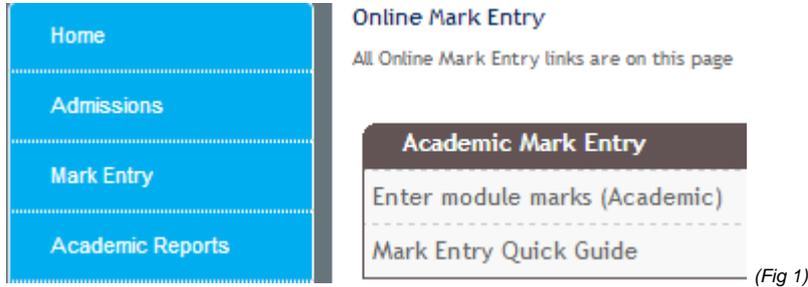


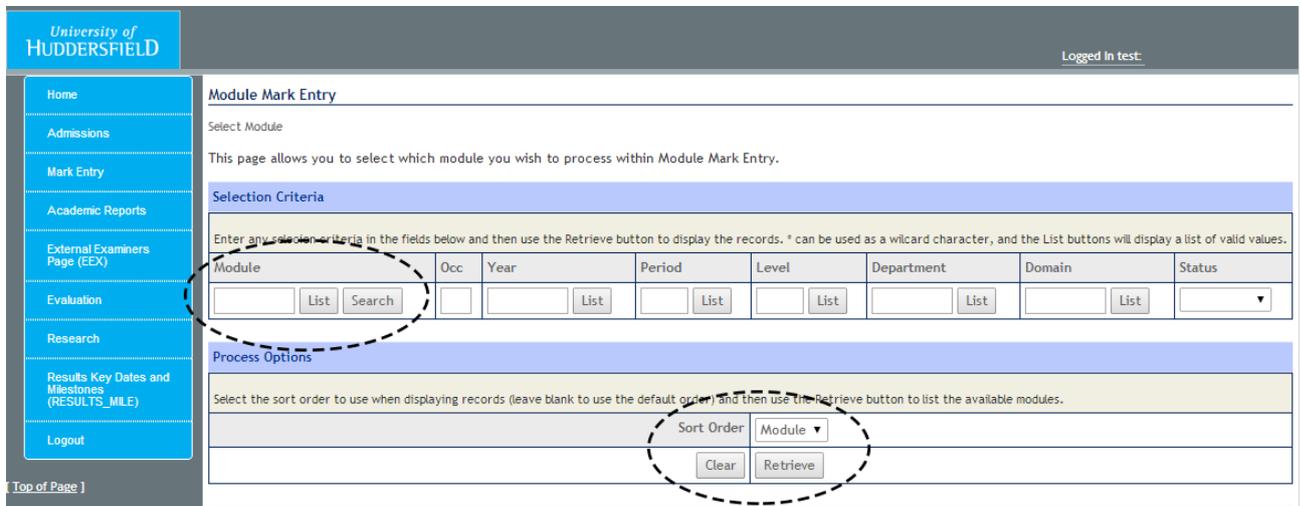
# Academic Mark Entry (over the web)

Log-in to My Students

1. Select **Academic Mark Entry**



2. Select **Enter module marks**



(Fig 2)

Leave all fields blank for all modules that you can enter marks for. Otherwise, enter module, occurrence (place and month of entry) and/or year if required.

3. Click **Retrieve** to list all the modules that you can enter marks for.

Either a Module, or a list of Modules, will be displayed.

Module List								
Shown below are all of the available modules. Select one using the button to the right of the module you wish to view.								
Module	Occ	Year	Period	Students	Name	Status	Select	
BIH2001	QGA	14/15	YEAR	34	Management theory and Practice for Hospitality, Travel and Tourism Industries	Available	>>>	
BIH2001	QGA	13/14	YEAR	48	Management theory and Practice	Available	>>>	
BIH2031	AUA	14/15	YEAR		Management of Hospitality Organisations	Available	>>>	
BIH2031	AUA	13/14	YEAR	78	Management of Hospitality Organisations	Available	>>>	

(Fig 3)

4. Select the Module for which you have marks to input by clicking on the relevant **Select** button.

If you are marking **Defers**, use the previous academic year.

If the **Status** is not **Available** contact your school office to update the **MAV** Status to **A**.

If there are no students appearing check with your school office (e.g. may need to create assessment records in **SAS**)

## Modules Components.

Leaving blank will display all available assessments for marking.

- **01** and **02** etc are usually for the first take components
- **101** and **102** etc are the Trailing components of a module
- Choose the component you need to enter marks for by ticking the **Select** box(es). Don't mix different Group assessments (eg 01 and 101).
- Click the **Enter Assessments (New Version)** button. Use **Enter Re-assessments (New Version)** for resits.

