

Creating Examination Marksheet

It is possible to create a marksheet within Examinations to amend data such as removal of examination results. We can create a marksheet using the following routines:

Via Focus | Mark sheet Setup Award

Select the particular 'Award' (for e.g MR523 Sport EDEXL) then select the required Marksheet – in this case select 'Result' and select Next

Marksheet Wizard - Select Award

Marksheet Creation Wizard

Following this step by step process you will create the Marksheets required for capturing essential data for the selected Season. It will allow you to select optional groups and aspects, and position the columns as required.

Select an Award
MR523 Sport (Qcf) (EDEXL MR523)

Select Aspect Type for Marksheet
Result

Select an Existing Template

(If selected this will create a new Marksheet based on the existing Marksheet's Aspects & Columns. You will then be prompted to attach a group of students)

Code Title
0150 English (Legacy) (WJEC 0150)
0153 English Literature (Legacy) (WJEC 0153)
0195 Mathematics (Legacy) (WJEC 0195)
0230 Science (WJEC 0230)
2001 Art and Design (WJEC 2001)
2071 Biology (WJEC 2071)
2091 Chemistry (WJEC 2091)
2151 English Language (WJEC 2151)
2150 Law (AGA 2150)
2171 English Literature (WJEC 2171)
2190 Sociology (AGA 2190)
2191 French (WJEC 2191)
2201 Geography (WJEC 2201)
2221 History (WJEC 2221)
2221 Physics (WJEC 2221)

Aspect Type
Coursework
Endorsement
Entry
Entry by Forecast
Equivalent
Forecast
Result

Select 'Yes' to Include entry aspect as read-only column in marksheet:

SIMS Examinations Organiser Module

Include Entry aspects as a read-only column in Marksheet?

Yes No

Check elements required for mark sheet and select Next:

Marksheet Wizard - Select Elements

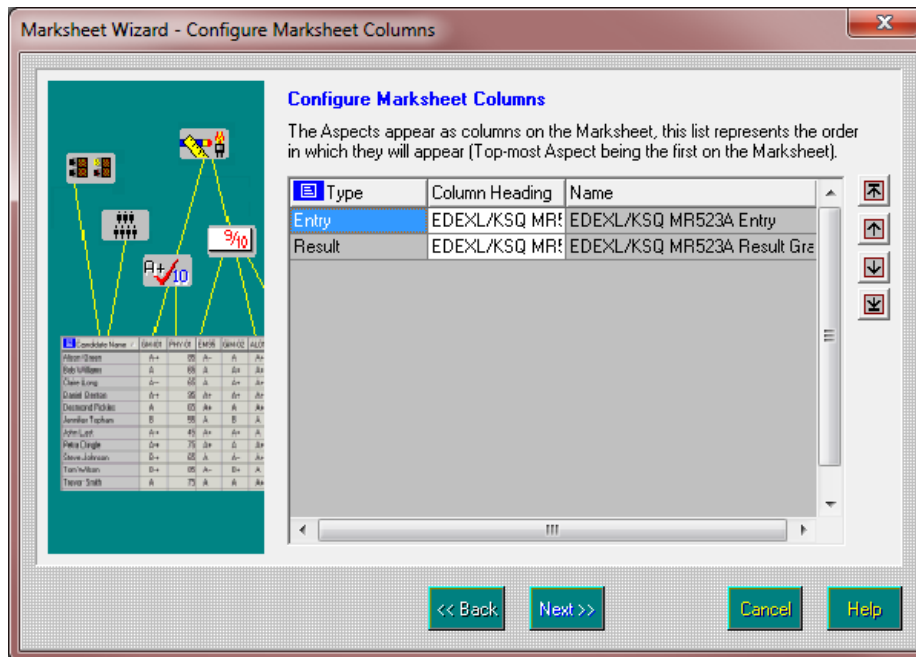
Select Element

Aspects are displayed by their linked Elements. By selecting the parent Award, all Elements under that award will be selected for inclusion on the Marksheet.

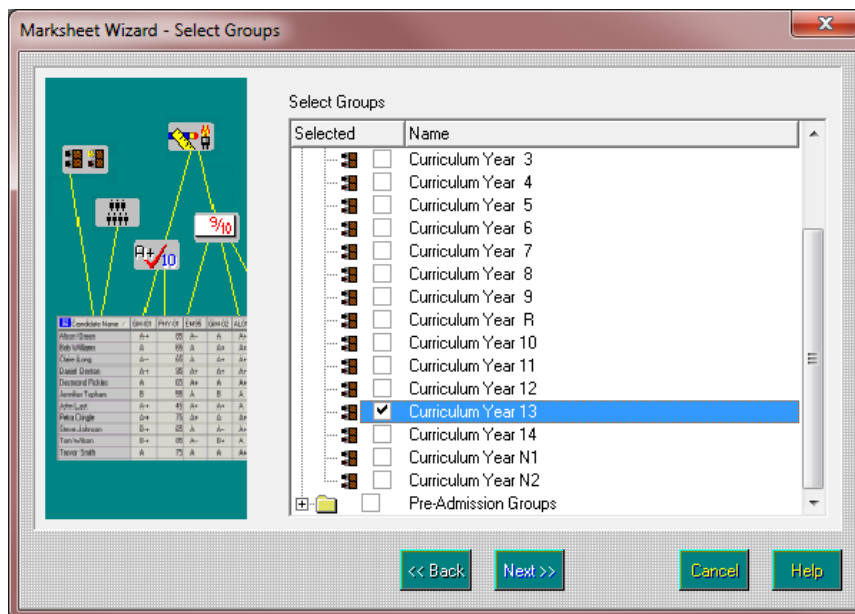
Selected Elements
 Sport (Qcf) (EDEXL MR523)
 MR523A Sport (Qcf)

