



**Student Registry  
Academic Division**

# **User Guide for:**

## **Downloading, Completing and Uploading Grade Rosters to CamSIS**

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## Introduction to the Grade Roster

The University records student examination classes and mark breakdown and stores it in the student information system, CamSIS. Students can then view their own data in CamSIS, along with relevant college and central office staff. This information is also used to populate the students' transcript which is issued upon completion of their course.

The information is stored in tables in CamSIS called 'Grade Rosters'. A grade roster exists for every paper/module that exists within a Tripos, and a separate grade roster exists to store the overall class (the Result component enrolment).

The purpose of the functionality shown here is to demonstrate how departments can upload their students' class and paper mark information directly into these grade rosters in CamSIS. The benefits of departments uploading their data direct are;

- Reduction in the number of times that data is handled, thereby reducing the risk of errors.
- Classes and marks are loaded into CamSIS faster, meaning that students see their data earlier.

### **Points to note:**

- This is not designed to replace each department's local marking systems – this process should be done after the Final Examiners Meeting.
- Whilst not recommended, it is possible to upload classes and marks separately. Uploading of classes is the priority, these should be posted to the CamSIS record of students as soon as possible – the marks can be uploaded later, but no later than 2 working days after the classes are posted.
- Chairmen/Senior Examiners will still need to supply a signed copy of the Class List which should include all examiners signatures.

The Student Registry will offer support with the upload of your grade roster, should you find that you need assistance please email [Grade.Rosters@admin.cam.ac.uk](mailto:Grade.Rosters@admin.cam.ac.uk).

## Section 1:

### In this Section:

- **CamSIS Access:** How to gain access to CamSIS if you have not used it before, or to the relevant screens on CamSIS if you already have access, plus the CamSIS training environment.
- **Note:** *Computer Use if you are using an Apple Mac*
- **Initial Set-up on CamSIS:** Set-up for the process (this only has to be completed once)

## CamSIS Access

You may need to contact your department/faculty CamSIS User contact, they will arrange by contacting the CamSIS Helpdesk for you to have access the correct pages within CamSIS. The setting up of the level of access for users is not something that the Student Registry can amend.

When you have gained access to CamSIS we recommend that you make use of the CamSIS SANDPIT practice environment to try out the processes contained in this guide on non-live student records. This is particularly useful for the upload stage. The training environment is refreshed every weekend, so any data you upload there is not permanently saved.

**Link to CamSIS environments:** [http://www.camsis.cam.ac.uk/cam-only/support\\_and\\_training/train/](http://www.camsis.cam.ac.uk/cam-only/support_and_training/train/) (You'll need your RAVEN password).

You will need your RAVEN password prior to trying to access this page; Choose “Log in to SANDPIT”. This will take you to a page where you can log in with your Raven id and password. You will know that you are in a training environment as many of the screens have a yellow background. From here you can begin to work through the steps in this guide.

## What type of Computer are you using?

If you use an Apple Mac you need to be aware that you will need to save the .csv grade roster file downloaded from CamSIS as a “**Windows Comma Separated (CSV)**” format, you can do this by selecting “Save As” when the file is open. If you do not change the format of the file you use to upload the student marks into CamSIS your upload described in Section 4 will fail.

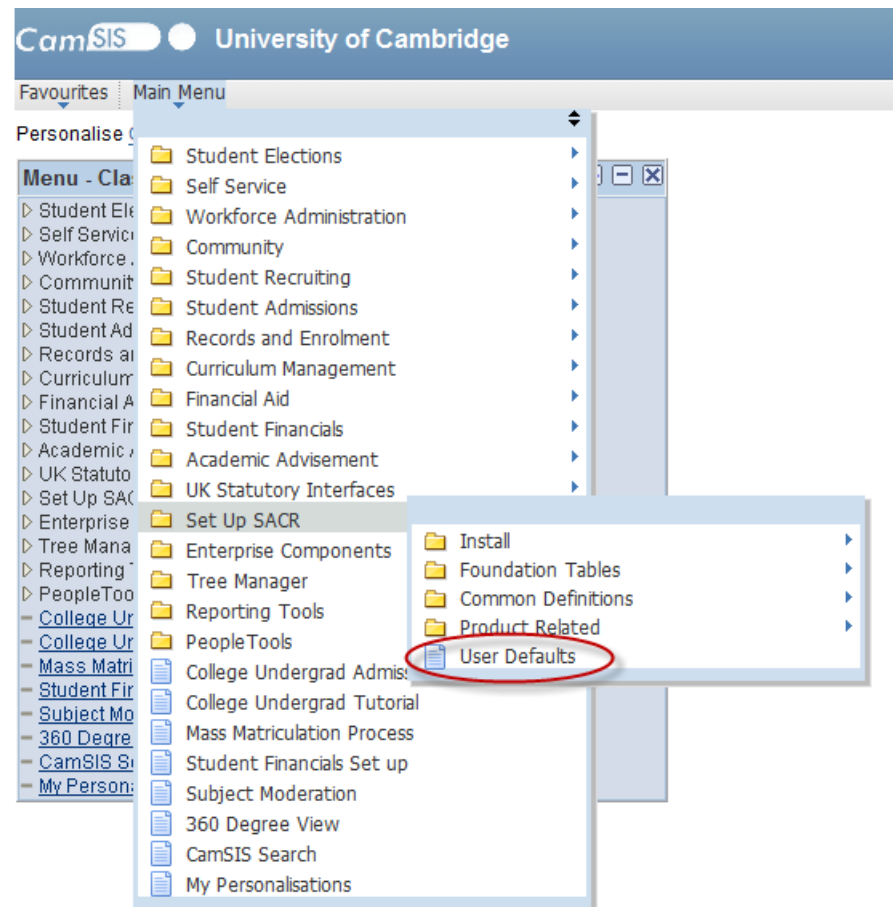
## Initial Setup in CamSIS (this is only necessary the first time you use the functionality)

In order to ensure that the department exam mark download and upload process works correctly, each user should carry out the following steps in CamSIS. This only needs to be done once, ideally before you first download the .csv file(s) containing

the candidates and their enrolments (note: if you try out the process in the training environment you will have to run through the set-up there as well as in live CamSIS).

## STEP 1

Firstly, login to CamSIS and then navigate to the *User Defaults* page (Home → Set Up SACR → User Defaults)



## STEP 2

On the *User Defaults* page, select the 2<sup>nd</sup> tab (*User Defaults 2*) and then type 'UCAMB' in the top (*SetID*) box or use the lookup (🔍) and select it:

CamSIS University of Cambridge

Favourites Main Menu > Set Up SACR > User Defaults

User Defaults 1 **User Defaults 2** User Defaults 3 User Defaults 4 Enrolment Override Defaults Communication Speed Keys

User ID: Name:

SetID: UCAMB University of Cambridge SetID

Aid Year:

Business Unit:

Application Centre:

Recruiting Centre:

Cashier's Office:

Department:

Admit Type:

College:

Institution Set:

Save Notify

[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrolment Override Defaults](#) | [Communication Speed Keys](#) | [User 3C Groups Summary](#)

Click on 'Save' at the bottom of the page. You should now be able to use the *Department Exam Marks Download* and *Department Exam Marks Upload* pages in CamSIS.

## Section 2:

### In this section:

- **Downloading Grade Roster(s):** In this section you will find instructions on how to download a CSV file containing your Grade Roster from CamSIS.
- In order to complete this process you will need to enter the correct term in which your subject(s) are scheduled and also your academic organisation code, the relevant codes can be found in Appendix 1 (page 63)



## Downloading Grade Rosters

Log into CamSIS and navigate to *Curriculum Management* → *Grading* → *Department Exam Marks Download*

Favorites Main Menu > Curriculum Management > Grading > Department Exam Marks Download

### Department Exam Marks Download

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

**Search by:** Run Control ID begins with

☐ Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

If this is the first time you use this feature in CamSIS, you will need to click on 'Add a New Value'.

Navigation: Favorites | Main Menu > Curriculum Management > Grading > Department Exam Marks Download

### Department Exam Marks Download

Find an Existing Value | Add a New Value

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Add a title for the process in the 'Run Control ID' box (this will enable you to name the process and will save your settings). It is worthwhile calling it something meaningful as this will help you to remember it in the future. Please ensure that you do not leave spaces between words as this will not allow you to download the Grade Roster. Click 'Add'.

(Note, when you use this CamSIS feature in the future, you just need to enter the Run Control ID name you have used previously on the 'Find an Existing Value' tab)

Favorites | Main Menu > Curriculum Management > Grading > Department Exam Marks Download

Download Grading Spreadsheets

Run Control ID: examdownload [Report Manager](#) [Process Monitor](#)

Use this page to select a list of subjects which will then be used to generate the Exam Marking csv file(s).

One file will be produced for each Subject.

Academic Institution	UCAMB		
Academic Organisation	<input type="text" value="OS"/>	<input type="button" value="Lookup"/>	Fac of Asian & M Eastern St
Term	<input type="text" value="3231"/>	<input type="button" value="Lookup"/>	Easter Term 2012

The Download Grading Spreadsheets screen now appears. The Academic Institution should default in as 'UCAMB'. To download the spreadsheets:

- Select the Academic Organisation by either clicking on the lookup (magnifying glass) or typing in the code for your department – a list of Academic Organisations has been included as Appendix 1 for your reference.
- Use the lookup to select the Term or type in the term code, e.g. '3431' for Easter Term 2022.

**The relevant codes for your Academic Organisation and the appropriate Term can be found in the Appendix 1 and 2.**

In order to bring up the results you may need to press **Return** or click the mouse into one of the other text boxes

Download Grading Spreadsheets

Run Control ID: examdownload

[Report Manager](#)

[Process Monitor](#)

**Run**

Use this page to select a list of subjects which will then be used to generate the Exam Marking csv file(s).

One file will be produced for each Subject.

Academic Institution UCAMB

Academic Organisation OS Fac of Asian & M Eastern St

Term 3231 Easter Term 2012

Select All

Deselect All

Personalize   Find   1-3 of 3   First   Last		
Subject Area	Subject	Selected Flag
1 AET0	Asian & Middle Eastern Stud IA	<input checked="" type="checkbox"/>
2 AET1	Asian & Middle Eastern Stud IB	<input type="checkbox"/>
3 AET2	Asian and Middle Eastern Pt II	<input type="checkbox"/>

Save

Return to Search

Add

Update/Display


A list of the available Exam Marking CSV files (Grade Roster) will be displayed. Select the files you wish to download (or click 'Select All' to download them all) and then click on the 'Run' button. Should you be unable to find a particular subject please email the key Student Registry contact assigned to you.

### Process Scheduler Request

User ID: cp477

Run Control ID: examdownload

Server Name:

Run Date: 30/04/2012 

Recurrence:

Run Time: 09:43:26

[Reset to Current Date/Time](#)

Time Zone:  

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Department Exam Marks Download	UCPRC299	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

On the next screen, click 'OK' and this will take you back to the *Download Grading Spreadsheets* screen.

Download Grading Spreadsheets

Run Control ID: examdownload

[Report Manager](#)

[Process Monitor](#)

Run

Use this page to select a list of subjects which will then be used to generate the Exam Marking csv file(s).

One file will be produced for each Subject.

Academic Institution UCAMB

Academic Organisation OS Fac of Asian & M Eastern St

Term 3231 Easter Term 2012

Select All

Deselect All

Personalize   Find   First 1-3 of 3 Last		
Subject Area	Subject	Selected Flag
1 AET0	Asian & Middle Eastern Stud IA	<input checked="" type="checkbox"/>
2 AET1	Asian & Middle Eastern Stud IB	<input type="checkbox"/>
3 AET2	Asian and Middle Eastern Pt II	<input type="checkbox"/>

Save

Return to Search

Add

Update/Display

On this screen, click on 'Process Monitor'

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Department Exam Marks Download](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID:  Type:  Last  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	54		Application Engine	UCPRC299	cp477	30/04/2012 09:43:26 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	50		PSJob	<a href="#">SRPCGGPJ</a>	cp477	30/04/2012 09:36:33 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	47		PSJob	<a href="#">SRPCGGPJ</a>	cp477	30/04/2012 08:07:18 BST	Success	Posted	<a href="#">Details</a>

[Go back to Department Exam Marks Download](#)

[Process List](#) | [Server List](#)

The process that you have just run will appear at the top of the list (in the above example, instance number 54). You need to click the 'Refresh' button until the *Run Status* reads as 'Success' and the *Distribution Status* reads as 'Posted'. Once this information is displayed, click on the 'Details' link on the appropriate row.

