

COLLECTION AND RECORDING OF MARKS IN THE BANNER STUDENT SYSTEM

(Note: References to faculty/school support staff include the Student Services Centre at Belfast for the Faculty of Arts and Art, Design and the Built Environment based there.)

1. Introduction

Marks are entered in Banner through a web based application known as Electronic Gradebook (EGB) which is part of Faculty Self Service. It is opened for marks entry to faculty/school support staff prior to each semester assessment period. A brief overview of the procedures is provided at section 2. A number of specific issues requiring further detail are set out at section 3.

2. Brief Overview of the Marks Collection Procedures

- a) Marks are collected and recorded in EGB for all currently registered students and for students who are on leave of absence or have withdrawn during the year and have marks to record.
- b) Faculty/school support staff provide separate collection sheets for coursework and examination marks which are completed and returned by the module co-ordinator. For coursework, students are listed by name. For examinations, students are listed by ID number, and the name is masked, to facilitate anonymous marking. Exceptionally, a grade may be entered in lieu of a mark (see section 3 i).
- c) Alternatively, academic staff may choose to download marks collection sheets as Excel spreadsheets for the entry of coursework and examination marks and submission as hard copy to faculty/school support staff (see section 3 ii) for further details).
- d) Staff should check the guidance notes at the foot of each sheet before entering the marks and should note in particular the procedures for recording non-submission of course work and absence from examination (see section 3 iii) and for recording marks for students repeating from the previous year (section 3 iv).
- e) Marks are input in EGB and 'rolled' by faculty/school support staff. (Note: 'Roll' is the term used to describe the upload of marks from EGB to the central Banner Student database.) The total mark is automatically calculated on the basis of the coursework/examination weighting.
- f) Marks must be input and rolled by not later than twenty-four hours before the course/subject results sheets are required. Academic staff should return marks to faculty/school support staff to allow adequate time for input, checking and roll.
- g) The module co-ordinator must inform the campus Registry Office (Student Services Centre at Belfast) of any students missing from the marks collection sheets so that the students can be enrolled on the modules. The marks should then be recorded and submitted to the faculty/school support staff member for

input and roll. Marks may be recorded immediately by support staff once the module enrolment has been processed by the Registry Office.

- h) When the marks have been input a printout is provided for the module co-ordinator to check their accuracy.
- i) Following the roll the module co-ordinator may request from faculty/school support staff a printout of the combined coursework, examination and total marks in order to review borderline candidates.
- j) A report is available to faculty/school support staff to check if marks have been submitted and rolled for the modules within a school.
- k) After marks have been rolled changes to marks may be submitted directly to the Examinations Office on a marks amendment form, prior to the meeting of the examination board/committee. **If time permits** these changes will be input to the database for inclusion in the master course/subject results sheets used at examination board/committee meetings. In exceptional cases, where there has been an error affecting the marks of most, or all, of the students enrolled on a module, the appropriate member of support staff in the faculty/school office may request the Examinations Office to arrange for the marks to be unrolled so that they can be re-entered. Marks may only be unrolled where examination boards/committees have not yet met. Any changes to be made to marks after receiving the master copy of the results sheets for the meeting must be recorded in red ink on these sheets either before or at the meeting.
- l) Marks for 'first sits' in Semester Two and for the supplementary (resit) period are input by the Examinations Office (Student Services Centre at Belfast). The module coordinators concerned receive module results sheets for completion and return to the campus Examinations Office/Student Services Centre.

3. Particular Issues for the Attention of Academic Staff

i) Grade-Only Modules

Where, exceptionally, grades are recorded in lieu of marks for a module, the overall grades should be entered in the coursework marks collection sheet.

ii) Downloading Marks Collection Spreadsheets

The facility to download coursework and examination marks collection sheets as Excel spreadsheets is available through the Portal. After logging onto the Portal click on 'My Teaching' tab, and then on the 'Student Lists, Email and SMS Text' link in the Admissions, Registration and Enrolment channel. Details of the facility and how to use it are available by clicking on the 'Download Student Lists Guide' button (go to page 21). Staff using this facility must still submit the marks as hard copy to faculty/school support staff.

iii) Recording Absence/Non-Submission and Work of No Value

In order for a student's marks to be uploaded to the database, and subsequently displayed on the course/subject results sheet, it is necessary to submit marks for

both elements for a module assessed by coursework and examination. Consequently, where a student did not attend for the examination, or failed to submit coursework, a score of zero plus the appropriate indicator must be recorded as follows on the marks sheet:

- *Absence from examination* – Enter both '0' (zero) and 'A' in the Examination Marks column
- *Non-Submission of Coursework* – Enter both '0' (zero) and 'N' in the Coursework Marks column

Where work of no value has been submitted, or the student has submitted a 'Nil Return' form for the examination, a mark of '0' (zero) only should be entered.

If there are no marks to record, because the student is on leave of absence or has withdrawn, or the work is not due until a later assessment point in the year (eg Master's dissertation), the marks entry cell should be left blank.

Note: Faculty/School support staff have been instructed to enter a mark of '0' (zero) and an indicator of 'Unavailable' where the module coordinator has not recorded any value for an assessment element taken by a student (apart from the exceptions set out above).

iv) Repeat Marks from the Previous Year

Where a student has repeated work from the previous year, for a module which is assessed by coursework and examination, the mark for the assessment element which the student has already passed (where applicable) should be entered in the marks collection sheet in addition to the mark for the element which has been retaken in the current year. If both marks are not entered the module can not be rolled and no marks will be displayed for that module in the course/subject results sheets.