

EXCEL MARKSHEETS GUIDELINES version 8

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1. General information and instructions

- **Module Leaders are responsible for the accuracy of marks and of Additions & Deletions spreadsheets**
- **Module Leaders are responsible for returning completed marksheets to the assessment team by agreed deadline**
- **Markers should complete their marksheets – not administrators**

Module marksheet(s) are provided for **each assessment element** and for **each module delivery** showing assessment information as well as module delivery and student details. The students' names are listed if the assessment element(s) are set up on SITS to do so ie when necessary for marking (for example names are necessary to mark a presentation but not an exam).

When completing electronic marksheets:

- **Do NOT re-title** your Excel marksheet files
- **Do NOT add or delete students** from Excel marksheets.
If there are any students missing or any that need to be removed, please complete an 'Additions & Deletions' spreadsheet (see Section 2)
- **Do NOT make changes to data** in any of the columns other than the 'Mark' or 'Grade' column as this will prevent import of marks to SITS marks and marksheets will be returned for correction.
- The **Mark** column should contain a **numeric value** out of 100 for each student (ie do not enter "%"); it should only be left blank if the student is recorded for deletion on an 'Additions & Deletions' spreadsheet, or for Pass/Fail Modules (see 5)
- The **Grade** column should contain a **letter code value** only when : - the Mark is 0 (see 1.1) or for Pass/Fail modules (see 5)
(Where a mark other than 0 is entered, the relevant grade will be automatically provided on SITS.)

2 Elements with a mark of 0

The following grades should be entered as a reason for the 0 mark; they need to be entered in capital letters with no spaces before or after:

Grade	Description	Use
F	Fail	Where the work has been submitted on time but has been given a mark of 0
HE	Held for assessment offence	In cases of plagiarism, collusion, cheating or any other alleged assessment offence under investigation
IN	Intermitting	Where the student has intermitted after starting the module but before undertaking the assessment #
LA	Late due to extension	Where the student has an approved extension *
[NEW] NX	Non Submission/Non Attendance	Where the student has not submitted their assessment by the due date or has not attended an examination
[OLD] NS	Non Submission/Non Attendance	Where the student has not submitted their assessment by the due date or has not attended an examination
W	Withdrawn	Where the student has withdrawn after starting the module but before undertaking the assessment

NOTES

New operational guidance for intermitting students to be published.

* Extensions for assessment element(s) authorised prior to the generation of marksheets will have the approved 'Due Date' showing for the individual. Before marking, we would advise you request an extension report, available from any of the i-Centres, showing the latest recorded 'Due dates' to avoid marking any students as 0 NX in error.

NEW 0 NX is to be used for all new learning from **2010/11 onwards**. If used at first attempt, this will fail the module with no further resit.

OLD 0 NS is to be used for all old learning commencing before 2010/11

IMPORTANT: the difference between 0 F and 0 NX (or 0 NS for old learning)

Academic Regulations 3rd edition July 2010 introduced a new regulation:

6.62 Students who do not present themselves for initial assessment in a module (e.g. attend an examination, submit an assignment) AND whose failure to present themselves for initial assessment is **not** supported by a successful mitigation claim are deemed to have failed the module completely and are not permitted one further opportunity to pass the module as specified above.

This applies to new learning from 2010/11 (and not to module deliveries before 2010/11) so that the NEW element grade NX will apply to new learning only. (Any cases of non-submission or non-attendance at an examination for old learning should be given the grade NS as before.)

The need to differentiate between 0 F and 0 Non-submission/No show emerged during the last HEFCE Audit of Anglia Ruskin in summer 2009 since the grades **F** and **NS** were being used interchangeably and inconsistently throughout the institution. As this causes a number of problems with regard to securing HEFCE funding and the accuracy of statistical data and other management information it is ESSENTIAL that, when completing marksheets:

Grade F (Fail) should ONLY be used when a piece of work has been submitted/completed by a student and the work is awarded a mark of 0 (ie: it is an academic fail) [Anglia Ruskin University's Generic Assessment Criteria and Marking Standards, published as Appendix 1 to the *Senate Code of Practice on the Assessment of Students* and available at www.anglia.ac.uk/codes detail the circumstances in which a 0 mark should be awarded]

3 First attempt marksheets

You will find an Excel marksheet for *each assessment element* for each delivery/occurrence of a module.

Example of first attempt marksheet for a marked (fine graded) module:

Year	Period	Module	Occ	Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key	AST	Due Date
2010/1	TRI1	CD330018S	A-2	CD330018S	#010	#0715432/2	JONES A	#13	0	F		#0715432/2	CW	13/12/10
2010/1	TRI1	CD330018S	A-2	CD330018S	#010	#0812345/1	SMITH K	#65	42			#0812345/1	CW	13/12/10
2010/1	TRI1	CD330018S	A-2	CD330018S	#010	#0813578/1	PATEL T	#65	65			#0813578/1	CW	13/12/10
2010/1	TRI1	CD330018S	A-2	CD330018S	#010	#0816987/1	WOODS M	#65	0	LA		#0816987/1	CW	05/Mar/2011
Factors Affecting Language and Literacy Learning and Development														
Assess Type: Portfolio, 4000 words														
Weight: 50%														
Module Leader: Alice Ledger														
Module Tutor: Keith Mitchell														

4 Resubmission marksheets

You will find an Excel marksheet for *each module occurrence* - this will combine multiple assessment elements where relevant.