## Process Detail

Process	
Instance: 54	Type: Application Engine
Name: UCPRC299	Description: Department Exam Marks Download
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: examdownload	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 30/04/2012 09:45:16 BST	<a href="#">Parameters</a> Transfer
Run Anytime After: 30/04/2012 09:43:26 BST	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At: 30/04/2012 09:45:34 BST	<a href="#">Batch Timings</a>
Ended Process At: 30/04/2012 09:46:02 BST	<a href="#">View Log/Trace</a>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

On the *Process Detail* screen, click on 'View Log/Trace'



## View Log/Trace

### Report

**Report ID:** 486498      **Process Instance:** 54      [Message Log](#)  
**Name:** UCPRC299      **Process Type:** Application Engine  
**Run Status:** Success

Department Exam Marks Download

### Distribution Details

**Distribution Node:** psreports      **Expiration Date:** 07/05/2012

### File List

<a href="#">Name</a>	<a href="#">File Size (bytes)</a>	<a href="#">Datetime Created</a>
<a href="#">AE UCPRC299_54.log</a>	167	30/04/2012 09:46:02.801465 BST
<a href="#">Exam Results AET030042012.csv</a>	7,465	30/04/2012 09:46:02.801465 BST
<a href="#">UCPRC29954.log</a>	1,344	30/04/2012 09:46:02.801465 BST

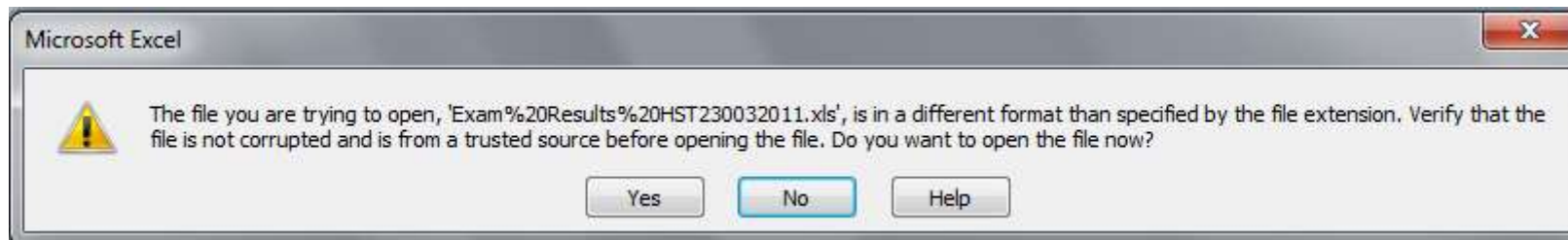
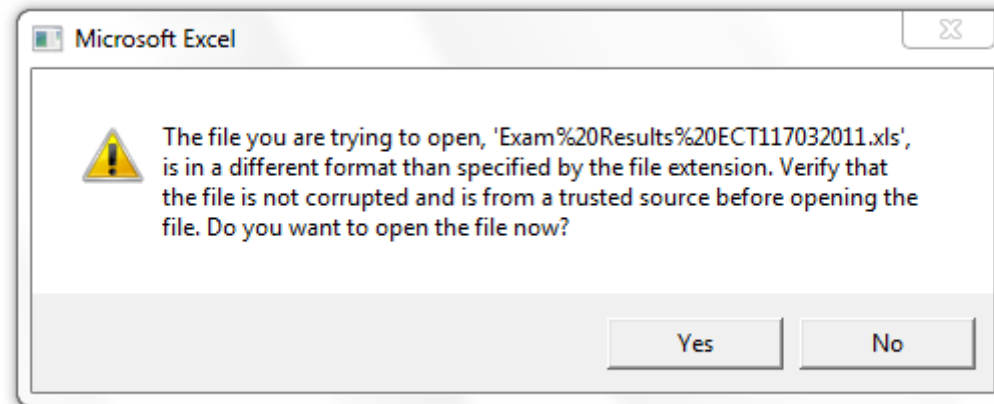
### Distribute To

<a href="#">Distribution ID Type</a>	<a href="#">*Distribution ID</a>
User	cp477

[Return](#)

You should see the Exam Marking CSV files (ending .csv). If you selected more than one Exam Marking CSV file on the *Download Grading Spreadsheets* page, all of them should be listed here. To download each file, click on it and in the dialog box which will appear click 'Open'

One of the following warning messages might appear – if either does appear, click ‘Yes’



The file you have downloaded is .CSV (Comma delimited) file and it essential that it is saved in this format. If the file is saved with any other file extension other than .csv (e.g. .xls, .xlsx) it will **not upload** back into CamSIS. Therefore, go to 'Save As' and, **ensuring that the file is saved as file type CSV**, enter a name for the file. If you are using an **Apple Mac** you will need to save the .csv grade roster file downloaded from CamSIS in a **“Windows Comma Separated (CSV)”** format, you can do this by selecting “Save As”.

## Section 3:

### In this Section:

- **Guidance on completing the Grade Roster:** In this section you will learn about the make-up of the Grade Roster, which cells need to be populated with data and what the various columns represent when the completed CSV file is uploaded to CamSIS.
- **Summary of points to note prior to uploading the Grade Roster to CamSIS**

## Guidance on completing the Grade Roster (the .CSV file you have just downloaded)

This is an overview of points to note when completing Grade Roster, in particular how to complete the roster in a manner that allows the successful uploading of the information back into CamSIS. The format of the Grade Roster includes each candidate's USN (Column B) and their CRSid (Column G) this should lower any chance of recording marks incorrectly.

### The *make-up* of the Grade Roster

The Grade Roster is a single worksheet, containing columns for Classing students, adding Further to Class notes, awarding Prizes, recording the ranking of each student awarding an overall mark and marks for individual papers/modules.

When completing the Grade Roster, please ensure that you refer to the Crib Sheet (List of Allowable Values) for your Tripos or Subject Area. These Crib Sheets are produced for each individual Tripos part by the Student Registry prior to the examination period; an example of a Crib Sheet can be found in Appendix 3 for your reference. The crib sheet will contain a list of all allowable values that can be entered in your grade roster, **if the coding used does not match that on your crib sheet then it may cause a problem when you attempt to upload it into CamSIS.**

- The information added to cells should be text, if importing data from another source, ensure that the format of the cells is Text, where pasting data, again ensure that you paste the values as Text.
- Please do not remove any of the Data in Columns A-K
- Please do not reorder the columns or rows.
- Enter the Class allocated to each student in Column L (Class 1) – **Your List of Allowable Values show the data values available in each Tripos, please ensure that the data added to cells in this column match with one of these values.**
- Enter any Further to Class Notes in Columns M-O (FURTHER to class 1, FURTHER to class 2, FURTHER to class 3) and Columns Q-S (FURTHER to class 4, FURTHER to class 5, FURTHER to class 6). The Crib Sheet will show the Further to Class Values allowed in each Tripos. If you have questions regarding this, please email [grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk).

- Enter any Class 2 data in Column P, this only applicable in a small number of Tripos examinations that award two Classes within one examination subject, for example Modern & Medieval Languages.
- Enter any Prizes awarded in Columns T-V. See the List of Allowable Values for any Prize Values set up for each subject area.
- The Grade Roster includes a column (Column W) where **candidates should be ranked** against their cohort in order of attainment, with the highest achieving candidate being ranked number 1, providing this information is **mandatory**. Candidates deemed to have performed at an equivalent level should be accorded the same rank, and the ranks of subsequent candidates adjusted accordingly (this will entail some skipping of rank numbers). Please complete all cells in this Column and also add a value in Cell X1 to indicate the total number of students ranked, without this context the ranking data is meaningless.
- Enter the overall marks in the Total Mark column (Column X) against each candidate number. Examiners should if all possible be providing an overall total mark. **The marks should be rounded to no more than two decimal places; using more than two decimal places will cause the upload to fail.**
- Enter the marks in each of the paper columns (Column Y onwards) against each candidate enrolled for the paper. You will note an 'X' appears in some cells, this denotes that this particular candidate is **not** enrolled for this particular paper. Please do not enter any information into these cells. If you have marks for a student where an 'X' is present, please contact [grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk). **The marks should be rounded to no more than two decimal places; again using more than two decimal places will cause the upload to fail.**
- Where a student has withdrawn late from a paper/module and so still has an entry for this paper on the Grade Roster, please do not enter any information into these cells, just leave the cell blank.
- Enter the Total "out of" for the Total Mark in Cell X2, without this context the data is meaningless.
- Enter the Total "out of" for the all of the paper codes from Cell Y2 onwards- Z2, AA2 and so on (where required) again without this context the data is meaningless.
- **Please do not add in any columns or rows of your own to the worksheet as will cause the upload to fail.** If candidates or papers appear to be missing please contact the Student Registry immediately via e-mail: [grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk)
- In the row underneath the row for the last candidate, there is the text *End of Data* in Column A, this should not be removed.
- Save Grade Roster as a .CSV file. This is most important, as any other file format will not upload onto CamSIS successfully. Please include the subject code/Tripos Part in the file name, it will be easier to identify your file from the long list of files that will be present on the CamSIS Upload page.

- *If you use an Apple Mac you need to be aware that you will experience problems with your upload. **The Apple Mac version of a .csv file is not compatible with CamSIS.** The MAC version adds an unwanted space before the **X** in the cells which show there is no enrolment for a student (\_X instead of X). This space causes the validation process to treat this as a mark and so produces a failure. Likewise where there was no mark awarded for a paper (e.g. where a student is withdrawn) in these cells 3 spaces are added to each cell, again causing a failure. **The Student Registry urges you to not use a Mac, instead please complete and save the CSV using a PC.***

## Summary of Points to Note prior to uploading the Grade Roster to CamSIS:

- **Please do not add in any columns or rows of your own to the worksheet.** If candidates or papers appear to be missing please contact the Student Registry immediately via e-mail: [grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk)
- **Please do not remove any columns or rows from the worksheet.** Ensure the cell containing **End of Data** remains in Column A in the row immediately following the last student.
- Please do not reorder the columns or rows.
- Please do not remove any of the Data in Columns A-K
- Please ensure that Marks have been added for each paper where marks are awarded.
- Please ensure that an 'Out of' Total Mark value has been added at the top of the total column when overall total marks are awarded.
- Please ensure that 'Out of' marks have been added for each Paper column and the Total Mark column.

- Enter the marks in each of the paper columns (Column Y onwards) against each candidate enrolled for the paper. You will note an 'X' appears in some cells, this denotes that this particular candidate is not enrolled for this particular paper. **Please do not enter any information into these cells, these cells must contain an X when the CSV file is uploaded onto CamSIS, if the X has been removed, the upload will produce Errors, which will need to be corrected before you can load the data to CamSIS.**
- **Save Grade Roster as a .CSV file.** This is most important, as any other file format will not upload onto CamSIS successfully. **Please name your file with the applicable subject/part/qualification, for example English Part I or Theology Diploma, etc.** This is important, given the large number of CSV files uploaded during May and June, being able to easily identify the file you have uploaded will aid Student Registry staff should assistance be required.
- Should a student not complete enough of the examination/assessment to be classed please do NOT record this student as having FAILED, **cells for these students in Column L (Class I) should be left blank.**
- The Student Registry urges you to not use a MAC, instead please complete and save the CSV using a PC.
- Not providing the ranking of students will delay the publication of the Class List.

If you have any queries or questions please email [grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk).

## Section 4:

### In this Section:

- Uploading and Validating Grading Grade Rosters
- The Exam Upload Staging page
- Correcting and revalidating failed records
- Loading data into the Grade Roster
- Grade Boundaries and Distributions
- What to do if..... the Validation Status reads as 'Failed Validation'
- Example Warning and Error Messages
- Useful Hints and Tips



# Uploading and Validating Grading Grade Rosters

Once you have populated your grading spreadsheet(s) you should upload it back into CamSIS for Validation. Log into CamSIS and navigate to *Curriculum Management* → *Grading* → *Department Exam Marks Upload*

Favourites Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

### Department Exam Marks Upload

Use this page to upload and validate exam marking .csv files. Submit the files for validation by using the run pushbutton next to each file.

