Examinations Organiser
Working with Marksheets

Selecting a Marksheet

1. Click the **Marksheet** button on the Focus Bar or select **Focus | Marksheet - Data Entry**.

   ▦ Marksheet button

2. Click the **Owner** Field Browser button and select your name from the **Owner** drop-down list (to view marksheets that you own and can edit), select another person's name, or **All** (to view marksheets for which you have view permissions).

3. Click the **Categories** Field Browser button to display the **Category** chooser.

4. Select pre-defined categories to restrict the marksheets displayed then click the **OK** button.

5. Click the **Refresh** button to refresh the list of marksheets.

Marksheet Types

Types of Marksheets available:

- Coursework *
- Endorsement *
- Entry by Forecast *
- Equivalent *
- Forecast *
- Result *
- Entry (Y, C, P or N)

* The type of mark or grade entered into these types of marksheets depends entirely on the valid grades defined in the appropriate aspect(s).

Exploring the Marksheet

Template Field

The name of the template used to create the marksheet.

Template Notes Field

Displays the notes entered when the marksheet was created. For example, notes might include reminders about dates by which entries, marks or grades should be entered.

Creation Date Field

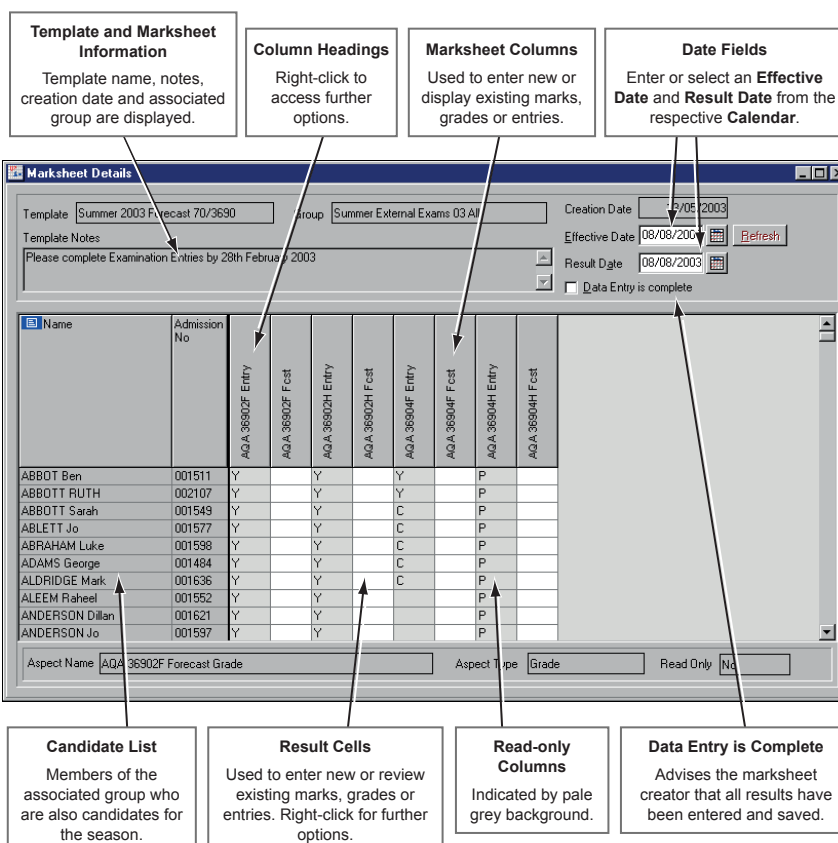Displays the date on which the marksheet was created.

Effective Date Field

The **Effective Date** defaults either to today's date or the start date of the current season but can be edited, if required. The candidates listed in the marksheet are those who were a member of the selected group on that date.

Result Date Field

The **Result Date** defaults to today's date but can be edited, if required. This is the date on which the result was *achieved*, rather than the date it was *entered* into the marksheet.

Template and Marksheet Information
Template name, notes, creation date and associated group are displayed.

Column Headings
Right-click to access further options.

Marksheet Columns
Used to enter new or display existing marks, grades or entries.

Date Fields
Enter or select an **Effective Date** and **Result Date** from the respective **Calendar**.

