CMS: Exam Questions

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1.0 Overview

The CMS: Exam Questions module is used to:

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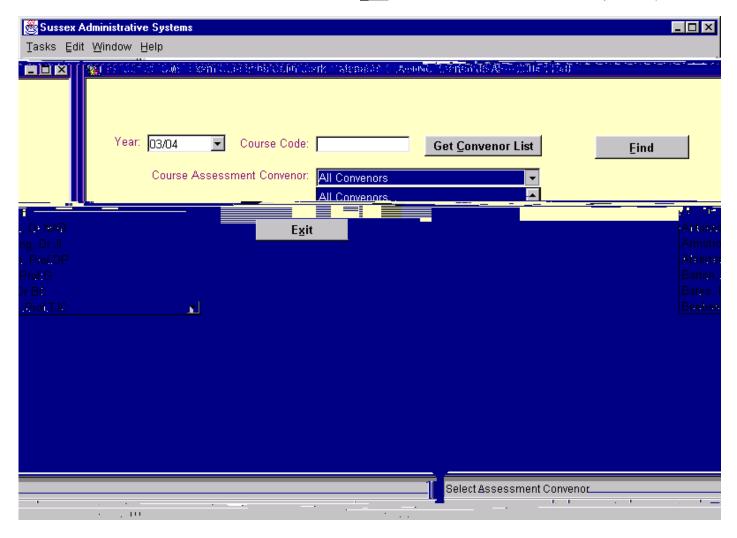
specify the questions that appear on exam papers so that mar

Record candidates who were absent from the exam

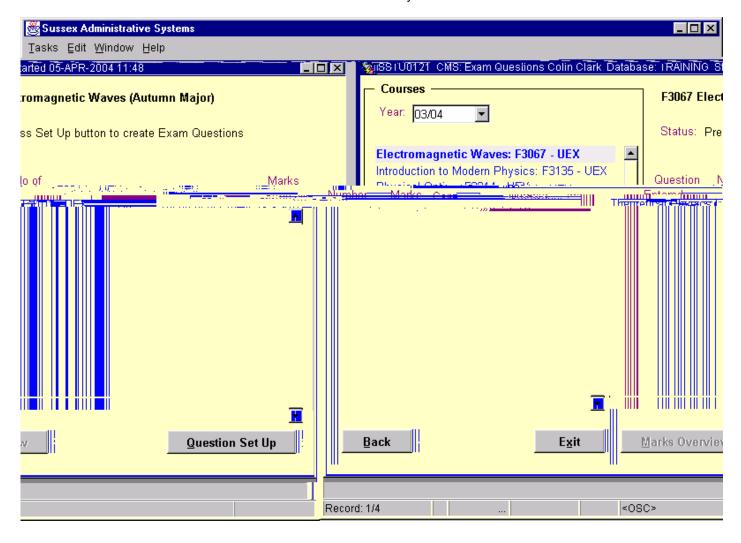
Record marks f

2.0 Select Course

- * From the main database menu click on CMS: Exam Questions
 - NB administrators click on CMS: Exam Questions (Admin)
 - o If you are an administrator you will see a screen where you can enter a course code and click **<u>Find</u>** to go directly to a course. If you are unsure of course codes you may use the **<u>Get Convenor List</u>** button select the name of a convenor, then click **<u>Find</u>** to retrieve the courses for which they are responsible

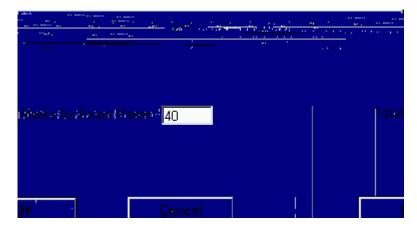


- If you are a course assessment convenor you will see a list of the courses for which you are responsible
 on the left side of the screen.
- o Click on the blue course title to select the course you wish to work with