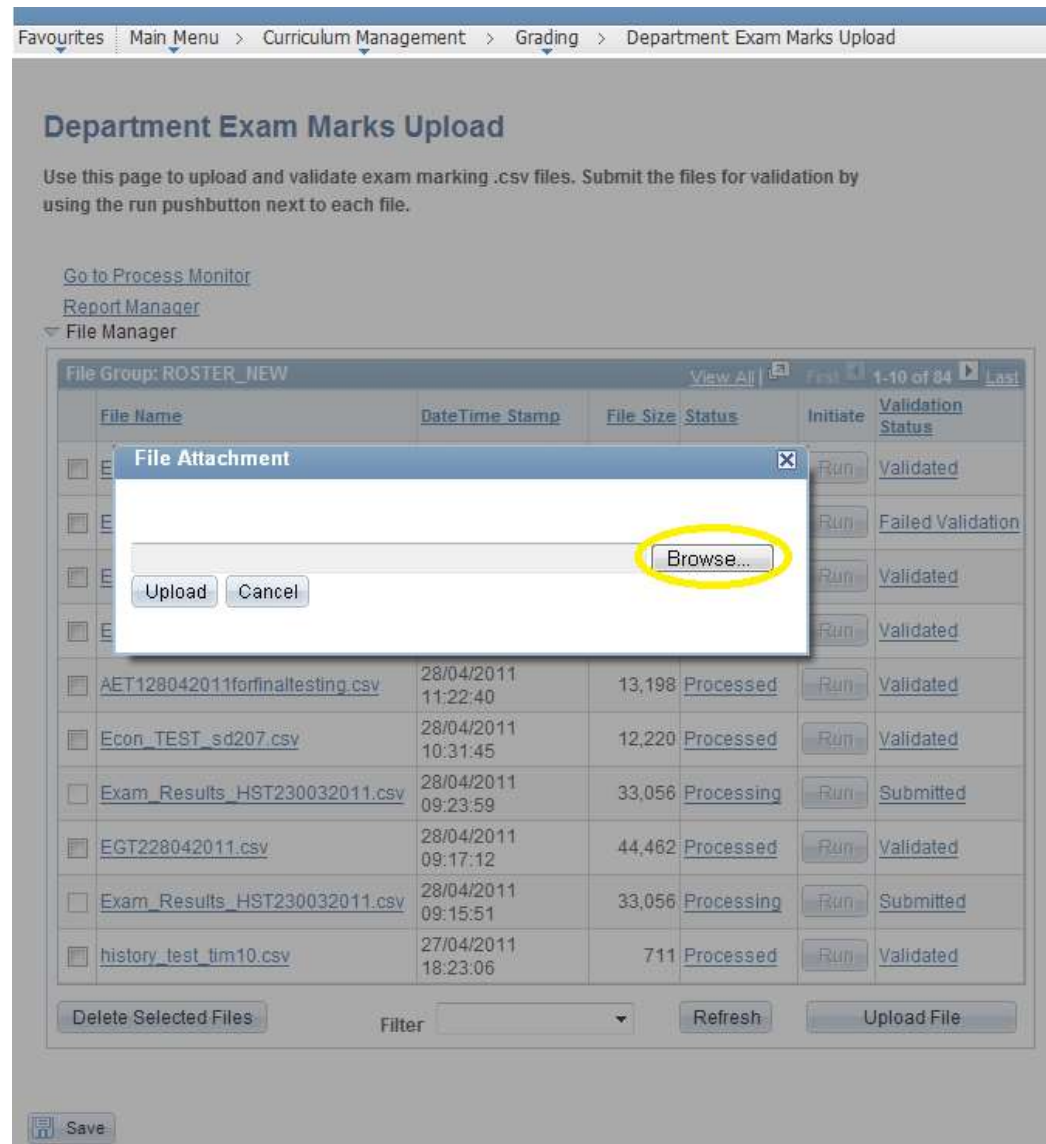
[Go to Process Monitor](#)  
[Report Manager](#)  
File Manager

File Group: ROSTER_NEW						View All	First	1-10 of 84	Last
	File Name	DateTime Stamp	File Size	Status	Initiate	Validation Status			
<input checked="" type="checkbox"/>	ECT103052011fordemonstration.csv	03/05/2011 10:44:55	12,570	Processed	<a href="#">Run</a>	Validated			
<input checked="" type="checkbox"/>	Exam_Results_HST230032011.csv	28/04/2011 12:57:46	33,052	Processed	<a href="#">Run</a>	Failed Validation			
<input checked="" type="checkbox"/>	ELT1_26a.csv	28/04/2011 12:14:25	16,649	Processed	<a href="#">Run</a>	Validated			
<input checked="" type="checkbox"/>	ELT1_26a.csv	28/04/2011 11:43:44	16,649	Processed	<a href="#">Run</a>	Validated			
<input checked="" type="checkbox"/>	AET128042011forfinaltesting.csv	28/04/2011 11:22:40	13,198	Processed	<a href="#">Run</a>	Validated			
<input checked="" type="checkbox"/>	Econ_TEST_sd207.csv	28/04/2011 10:31:45	12,220	Processed	<a href="#">Run</a>	Validated			
<input type="checkbox"/>	Exam_Results_HST230032011.csv	28/04/2011 09:23:59	33,056	Processing	<a href="#">Run</a>	Submitted			
<input checked="" type="checkbox"/>	EGT228042011.csv	28/04/2011 09:17:12	44,462	Processed	<a href="#">Run</a>	Validated			
<input type="checkbox"/>	Exam_Results_HST230032011.csv	28/04/2011 09:15:51	33,056	Processing	<a href="#">Run</a>	Submitted			
<input checked="" type="checkbox"/>	history_test_tim10.csv	27/04/2011 18:23:06	711	Processed	<a href="#">Run</a>	Validated			

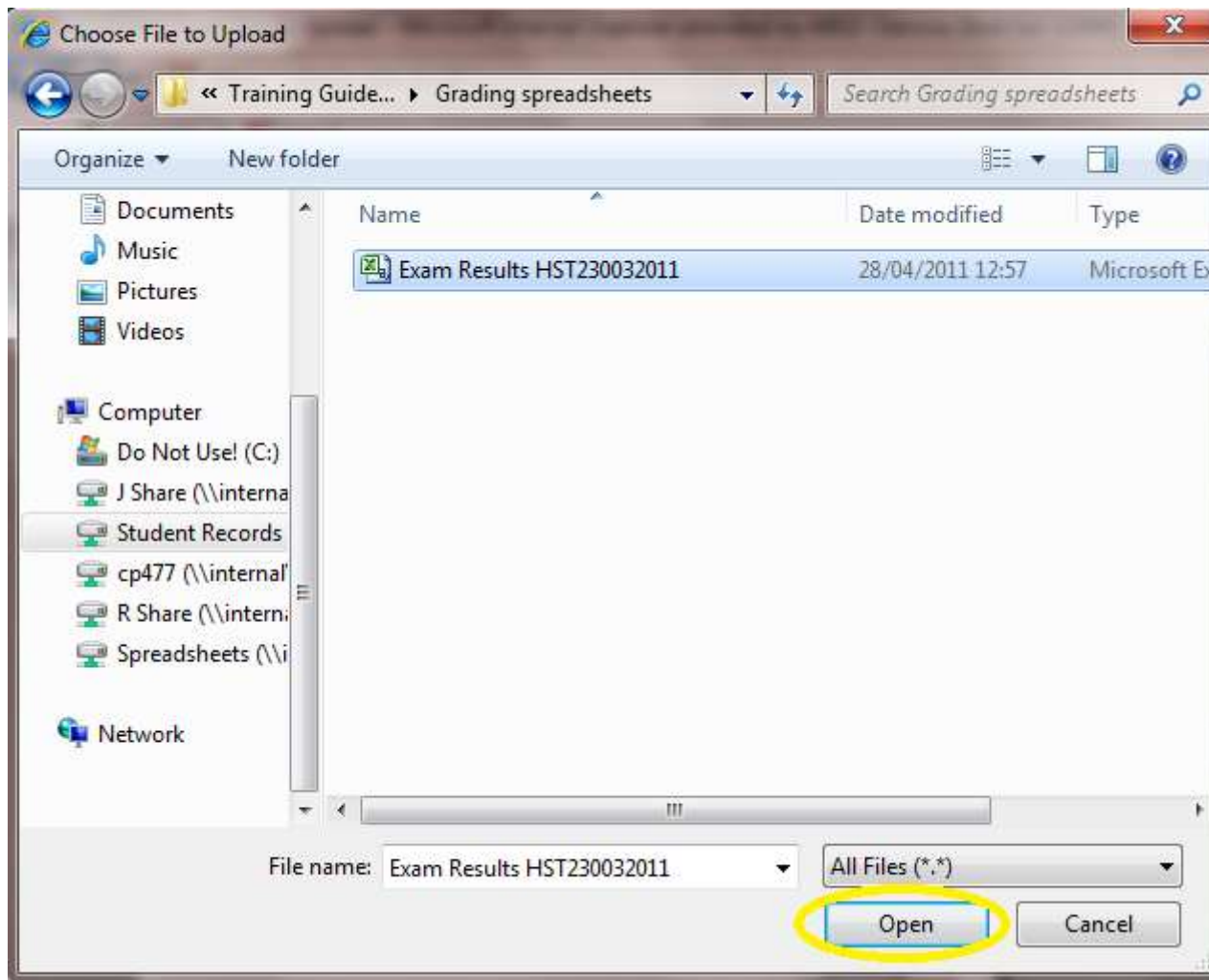
Delete Selected Files Filter  Refresh **Upload File**

Save

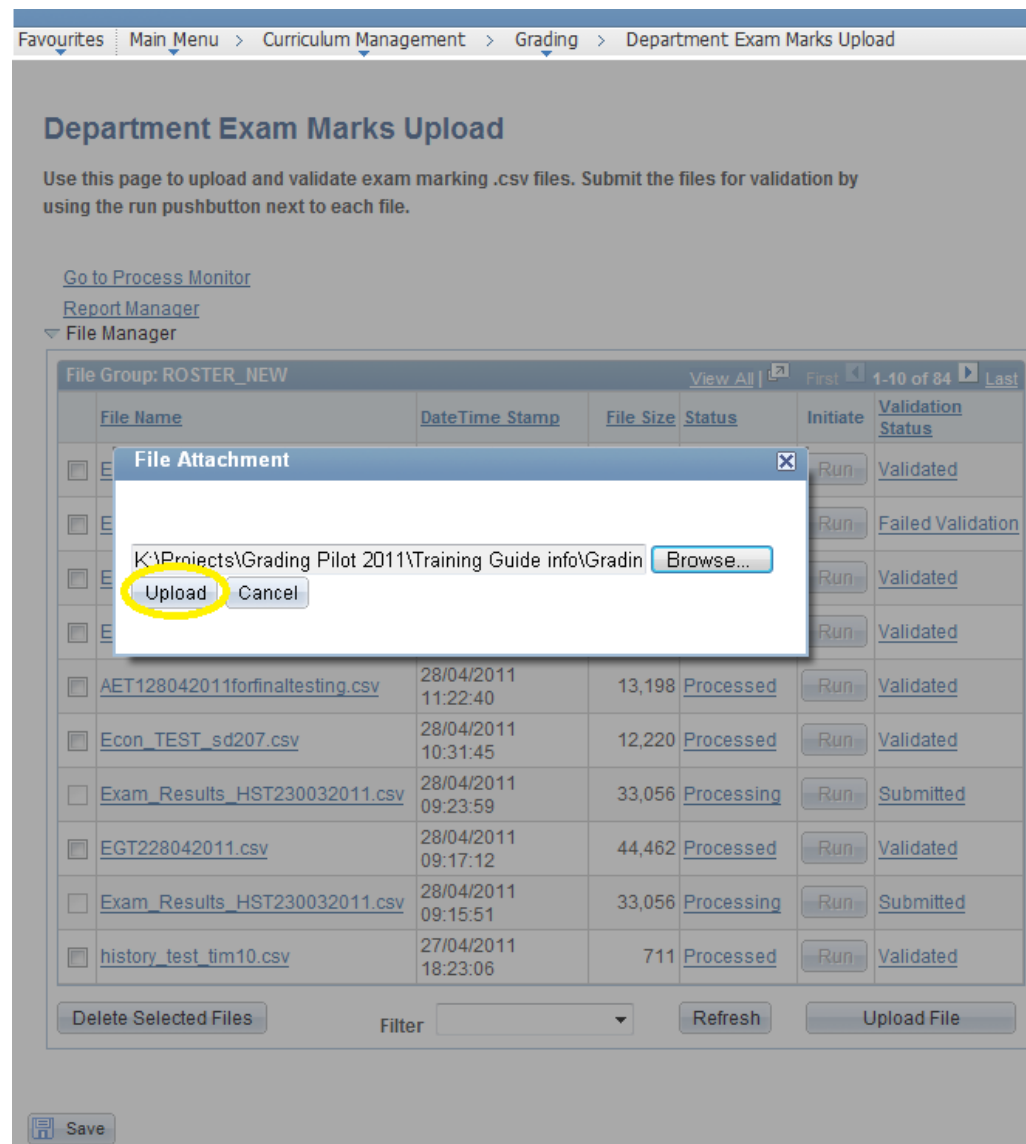
The first time you visit this page, your list will be empty so do not worry if there are no files listed here. To upload a completed .csv file, click on 'Upload File'



In the File Attachment box which appears, click on 'Browse...' to select the .csv file you wish to upload



In the box that appears, navigate to where your CSV file is saved, select it and then click on 'Open'



The location of the .csv file should now appear in the File Attachment box. Click 'Upload'

## Department Exam Marks Upload

Use this page to upload and validate exam marking .csv files. Submit the files for validation by using the run pushbutton next to each file.

