

Continuous Assessment Online Marks Entry Guide

Important Note

External entry is available via a VPN connection only

Access to this application can found at

<https://www.dcu.ie/ovpaa/exam-continuous-assessment-online-marks-entry>

Logon is by your AD username and password.

Staff Information

Continuous Assessment Marks Entry System

Username:

Password:

Home or DCU Campus Wireless Network Access

To access the Continuous Assessment Marks Entry System from Home or if using your laptop on the Campus Wireless network, you will need to connect to the DCU network via the VPN first before logging into the Marks Entry System.

Please follow the link below to setup VPN access on your PC or Apple Mac.

[VPN Info and configuration](#)

For Support Information, please contact the ISS Service desk on iss@dcu.ie

Log in



Operation

Staff Information

Continuous Assessment Marks Entry System

Welcome Aengus Gordon

This facility allows you to generate an entire marksheet for a given module, or filter by programme or year.
To use it:

- Choose the code for the Course Module from the dropdown list. (e.g. EF304 for International Economic Environment.)
(If the module list is incomplete, please contact your faculty office to confirm your modules in the CourseBuilder system. ISS do not have the ability to modify module assignments.)
- To Filter by Programme, choose the code for the Course Programme from the dropdown list. (e.g. MEN for MEng in Electronic Systems.)
- To Filter by Year, choose the code for the Period of study from the dropdown list.

* Please select a module.

Choose your module: * (If this list is incomplete, please contact your faculty office to confirm your modules in CourseBuilder. ISS do not have the ability to modify module assignments.)	MC201 ▼
Choose your programme :	choose your programme ▼
Choose your year:	choose your year ▼
Turn off qualification grouping, sort alphabetically:	<input type="checkbox"/>

submit this module

This screen has a drop down menu for module, qualification and year.

Select The Following

- a. Module (drop down Menu) **(if your module is not displayed, contact your Faculty)**
- b. Programme (drop down Menu)
- c. Year (drop down Menu)

Name of qualification, year, module & exam month.

(p1) Qualification: BAJH - Bachelor of Arts (BAJH) Period of Study: 2 Module: MC201 Composition, Theory and Applied Techniques 3 Exam Month: 1
 Continuous Assessment Weight: 100% Examination Weight: 0%

ID No.	Name	Final Cont. Assmt Mark out of 100%	Did not submit work
20421000	Dara		<input type="checkbox"/>
20390000	Caoilainn		<input type="checkbox"/>
20320000	Geraldine		<input type="checkbox"/>
20450000	Medb		<input type="checkbox"/>

Notes

1. The student is identified by their Student number & name.
2. All Marks are ** must ** be out of 100%.
3. Absent students are indicated by Did not submit flag.
4. Marks are the total for all continuous assessments for a subject.

Example

Assessment marks (total out of 100%) are entered into the “Final Cont. Assmt Mark” field.

(p1) Qualification: BAJH - Bachelor of Arts (BAJH) Period of Study: 2 Module: MC201 Composition, Theory and Applied Techniques 3 Exam Month: 1
 Continuous Assessment Weight: 100% Examination Weight: 0%

ID No.	Name	Final Cont. Assmt Mark out of 100%	Did not submit work
20421000	Dara	20	<input type="checkbox"/>
20390000	Caoilainn	90	<input type="checkbox"/>
20320000	Geraldine		<input checked="" type="checkbox"/>
20450000	Medb	20.5	<input type="checkbox"/>

Do you wish to commit this mark sheet to the database. Committing will make the mark sheet unavailable for further changes.

Save this mark sheet

Notes

1. Marks that are entered can be saved and returned to at a later stage by pressing the ‘Save this Mark Sheet’
2. The remaining marks can be entered by logging onto the system again.
2. This process of saving may be completed as often as necessary.

(p1) Qualification: BAJH - Bachelor of Arts (BAJH) Period of Study: 2 Module: MC201 Composition, Theory and Applied Techniques 3 Exam Month: 1
Continuous Assessment Weight: 100% Examination Weight: 0%

ID No.	Name	Final Cont. Assmt Mark out of 100%	Did not submit work
2042	Dara	20	<input type="checkbox"/>
2039	Caoilainn	90	<input type="checkbox"/>
2032	Geraldine		<input checked="" type="checkbox"/>
2045	Medb	20.5	<input type="checkbox"/>

Do you wish to commit this mark sheet to the database. Committing will make the mark sheet unavailable for further changes.

Save this mark sheet

When all the results have been entered and the user is satisfied that they are complete the commit flag is ticked.

The 'Save this mark sheet' button is pressed.

The above message is displayed.

To complete the commit process, press the 'Continue to commit this record' button.

The mark sheet can either be printed out or can be saved by using the 'save as' option under the file button.

A statistical report can be generated by pressing on the 'generate report on this module' button. This report must be run prior to committing.

Note

Once the records have been committed the examiner cannot access the record through this system again.

The full results will be only be available on the staff members Portal Page when the faculty staff commit the both the Exam and CA results.