

## Assessments Marksheet

Once logged in, users will see on the left hand side of the marksheet a list of the Assessment Component codes that you have permissions to update. These codes are prefixed with the Module code, followed by the occurrence (usually Autumn or Spring Semester) and year, and then a number. Select an **Assessment Component** by clicking on it: the description field in the main body of the screen should give the full title of the component.

If the component is for a single piece of work e.g. an essay or overall examination mark, 2 tabs will be visible **Component Marks** and **Module Summary**.

The marksheet will appear in Student Record Number order.

Enter marks in the Agreed Column of the relevant SRN (or anonymous number) on the right hand side. If you like, other marks and initials can be recorded under the Mark 1 or Mark 2 and Inits 1 and Inits 2 columns (e.g. for 2<sup>nd</sup> markers) **but the mark entered under the Agreed column is the one used for calculating the Module Grade.**

The marks can be saved to the system by clicking on the **Save** button and it is recommended that users save data frequently. Marks can still be altered after data has been saved: simply highlight the mark to be altered, overtype with the amended mark, and **Save** again.

The system will automatically enter an Outcome against the agreed mark. When no mark is to be returned you can enter NA, for example, against a student.

You can use the find feature to locate a specific anonymous number: simply click in the box next to **Find**, type (or paste) the required number and click **Find**. To revert to the list, highlight the number in the **Find** box, clear it by pressing the space bar or clicking delete, and click **Find** again.

The Module Summary tab shows the other component marks that a student has obtained for this module, and if all marks are present, a calculated grade for the module can be seen under **1<sup>st</sup> sitting calc**. The other component marks can be seen by clicking the **Details** button against a particular anonymous number.

Clicking **Check Statistics** will give some statistical data for the component you are working on.

Finally, as an additional aid to users, there is a help text box at the bottom of the screen.

### Question Marks

Where a component is formally examined and you wish to record question marks, a third tab, Question Marks is visible. Clicking on this produces a spreadsheet type view with a field for each question mark.

As marks are entered, the **Calc** field will calculate the overall mark for the paper. Clicking in the calc field produces a pop-up detailing which questions are being used in the calculation. Similarly, a red star against a student indicates that the student has not adhered to the exam rubric: clicking on the red star produces another pop-up giving more details. For example, a student may not have answered a mandatory

question. Again, it is recommended that data is saved often. Once you have finished inputting all the question marks and are satisfied that no further changes need to be made, clicking on the **Copy Question Mark** button will copy the overall calculated mark for the paper into the component tab and hence into the calculation for the module grade. Note that “red-starred” calculated marks will NOT be copied, although you can if you wish manually enter a mark against the component tab.

**N.B.** Once marks have been copied by clicking **Copy Question Marks**, any changes made to exam questions marks WILL NOT result in any changes to the component mark. Any such changes will have to be done manually in the component tab.

Clicking the **Exit** button will take you out of the system. Again, it is recommended that Save is clicked before exiting.

Please note that marks for modules which have been confirmed with the Taught Programmes Office will be locked and cannot be updated by this system.