[Go to Process Monitor](#)

[Report Manager](#)

File Manager

File Group: ROSTER_NEW			View All	Fast	1-10 of 84	Last
File Name	Date/Time Stamp	File Size	Status	Initiate	Validation Status	
 <a href="#">Exam_Results_HST230032011.csv</a>	03/05/2011 11:55:59	33,052	New	<b>Run</b>	Not Submitted	
 <a href="#">ECT103052011fordemonstration.csv</a>	03/05/2011 10:44:55	12,570	<a href="#">Processed</a>	<a href="#">Run</a>	Validated	
 <a href="#">ELT1_26a.csv</a>	28/04/2011 12:14:25	16,649	<a href="#">Processed</a>	<a href="#">Run</a>	Validated	
 <a href="#">ELT1_26a.csv</a>	28/04/2011 11:43:44	16,649	<a href="#">Processed</a>	<a href="#">Run</a>	Validated	
 <a href="#">AET128042011forfinaltesting.csv</a>	28/04/2011 11:22:40	13,198	<a href="#">Processed</a>	<a href="#">Run</a>	Validated	
 <a href="#">Econ_TEST_sd207.csv</a>	28/04/2011 10:31:45	12,220	<a href="#">Processed</a>	<a href="#">Run</a>	Validated	
 <a href="#">Exam_Results_HST230032011.csv</a>	28/04/2011 09:23:59	33,056	<a href="#">Processing</a>	<a href="#">Run</a>	Submitted	
 <a href="#">EGT228042011.csv</a>	28/04/2011 09:17:12	44,462	<a href="#">Processed</a>	<a href="#">Run</a>	Validated	
 <a href="#">Exam_Results_HST230032011.csv</a>	28/04/2011 09:15:51	33,056	<a href="#">Processing</a>	<a href="#">Run</a>	Submitted	
 <a href="#">history_test_tim10.csv</a>	27/04/2011 18:23:06	711	<a href="#">Processed</a>	<a href="#">Run</a>	Validated	

Delete Selected Files

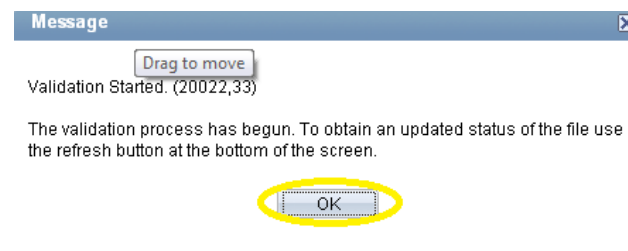
Filter

Refresh

Upload File

Save

The file should now appear in the top row of the File Manager table and should have a *Status* of 'New' and a *Validation Status* of 'Not Submitted'. Click on 'Run' to begin the validation process. The following message should appear – click 'OK'



## Department Exam Marks Upload

Use this page to upload and validate exam marking .csv files. Submit the files for validation by using the run pushbutton next to each file.

[Go to Process Monitor](#)

[Report Manager](#)

File Manager

File Group: ROSTER_NEW						
View All   First 1-10 of 84   Last						
	File Name	DateTime Stamp	File Size	Status	Initiate	Validation Status
<input type="checkbox"/>	<a href="#">Exam_Results_HST230032011.csv</a>	03/05/2011 12:00:09	33,051	Processed	Run	Validated
<input type="checkbox"/>	<a href="#">ECT103052011fordemonstration.csv</a>	03/05/2011 10:44:55	12,570	Processed	Run	Validated
<input type="checkbox"/>	<a href="#">ELT1_26a.csv</a>	28/04/2011 12:14:25	16,649	Processed	Run	Validated
<input type="checkbox"/>	<a href="#">ELT1_26a.csv</a>	28/04/2011 11:43:44	16,649	Processed	Run	Validated
<input type="checkbox"/>	<a href="#">AET128042011forfinaltesting.csv</a>	28/04/2011 11:22:40	13,198	Processed	Run	Validated
<input type="checkbox"/>	<a href="#">Econ_TEST_sd207.csv</a>	28/04/2011 10:31:45	12,220	Processed	Run	Validated
<input type="checkbox"/>	<a href="#">Exam_Results_HST230032011.csv</a>	28/04/2011 09:23:59	33,056	Processing	Run	Submitted
<input type="checkbox"/>	<a href="#">EGT228042011.csv</a>	28/04/2011 09:17:12	44,462	Processed	Run	Validated
<input type="checkbox"/>	<a href="#">Exam_Results_HST230032011.csv</a>	28/04/2011 09:15:51	33,056	Processing	Run	Submitted
<input type="checkbox"/>	<a href="#">history_test_tim10.csv</a>	27/04/2011 18:23:06	711	Processed	Run	Validated

Filter

Click the refresh button until the *Status* reads as 'Processed' and the *Validation Status* reads as 'Validated'. If you want to follow the progress of your request in more detail, click on the 'Go to Process Monitor' link towards the top of the page.

**IMPORTANT:** if the *Validation Status* reads as 'Failed Validation' email your key contact at the Student Registry, you can follow the steps that begin on page 54 to attempt to resolve issues.

Favourites Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

Process List Server List

View Process Request For

User ID:  Type:  Last  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1309		Application Engine	UCPRC301	cp477	03/05/2011 12:00:11 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1308		Application Engine	UCPRC301	cp477	03/05/2011 11:58:11 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1273		Application Engine	UCPRC301	cp477	03/05/2011 10:45:11 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1270		Application Engine	UCPRC299	cp477	03/05/2011 10:34:19 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1245		Application Engine	UCPRC301	cp477	03/05/2011 09:05:41 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1243		Application Engine	UCPRC301	cp477	03/05/2011 08:41:06 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1240		PSJob	<a href="#">SRPCGGPJ</a>	cp477	03/05/2011 08:35:20 BST	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1239		Application Engine	UCPRC301	cp477	03/05/2011 08:31:25 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1238		Application Engine	UCPRC299	cp477	03/05/2011 08:13:17 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1235		PSJob	<a href="#">SRPCGGPJ</a>	cp477	03/05/2011 08:11:18 BST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1234		Application Engine	UCPRC299	cp477	03/05/2011 08:07:41 BST	Success	Posted	<a href="#">Details</a>

[Go back to Exam Mark Validation](#)

[Process List](#) | [Server List](#)

The process that you have just run will appear at the top of the list (in the above example, instance number 1309). You should click the 'Refresh' button periodically until the *Run Status* reads as 'Success' and the *Distribution Status* reads as 'Posted'. Please note, for large student cohorts this process can take some time, so do not be alarmed if this process takes more than 10 minutes. Once this information is displayed, you can click on the 'Go back to Exam Mark Validation' link to

take you back to the *Department Exam Marks Upload* page. Once you are back on this page, you should click on 'Validated' (see next screenshot below).

Favourites Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

## Department Exam Marks Upload

Use this page to upload and validate exam marking .csv files. Submit the files for validation by using the run pushbutton next to each file.

[Go to Process Monitor](#)  
[Report Manager](#)  
 File Manager

File Group: ROSTER_NEW					
File Name	Date/Time Stamp	File Size	Status	Initiate	Validation Status
<input checked="" type="checkbox"/> <a href="#">Exam_Results_HST230032011.csv</a>	03/05/2011 12:00:09	33,056	Processed	<a href="#">Run</a>	Validated
<input checked="" type="checkbox"/> <a href="#">ECT103052011fordemonstration.csv</a>	03/05/2011 10:44:55	12,570	Processed	<a href="#">Run</a>	Validated
<input checked="" type="checkbox"/> <a href="#">ELT1_26a.csv</a>	28/04/2011 12:14:25	16,649	Processed	<a href="#">Run</a>	Validated
<input checked="" type="checkbox"/> <a href="#">ELT1_26a.csv</a>	28/04/2011 11:43:44	16,649	Processed	<a href="#">Run</a>	Validated
<input checked="" type="checkbox"/> <a href="#">AET128042011forfinaltesting.csv</a>	28/04/2011 11:22:40	13,198	Processed	<a href="#">Run</a>	Validated
<input checked="" type="checkbox"/> <a href="#">Econ_TEST_sd207.csv</a>	28/04/2011 10:31:45	12,220	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> <a href="#">Exam_Results_HST230032011.csv</a>	28/04/2011 09:23:59	33,056	Processing	<a href="#">Run</a>	Submitted
<input checked="" type="checkbox"/> <a href="#">EGT228042011.csv</a>	28/04/2011 09:17:12	44,462	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> <a href="#">Exam_Results_HST230032011.csv</a>	28/04/2011 09:15:51	33,056	Processing	<a href="#">Run</a>	Submitted
<input checked="" type="checkbox"/> <a href="#">history_test_tim10.csv</a>	27/04/2011 18:23:06	711	Processed	<a href="#">Run</a>	Validated

Filter



## The Exam Upload Staging page

Clicking on the 'Validated' link will take you into the *Exam Upload Staging* page. The main features of this page are as follows:

You can use these buttons to determine what you upload into CamSIS – classes and marks (all rosters), just marks (exam rosters only) or just classes (result component roster only)

Click this button to revalidate any changes made to the data in the staging area.

Click this button to access the Grade Boundaries and Distributions page

**Exam Upload Stage**

Group ID	ROSTER_NEW	Subject Area	AET0	<a href="#">Go to Process Monitor</a>
Number	430	Term	3231	<a href="#">Return to Previous Page</a>
File Name	AET002042012fordemo.csv			
Validation Status	Validated			

**Option**

Rosters	<input checked="" type="radio"/> Exam Rosters Only	<input type="radio"/> Result Component Roster Only	Total Failures	4
	<input type="checkbox"/> Exam Totals Only Flag	<input type="checkbox"/> Results Totals Only	Total Warnings	0

Exam Display Options: All Rows

[Revalidate](#) [Load Data](#) [Grade Boundaries and Distributions](#)

Personalize | Find | View 100 | First 1-100 of 374 Last

USN	Blind Grade Number	Last Name	First Name	Catalogue Nbr	Result	Current Result	Grade Input	Current Grade Input	Valid
-----	--------------------	-----------	------------	---------------	--------	----------------	-------------	---------------------	-------

This box shows the number of validation failures and warnings

You can change the display options to allow you to view

All Rows

All Rows  
Failed  
Valid  
Warning

Click this button **ONLY** when you are ready to load the data into the Grade Roster

You can view all the uploaded data on Exam Upload Stage screen but the principle things to look out for are rows where the *Valid* status (the final column) is listed as 'Failed' or as 'Warning'. To make the data easier to view you can change the *Exam Display Options* by clicking on the adjacent drop down box. This will then return only the rows of data where the Valid status is what you have selected:

**Failed** – this status will be returned where the Verification process has identified that there is a problem with a particular record. For example, an invalid value might have been entered for a Class or a Prize. Failed records will prevent you from being able to load the data in the staging area to the Grade Roster in CamSIS. Therefore you must ensure that all Failed records are corrected and revalidated before you can load the data into the Grade Roster and complete the process.

**Warning** – this status will be returned where the Verification process has identified that there might be a problem with a particular record. The Warning status will not prevent you from loading data into the Grade Roster. You should check the records which have a status of Warning to ensure that you are happy with the data that has been uploaded. For example, warning statuses might occur if you are re-loading .csv files where data already exists in the grade roster.