<< Back Next >> Cancel Help

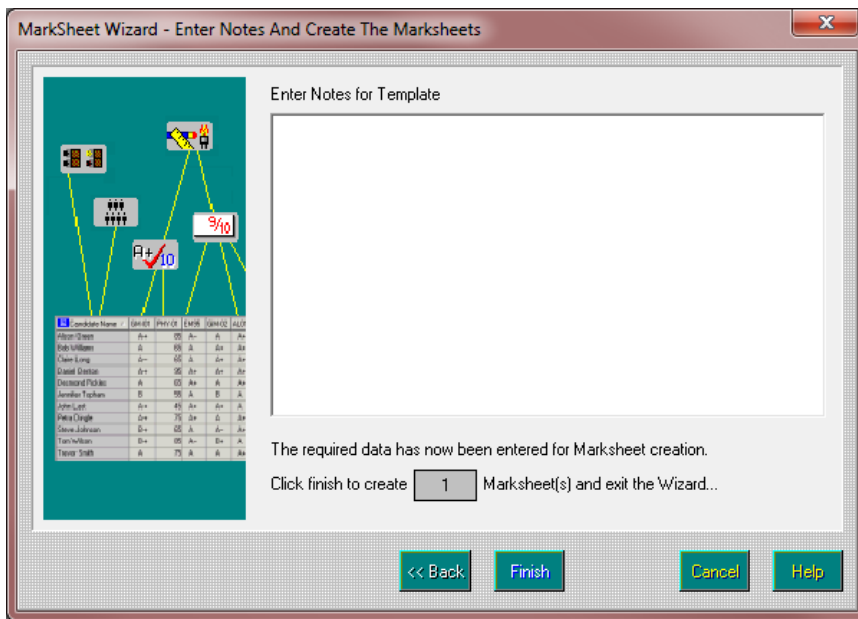
Check Mark sheet Columns and select Next



Select Groups: Open Groups to check selection (Tick)& click Next



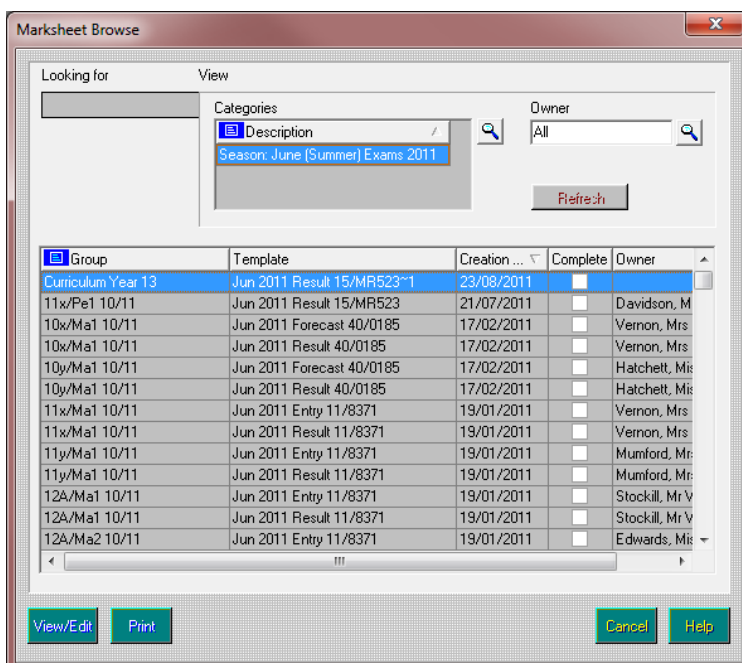
Once complete, click Finish



Removing Results from Marksheet

You will now be able to access the newly created marksheets via Focus | Marksheet Data Entry

Click on Refresh and select 'Creation' tab twice and scroll to the top of the Marksheet Browse and open the marksheet created



To remove the contents within the column of data, right click on the column heading and select 'Clear Column Contents' and select the Blue Tick to save.

The screenshot shows the 'Marksheet Details' window. At the top, there are fields for 'Template' (Jun 2011 Result 15/MR523~1), 'Group' (Curriculum Year 13), 'Creation Date', 'Effective Date' (01/0), and 'Result Date' (23). Below these is a 'Template Notes' field. The main area is a table with the following columns: Name, Candidate No, Year, Reg, EDEXLJKSQ MR523A Entry, and EDEXLJKSQ MR523A ResG3. A context menu is open over the 'EDEXLJKSQ MR523A ResG3' column header, showing options: 'Select grade for the column', 'Restore saved column values', 'Column properties', 'Restore original column order', 'Clear column contents' (highlighted), 'Copy column contents', and 'Paste'. The table data includes students like ABBOT Ben, ADAM Briony, AGUILERA Christopher, etc.

Name	Candidate No	Year	Reg	EDEXLJKSQ MR523A Entry	EDEXLJKSQ MR523A ResG3
ABBOT Ben	4000	(13)	(N)		D
ADAM Briony	4001	(13)	(J)		D
AGUILERA Christopher	4002	(13)	(Q)		D
AHLMAN Victor	4003	(13)	(N)		D
ALEEN Mina	4004	(13)	(J)		D
AUDEN Harry	4007	(13)	(Q)		D
AUSTIN Cassi	4008	(13)	(K)		D
BARCLAY-DAVIES Edie	4009	(13)	(J)		D
BASRY Rani	4010	(13)	(N)		D
BEAUVOIR Simone	4011	(13)	(Q)		D

Repeat the same process for other awards