#  ACADEMIC​ S​ YSTEMS​

2021 Marks and Results Upload Guidelines

Introduction

Following the Government restrictions placed on DCU as a result of the Covid-19 virus emergency, ​we have extended the decision to hold January examinations online to the May examinations and August resit sessions, bar a very small number of exceptional cases. Students for whom a campus exam is planned will be notified. ​​

This guide explains how the various assessment types can be uploaded using the existing Web Marks Entry systems.

**Note: The Exam Marks entry system is based upon an anonymous exam number to identify the student’s work. Anonymity has been temporarily suspended and the student will now be identified on the system by student number and name.**

Assessment Type

1. The module is 100% CA.

The marks are entered using the Continuous Assessment Marks Entry System

1. The module is 100% Exam. However, the onsite examination has been replaced by an online exam. This work will be submitted electronically to the examiner.

The marks are entered using the Exam Marks Entry System

1. The module has both CA and Exam elements. However, the onsite exam has been replaced by an online exam.

The CA marks are entered using the Continuous Assessment Marks Entry System and

The alternative final assessment marks are entered using the Exam Marks Entry System

1. The module ​**previously**​ had both CA and Exam elements but has now been converted to 100% continuous assessment.

The marks are entered using the Continuous Assessment Marks Entry System

1. Module is Exam Pass Fail.

The marks are entered using the Exam Marks Entry System

1. The module is Continuous Assessment Pass Fail.

The results are entered using the Continuous Assessment Marks Entry System

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Summary Table

|  |  |  |  |
| --- | --- | --- | --- |
| **ID**  | **Assessment Type (CA / Exam split)**  | **Exam Marks Entry System**  | **Continuous Assessment (CA) Marks Entry System**  |
| 1  | Module is 100% CA  |   | Enter marks here  |
| 2  | Module is 100% Exam (the onsite exam has been replaced by an online exam)  | Enter marks here  |   |
| 3  | Module has both CA and Exam elements. (the onsite exam has been replaced by an online exam)  | Enter online Exam marks here  | Enter CA marks here  |
| 4  | Module ​**previously**​ had both CA and exam elements but has now been converted to 100% CA  |   | Enter marks here  |
| 5  | Module is Exam Pass Fail  | Enter results here  |   |
| 6  | Module is CA Pass Fail  |   | Enter results here  |

End

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