Module Details									
Shown below are details about the current module									
Module	Occ	Year	Period	Students	Name				
BIH2001	QGA	13/14	YEAR	48	Management theory and Practice				

Assessment Items									
Shown below is a list of available assessment items for the chosen module. Select the components that you wish to enter marks for. Should a component require question-level mark entry a button will be available next to that component which can be used to select which sections and questions you wish to enter marks for. Please note that if a selected component does require question entry then only that individual component can be selected.									
Seq	Type	Description	Weight	Q_Mark	Group	Q_Set	Grd_Only	Final	Select
01	CW	2500 word essay	40%	-	-	-	No	No	<input checked="" type="checkbox"/>
02	EXAM	2.5 hour exam	60%	-	-	-	No	Yes	<input type="checkbox"/>
101	CW	2500 word essay	40%	-	T	-	No	No	<input type="checkbox"/>
102	EXAM	2.5 hour exam	60%	-	T	-	No	Yes	<input type="checkbox"/>

(Fig 4)

1. Select assessment or leave blank for all

Select Options	
Choose the sort order, whether to include marked students, student id(s) to mark, and then select which option you wish to run	
Sort records by	Student Name
Display	Unmarked students
Student id (optional)	All students
View Standard Letter	N/A
<input type="button" value="Enter Assessments"/>	<input type="button" value="Enter Re-assessments"/>
<input type="button" value="Export Marks"/>	
<input type="button" value="Calculate Module Results"/>	
<input type="button" value="View Module Results"/>	<input type="button" value="View Re-assessment Results"/>
<input type="button" value="Go Back"/>	

(Fig 5)

2. You can select to display either all students or only those who have no marks entered
3. Select either Assessments or Re-assessments

The following screen will then be displayed

Enter Marks/Grades						
Enter the marks/grades in the boxes below and use the Store button to save. When finished, Quit will return you to the previous screen.						
45 Students Listed				01 - CW 40% 2500 word essay		
Student Id	Name	Attempt	Mark	Grade		
12345678	Abigail Elizabeth	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Fig 6)

Enter the marks by placing a number in the **Mark** column, the **Grade** column will be automatically calculated from the mark entered by the system when the page is stored, as shown below.

Enter Marks/Grades						
Enter the marks/grades in the boxes below and use the Store button to save. When finished, Quit will return you to the previous screen.						
45 Students Listed				01 - CW 40% 2500 word essay		
Student Id	Name	Attempt	Mark	Grade		
12345678	Abigail Elizabeth	1	<input type="text" value="35"/>	<input type="text" value="R"/>	<input type="text" value="????"/>	<input type="text"/>
12345678	Benjamin Patrick	1	<input type="text" value="40"/>	<input type="text" value="D"/>	<input type="text" value="????"/>	<input type="text"/>
12345678	Benjamin Charles	1	<input type="text" value="80"/>	<input type="text" value="A"/>	<input type="text" value="????"/>	<input type="text"/>

(Fig 7)

For Ungraded modules simply enter P=Pass, R=Refer, F=Fail.

When each page is completed then store (ASIS speak for Save) and move to the next page by clicking on the appropriate button.

The options are:

- Store and Next page, this will save the input in the current page and move to the next page,
- Store, saves the current page,
- Quit without storing, returns the user to the component listings page **without saving any input done since the last Store.**

However, note the table below as you may have to override a grade with a special code.

Table of special codes that you will need to use in following cases

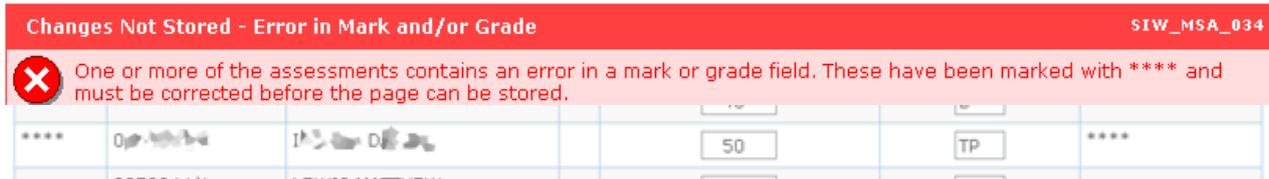
Code	Reason
TP	Tutor Reassessment pass (40%)
TR	Tutor Reassessment referred; TR for graded assessment (<=39%)
RT	RT for ungraded (pass/refer/fail) assessment
TF	Tutor Reassessment fail - for ungraded modules only
L	Enter 0 and L if the work has been submitted on time but has not been marked by CAB date

Codes that administrator may have input. Leave these alone!