Example of resubmission marksheet for a marked (fine graded) module:

Year	Period	Module	Occ	Map	#Ass#	#Cand Key	Name	#CD	Attempt	Mark	Grade	CD	#Cand Key	AST	Due Date	Element
2010/1	TRI1	CD330018S	A-2	CD330018S	#010	#0715432/2	JONES A	#13	2	53			#0715432/2	CW	13/12/10	Assignment 2000 words
2010/1	TRI1	CD330018S	A-2	CD330018S	#011	#0715432/2	JONES A	#65	2	0	NX		#0715432/2	EXA		2 hr Exam
2010/1	TRI1	CD330018S	A-2	CD330018S	#011	#0813578/1	PATEL T	#65	3	0	HE		#0813578/1	EXA		2 hr Exam
2010/1	TRI1	CD330018S	A-2	CD330018S	#010	#0816987/1	WOODS M	#65	2	40			#0816987/1	CW	13/12/10	Assignment 2000 words
Factors Affecting Language and Literacy Learning and Development																
Module Leader: Alice Ledger																
Module Tutor: Keith Mitchell																

5 Pass/Fail modules

For pass/fail modules the Mark column must be left blank and ONLY the Grade column completed.

The grades listed in section 1.1 HE, IN, LA, NX, [NS], W should still be used where appropriate, otherwise the following grades should be used:

For Undergraduate modules P for Pass, F for Fail
For Postgraduate modules - PA for Pass, F for Fail

Example of first attempt marksheet for an undergraduate pass/fail module:

Year	Period	Module	Occ	Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key	AST	Due Date
2010/1	SEM1	CD330025S	A-2	CD330018S	#010	#0715432/2	JONES A	#13		F		#0715432/2	CW	13/12/2010
2010/1	SEM1	CD330025S	A-2	CD330018S	#010	#0812345/1	SMITH K	#65		P		#0812345/1	CW	13/12/2010
2010/1	SEM1	CD330025S	A-2	CD330018S	#010	#0816987/1	WOODS M	#65		LA		#0816987/1	CW	05/Mar/2011
Investigative Methodology and Personal Development														
Assess Type: Logbook														
Weight: 0%														

6 Pass/Fail elements within a fine graded module

For Pass/Fail elements (0% weighted) within a marked (fine graded) module, a Pass must be entered as 100 and a Fail as 0 in the Mark column. There is no need to enter the Grade for 100.

These elements are set up with a qualifying mark of 100 but cannot count towards the aggregated module mark.

The grades listed in section 1.1 F, HE, IN, LA, NX, [NS], W should still be used for 0 marks where appropriate.

Example of first attempt marksheet for a pass/fail element within a marked (fine graded) module:

Year	Period	Module	Occ	Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key	AST	Due Date
2010/1	SEM1	CD330037S	A-2	CD330018S	#010	#0715432/2	JONES A	#13	0	F		#0715432/2	CW	13/12/2010
2010/1	SEM1	CD330037S	A-2	CD330018S	#010	#0812345/1	SMITH K	#65	0	NX		#0812345/1	CW	13/12/2010
2010/1	SEM1	CD330037S	A-2	CD330018S	#010	#0813578/1	PATEL T	#65	100			#0813578/1	CW	13/12/2010
Research Methods														
Assess Type: Proposal														
Weight: 0%														

7 Additions & Deletions

It is essential that SITS Module Taking and Module Result records are accurate for each student. Faculty Student and Module Audits should capture any changes to be made to module enrolment well before the marking stage. Timetabling & Space Management and Assessment & Conferment teams also publish an agreed procedure for adding or deleting students from modules.

(See *Definitive Procedure for Adding/Deleting students to/from modules (updated Nov 2010)* available at J:\Services\Academic Office\Public\Assessment and Conferment and also at J:\Services\Misc\Public\MARKSHEET PROCESSING\INSTRUCTIONS & INFO\Additions-Deletions)

If, at the marking stage, students are either missing from a marksheet and need to be added, or are incorrectly on a marksheet and need to be deleted, then an Additions & Deletions spreadsheet **must** be completed for **each module occurrence** and returned to your assessment team.

Example of an Additions & Deletions spreadsheet:

Year	Period	Module code	Occ.	SID Number Including / number	Student Surname	Add / Delete	Requested by/ Module Leader	Reason for adding or deleting student to/from module enrolment	Element 010 Mark, Grade	Element 011 Mark, Grade	Element 012 Mark, Grade	Element 013 Mark, Grade
2010/1	SEM1	CD330037S	A-2	0715432/2	JONES	Add	Penelope Hope	Module choice form not actioned	55	0 NX	n/a	n/a
2010/1	SEM1	CD330037S	A-2	0814698/1	PETERSON	Delete	David Smith	Student enrolled on module in error	n/a	n/a	n/a	n/a

Please use a separate spreadsheet for each module occurrence

All columns must be completed.

Please name the Excel file with the Module Code, Occurrence, Year and Period eg. Adds & Deletes CD330037S A-2 2010-1 Sem1

If in any doubt, do please ask your Faculty Office or a member of the assessment team.