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

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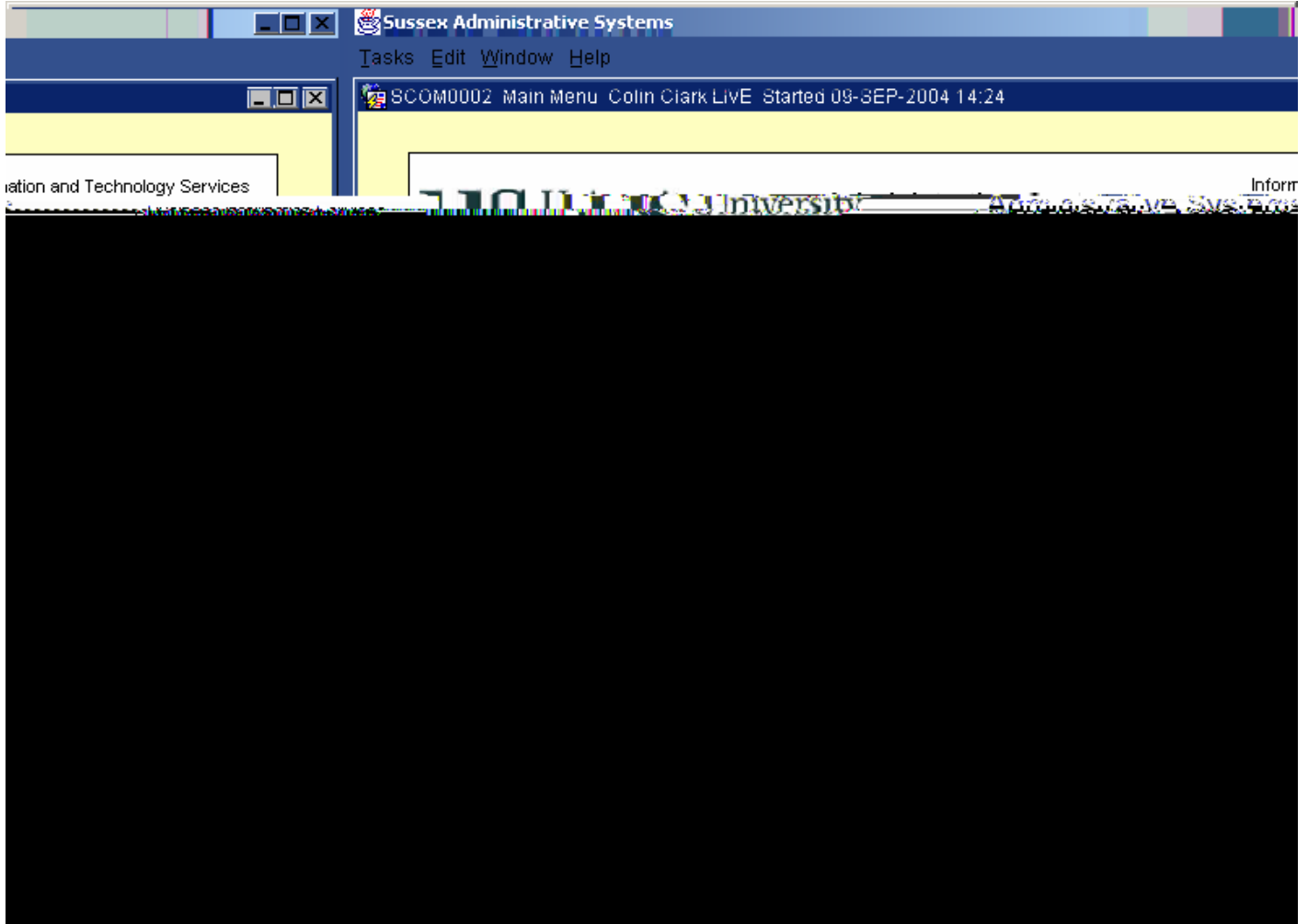
**Admin staff** will see the screen shown below.

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

## 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 (<= 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 (<= 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 (<= 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 (<= 24 hours) of Optional Sit
OSVL  Very late (>24 hours) submission of Optional Sit