THE NON-UMP MARKSHEET CHEATSHEET

MARKSHEET BASICS
- Don’t insert additional columns
- Make sure you’ve completed the Weight and Mark out of cells
- Remember: the Overall column calculates the final average for you
- Don’t put the mark and grade in the same cell
- Don’t change any dates already on the spreadsheet
- Grades should always be CAPITALISED
- DD grades should never have a mark
- DR grades should always have the actual mark

MITIGATING CIRCUMSTANCES GRADES
You must not upload mitigating circumstances grades (DC, DE, DB, DR)
These can only be conferred by the Exam Committee

ZERO not blank
If a student hasn’t attempted an individual assessment, put 0 against that assessment task
If a student hasn’t attempted any assessment for the module, put 0 against each assessment AND zero in the overall column

STUDENTS WITH RESITS
You should use the specific resit grade (RC, RE, RB) based on what assessment type the student needs to resit
Don’t leave the grade column blank!

COURSEWORK DATES
Starting at cell H2, all individual coursework columns must be dated
This is the most common marksheet query: make sure you do this!

RESIT NON-SUBMISSION
The student’s original mark should be entered in the overall column
If this is too low to pass, then you must enter a grade of FW in the grade column

HIGHEST MARK STANDS
If the student’s original mark was better than their resit, you should include the higher mark in the overall column

PR
Standing for “pass at resit”, this is the grade that should be used for postgraduate students who have passed a capped resit

NO RESITS ON RESITS
Students cannot be granted a resit grade (RC, RE, RB) on a resit marksheet

* UNCAPPED RESITS
Check for the asterisk (*) next to a student’s name. If present, then they had a mitigating circumstances resit and their mark should be uncapped.

If in doubt, please ask! Contact the CSA Team on ext: 3451 or csa@brookes.ac.uk