## Correcting and Revalidating Failed records

Exam Upload Stage

File Group ID: ROSTER\_NEW      Subject Area: AET0      [Go to Process Monitor](#)  
 File Number: 430      Term: 3231      [Return to Previous Page](#)  
 File Name: AET002042012fordemo.csv      Validation Status: Validated

Upload Option

☒ All Rosters    ☐ Exam Rosters Only    ☐ Result Component Roster Only  
☐ Exam Totals Only Flag    ☐ Results Totals Only

Exam Display Options: **Failed**

Revalidate    Load Data

Grade Boundaries and Distributions

Total Failures: 4  
Total Warnings: 0

USN	Blind Grade Number	Last Name	First Name	Catalogue Abbr	Result	Current Result	Grade Input	Current Grade Input	Failed
1				RESULT	*5				Failed
2				RESULT	*1				Failed
3				RESULT	*1				Failed
4				RESULT	70				Failed

Save

The Total Failures box shows the total number of records which have a status of Failed. You can view these using the 'All Rows' display options or by selecting 'Failed' from the drop down box. This then brings up the failed records (in this example, four of them) and you can click on each of the 'Failed' labels to see what the error message says. For example, clicking on the first of these failed records brings up the following error message:

Error Status	Error Description
1 Fail	- the Grade Input value entered is not valid for the Subject/Enrolment Term. Please contact student records for assistance.

OK    Cancel

Press 'OK' to return to the staging page.

Home

360 Degree View

CamSIS Search

Performance Trace

avoritesMain Menu > Curriculum Management > Grading > Department Exam Marks Upload

Exam Upload Stage

File Group ID

ROSTER\_NEW

Subject Area

AET0

[Go to Process Monitor](#)

File Number

430

Term

3231

[Return to Previous Page](#)

File Name

AET002042012fordemo.csv

Validation Status

Validated

Upload Option

☒ All Rosters

☐ Exam Rosters Only

☐ Result Component Roster Only

☐ Exam Totals Only Flag

☐ Results Totals Only

Exam Display Options

Failed

Revalidate

Load Data

Grade Boundaries and Distributions

Total Failures

4

Total Warnings

0

Basic

Further to 1-3

Further to 4 - 6

Prizes

Totals

USN

Blind Grade Number

Last Name

First Name

Catalogue Nbr

Result

Current Result

Grade Input

Current Grade Input

Failed

1

RESULT

\*5

[Failed](#)

So the error description explains that the value entered under Result for the first record is invalid (e.g. \*5 is not a valid class code).

In this example, the two of the other error descriptions are as follows:

## Failed record 2

Error Status	Error Description
1 Fail	- the Further-to-Class Note value entered is not valid for the Subject/Enrolment Term. Please contact student records for assistance.

This error description relates to an incorrect value which has been entered in one of the further-to-class fields. On the *Exam Upload Staging* page, clicking on the 'Further to 1-3' tab brings up the value in question (see next screenshot)

[Home](#) | [360 Degree View](#) | [CamSIS](#)

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Department Exam Marks Upload](#)

### Exam Upload Stage

**File Group ID** ROSTER\_NEW  
**File Number** 430  
**File Name** AET002042012fordemo.csv

**Subject Area** AET0  
**Term** 3231  
**Validation Status** Validated

[Go to Process Monitor](#)  
[Return to Previous Page](#)

**Upload Option**

☒ All Rosters
☐ Exam Rosters Only
☐ Result Component Roster Only

☐ Exam Totals Only Flag
☐ Results Totals Only

**Exam Display Options** Failed

**Total Failures** 4  
**Total Warnings** 0

[Basic](#) | [Further to 1-3](#) | [Further to 4 - 6](#) | [Prizes](#) | [Totals](#)

	USN	Blind Grade Number	Last Name	First Name	Catalogue Nbr	Result 2	Current Result 2	Further-to-Class Note 1
1					RESULT	<input type="text"/>		AR
2					RESULT	<input type="text"/>		RA

## Failed record 3

Error Status	Error Description
1 Fail	- the Prize Code value entered is not valid for the Subject/Enrolment Term. Please contact student records for assistance.

This error description relates to an incorrect value which has been entered in one of the Prize Code fields. On the *Exam Upload Staging* page, clicking on the 'Prizes' tab displays the value in question (see next screenshot)

Home | 360

Favorites | Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

### Exam Upload Stage

File Group ID	ROSTER_NEW	Subject Area	AET0	<a href="#">Go to Process Monitor</a>
File Number	430	Term	3231	<a href="#">Return to Previous Page</a>
File Name	AET002042012fordemo.csv			
Validation Status	Validated			

**Upload Option**

☒ All Rosters
☐ Exam Rosters Only
☐ Result Component Roster Only

☐ Exam Totals Only Flag
☐ Results Totals Only

Exam Display Options: Failed

Revalidate Load Data

Grade Boundaries and Distributions

Total Failures: 4  
Total Warnings: 0

Basic Further to 1-3 Further to 4 - 6 **Prizes** Totals

	USN	Blind Grade Number	Last Name	First Name	Catalogue Nbr	Prize Code
1					RESULT	0001
2					RESULT	0002
3					RESULT	0003

Should you find failures you can contact your key contact at the Student Registry for guidance; there are two ways that you can correct and revalidate failed records:

- 1) Make the corrections in the .csv file and re-upload and revalidate the whole file again;
- 2) **If there are fewer than 25 failed records you can correct and revalidate** the records in the *Exam Upload Staging* area. To do this you can either directly type over or amend the invalid value(s) in the appropriate field or you can use the lookup next to the appropriate field and select the option you want from the list. Once you have made one or all of the necessary corrections, you should click on the 'Revalidate' button. Once the process has run, the *Total Failures* box should be updated accordingly

Favorites Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

### Exam Upload Stage

File Group ID	ROSTER_NEW	Subject Area	AET0	<a href="#">Go to Process Monitor</a>
File Number	430	Term	3231	<a href="#">Return to Previous Page</a>
File Name	AET002042012fordemo.csv			
Validation Status	Validated			

Upload Option

☒ All Rosters

☐ Exam Rosters Only  
☐ Exam Totals Only Flag

☐ Result Component Roster Only  
☐ Results Totals Only

Exam Display Options Failed

**Revalidate** Load Data

Grade Boundaries and Distributions

Total Failures 0

Total Warnings 0

## Entering a mark where an enrolment does not exist

The only sort of fail which cannot be corrected directly in the *Exam Upload Staging* area is where a mark has been entered for a component/paper for which the student is not enrolled. The error message will read:

Error Status	Error Description
1 Fail	- is not enrolled in exam DIS. Please contact Student Records if you need assistance.

If the mark has been entered against the wrong component then to correct it you must correct the original .csv file and re-upload and revalidate it. *On the other hand, if the student did indeed sit the paper/component and should have a mark, you must contact the Student Registry so that we can make the necessary changes in CamSIS before you re-upload and revalidate the .csv file.*

**Important: if there are more than 25 failed records CamSIS will prevent you from making changes directly in the *Exam Upload Staging* page and therefore you should make the corrections in the .csv file, then upload this revised file again and revalidate the whole file.**



## Loading data into the Grade Roster

After checking the data in the *Exam Upload Staging* page, corrected, and revalidated any failed records you can load the data into the Grade Roster. **You should only do this when you have completed all checks and are happy with the information** which is displayed in the *Exam Upload Staging* page – once the data is loaded into the Grade Roster you will not be able to edit it.

Favorites Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

### Exam Upload Stage

File Group ID	ROSTER_NEW	Subject Area	AET0	<a href="#">Go to Process Monitor</a>
File Number	430	Term	3231	<a href="#">Return to Previous Page</a>
File Name	AET002042012fordemo.csv			
Validation Status	Validated			

**Upload Option**

☒ All Rosters    ☐ Exam Rosters Only    ☐ Result Component Roster Only

☐ Exam Totals Only Flag    ☐ Results Totals Only

Exam Display Options: All Rows ▼

Revalidate    **Load Data**

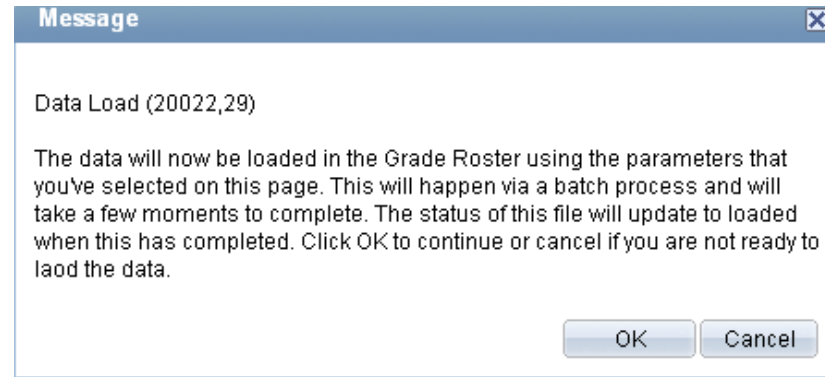
Grade Boundaries and Distributions

Total Failures	0
Total Warnings	0

You can choose to upload Classes and paper marks together or you can choose to upload just Classes or just paper marks by selecting the appropriate radio button in the *Upload Option* box (see screenshot above):

- **All Rosters** – will load Classes and paper marks, ranking information into the Grade Roster
- **Exam Rosters Only** – will load paper marks/out of totals into the Grade Roster. In addition, there is also an option to only upload the 'out of' total for each Exam paper to the Grade Roster by clicking the 'Exam Totals Only Flag' tick box.
- **Result Component Roster Only** – will load the Classes into the Grade Roster. In addition, there is also an option to only upload the 'out of' total for awarded to each student by clicking the 'Result Totals Only' tick box.

Once you have selected the appropriate upload options and are ready to load the data into the Grade Roster, you should click on the 'Load Data' button. The following warning message will appear:



If you are happy to load the data simply click 'OK' (If you want to go back and check or change any of the uploaded values, click 'Cancel' – you will then be returned to the *Exam Upload Staging* page). Once you have selected 'Load Data' and clicked 'OK', you will then be taken back to the *Exam Upload Staging* page where you will see that the Upload Options and the 'Revalidate' and 'Load Data' buttons have been greyed out. Click on the 'Go to Process Monitor' link.

Home | 3rd Degree View | CardID Search | Performance Track

Favorites | Main Menu | Curriculum Management | Grading | Department Exam Marks Upload

### Exam Upload Stage

File Group ID: ROSTER\_HIEIV      Subject Area: AETD      [Go to Process Monitor](#)  
 File Number: 430      Term: 3231      [Return to Previous Page](#)  
 File Name: AETD02042012fordemo.csv      Validation Status: Validated

**Upload Options**

☒ All Rosters   
 ☐ Exam Rosters Only   
 ☐ Result Component Roster Only  
☐ Exam Totals Only Flag   
☐ Results Totals Only

Exam Display Options: All Rows

Total Failures: 0  
Total Warnings: 0

USN	Student Grade Number	Last Name	First Name	Catalogue No.	Result	Current Result	Grade Input	Current Grade Input	Valid
1				EAS			75.00		Valid
2				EAS			75.00		Valid
3				J1			75.00		Valid

**Note: If the following Save Warning appears, just click on 'Cancel'**

Save Warning

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

OK

Cancel

Favourites Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

Process List Server List

View Process Request For

User ID:  Type:  Last  7 Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1690		Application Engine	UCPRC303	cp477	05/05/2011 16:01:13 BST	Processing	N/A	<a href="#">Details</a>

The process that you have just run will appear at the top of the list (in the above example, instance number 1690). You need to click the 'Refresh' button until the *Run Status* reads as 'Success' and the *Distribution Status* reads as 'Posted'

Favourites Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

Process List Server List

View Process Request For

User ID: cp477 Type:  Last  7 Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1690		Application Engine	UCPRC303	cp477	05/05/2011 16:01:13 BST	Success	Posted	<a href="#">Details</a>

Once this information is displayed, you can click on the 'Department Exam Marks Upload' label at the top of the page to take you back to the *Department Exam Marks Upload* page:

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Department Exam Marks Upload](#)

## Department Exam Marks Upload

Use this page to upload and validate exam marking .csv files. Submit the files for validation by using the run pushbutton next to each file.

[Go to Process Monitor](#)  
[Report Manager](#)  
 File Manager

File Group: ROSTER_NEW						
	File Name	DateTime Stamp	File Size	Status	Initiate	Validation Status
<input type="checkbox"/>	<a href="#">AET002042012fordemo.csv</a>	27/04/2012 10:57:24	8,538	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">Exam_Results_MET129062011.csv</a>	13/07/2011 15:02:35	3,677	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">Exam_Results_EGT029062011.csv</a>	08/07/2011 15:13:36	25,155	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">Exam_Results_MET229062011.csv</a>	07/07/2011 17:54:09	2,597	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">Exam_Results_EGT305072011.csv</a>	05/07/2011 14:56:41	45,259	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">Exam_Results_ECT105072011.csv</a>	05/07/2011 12:21:48	13,421	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">boe_part1_marksheet_complete_2e.csv</a>	04/07/2011 09:04:34	19,745	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">Exam_Results_EGT129062011.csv</a>	30/06/2011 16:37:27	23,561	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">boe_part1_marksheet_complete_2d.csv</a>	30/06/2011 13:58:54	19,691	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>
<input type="checkbox"/>	<a href="#">Exam_Results_EGT229062011.csv</a>	30/06/2011 13:46:26	43,828	<a href="#">Processed</a>	<a href="#">Run</a>	<a href="#">Validated</a>

[Delete Selected Files](#)
Filter 
[Refresh](#)
[Upload File](#)

[Save](#)

On the *Department Exam Marks Upload* page, click on the 'Validated' link next to the .csv file you have uploaded.

