

# Anonymous Marking Web Exam Update Manual

## Introduction

This document is a user guide to the anonymous marking **Exam** update System (Via the **Web**)

It is intended that this guide is used in conjunction with training being provided by ISS / The Registry.

## Important Note

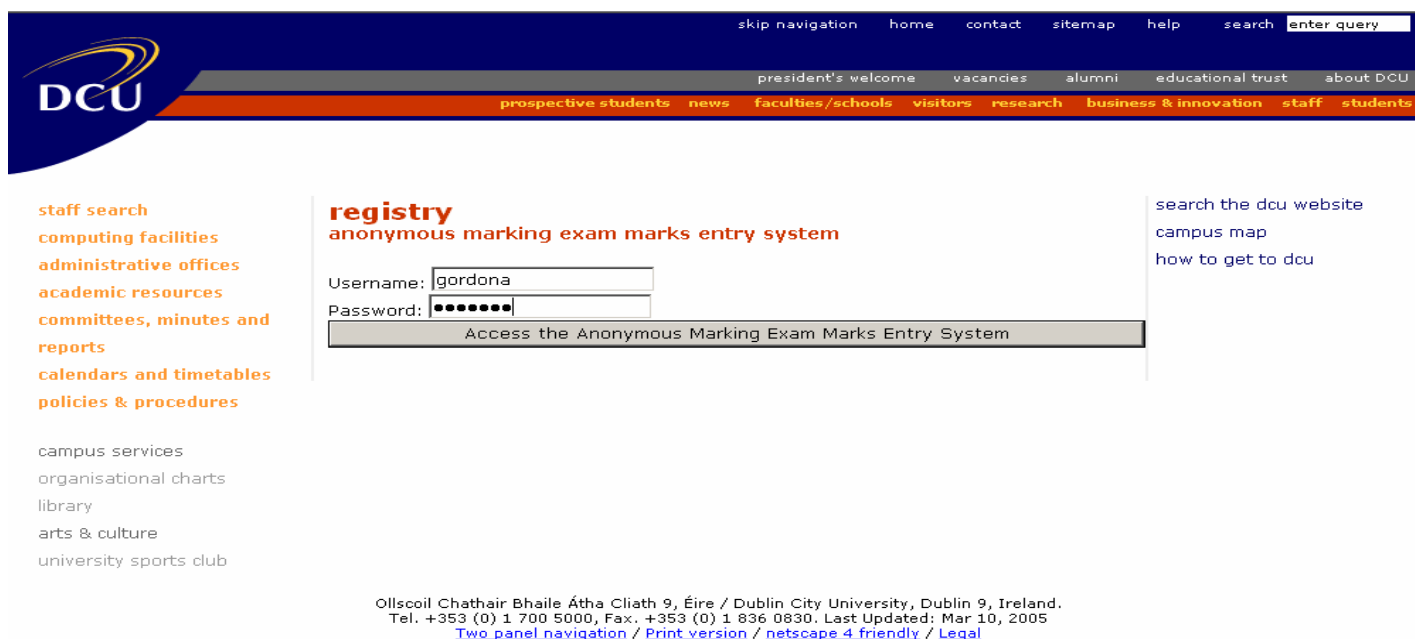
The web entry for exams is only available internally on the staff network

## Logon

This application is accessed via the web (preferably Internet Explorer). It can be accessed by the logging onto the Anonymous Marking web page:

<http://www.dcu.ie/iss/am/index.shtml>

Logon is by your Novell username and password.



The screenshot shows the DCU website header with navigation links: skip navigation, home, contact, sitemap, help, search, enter query. Below the header are links for president's welcome, vacancies, alumni, educational trust, and about DCU. A secondary row of links includes prospective students, news, faculties/schools, visitors, research, business & innovation, staff, and students. The main content area features a left sidebar with links like staff search, computing facilities, administrative offices, academic resources, committees, minutes and reports, and calendars and timetables. The central content area is titled 'registry anonymous marking exam marks entry system' and contains a login form with fields for Username (gordona) and Password (masked with dots), and a button labeled 'Access the Anonymous Marking Exam Marks Entry System'. A right sidebar contains links for search the dcu website, campus map, and how to get to dcu. The footer contains contact information for Ollscoil Chathair Bhaile Átha Cliath 9, Éire / Dublin City University, Dublin 9, Ireland, and links for Two panel navigation, Print version, netscape 4 friendly, and Legal.