Name	Admission No	AQA 36902F Entry	AQA 36902F F cst	AQA 36902H Entry	AQA 36902H F cst	AQA 36904F Entry	AQA 36904F F cst	AQA 36904H Entry	AQA 36904H F cst
ABBOT Ben	001511	Y		Y		Y		P	
ABBOTT RUTH	002107	Y		Y		Y		P	
ABBOTT Sarah	001549	Y		Y		C		P	
ABLETT Jo	001577	Y		Y		C		P	
ABRAHAM Luke	001598	Y		Y		C		P	
ADAMS George	001484	Y		Y		C		P	
ALDRIDGE Mark	001636	Y		Y		C		P	
ALEEM Raheel	001552	Y		Y				P	
ANDERSON Dillan	001621	Y		Y				P	
ANDERSON Jo	001597	Y		Y				P	

Aspect Name: AQA 36902F Forecast Grade — Aspect Type: Grade — Read Only: No

Candidate List
Members of the associated group who are also candidates for the season.

Result Cells
Used to enter new or review existing marks, grades or entries. Right-click for further options.

Read-only Columns
Indicated by pale grey background.

Data Entry is Complete
Advises the marksheet creator that all results have been entered and saved.

Group Field

Displays the group associated with the marksheet.

Refresh Button

Refreshes the content of the cells in the marksheet.

Shortcut Key: Alt+R

Colour Key

- Read-only columns appear pale grey.
- Any unsaved data is displayed in red. Once saved, the data is displayed in black.
- Data entry columns have a white background.

Did you know that you can right-click a column header then select **Column properties** to view aspect details, including a description of the aspect and a list of valid grades?

Use the aspect description to distinguish between similarly named aspects.

Entering Data into a Marksheet

Marksheets consist of a grid, similar to a spreadsheet, where the areas of assessment (aspects) are listed in columns, and candidates are listed in rows.

Ensure that a valid input of the correct type, according to the selected marksheet, is entered. Right-click a column heading and select **Column properties**, if necessary.

1. Today's date is displayed by default in both the **Effective Date** and **Result Date** fields. To select different dates, click the appropriate **Calendar** button and select the required dates.

2. Click the **Refresh** button to populate the cells of the marksheet with the most up-to-date data.

3. Navigate to the appropriate cell(s) and enter results.

TIP: Printed copies of the marksheets can be completed manually and results entered by a user with permissions to enter data in all marksheets, e.g. the Examinations Officer.

Copying and Pasting Columns

Use the right-click functionality to copy and paste the contents of a column to a different column.

NOTE: It is possible to copy the column content to another column in the same marksheet only.

Entering the Same Value for Every Candidate

This functionality is particularly useful when entering a mark or grade appropriate for the majority of candidates. Any exceptions can then be edited individually.

1. Right-click the required column heading then select **Select grade/mark for the column**.

2. Highlight the required grade/mark then click the **Select** button.

3. Click the **Yes** button on the next dialog, bearing in mind that any existing values will be overwriten.

Clearing Column Contents

This right-click functionality can be used instead of overtyping any existing data that has already been saved. It can also be used if you have completed a column in error but have not yet saved.

NOTE: Clearing a column is only temporary. It is advisable to enter all results for the column before saving, so that a mixture of historic and new results is not displayed.

Restoring Saved Column Values

This restores the data to the point of the last save. Right-click the required column heading and select **Restore saved column values**.

Managing Marksheets

Previewing Marksheets

1. Select the required marksheet from the **Marksheet** browser.
2. Click the **Print Record** button.

   🖨 Print Record button

3. Select an option from the **Print Options** dialog then click the **OK** button to preview the report.

Printing Marksheets

1. From the preview window, click the **Print Marksheet** button.

   🖨 Print Marksheet button

2. Select the printing parameters and click the **OK** button.

Deleting Individual Marksheets

1. Select the required Marksheet from the **Marksheet** browser.
2. Click the **Delete Record** button.

   ▬ Delete Record button

3. Click the **Yes** button to confirm.

Exporting Marksheets

1. From the preview window, click the **Export Data** button.

   ◄▣ Export Data button

2. Select the location, enter the file name and select a file type.
3. Click the **Save** button.

Deleting Multiple Marksheets

1. Select **Tools | Delete Marksheets** to display the **Delete Marksheet** dialog.
2. Select the required category filters and click the **Refresh** button to display the appropriate marksheets.
3. Select the check box of the marksheet(s) you wish to delete.
4. Click the **Delete** button.

