CMS: Exam Questions

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1.0 Overview

The CMS: Exam Questions module is used to:

specify the questions that appear on exam papers so that mar

Record candidates who were absent from the exam

2.0 Select Course

- ★ From the main database menu click on CMS: Exam Questions
 - NB administrators click on CMS: Exam Questions (Admin)
 - 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

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	Yea	г. <u>02/04</u>	Course Code:	化活动控制设计运用中心			
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, Prot. IJC		<u> </u>					
1			<u> </u>		Select Assessment	Convenor	. •

- 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

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romagnetic Waves (Autumn Major)	Year: 03/04 ▼	F3067 Elect
ss Set Up button to create Exam Questions	Electromagnetic Mayes: E3067 LIEY	Status: Pre
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Theoretical Physics F3101 - LIEX		
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3.0 Question set up

★ Having selected the course you wish to work with (see 1.0 above) click on the <u>Question Set Up</u> 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

Sussex Administrative Systems Tasks Edit Window Help			
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Integrated Exams System – CMS Exam Questions

★ When you have finished setting up the questions click the **Back** button to return to the main screen. This now

4.0 Record Marks

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

Sussex Administrative Systems Tasks Edit Window Help Exam Paper Overview Exam Paper Overview	
F3067 Electromagnetic Waves (Autumn Major) Unseen Examination 70% Total Marks for Paper: 40	Exam Mark records: 47 Recorded absences: 0
Question No of Number Marks Comments 1 20.00	Recorded Excluded Conflated Transferred
20.000 Confirm Marks by Question Enter Marks by Inflation Confirm Marks Send to Exams View	© © © © © 3 Candidate Conflate Record w Exam Marks Back View C Record: 1/3

4.2 Enter Marks by Question

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

Integrated Exams System – CMS Exam Questions		
4.3 Enter Marks by Candidate		
★ If you wish to enter marks for each candidate in	dida	
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F3067 Electromagnetic Waves (Autumn Major)	ks - reco	3
Total Marks for Paper: 40	Ne	ated
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The lowest candidate number will be displayed fi

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 <u>Conflate</u> 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

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

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		34238	82.50	05-APR-2004	15:31	
		34239	95.00	05-APR-2004	15:31	
		38268	82.50	05-APR-2004	15:31	
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• 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.



7.0 Send to Exams

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

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 with the marks please contact Colin Clark (c.m.clark@sussex.ac.9.96 0 0 9.96 300.3691 -0 0 0 9.96 25957 583.8002 Tml). /2ETEMC/P 2167197