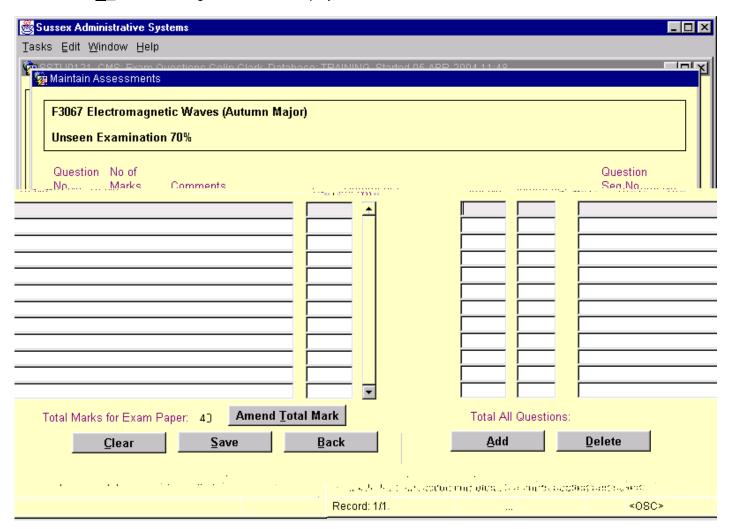


3.0 Question set up

★ Having selected the course you wish to work with (see 1.0 above) click on the Question Set Up button at the bottom right of the screen. You will be asked to enter the total number of marks for the exam paper (default is 100)



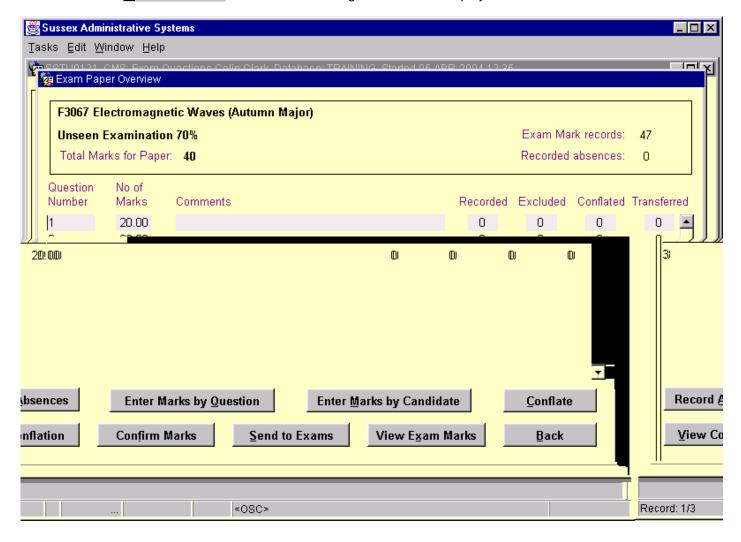
★ Click **OK**, then following screen will be displayed



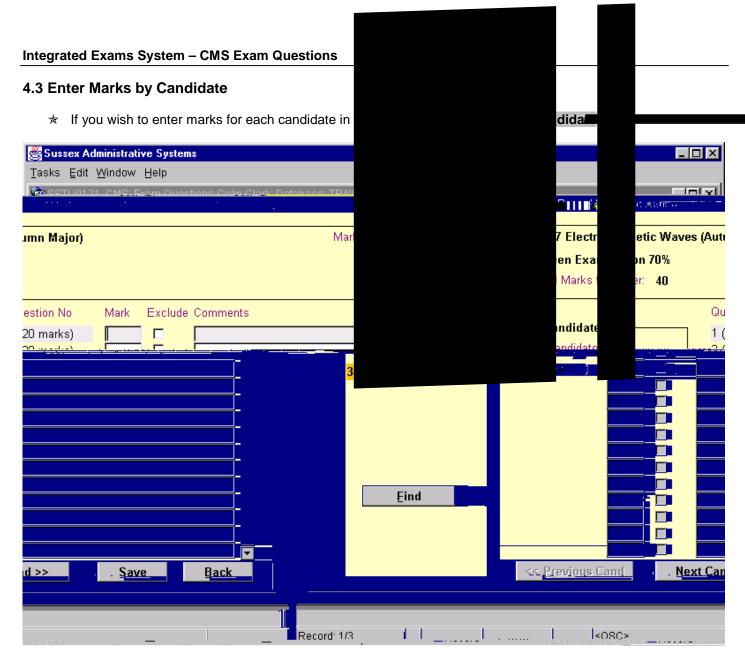
Integrated Exams System – CMS Exam Questions

