Log-in to My Students

1. Select **Academic Mark Entry**

![Academic Mark Entry](image1)

2. Select **Enter module marks**

![Enter module marks](image2)

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](image3)

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**)

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**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.

(Fig 4)

1. Select assessment or leave blank for all

(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

(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.

(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.

- 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP</td>
<td>Tutor Reassessment pass (40%)</td>
</tr>
<tr>
<td>TR</td>
<td>Tutor Reassessment referred; TR for graded assessment (&lt;=39%)</td>
</tr>
<tr>
<td>RT</td>
<td>RT for ungraded (pass/refer/fail) assessment</td>
</tr>
<tr>
<td>TF</td>
<td>Tutor Reassessment fail - for ungraded modules only</td>
</tr>
<tr>
<td>L</td>
<td>Enter 0 and L if the work has been submitted on time but has not been marked by CAB date</td>
</tr>
<tr>
<td>WD</td>
<td>Student withdrawn or suspended after 1st December</td>
</tr>
<tr>
<td>NS or NW</td>
<td>Non submission of work</td>
</tr>
<tr>
<td>XP</td>
<td>Misconduct Reassessment pass (40%). Check with your admin contact if you or an appointed person is to enter academic misconduct marks and grades.</td>
</tr>
<tr>
<td>XR</td>
<td>Misconduct Reassessment refer (&lt;=39%). Check with your admin contact if you or an appointed person is to enter academic misconduct marks and grades.</td>
</tr>
<tr>
<td>XF</td>
<td>Misconduct Reassessment fail - for ungraded modules only</td>
</tr>
<tr>
<td>EC or EL</td>
<td>Extenating circumstances, EC if applied for before deadline, EL if after deadline</td>
</tr>
<tr>
<td>UI, PL, X1, X2 and X3</td>
<td>Academic misconduct codes: UI Under Investigation; PL Preliminary level penalty awaiting rework; X1,X2,X3 first, second and third level penalties</td>
</tr>
</tbody>
</table>

Codes that administrator may have input. Leave these alone!
ERRORS

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

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)

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

- The following screen will be displayed. Check the correct module is being calculated. Then click on the Calculate button
The calculation will take place. This can be run more than once. Contact your 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.

(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