

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

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27th April 2005

Contents

- 1.0 Overview**
 - 2.0 Select course and sub-assessment**
 - 3.0 Enter Marks**
 - 4.0 Print Reports**
 - 5.0 Confirm Marks**
-

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.

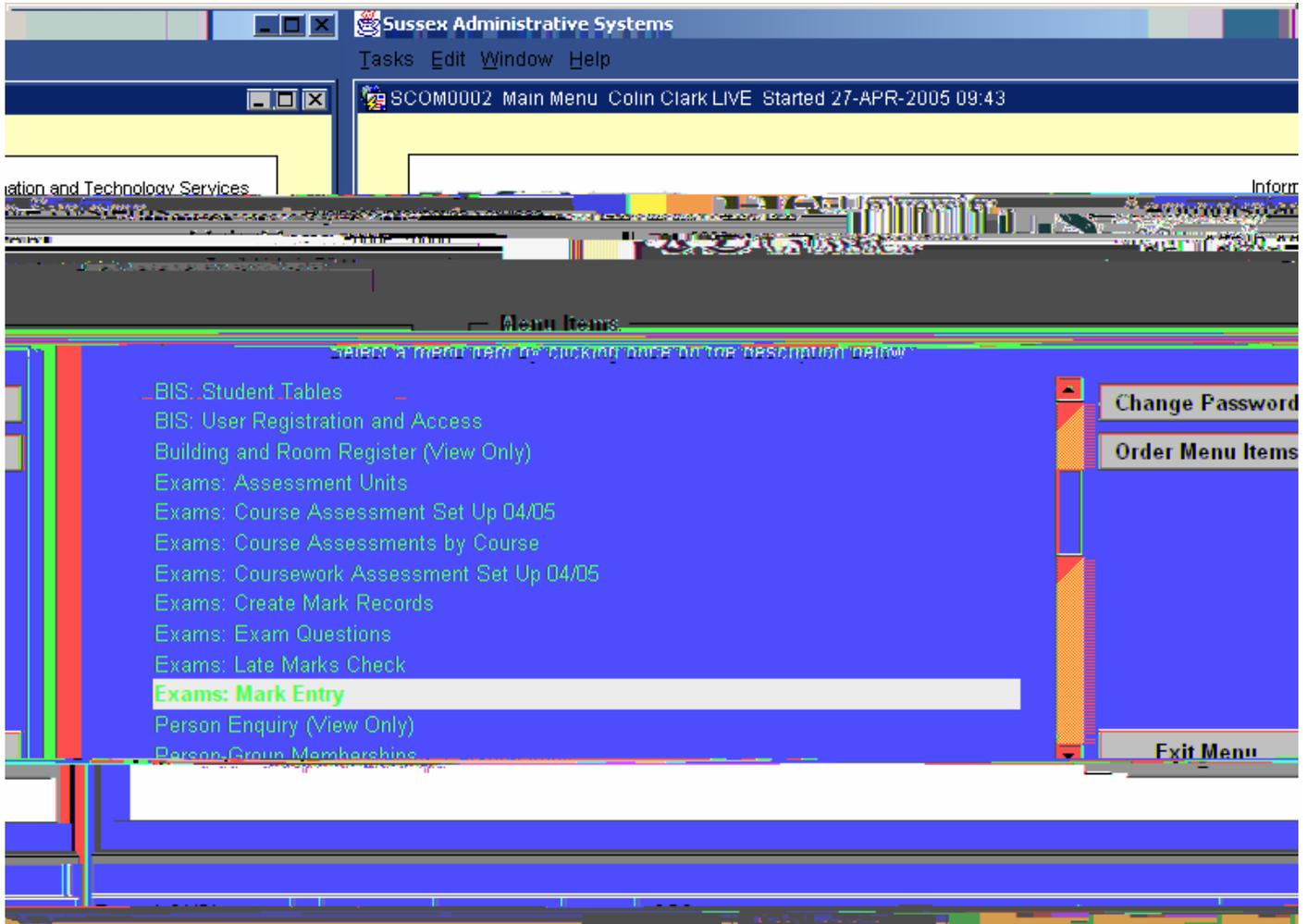
The module has two variants:

- ' 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



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5.0 Confirm Marks

' The reports printed in stage 4 should be used by someone other than / C 5 0 0 0.02 330s27.007 62.59 Tm4(p2EMC 0 0 0