Home | 360 Degree View | CamSIS Search | Performance Trace | Add to F

Favorites | Main Menu > Curriculum Management > Grading > Department Exam Marks Upload

New Window

### Exam Upload Stage

File Group ID	ROSTER_NEW	Subject Area	AET0	<a href="#">Go to Process Monitor</a>
File Number	430	Term	3231	<a href="#">Return to Previous Page</a>
File Name	AET002042012fordemo.csv			
Validation Status		Loaded		

Upload Option

☒ All Rosters

☐ Exam Rosters Only

☐ Result Component Roster Only

☐ Exam Totals Only Flag

☐ Results Totals Only

Total Failures 0

Total Warnings 0

Grade Boundaries and Distributions **View Final Data**

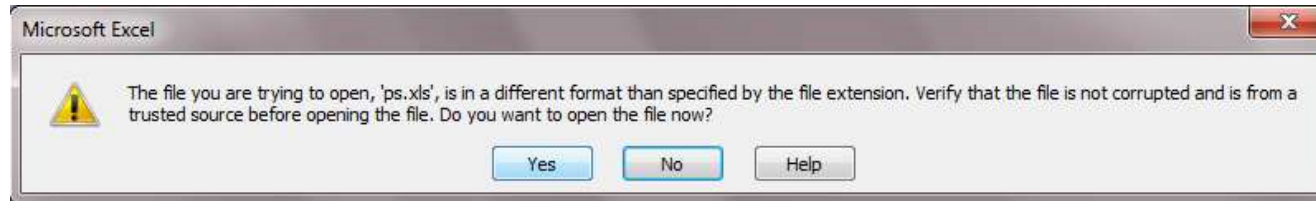
Personalize | Find | View 100 | **1-100 of 374** | Last

USN	Blind Grade Number	Last Name	First Name	Catalogue Nbr	Result	Current Result	Grade Input	Current Grade Input	Exam File Validation Status
1				EAS			75.00		Loaded
2				EAS1			75.00		Loaded
3				J1			75.00		Loaded
4				J2			70.00		Loaded
5				J3			75.00		Loaded

You will now see that the *Validation Status* has changed to 'Loaded' and that all the *Upload Options* have been greyed out and the buttons have disappeared. The heading of the final column has changed to 'Exam File Validation Status' and the records that have been loaded into the Grade Roster have a status of 'Loaded'.

You can view all of the records by using the little navigation buttons highlighted above and if you require a download of the information displayed in the *Exam Upload Staging* page you can click on the 'View Final Data' button to export the data as a .csv file.

The following warning message (or one very similar) might appear – if it does, click 'Yes'



Please note there is still the need to send a hard copy of your Class List to the Records and Examinations team, Student Registry, signed by the appropriate examiners.

## Grade Boundaries and Distributions

Exam Upload Stage

File Group ID	ROSTER_NEW	Subject Area	AETD	<a href="#">Go to Process Monitor</a>
File Number	430	Term	3231	<a href="#">Return to Previous Page</a>
File Name	AET002042012fordemo.csv			
Validation Status	Loaded			

Upload Options

☒ All Rosters ☐ Exam Rosters Only ☐ Result Component Roster Only

☐ Exam Totals Only Flag ☐ Results Totals Only

Total Failures: 0  
Total Warnings: 0

**Grade Boundaries and Distributions** View Final Data

Clicking on the 'Grade Boundaries and Distributions' button on the *Exam Upload Staging* page will open up a new window for the *Boundaries and Distributions* page. This page can also be accessed independently of the Exam Upload Staging page by navigating to *Curriculum Management* → *Grading* → *Boundaries and Distributions*. If you decide to access the page this way, you will need to enter the Term code and Subject Area code either directly or by using the lookup next to each field.

**The University no longer records Grade Distribution information and such information should be not recorded; however, the Grade Boundaries information is still required.**





## Boundaries and Distributions


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Limit the number of results to (up to 300):


**Term:**   


**Subject Area:**   

**Academic Career:**   


**College:**   

**Description:**

**Course ID:**   

**Course Offering Nbr:**   

☐ Case Sensitive

[Basic Search](#) 
[Save Search Criteria](#)

On this page you can enter the values for the Grade Boundaries, add a line under either section, click on the little ‘+’ sign or to delete any unwanted rows, click on the little ‘-’ sign. There is a free text box at the top of each section, please in the first instance consult the Student Registry before using this text box. It is expected that most departments will only need to use the Description and Value fields under each section, and **will not need to use free text box at the top of each section.** Erroneous data added to the Free Text Boxes will cause formatting issues on University Transcripts.

[Favorites](#) | [Main Menu](#)

---

Boundaries and distributions

### Grade boundaries and distributions

**Academic Institution:** University of Cambridge  
**Term:** Easter Term 2012      Undergrad  
**Subject Area:** AET0      Asian & Middle Eastern Stud IA

Free text space

Personalize   Find         First 1-2 of 2 Last			
	*Description	Value	
1	Class I/Class II, division i	70	
2	Class II, Division ii/Class II, division ii	60	

Free text space

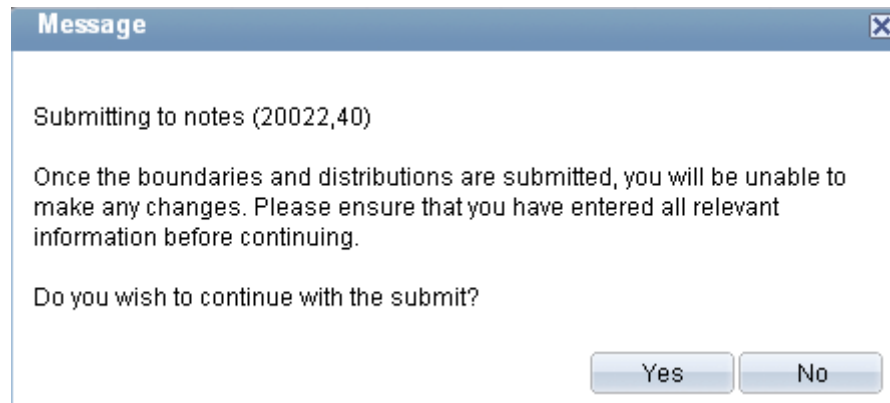
	*Description	Value	
1	Class I with distinction	6.12%	
2	Class I	26.53%	

Last Update User ID cp477  
 Last Update Date/Time 27/04/12 15:06:49

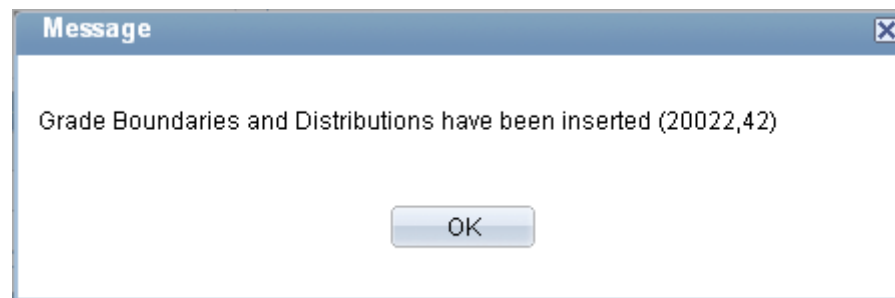
Please refrain from adding text to the free text box at the top of each section. Data added to the Free Text Space will cause formatting issues on University Transcripts.

Please add the required Grade Boundaries information by adding the appropriate Rows, **from 2015, no Grade Distribution information should be recorded, this box and the row beneath should be left blank.**

Once completed and you are happy to submit it, click on the 'Save and Submit' button. You will get a warning message asking you if you are sure you are ready to submit the data. Click 'Yes' to submit it or 'No' if you don't want to submit it.



Once you have clicked 'Yes' the following message will appear:



If you just wish to save the information and come back at a later time to check and submit it, just click on 'Save'.

Please note, once you submit this information, you will not be able to go back and amend it. If you realise there is a problem with any of the data you have submitted, please contact the Student Registry.

Please note there is still the need to send a hard copy of your Class List to the Records and Examinations team at the Student Registry, signed by the appropriate examiners.

## What to do if..... the Validation Status reads as 'Failed Validation'

Department Exam Marks Upload

Use this page to upload and validate exam marking .csv files. Submit the files for validation by using the run pushbutton next to each file.

Go to Process Monitor  
Report Manager  
File Manager

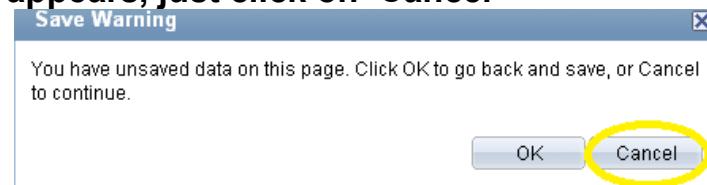
File Name	Date/Time Stamp	File Size	Status	Initiate	Validation Status
AET004042012fordemo1.csv	27/04/2012 16:02:55	8,534	Processed	Run	Failed Validation
AET004042012fordemo.csv	27/04/2012 10:57:24	8,538	Processed	Run	Validated
Exam_Results_MET128062011.csv	13/07/2011 15:02:38	3,677	Processed	Run	Validated
Exam_Results_EGT28062011.csv	08/07/2011 15:13:35	25,165	Processed	Run	Validated
Exam_Results_MET28062011.csv	07/07/2011 17:54:09	2,597	Processed	Run	Validated
Exam_Results_EGT385072011.csv	05/07/2011 14:56:41	45,259	Processed	Run	Validated
Exam_Results_EGT105072011.csv	05/07/2011 12:21:48	13,421	Processed	Run	Validated
boe_part1_marksheet_complete_2a.csv	04/07/2011 09:04:34	19,745	Processed	Run	Validated
Exam_Results_EGT128062011.csv	30/06/2011 16:37:27	23,561	Processed	Run	Validated
boe_part1_marksheet_complete_2b.csv	30/06/2011 13:58:54	19,891	Processed	Run	Validated

Delete Selected Files Filter Refresh Upload File

Save

If the *Status* reads as 'Processed' and the *Validation Status* reads as 'Failed Validation' you should click on the 'Report Manager' link near the top of the page.

**Note:** If the following Save Warning appears, just click on 'Cancel'



The Report Manager will open in a new window.

Favourites Main Menu > Reporting Tools > Report Manager

List Administration Archives

View Reports For

User ID:  Type:  Last  1 Days  Refresh

Status:  Folder:  Instance:  to:

Report List [Customise](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	341159	1596	UCPRC301 - UCPRC301.pdf	05/05/2011 08:28:28	(None)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	341158	1596	<a href="#">Exam Marking Validation</a>	05/05/2011 08:27:47	Text Files (*.txt)	Posted	<a href="#">Details</a>

☒ Select All ☐ Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

[Go back to Exam Mark Validation](#)

[Save](#)

[List](#) | [Administration](#) | [Archives](#)

In the top row of the *Report List* you should see a file name with a .pdf extension – this is the validation report which has been produced. Click on this description. Contact your support person provided by staff at the Student Registry. Each department and faculty administrator will be assigned a key contact, you should get in touch with them should you encounter issues.

Favourites Main Menu > Reporting Tools > Report Manager

### Report Detail

Report

Report ID: 341159      Process Instance: 1596      [Message Log](#)

Name: XMLP      Process Type: XML Publisher

Run Status: Success

UCPRC301 - UCPRC301.pdf

Distribution Details

Distribution Node: psreports      Expiration Date: 12/05/2011

File List

Name	File Size (bytes)	Datetime Created
UCPRC301.pdf	2,166	05/05/2011 08:28:31.129032 BST

Distribute To

Distribution ID Type	*Distribution ID
User	cp477

OK Cancel

On the next page you should see a .pdf file listed under the *File List* – click on the .pdf file.