4.0 Record Marks

★ Click the Marks Overview button. The following screen will be displayed:



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4.2 Enter Marks by Question	
★ If you wish to enter the marks for each question in turn click the Enter Marks by Q	

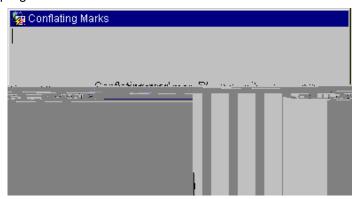


The lowest candidate number will be displayed fi

Exa	nms System – CMS Exam Questions				
0	result in the marks being stored but excluded marks will not be used when the total mark for the paper is calculated. BE CAREFUL WHICH MARKS YOU EXCLUDE. If no questions have been attempted from an option group you will have to enter a zero mark arbitrarily against one of the questions in the group. If you wish to be able to r				

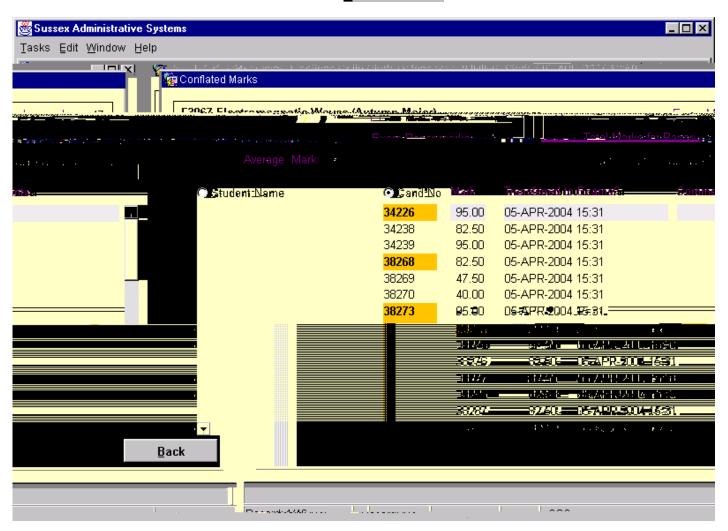
5.0 Conflation

- ★ When all marks have been entered they need to be conflated to give an overall mark for the exam for each candidate.
- ★ Click the Conflate button on the Marks Overview screen, the following message will be displayed whilst conflation is in progress:



Followed by information about how many conflated marks have been

★ To view the results of the conflation click on the View Conflation button on the Marks Overview screen



Note that the conlfated mark is always a percentage mark – marks from other marking scales have to be converted to percentages to make them compatible with other sub assessment marks.





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When all marks have been input, conflated and confirmed they must be sent to the Exams System to be combined wi

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8.0 View Exam Marks

- ★ The View Exam Marks button gives you the opportunity to view the marks as they are held in the Exams System.
- You can select a single sub assessment to view the marks, or if marks for all sub assessments have been entered you can view the overall mark for the course

9.0 Problems

☆	If you realise after sending the marks to the Exams System that something is wrong contact Colin Clark (c.m.clark@sussex.ac.9.96 0 0 9.96 300.3691 -0 0 0 9.96 25957	with the marks please 583.8002 Tm()T. /2ETEMC/P 2 167197