

Entering Exam Results

STEP 11 – Entering Exam Results

- a) Select **Exam Results**, then click on **Results Entry** and select the relevant course/diploma etc.
- b) Make sure the **Sitting** tab is correct – e.g. 1st Sitting.
- c) Then click on the **yellow folder**.
- d) If you have assigned special exam numbers click on the **“Anonymous Result Entry”** at the top of the screen. If not just click on the **yellow folder** beside the module.
- e) Type in your results, you can sort by number by double clicking over the exam number cell.
- f) If a list doesn't appear when you click on the yellow folder, click on the **Assessment** tab at the top of the screen and click either Examination or Assessment. This facility was set up so you can enter both assessment and exam results separately.
- g) Once results are entered, click **SAVE** on the toolbar
- h) When you have saved your work click on the **Previous** button at the bottom of the screen.
- i) Now its time to run the calculators.
- j) **COURSES**: For **Level 2** courses (PPC1 & PPCII), click on the **“Calculate Level 2 results from Level 4”** tab. This will calculate the results for the exam/assessment or both. Then click on the **Previous** button at the bottom of the screen. Now click on **“Calculate Level 1 results from Level 4”**.
DIPLOMAS: For **Level 1** courses (DIPLOMAS), click on the **“Calculate Level 1 results from Level 4”** tab. This will calculate the results for the module. Then click on the **Previous** button at the bottom of the screen.
- k) You will be brought into the results page. Click **EXIT** on the toolbar to be brought back to the module page, click exit again as you now need to run the calculator at the top level.
- l) Click the **“Calculate Overall Results from Level 1”** to get the overall results.

You are now ready to print off letters and reports.

PLEASE NOTE: All letters and reports re exams start with the prefix **“Exams”** or **“Dip Exams”**. **When running reports always make sure you select the exam sitting e.g. 1st Sitting. If the Grade parameter is open you can filter by typing Pass, Fail or Certificate. If you leave this field blank all records will appear.**