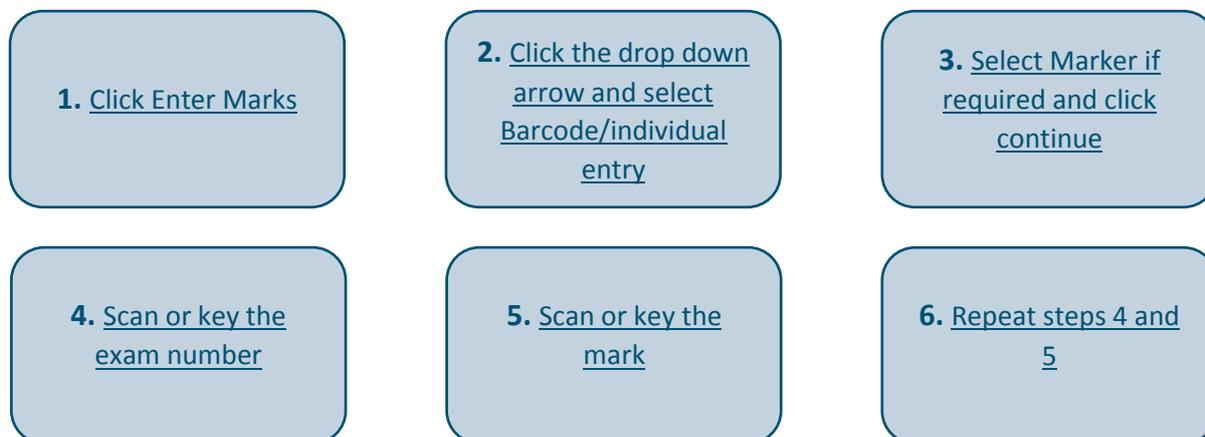


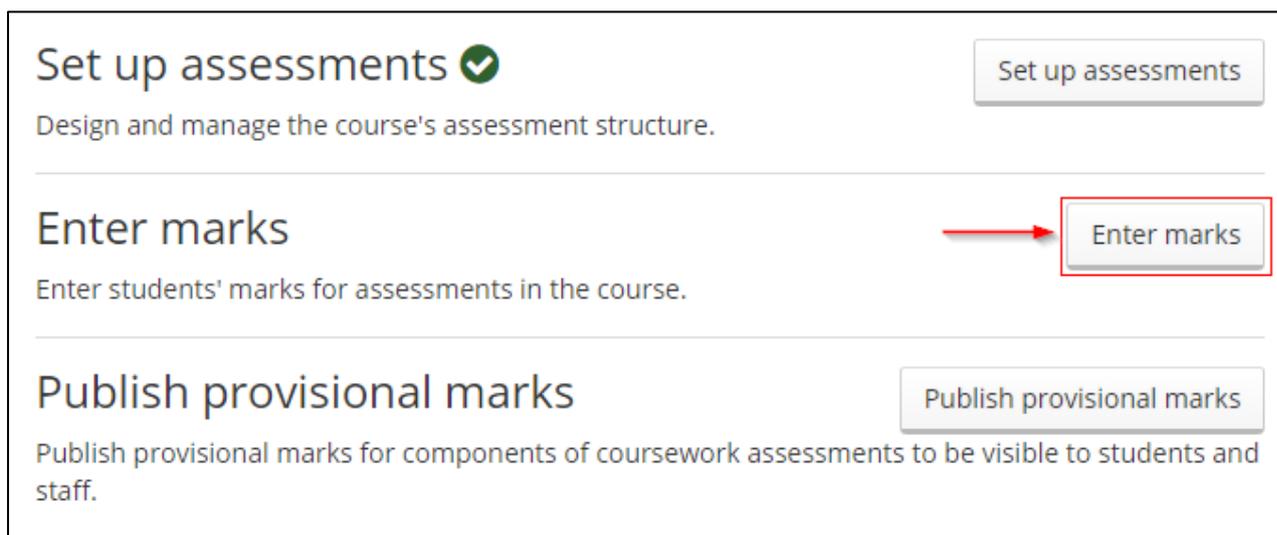
## How to enter resit marks via barcode or individual entry

### Process Overview



### Step by Step Instructions

#### 1. Click Enter Marks



Set up assessments 

Design and manage the course's assessment structure.

