

## 1. Login to the system

- You need to login to the system by providing below mentioned details.

User Name: **Your email**

Password: **Your Password** (please provide your NIC number for first time login)



- If you face any difficulty with the login process, please contact System Admin.

## 2. Entering Marks

- Successful login will direct you to the below page.

### Enter Examination Marks

Academic year: 2017/2018

Name:  ← Examiner Name

Department Name:  ← Department Name

Logged User:

Semester:  ← Select the Correct Semester

Course No:  ← Authorized Courses to enter marks

Course Name:  ← Course Name

Status: **First Examiner:** Not Confirmed    **Second Examiner:** Not Confirmed    **Dean:** Not Published

*Note: Please use "-1" for absent students*

       

	Student Number			First Mark	Second Mark	Status
1	<input type="text"/>					F
2	<input type="text"/>					F

- Check whether all the relevant course units are available in the ‘**Course No**’ drop down list. If there exist any mismatches, please contact Deans Office.

(Please note that examiner lists are **only** obtained, through Head of the particular Department)

- If you are the **first examiner** of the selected subject; you will be able to enter marks in **First Mark** column.
- If you are the **second examiner** of the selected subject; you will be able to enter marks in **Second Mark** column - **only** after the first examiner entered the marks, saved and confirmed.
- It is required to save marks by clicking ‘**Save Marks**’ button; after you enter the marks to the system. Otherwise your marks won’t be saved.

## 2.1 Entering Absent

- Please use “-1” for absent students.

After you enter -1, the system will automatically disable that field and you are not allowed to change it back. (Changes can only have done by Head of the particular Department)

## 2.2 Best Practices

- While entering the marks, you can use the **tab key** in  the keyboard to move to the next student.
- It is better to save marks in-between entering the marks. This will help you to protect your entered data from sudden network or power frailer.

## 2.3 Reports

-  It is possible to view the current status of your course and other examiner details by clicking ‘**Examiner Report**’ button in **Enter Examination Marks** page.

- 
- After entering the marks and saved; please move to next page by clicking ‘**Next**’ button.

### 3. Confirming Marks

- Now you are in the **Preview & Confirm Marks** page.

#### Preview & Confirm Marks

Academic year 2017/2018  
Name [Redacted]  
Department Name [Redacted]  
Logged User [Redacted]  
Semester 1 ▾  
Course No [Redacted] 3 - 2013 ▾  
A [Redacted] ent

[Back](#) [Confirm](#) [Preview Marks](#) [Final Print](#) [Summary Statistics](#) [Logout](#)

	Student Number	First Mark	Second Mark			Status
1	[Redacted]	0				R

- If you are the **first examiner** of the selected course unit and entered the marks correctly click the **'Confirm'** button to confirm the marks.  
(Until you confirm, second examiner won't be able to enter his marks.)
- If you are the **second examiner** of the selected course unit – please click the **preview marks** button before confirming the marks.  
If there are no invalid marks and marks are accurate confirm the marks, by clicking **'Confirm'** button.
- Modifications after the confirmation of first and second examiner can only be possible through the respective Head of the Department.
- **Second Examiner and Head of the Department login** are the authorized user logins to get the relevant reports using the system.

#### 3.1 Reports

- Please obtain the below mentioned reports and signed them prior to submitting to the Dean for publishing the results.  
For proper subjects – **Final Print** and **Summary Statistics**  
  
For repeat/medical subjects – Only the **Final Print** (marks with grades)
- If all done make sure to logout from the system!