## **Exam Marking Validation and Staging User Report**

This report details any fatal error with your import file. Fatal error will stop the file from loading to the staging table where it can be reviewed and loaded to the grade roster. Validation issues with staged data can be view using the online functionality. This report will show fatal errors only.

### **File Details**

File Name: Exam\_Results\_HST230032011.csv  
Operator ID of the User who submitted the file:  
Run Date: 5/5/2011

The Errors with the file above are as follows.

Please enter an Enrolment Term(e.g ET 2010) in cell A2 of the CSV file.

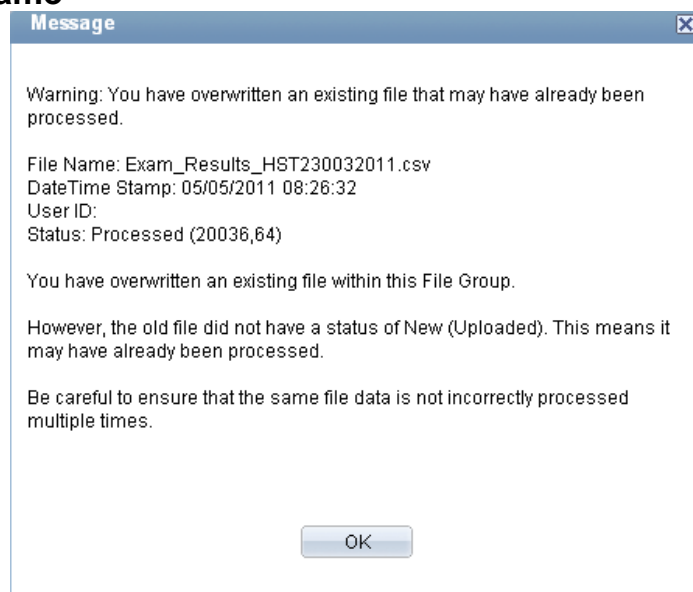
The .pdf file should now appear. Information detailing the error(s) in the file you have tried to upload is displayed at the bottom of the text. In this example the .csv file failed the initial Validation stage as the enrolment term (e.g. '3411' for Easter 2021) was missing from cell A2. You can print, save or simply close the .pdf file window and the Report Manager window to go back to the main *Department Exam Marks Upload* page. You can then make the appropriate corrections to the .csv file and re-upload it and click 'Run' to begin the validation process.



## Example warning and error messages

There are a number of warning and error messages that have been designed to alert you to potential issues which might result from certain actions:

### Uploading a file with the same file name



This warning message will appear when you upload a file with the same name or pertaining to the same enrolment term and Tripos part of one which is listed in the File Manager table on the Department Exam Marks Upload page. The message is warning you that running the validation process on this newly uploaded file may overwrite a previously validated and processed .csv file (unless the data from the .csv file has already been loaded into the Grade Roster).

If you need to correct and re-upload a .csv file you can avoid getting this warning message by first deleting the old file from the File Manager table on the Department Exam Marks Upload page. To do this, select the tick box next to the file you wish to delete and click on 'Delete Selected Files' (see next screenshot)

## Department Exam Marks Upload

Use this page to upload and validate exam marking .csv files. Submit the files for validation by using the run pushbutton next to each file.

[Go to Process Monitor](#)

[Report Manager](#)

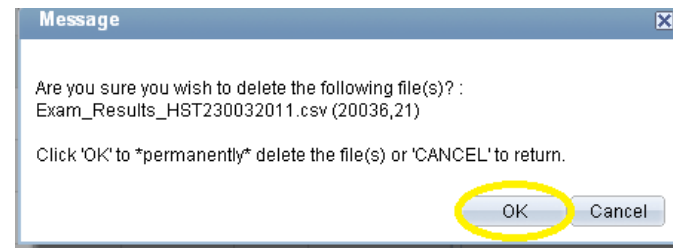
File Manager

File Group: ROSTER_NEW					
View All   First   1-10 of 86   Last					
File Name	DateTime Stamp	File Size	Status	Initiate	Validation Status
<input checked="" type="checkbox"/> Exam_Results_HST230032011.csv	05/05/2011 08:54:39	33,424	Processed	<a href="#">Run</a>	Failed Validation
<input type="checkbox"/> mat1demo.csv	04/05/2011 12:10:19	13,803	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> MAT0_demo.csv	04/05/2011 08:46:38	14,955	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> ECT103052011fordemonstration.csv	03/05/2011 15:38:55	12,570	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> ELT1_26a.csv	28/04/2011 12:14:25	16,649	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> ELT1_26a.csv	28/04/2011 11:43:44	16,649	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> AET128042011forfinaltesting.csv	28/04/2011 11:22:40	13,198	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> Econ_TEST_sd207.csv	28/04/2011 10:31:45	12,220	Processed	<a href="#">Run</a>	Validated
<input type="checkbox"/> Exam_Results_HST230032011.csv	28/04/2011 09:23:59	33,056	Processing	<a href="#">Run</a>	Submitted
<input type="checkbox"/> EGT228042011.csv	28/04/2011 09:17:12	44,462	Processed	<a href="#">Run</a>	Validated

[Delete Selected Files](#)
Filter 
[Refresh](#)
[Upload File](#)

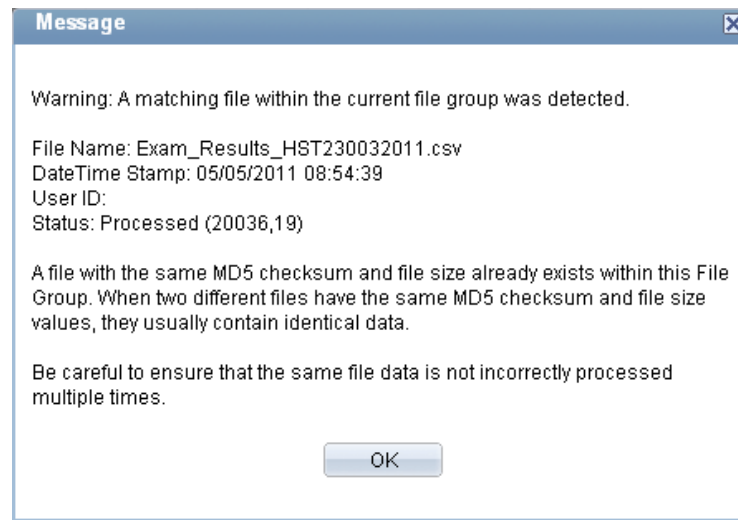
[Save](#)

The following warning message will then appear, informing you that the file will be permanently deleted. Click 'OK' (or cancel if you have selected the wrong file or no longer wish to delete this file)



The file will be removed from the File Manager table and you can now upload the same file again.

### Uploading the same file with a different file name



This warning message will appear if you upload a file which has a different file name but is of the same size and has the same technical characteristics as one which is listed in the File Manager table on the Department Exam Marks Upload page. The message is just providing a warning that if you run the validation process you might overwrite a previously processed file.

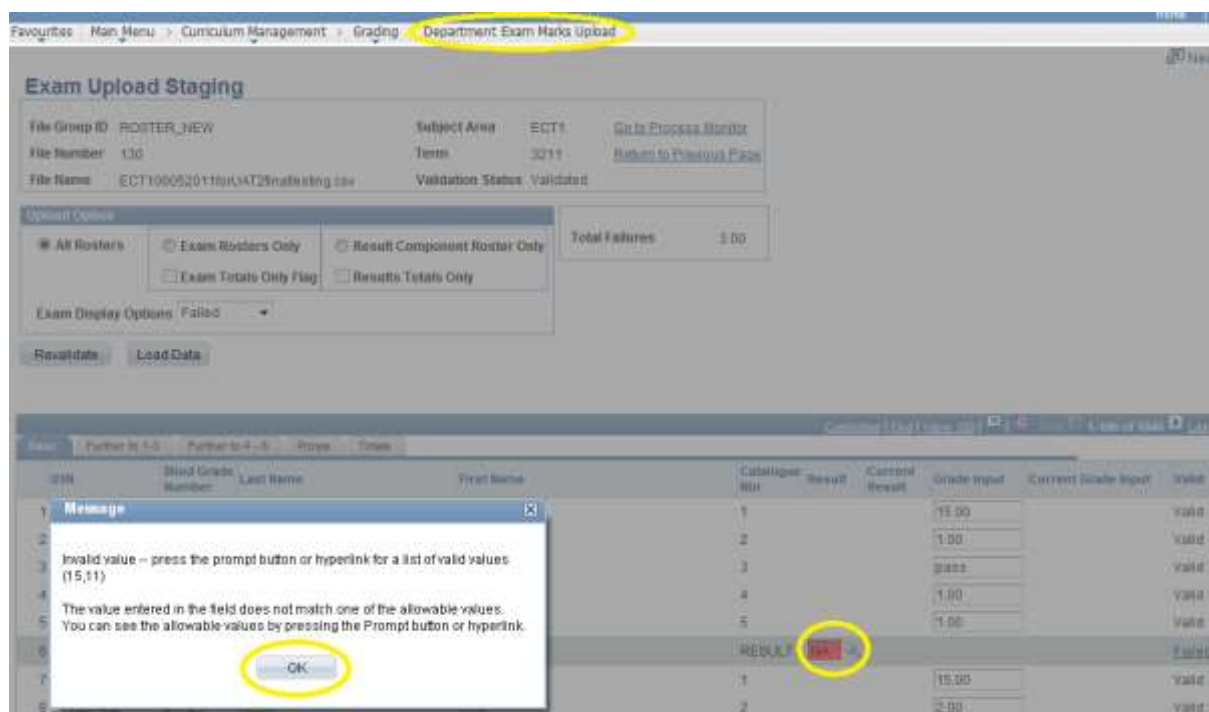
## Unsaved data



When navigating between different screens in the upload process, this warning message might appear. If you have not edited any data (e.g. in the Exam Upload Staging screen) then you can usually just click on 'Cancel'. If you click 'OK' you will just be taken back to the screen you were on before, so that you can choose to save if you wish.

## Useful Hints and Tips

- To refresh a page in the *Exam Upload Staging* area select a different option in the *Exam Display Options* drop down box and then re-select the option for the page you want to view
- If you have entered an invalid value in one of the fields, when you navigate to the *Exam Upload Staging* page you may get this error message



If you click 'OK' you will be taken back to the *Exam Upload Staging* page and you will notice that one of the fields has been highlighted in red. If you are going to make corrections directly into the *Exam Upload Staging* page, then you need to correct this Failed record first, either by typing over the value in the field or using the lookup next to it. The system will not let you navigate to any other pages or Failed messages until you have resolved this one. Alternatively, to correct the original .csv file and re-upload and revalidate it, click on the 'Department Exam Marks Upload' link at the top of the page.

## Appendices

- **Appendix one: Academic Organisation Table**
- **Appendix two: Table of term codes**
- **Appendix three: Sample Crib Sheet and explanation of terms**

## Appendix one: Table of Academic Organisation Codes by Subject Area

Subject Area	Acad Org	Description	Subject Area	Acad Org	Description	Subject Area	Acad Org	Description
AEP2	OS	Fac of Asian & M Eastern St	CST0	COCO	Computer Laboratory	GEP2	EAGG	Dept of Geography
AET0	OS	Fac of Asian & M Eastern St	CST1	COCO	Computer Laboratory	GET0	EAGG	Dept of Geography
AET1	OS	Fac of Asian & M Eastern St	CST2	COCO	Computer Laboratory	GET1	EAGG	Dept of Geography
AET2	OS	Fac of Asian & M Eastern St	CST3	COCO	Computer Laboratory	GET2	EAGG	Dept of Geography
ACT1	HUAC	Dept. of Archaeology	ECT1	EC	Faculty of Economics	HAD1	ARHA	Dept of History of Art
ACT2 All subjects	HUAC	Dept. of Archaeology	ECT2	EC	Faculty of Economics	HAD2	ARHA	Dept of History of Art
ACT3 All subjects	HUAC	Dept. of Archaeology	ECT3	EC	Faculty of Economics	HAD3	ARHA	Dept of History of Art
ART0	ARAR	Dept of Architecture	EDC1	EF	Faculty of Education	HMLT All parts	HS	Fac of History
ART1	ARAR	Dept of Architecture	EDP2	EF	Faculty of Education	HPOT All parts	HS	Fac of History
ART2	ARAR	Dept of Architecture	EDT0	EF	Faculty of Education	HAT1	ARHA	Dept of History of Art
ASP1	ELAS	Dept of Anglo-Sax, Norse & Celt	EDT1NR	EF	Faculty of Education	HAT2	ARHA	Dept of History of Art
ASP2	ELAS	Dept of Anglo-Sax, Norse & Celt	EDT2NR	EF	Faculty of Education	HAT3	ARHA	Dept of History of Art
AST1	ELAS	Dept of Anglo-Sax, Norse & Celt	EGT0	EGEG	Dept of Engineering	HPT1	HU	Fac of Human, Soc and Pol Sci
AST2	ELAS	Dept of Anglo-Sax, Norse & Celt	EGT1	EGEG	Dept of Engineering	HPT2 & HPT3 All Parts	HU	Fac of Human, Soc and Pol Sci
CET1	EGCB	Dept Chem Engineering/Biotech	EGT2	EGEG	Dept of Engineering	HSP2	HS	Fac of History
CET2	EGCB	Dept Chem Engineering/Biotech	EGT3	EGEG	Dept of Engineering	HST0	HS	Fac of History
CET3	EGCB	Dept Chem Engineering/Biotech	EGT6	EGEG	Dept of Engineering	HST1	HS	Fac of History
CLP0	CF	Fac of Classics				HST2	HS	Fac of History
CLP2	CF	Fac of Classics	ELP2	EL	Fac of English	LET All parts	LELE	Dept of Land Economy
CLT All parts	CF	Fac of Classics	ELT All parts	EL	Fac of English			