Enter marks  **Enter marks**

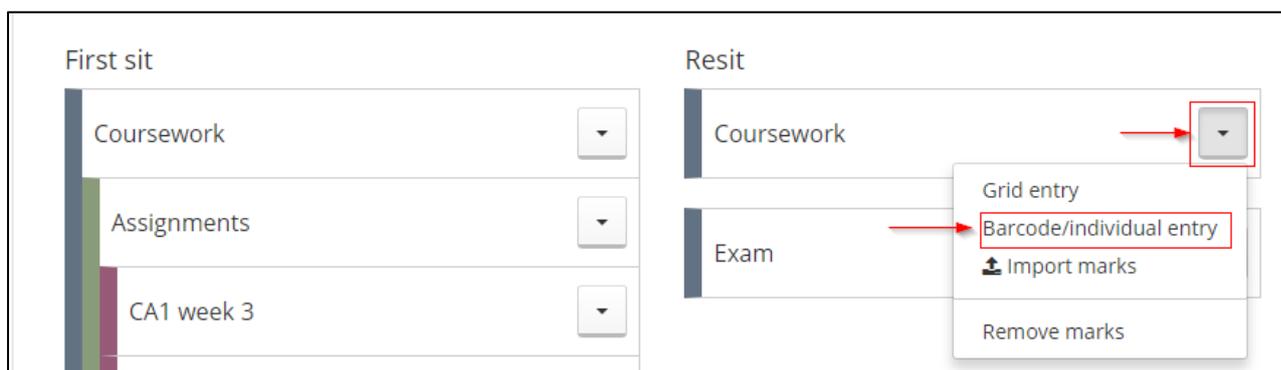
Enter students' marks for assessments in the course.

Publish provisional marks 

Publish provisional marks for components of coursework assessments to be visible to students and staff.

#### 2. Click the drop down arrow and select Barcode/individual entry

Make sure you select the item, component or assessment on the resit side of the structure