# Operation

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

The screenshot shows the DCU website header with navigation links: skip navigation, home, contact, sitemap, help, search, enter query. Below the header is a red navigation bar with links: prospective students, news, faculties/schools, visitors, research, business & innovation, staff, students. The DCU logo is on the left. The main content area is titled 'registry anonymous marking exam marks entry system' and includes a welcome message for Aengus Gordon. A list of links is on the left: staff search, computing facilities, administrative offices, academic resources, committees, minutes and reports, calendars and timetables, policies & procedures, campus services, organisational charts, library, arts & culture, university sports club. The main form contains a numbered instruction: '1. Choose the code for the Course Module from the dropdown list; e.g. EF304 for International Economic Environment.' Below this are three dropdown menus: 'Choose your module:' (with 'CM135' selected), 'Choose your programme:' (with 'choose your programme' selected), and 'Choose your year:' (with 'choose your year' selected). There is a checkbox for 'Full marksheet or one field version' and radio buttons for 'Full' and 'One Field'. A 'submit this module' button is at the bottom.

Select The Following

Module (drop down Menu) (if your module is not displayed, contact the registry)

Programme

Year

Full Field or One (One if just entering the final exam mark)

*Note: If you only select the module (leave the programme and year blank) then all modules linked to the qualification will be displayed.*

Click on the 'submit this module' button to display your class.

Name of Qualification, year, module & exam month.

Anonymous Marking Exam Marks Entry System



(p1) Qualification: BSSA - Study Abroad (DCU Business School) Period of Study: X Module: AC317 Corporate Financial Management Exam Month: 1

Examination No.	Calculate	1	2	3	4	5	6	7	8	9	10	Absent
255491	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
256749	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
256765	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
256773	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
259268	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
259276	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
259284	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
259292	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
260320	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
260347	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
260363	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
260533	Calculate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



Tick button is student is absent

(optional)

### Notes

1. The student is identified by exam number only (6 digits).
2. Fields 1 to 10 are either for entering exam questions results or entering the total exam result.
3. When the values are entered the calculate button will add up the values.
4. All questions or total exam result \*\* must \*\* be out of 100% .

## Example

Enter values (total out of 100%) are entered into relevant exam question fields.

Examination No.	Calculate	1	2	3	4	5	6	7	8	9	10	Absent
261955	32.25	14.0		13		0		5.25				<input type="checkbox"/>
256846	64	15		14		35						<input type="checkbox"/>
256854	Calculate	12			19		14					<input type="checkbox"/>

Save this mark sheet

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

## Notes

1. Marks entered can be saved and returned to at a later date by pressing the 'Save this mark Sheet' button.
2. The remaining marks can be entered by logging onto the system again.
3. This process of saving may be completed as often as necessary.

Examination No.	Calculate	1	2	3	4	5	6	7	8	9	10	Absent
256803	15	15										<input type="checkbox"/>
256811	88	88										<input type="checkbox"/>
256838	90		12		33		45					<input type="checkbox"/>
256846	0	0										<input type="checkbox"/>
256854	Calculate											<input checked="" type="checkbox"/>

Save this mark sheet

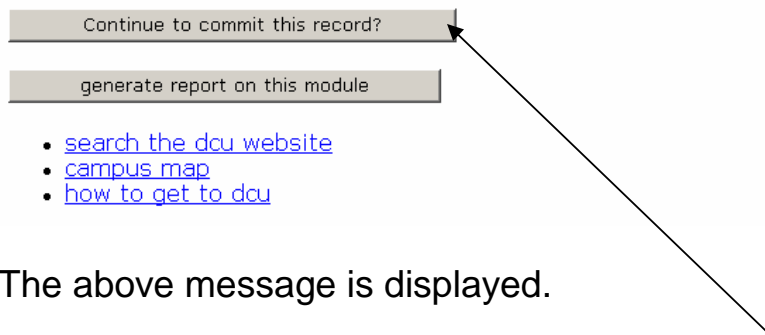
Do you wish to commit this mark sheet to the database. Committing will make the mark sheet unavailable for further changes.

**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 must now be pressed.**

## Anonymous Marking Exam Marks Entry System

**You have chosen to commit this marks sheet. Do you want to continue? If you do not wish to commit press your browser's BACK button.**



Continue to commit this record?

generate report on this module

- [search the dcu website](#)
- [campus map](#)
- [how to get to dcu](#)

The above message is displayed.

To complete the commit 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.***