Module Mark Reports (Single and Bulk)

1.   Go into RPS and Mark Reports

2.   To retrieve one Module, type the full module code in the boxes highlighted blue. Note the last box in campus ie LT181 4 AU CO, you do not have to input the campus code if you want all students on that module ie `LT181  4  AU`

Retrieving Data for One Module

The following fields are available to include in your report but not standard, Show Cand Num (this is the exam number), Show Name and Show Flag. You can select them by clicking the appropriate tick box.

You can also choose to exclude certain candidates from your report by clicking on the "Include for Stats and Groups" tick box.

This data includes statistics for only the module retrieved and can be exported to Excel by clicking the "Excel Export" button. When in excel you can manipulate the data as you wish.

PRINTING THE REPORT

You can still print the report and the statistics box for an individual module if you click on the PRINT FORM button at the bottom of the page. (Not shown on example above, but appears next to Text File).

Retrieving Data for multiple modules

3.   To retrieve multiple modules, click on the lookup [▲] which will take you to the selection screen.

4.   Select the modules by clicking the Selection box as indicated below.

You can also select by level of module by selecting the level required in this drop down list.

(If you make a mistake and want to clear all your selections, click the CLR ALL button.)

5   Click on OK

Example of data for multiple modules retrieved

The following fields are available to include in your report but not standard, Show Cand Num (this is the exam number), Show Name and Show Flag. You can select them by clicking the appropriate tick box.

You can also choose to exclude certain candidates from your report by clicking on the "Include for Stats and Groups" tick box.

This data includes statistics for all the modules retrieved and can be exported to Excel by clicking the "Excel Export" button. When in excel you can manipulate the data as you wish.

6   Once in Excel for both reports you will see the following data for each student

Please note that the data related to the statistics for the whole module will show against each student on the module.

Field	Description
Asr Key	Registration Number
Cand Key	Exam number
Module Code	First 5 Characters of Module
Module Level	Level of Module
Module Period	Period of Module
Module Campus	Campus of Module
Enr Status	Status of the Module in the student record ie E for re-examined

Stage	Stage of the Course
Coursework	Coursework Mark
Exam	Exam Mark
Aggregate	Module Aggregate
GenderFlag	Gender
In Stats	In the statistics True or False (see paragraph 7 below)
Module Cwork Mean	Mean for the whole of the module's C/W
Module Cwork Median	Median for the whole of the module's C/W
Module Cwork SD	Standard Deviation for the whole of the module's C/W
Module Exam Mean	Mean for the whole of the module's Exam
Module Exam Median	Median for the whole of the module's Exam
Module Exam SD	Standard Deviation for the whole of the module's Exam
Module Aggr Mean	Mean for the whole of the module's Aggregate
Module Aggr Median	Median for the whole of the module's Aggregate
Module Aggr SD	Standard Deviation for the whole of the Module Aggregate

7   Which groups of students are included in the module statistics?

Students who are taking the module in the current year are included. Students who are being reassessed without attendance in a particular module will also be included. Students who are on the Grids but took and had ratified marks in a previous Stage Enrolment Record (SER) are not included.

Students who are absent from an exam are automatically excluded from the module statistics, but you can tick to include them if you wish.

Students who have been given a penalty for an academic offence are included. Bear in mind that this might account for why a student has a lower coursework mark. (For the future we are aiming to have an enhancement to allow users to exclude students with academic offences penalties if they so wish.)

June 11