Subject Area	Acad Org	Description	Subject Area	Acad Org	Description	Subject Area	Acad Org	Description
LNT1	ML	Theoretical & Applied Linguistic	MDQ1NB	MD	Fac of Clinical Medicine	NST2GN	BLGE	Dept of Genetics
LNT2	ML	Theoretical & Applied Linguistic	MDQ1HO	MD	Fac of Clinical Medicine	NST2HP	HPHP	Dept of Hist and Phil of Sci
LNT3	ML	Theoretical & Applied Linguistic	MDQ1HR	MD	Fac of Clinical Medicine	NST2MS	PCME	Dept of Mat Sci and
			MDQ1HN	MD	Fac of Clinical Medicine	NST2PHY	PCPH	Dept of Physics
LWM1 & LWM2	LW	Fac of Law	MEDT0	MD	Fac of Clinical Medicine	NST2PA	BLPA	Dept of Pathology
LWT0	LW	Fac of Law	MEDT1	MD	Fac of Clinical Medicine	NST2PC	NS	Natural Sciences Committee
LWT1 & LWE2	LW	Fac of Law				NST2PDN	BLPN	Dept of Phys, Dev & Neuro.
LWT2	LW	Fac of Law	MET2	EGEG	Dept of Engineering	NST2PS	BLPC	Dept of Psychology
			MET3	EGEG	Dept of Engineering	NST2PNB	NS	Natural Sciences Committee
MAAS	MA	Fac of Mathematics	MGT1	MSMS	Judge Business School	NST2PL	NS	Natural Sciences Committee
MAMA	MA	Fac of Mathematics	MLT0	ML	Fac of Mod and Medi Languages	NST2ZO	BLZO	Dept of Zoology
MAMS	PCME	Dept of Mat Sci and Metallurgy	MLT1	ML	Fac of Mod and Medi Languages	NST3AS	NS	Natural Sciences Committee
MAPY	PCPH	Dept of Physics	MLT2	ML	Fac of Mod and Medi Languages	NST3BI	BLBI	Dept of Biochemistry
MASES	EAES	Dept of Earth Sciences	MUSM1	MU	Fac of Music	NST3CH	PCCH	Dept of Chemistry
MAT0	MA	Fac of Mathematics	MUT0	MU	Fac of Music	NST3ES	EAES	Dept of Earth Sciences
MAT1	MA	Fac of Mathematics	MUT1	MU	Fac of Music	NST3HP	HPHP	Dept of Hist and Phil of Sci
MAT2	MA	Fac of Mathematics	MUT2	MU	Fac of Music	NST3MS	PCME	Dept of Mat Sci and Metallurgy
MAT3	MA	Fac of Mathematics	NST0	NS	Natural Sciences Committee	NST3PHY	PCPH	Dept of Physics
			NST1	NS	Natural Sciences Committee	NST3SB	NS	Natural Sciences Committee
MDB2	MD	Fac of Clinical Medicine	NST2AS	PCAY	Institute of Astronomy	PBT All Parts	BLPC	Dept of Psychology
MDB3	MD	Fac of Clinical Medicine	NST2BBS	NS	Natural Sciences Committee	PHT0	PH	Fac of Philosophy
MDB4	MD	Fac of Clinical Medicine	NST2BI	BLBI	Dept of Biochemistry	PHT1	PH	Fac of Philosophy
MDQ1BD	MD	Fac of Clinical Medicine	NST2CH	PCCH	Dept of Chemistry	PHT2	PH	Fac of Philosophy
MDQ1FA	MD	Fac of Clinical Medicine	NST2ES	EAES	Dept of Earth Sciences	DTM1 (3420)	DV	Fac of Divinity
MDQ1MD	MD	Fac of Clinical Medicine	NST2PH	BLPH	Dept of Pharmacology	TME1 & TME2	DV	Fac of Divinity

## Appendix one: Continued

Subject Area	Acad Org	Description
TRPT All Parts	DV	Fac of Divinity
DVD1	DV	Fac of Divinity
VET0	VT	Fac of Vet Medicine
VET1	VT	Fac of Vet Medicine
VTE1	VTVT	Department of Veterinary
VTE2	VTVT	Department of Veterinary
VTE3	VTVT	Department of Veterinary
VTQ1MI	VTVT	Department of Veterinary
VTQ1NA	VTVT	Department of Veterinary
VTQ1VA	VTVT	Department of Veterinary
VTQ1VB	VTVT	Department of Veterinary

## Appendix two: Table of term codes

CamSIS Code	UCAMB Terms
3421	MT 2021
3426	LT 2022
3431	ET 2022
3441	MT 2022
3446	LT 2023
3451	ET 2023
3420	Academic Year 21/22
3440	Academic Year 22/23

## Appendix three: Sample Crib Sheet

### List of allowable values for AET2

Subject Area (Tripos part) = AET2

Term = 3431

Class 1 - Acceptable values for Class 1 are as follows:

<u>Class 1</u>	<u>Description</u>
<u>*1</u>	<u>Class I with distinction</u>
<u>1</u>	<u>Class I</u>
<u>21</u>	<u>Class II, division 1</u>
<u>22</u>	<u>Class II, division 2</u>
<u>3</u>	<u>Class III</u>
<u>31</u>	<u>Deserved honours</u>
<u>6</u>	<u>Satisfied Examiners (n.f.h.)</u>
<u>73</u>	<u>Not Classed (by papers taken)</u>
<u>9</u>	<u>Not Classed/ no allows/ failed</u>

Please note that the Class I value of 73 – Not Classed (by papers taken) should not be used when a standard honours candidate misses some of their examinations, in such cases, where examiners do not wish to class the student, the Class I value should be left BLANK.

#### Footnotes

- The following candidates are Exchange student taking the complete examination not for honours  
**(Footnote 2):**

305271782	XXXXX XXXXXXXX	Corpus Christi College
305315431	XXXX XXXXXXXXXX	Jesus College
305323895	XXXXXX XXXXX	Selwyn College

The candidate's exam paper marks should be entered and their Class 1 value should be determined as follows:

- If the student has taken all of the necessary papers and performed well enough so that if they were eligible to be classed they would be, then they should be given a Class of **6 – Satisfied Examiners (n.f.h.)**;
- If the student has taken all of the required papers but has not performed well enough in their papers to be considered to have passed, then they should be given a Class of **9 – Not Classed/no allows/failed**;

- If the student did not take all of the papers they were entered for and therefore has not taken enough papers to be classed, irrespective of how well they have performed, they should be given a Class of **73 – Not Classed (by papers taken)**.
- The following candidate has an Alternative Mode of Assessment; taking the examination over two years, in their first year, to be classed in the following academic year:

**304566666    XXXXX XXXXXXX    Murray Edwards College**

If the student completed the work in which they are enrolled, the Classing of this student should be recorded as COM (Completed) on the Grade Roster, **and all marks awarded for individual papers should be included on the Grade Roster uploaded to CamSIS.**

Further to class notes – Acceptable values for Further to class notes are as follows:

<u>Further-to-Class Note</u>	<u>Description</u>
<u>a</u>	<u>Arabic</u>
<u>b</u>	<u>Arabic and Russian</u>
<u>c</u>	<u>Chinese</u>
<u>d</u>	<u>Hebrew</u>
<u>e</u>	<u>Hebrew and French</u>
<u>f</u>	<u>Japanese</u>
<u>g</u>	<u>Persian</u>
<u>h</u>	<u>Persian and Russian</u>

Prizes – Acceptable values for Prize Codes are as follows:

<u>Prize Code</u>	<u>Description</u>
<u>0750</u>	<u>Bender Prize</u>
<u>0751</u>	<u>Bhaonagar Medal</u>
<u>0752</u>	<u>Brotherton Prize</u>
<u>0753</u>	<u>Carmen Blacker Prize</u>
<u>0754</u>	<u>Chinese Studies Prize</u>
<u>0755</u>	<u>Michael Loewe Prize</u>
<u>0756</u>	<u>Robert Somers Memorial Prize</u>
<u>0757</u>	<u>Thomas Mulvey Egyptology Prize</u>
<u>0758</u>	<u>RA Nicholson Prize</u>
<u>0759</u>	<u>Middle East Studies Diss Prize</u>

If you believe that there are any FTC notes or prizes missing (or you wish new ones to be set up against this Tripos part), please contact [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk).

## Appendix three: Explanation of the Crib Sheet

Each Crib Sheet contains data specific to each examination subject for a particular term.

Class 1 - Acceptable values for Class 1 are as follows: This table shows the values which can be used in the Class I column (Column L) on your CSV file. Please do not enter any other coding, as this will cause a problem with uploading the information.

Footnotes – Should there be candidates that are non-standard honours students and therefore should be classified in a different manner, the details of these students will be included on this document (see below).

Further to class notes – Acceptable values for Further to class notes are as follows: This table shows the values which can be used in the FURTHER TO CLASS columns (Columns M - O) on your CSV file. If your crib sheet does not contain a table giving FURTHER TO CLASS values, please do not enter any other coding into these Columns, as this will cause a problem with uploading the information.

Prizes – Acceptable values for Prize Codes are as follows: This table shows the values which can be used in the Prizes columns (Columns T - V) on your CSV file. If your crib sheet does not contain a table giving Prize values, please do not enter any other coding into these Columns, as this will cause a problem with uploading the information.

Occasionally, students taking an examination will have a footnote to denote a variety of circumstances applicable to their student record. If there are students sitting any papers in an examination subject, these will also be listed on the Crib Sheet. Examples of this are shown below:

- The following candidates are Erasmus/MIT students who are not taking enough papers to be classed. The candidates' exam marks should be entered but they should be given a Class of **73 – Not Classed (by papers taken)**. They will not appear on the published class list but entering this code will ensure their exam paper marks are recorded on their transcripts:

300012300	J. DAYKINS	Girton College
300045600	A. N. LYON	King's College

- The following candidates are exchange students who are taking the complete examination, not for honours:

300078900	B. CARE	Fitzwilliam College
312345678	Q. WOLL	Emmanuel College

The candidate's exam paper marks should be entered and their Class 1 value should be determined as follows:

- If the student has taken all of the necessary papers and performed well enough so that if they were eligible to be classed they would be, then they should be given a Class of **6 – Satisfied Examiners (n.f.h.)**;
- If the student has taken all of the required papers but has not performed well enough in their papers to be considered to have passed, then they should be given a Class of **9 – Not Classed/no allows/failed**;

- If the student did not take all of the papers they were entered for and therefore has not taken enough papers to be classed, irrespective of how well they have performed, they should be given a Class of **73 – Not Classed (by papers taken)**.

- The following candidate should appear on the Class List, Alternative Mode of Assessment; the candidate to be classed if possible:

USN	Name	College
-----	------	---------

If not, the Class I value should be left blank, and a supplementary class list should be delivered to the Student Registry, this candidate's class will then be added to their record. Any marks for individual papers will also need to be added once these are confirmed and reported to the Student Registry via [Grade.Rosters@admin.cam.ac.uk](mailto:Grade.Rosters@admin.cam.ac.uk)

- The following candidate has an Alternative Mode of Assessment; taking the examination over two years, in their first year, to be classed in the following academic year:

USN	Name	College
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If the student completed the work in which they are enrolled, the Classing of this student should be recorded as COM (Completed) on the Grade Roster, **and all marks awarded for individual papers should be included on the Grade Roster uploaded to CamSIS.**