How to Manually Enter Results using Exams Organiser Marksheets

These notes are only appropriate for manually entering results where Basedata is available for the Qualification (GCSE / A-Level / all mainstream Vocational Courses)

Basedata

Ensure that the basedata is available in Exams Organiser. You can check this under Focus | Basedata.

- If the basedata is not present, download this from the Board and import.

If the basedata is present, make a note of the "Sylabus Code" as you will need to know this when creating the Results Marksheet next.
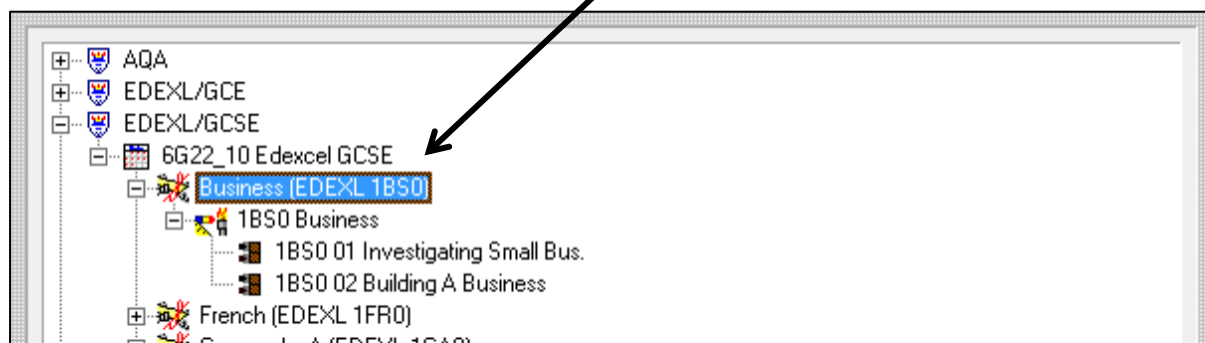
Creating a Resutls Marksheet

In Exams Organiser:

- Focus | Marksheet Setup – Award
    - Set the "Award" to the Sylabus Code (see note above)
    - Set the "Aspect Type" to "Result"
    - Leave the last field empty
    - Click "Next"
- Click "Yes" to the message "IncludeEntry aspect…."
- Click "Next" on the "Select Elements" screen
- Click "Next" on the "Configure Marksheet" screen
- Use the Tree Structure on the right to tick an appropriate group or groups
    - This could be a specific Class which can be found unter the "Course" node
    - This could simply be the whole Year Group which can be found under the "National Curriculum Year" node
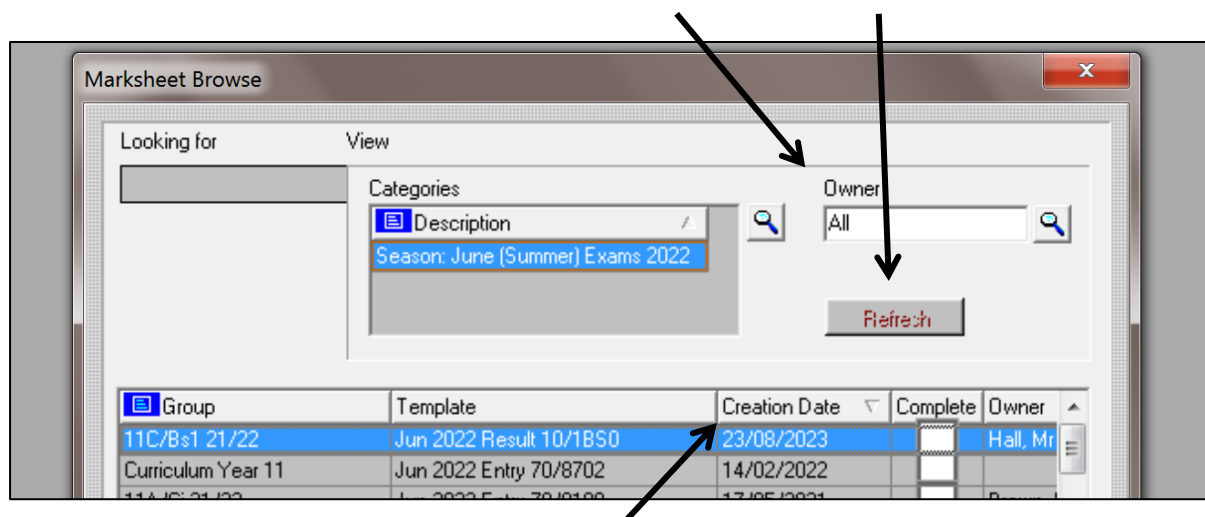   - Click "Next"
- Click "Finish"
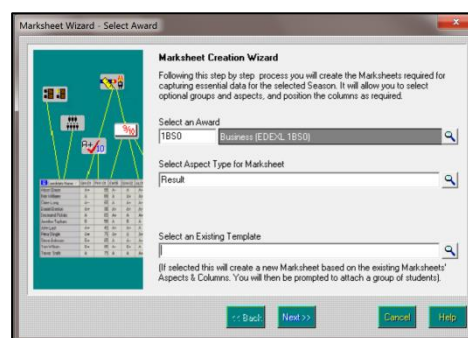
Entering Grades Using the Results Marksheet

