

## Exams: Enter Assessment Marks (Resits and Sits)

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### Contents

- 1.0 Overview**
  - 2.0 Select course and sub-assessment**
  - 3.0 Enter Marks**
  - 4.0 Print Reports**
  - 5.0 Confirm Marks**
  - Appendix – Circumstance codes for Sits and Resits**
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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-coursew

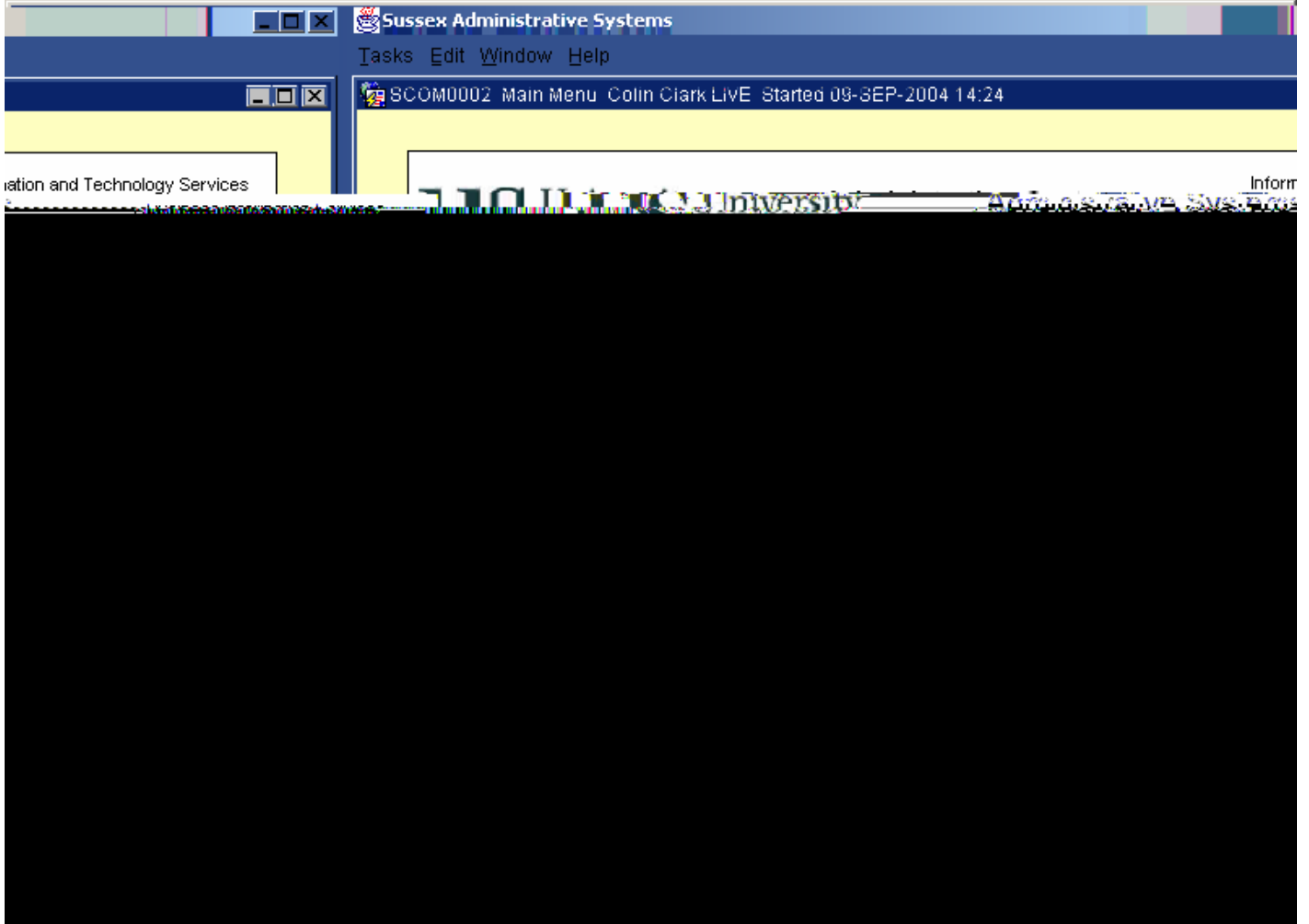
The module has two variants:

- 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



**Admin staff** will see the screen shown below.

Either:

- ' Enter a course code and then click the **Find** button or
- ' Click the **Get Conv Click**





### 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.
  - o If the mark is for a SIT candidate the mark column shows the mark.
  - o 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

Sussex Administrative Systems

Tasks Edit Window Help

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BSTU0141 Exams: Enter Assessment Marks (Resits) Colin Clark Database: LIVE Started 09-SEP-2004

Course: **1116 Introduction to Human Biology (MT0004)**

Assessment: **1116 Introduction to Human Biology (MT0004)**

Col. No. Mark Mark Circumstance Entered By

Date	Select Candidate	Enter	Uncapped	Mark	Mark	Circumstance	Entered By
09-SEP-2004	Find Candidate	38290	50	60	RE		Colin Clark
22-JUL-2004		4198			RE		Susan Sparks
25-JUL-2004		4198			RE		Susan Sparks

**All Candidates**

Missing first

Candidates: 4

Marked: 2

Not marked: 2

Print Report

Confirm Mark Entries

## 4.0 Print Reports

' A report





## 5.0 Confirm Marks

- ' The reports printed in stage 4 shou

## Appendix – Circumstance codes for Sits and Resits

RE	Resit
RAB	Absent from Resit
RNS	Non-submission of resit
RLA	Late submission ( $\leq 24$ 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 ( $\leq 24$ 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 ( $\leq 24$ 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 ( $\leq 24$ hours) of Optional Sit
OSVL	Very late ( $>24$ hours) submission of Optional Sit