Viewing Column Properties

1. Right-click the column header for which you wish to view the properties and select **Column properties** from the pop-up menu to display the **Properties of Column** dialog.

   The **Aspect** associated with the column will be displayed as well as the **Aspect description**, a list of valid grades, the column's **Read Only** status and the **Result Set Status** (locked, unlocked, etc.).

2. Click the **Close** button to return to the **Marksheet Details** page.

Adding Notes

You can add notes relating to a candidate's grade, mark, etc. for example, to justify a forecast grade.

IMPORTANT NOTES: You cannot add notes without grades or marks being recorded on the marksheet. Notes can be added to read-only columns in forecast, result and coursework marksheets.

1. Right-click the individual cell containing the grade or mark then select **Notes** from the pop-up menu to display the **Notes** dialog.
2. Enter the notes as required.
3. Click the **Update** button to save the notes entered and return to the **Marksheet Details** page.
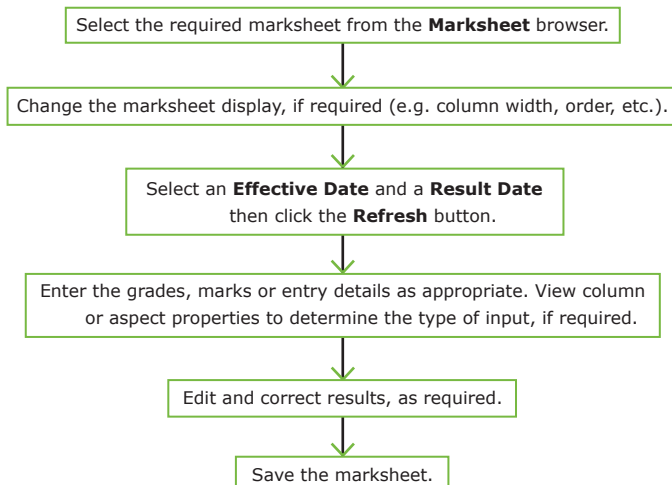
   NOTE: If more than one grade or mark exists for a candidate on a marksheet, please specify the grade or mark to which the note relates.

Moving Around the Marksheet

Move around the marksheet using any of the following methods:

- Click in a cell to enter data
- **Right** cursor key moves one cell to the right
- **Left** cursor key moves one cell to the left
- **Up** cursor key moves up one cell
- **Down** cursor key moves down one cell
- **Tab** key moves one cell to the right
- **Shift + Tab** moves one cell to the left
- **Enter** key moves down one cell
- **Page Up** and **Page Down** moves up and down the grid in steps equal to the number of rows that can be displayed on the screen
- **Ctrl + Home** moves to the top left cell of the grid
- **Ctrl + End** moves to the bottom right cell of the grid.

Completing Marksheets

Select the required marksheet from the **Marksheet** browser.

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Change the marksheet display, if required (e.g. column width, order, etc.).

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Select an **Effective Date** and a **Result Date** then click the **Refresh** button.

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Enter the grades, marks or entry details as appropriate. View column or aspect properties to determine the type of input, if required.

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Edit and correct results, as required.

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Save the marksheet.

Changing the Marksheet Display

Ordering Rows

Any column on the marksheet can be used to order the marksheet in either ascending or descending order. Any row order is only temporary and the default row order can be restored by re-opening the marksheet. To order the rows, click the appropriate column header.

Changing the Column Order

Any column order change is only temporary. Restore the default order by right-clicking and selecting **Restore original column order** or by re-opening the marksheet.

To change the column order, click the column heading, drag to the required location on the marksheet then release the mouse button.

Changing the Column Width

1. Move the cursor over the right-hand border of the column. The shape of the cursor will change.
2. Click and drag the column border to the required width. Alternatively, double-click the column border to set the width of the column to fit the contents.

Showing/Hiding the Browser

Click the **Focus Browser** button on the Focus Bar to display the browser. Click the button again to hide the browser.

🔍 Focus Browser button (red handle)

Button and Keyboard Equivalents

🔍 **Ctrl + F3** Focus Browser button (red handle)

⏏ **Ctrl + F4** Close Form button

✓ **F9** Save Record Changes button

CAPITA