The actual Results will, of course, need to be found before completing this process. Typically, these can be found on the Board's website or from paper copies provided by the Board.

In Exams Organiser:

- Focus | Marksheet - Data Entry
    - Ensure that "All" is selected under "Owner" and click "Refresh"

- Click the "Creation Date" column header to sort the marksheets by Date
      (this will help by bringing the marksheet that has just been created to the top)
    - Double-click the marksheet to open it
- Use the marksheet to enter the results as required
    - Click into the required cell on the marksheet and type the grade
    - Click save at the top (the blue tick)
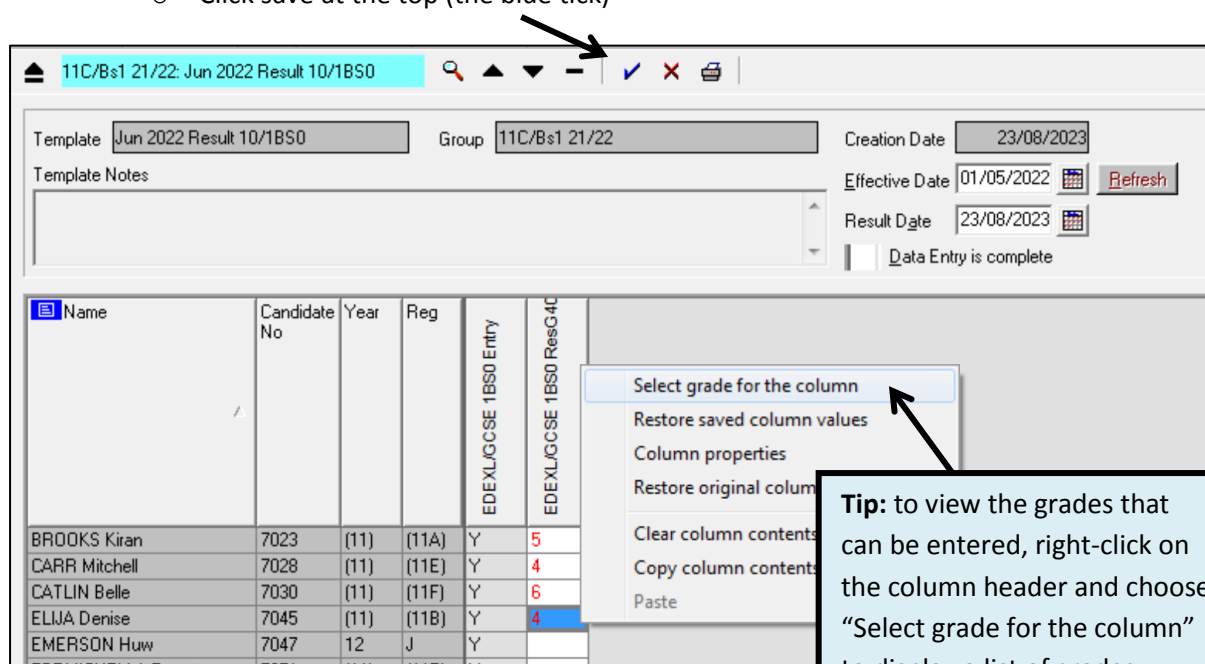
Tip: to view the grades that can be entered, right-click on the column header and choose "Select grade for the column" to display a list of grades