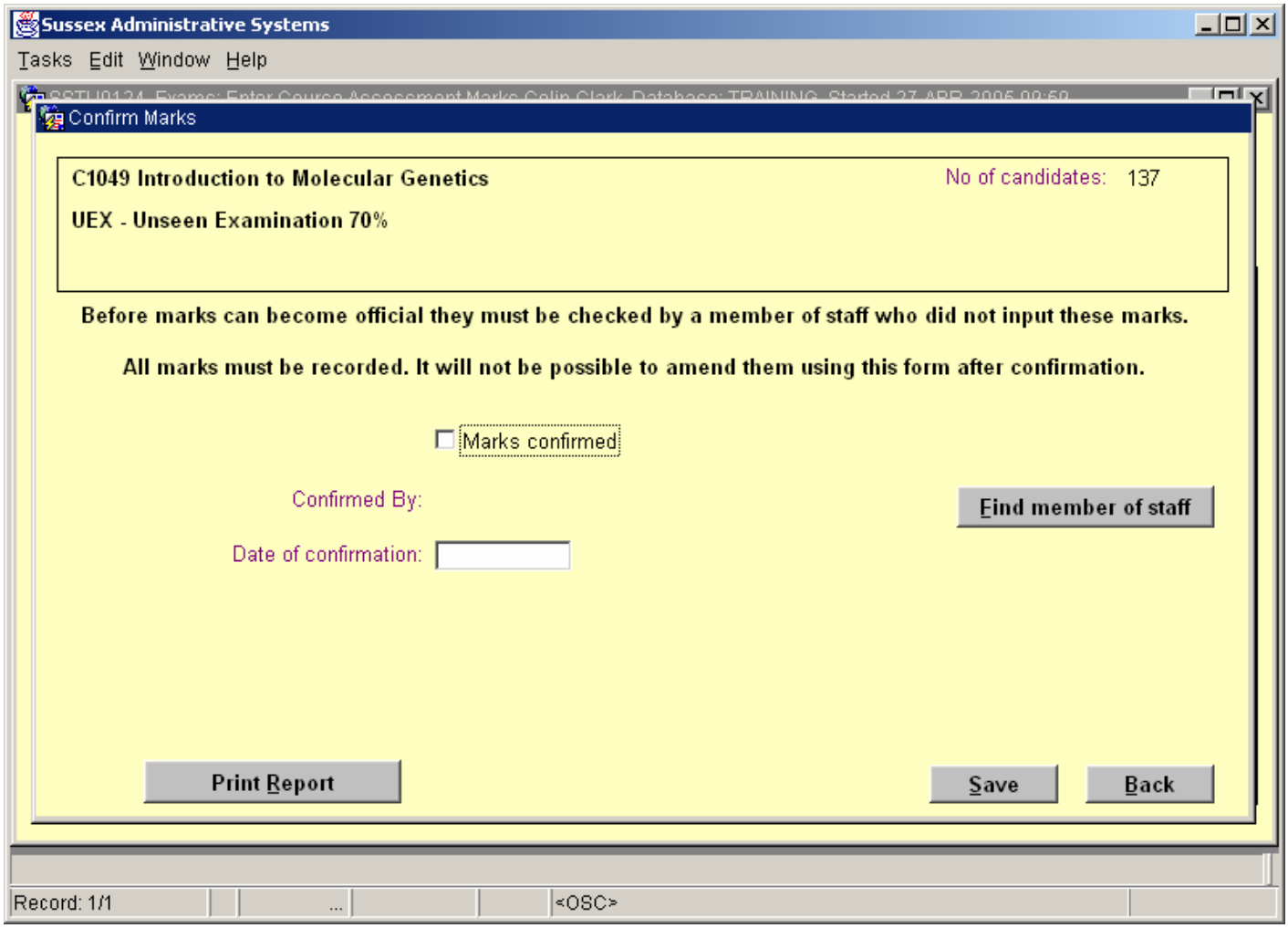


4.0 Print Reports

- ✯ 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/ifcgi60.exe?config=Jinit



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