First sit

- Coursework
- Assignments
- CA1 week 3

Resit

- Coursework
- Exam

Grid entry

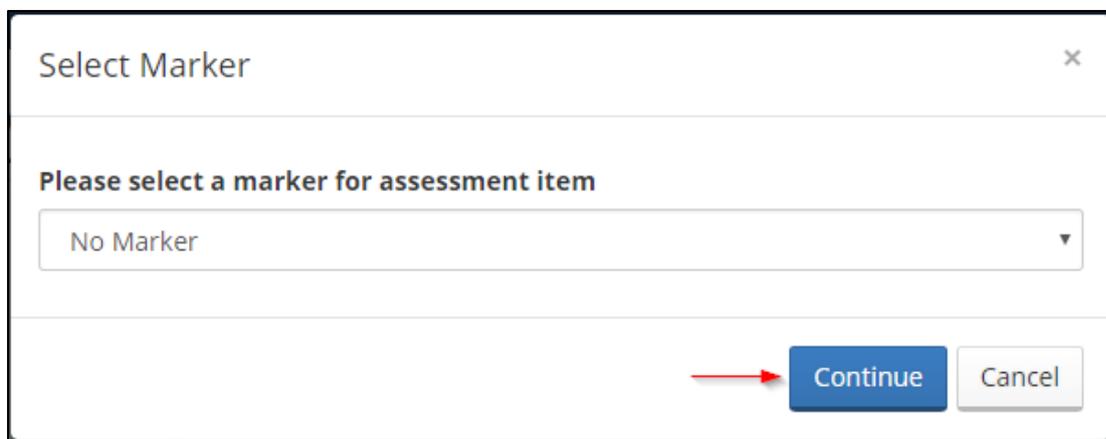
**Barcode/individual entry**

Import marks

Remove marks

### 3. Select Marker if required and click continue

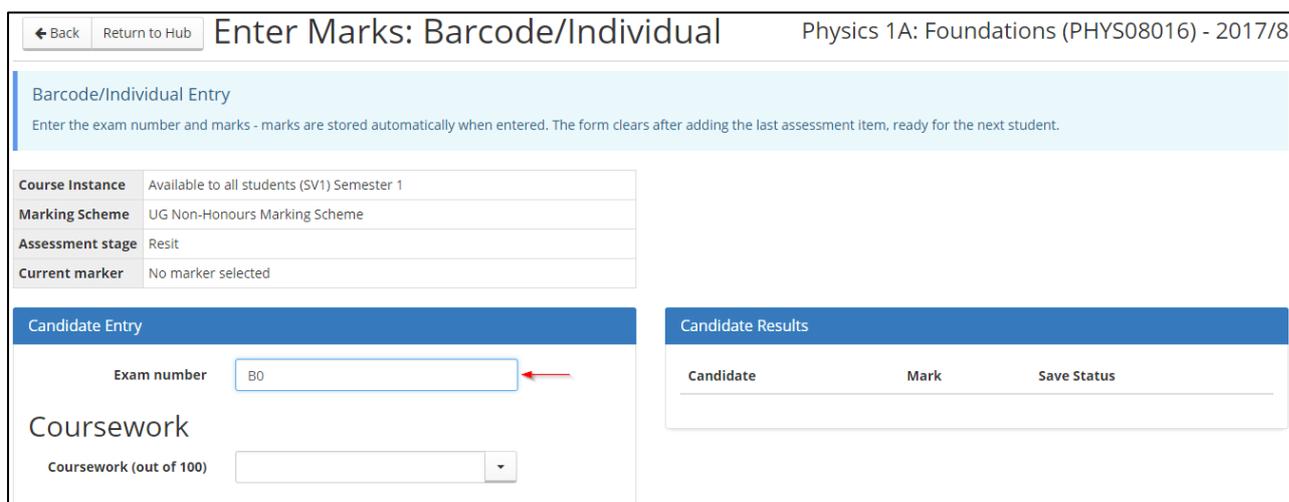
If the Select Marker box opens, either select the name of the marker from the list, or leave this as “No Marker” and click continue.



You'll only need to select the name of the marker if you've set up a list of markers in the system and you record markers names against items or assessments.

### 4. Scan or key the exam number

Either key in the exam number or scan it with the barcode reader. Once you've entered or scanned the number it will be automatically saved.



### 5. Scan or key the mark

Either key in the appropriate mark or scan it with the barcode reader:



← Back Return to Hub Enter Marks: Barcode/Individual Physics 1A: Foundations (PHYS08016) - 2017/8

**Barcode/Individual Entry**  
Enter the exam number and marks - marks are stored automatically when entered. The form clears after adding the last assessment item, ready for the next student.

<b>Course Instance</b>	Available to all students (SV1) Semester 1
<b>Marking Scheme</b>	UG Non-Honours Marking Scheme
<b>Assessment stage</b>	Resit
<b>Current marker</b>	No marker selected

**Candidate Entry**

Exam number

**Coursework**

Coursework (out of 100)

Enter a mark (0-100)

Absent

**Candidate Results**

Candidate	Mark	Save Status

Once you've entered or scanned the mark it will be automatically saved and a new screen will appear for you to scan the next student.

You'll also see the Candidate Results list populated with your student and their mark:

← Back Return to Hub Enter Marks: Barcode/Individual Physics 1A: Foundations (PHYS08016) - 2017/8

**Barcode/Individual Entry**  
Enter the exam number and marks - marks are stored automatically when entered. The form clears after adding the last assessment item, ready for the next student.

<b>Course Instance</b>	Available to all students (SV1) Semester 1
<b>Marking Scheme</b>	UG Non-Honours Marking Scheme
<b>Assessment stage</b>	Resit
<b>Current marker</b>	No marker selected

**Candidate Entry**

Exam number

**Coursework**

Coursework (out of 100)

**Candidate Results**

Candidate	Mark	Save Status
B	80	✓

## 6. Repeat steps 4 and 5

Continue repeating steps 4 and 5 until all student's marks have been entered.