WD	Student withdrawn or suspended after 1 <sup>st</sup> December
NS or NW	Non submission of work
XP	Misconduct Reassessment pass (40%). Check with your admin contact if you or an appointed person is to enter academic misconduct marks and grades.
XR	Misconduct Reassessment refer (<=39%). Check with your admin contact if you or an appointed person is to enter academic misconduct marks and grades.
XF	Misconduct Reassessment fail - for ungraded modules only
EC or EL	Extenuating circumstances, EC if applied for before deadline, EL if after deadline
UI, PL, X1, X2 and X3	Academic misconduct codes: UI Under Investigation; PL Preliminary level penalty awaiting rework; X1,X2,X3 first, second and third level penalties

## ERRORS

- Invalid combinations of mark and grade are highlighted with \*\*\*\*



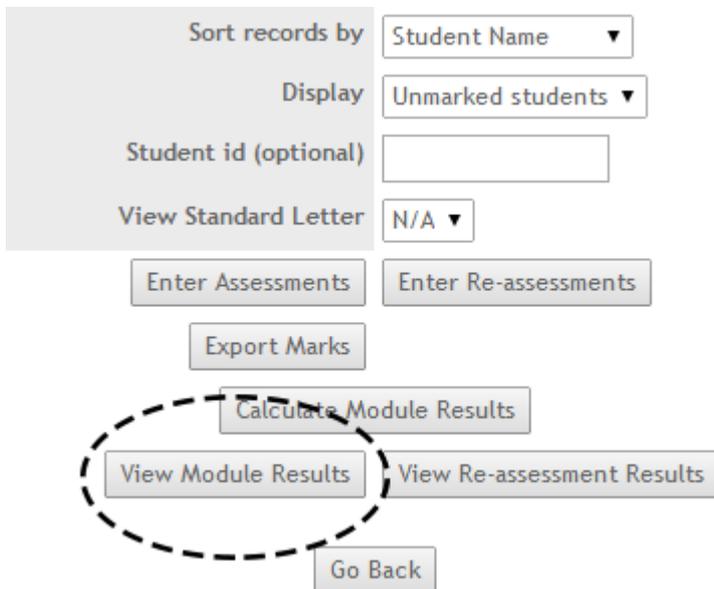
(Fig 8)

Here, it is not valid to have a mark above 40% with a Tutor Reassessment grade.

Amend the mark and/or grade as appropriate and **store**.

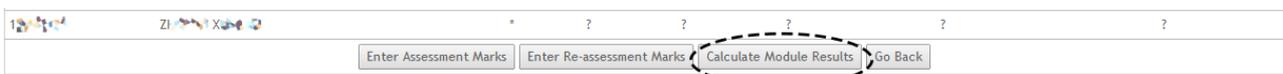
## Calculation of the module mark

Once marks have been entered for all components the Module Mark can be calculated. Select the module you want to calculate, then from the next page that lists all the components click on the **View Module Results** button. (Use re-assessment button for resits)



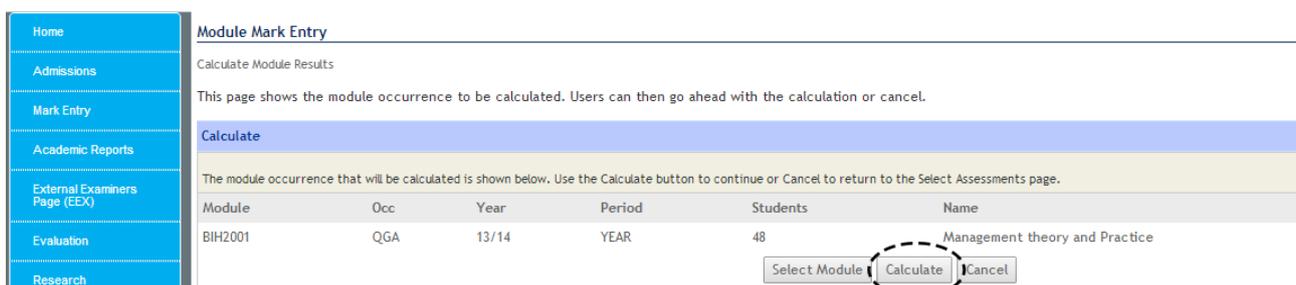
(Fig 9)

- Click on the **Calculate Module Results** button at the bottom of the screen



(Fig 10)

- The following screen will be displayed. Check the correct module is being calculated. Then click on the **Calculate** button



(Fig 11)

- The calculation will take place. This can be run more than once. Contact you school office if there are any errors.
- In this example some students have not had their marks entered, enter the marks and re-run.
- To see the module results go back into **View Module Results**.

#### Module Mark Entry

View Module Results

This page displays the module results for the selected module.

Module Details					
These are the details for the current module					
Module	Occ	Year	Period	Students	Name
BIH2001	QGA	13/14	YEAR	48	Management theory and Practice

Results							
Shown below are the student module results for the selected module occurrence							
Student		Module				01 - CW 40% 2500 word essay	
Code	Name	Act	Mark	Grade	Result	Mark	Grade
1	A	*	?	?	?	35	R
1	B	*	?	?	?	40	D
1	B	*	?	?	?	80	A
1	B	*	?	?	?	?	?

(Fig 12)

- Note in the example where the calculation has been performed when not all the marks have been input. The question marks are returned for students who do not have any marks or have insufficient marks input. This is quite normal and to be expected.
- NB Result of D is for Defers and Refers, grade of R signifies Refer and EC for Defers