

Marks management

Marks management permits importation of CA and exam marks, change of CA marks and exam marks, checking CA and exams, uploading reports, and publishing of results.

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Simplified (CA upload)

Allows upload of CA marks of courses. The format of the upload file should be CSV with the following columns: **course code**, **matricule**, and **CA mark**. Follow the steps below:

FILE FORMAT (CSV)		
course code	matricule	CA mark
CSC101	2018001	25
CSC101	2018002	20
CSC101	2018003	22

- 1) Prepare the Excel file in the following format and save as CSV.
- 2) Clicking "Choose file," navigate to where the file was saved.
- 3) Click the button "Upload." You are good to go; CA marks uploaded successful.

Simplified (Custom CA upload)

Allows upload of CA marks of courses for a background, e.g., undergraduate, Master's year 1, or Master's year 2 for a given semester per academic year. The format of the upload file should be CSV with the following columns: **course code**, **matricule**, and **CA mark**. Follow the steps below:

FILE FORMAT (CSV)		
course code	matricule	CA mark
CSC101	2018001	25
CSC101	2018002	20
CSC101	2018003	22

- 1) Prepare the Excel file in the following format and save as CSV.
- 2) Select the academic year
- 3) Select the semester for CA upload
- 4) Clicking "Choose file," navigate to where the file was saved.
- 3) Click the button "Upload." You are good to go; CA marks uploaded successful.

Simplified (Exams upload)

Allows upload of exam marks of courses. The format of the upload file should be CSV with the following columns: **course code**, **matricule**, and **exam mark**. Follow the steps below:

FILE FORMAT (CSV)		
course code	matricule	exam mark
CSC101	2018001	40
CSC101	2018002	60
CSC101	2018003	22

- 1) Prepare the Excel file in the following format and save as CSV.
- 2) Clicking "Choose file," navigate to where the file was saved.
- 3) Click the button "Upload." You are good to go; exam marks uploaded successfully.

Simplified (Custom exam upload)

Allows upload of exam marks of courses for a background, e.g., undergraduate, Master's year 1, or Master's year 2 for a given semester per academic year. The format of the upload file should be CSV with the following columns: **course code**, **matricule**, and **exam mark**. Follow the steps below:

FILE FORMAT (CSV)		
course code	matricule	exam mark
CSC101	2018001	60
CSC101	2018002	40
CSC101	2018003	22

- 1) Prepare the Excel file in the following format and save as CSV.
- 2) Select the academic year
- 3) Select the semester for exam upload
- 4) Clicking "Choose file," navigate to where the file was saved.
- 3) Click the button "Upload." You are good to go; exam marks uploaded successfully.

Simplified (Result upload)

Allows upload of results (CA marks and exam marks) of courses. The format of the upload file should be CSV with the following columns: **course code**, **matricule**, **CA mark**, and **exam mark**. Follow the steps below:

FILE FORMAT (CSV)			
course code	matricule	CA mark	Exam mark
CSC101	2018001	25	45
CSC101	2018002	20	40
CSC101	2018003	22	18

- 1) Prepare the Excel file in the following format and save as CSV.
- 2) Clicking "Choose file," navigate to where the file was saved.
- 3) Click the button "Upload." You are good to go; Result uploaded successfully.

Simplified (Custom result upload)

Allows upload of results (CA marks and exam marks) of courses for a background, e.g., undergraduate, Master's year 1, or Master's year 2 for a given semester per academic year). The format of the upload file should be CSV with the following columns: **course code**, **matricule**, **CA mark**, and **exam mark**. Follow the steps below:

FILE FORMAT (CSV)			
course code	matricule	CA mark	exam mark
CSC101	2018001	25	60
CSC101	2018002	20	40
CSC101	2018003	22	22

- 1) Prepare the Excel file in the following format and save as CSV.
- 2) Select the academic year
- 3) Select the semester for exam upload
- 4) Clicking "Choose file," navigate to where the file was saved.
- 3) Click the button "Upload." You are good to go; Results uploaded successfully.

CA

Permits **CA importation**. The following steps are applicable:

1. Select the class you wish to import CA marks for the courses in that given class.
2. Click the button "Get."
3. All the courses in that given class will appear; you can choose to fill them manually by clicking **Fill** and inputting the CA mark per student per course.
4. Choose or click "**Import**" if the marks are in the CSV format to upload CA marks for all the students of that given class offering that course. **NB:** The Excel sheet should have 2 columns, **matricule** and **score, and be** saved as **CSV**.
5. Take note of the **semester** you are importing its CA mark; choose the CSV file with the matricule and CA marks by clicking file. Add a **reference, e.g., NUS213 CA mark**.

Exams

Permits the exam **importation**. The following steps are applicable:

1. Select the class you wish to import exam marks for the courses in that given class.
2. Click the button "Get."
3. All the courses in that given class will appear; you can choose to fill them manually by clicking **Fill** and inputting the exam mark per student per course.
4. Choose or click "**Import**" if the marks are in the CSV format to upload exam marks for all the students of that given class offering that course. **NB:** The Excel sheet should have 3 columns, **matricule, CA mark, and exam mark, and be saved as CSV.**
5. Take note of the **semester** you are importing its exam mark; choose the CSV file by clicking file. Add a **reference, e.g., NUS213 exam mark.**

Special CA

The CA marks of a given course are imported by typing the course code, and the system displays just that given code, and from there, proceed to CA mark importation. Follow the steps below:

- 1) Select **academic year**
- 2) Select the **semester**
- 3) Start **typing and click** on the displayed course code
- 4) Click the button "results."
- 5) Choose the CSV file with CA marks saved in the specified directory.
- 6) Click on the button "import" at the bottom of the choose file for special CA marks upload.
- 7) For cases of CA marks errors inputted that are uploaded, click the button at the center right in red, "Clear CA for, e.g., NUS312 for semester."

Special exams

The exam marks of a given course are imported by typing the course code, and the system displays just that given course code and title, and from there, proceed to exam mark importation. Follow the steps below:

- 1) Select **academic year**
- 2) Select the **semester**
- 3) Start **typing and click** on the displayed course code
- 4) Click the button "results."
- 5) Choose the CSV file with exam marks saved in the specific directory.
- 6) Click on the button "import" at the bottom of the choose file for special exam marks upload.
- 7) For cases of exam mark errors that are inputted and uploaded, click the button at the center right in red, "Clear exam for, e.g., NUS312 for ... semester."

Migrate results

Allows for importation or upload of results (CA marks and exam marks) of a given course. Follow these steps:

- 1) Select academic year
- 2) Select semester
- 3) Choose the class for which the result is to be uploaded.
- 4) Select the course code and title to which the results are to be uploaded.
- 5) Click the button "results."
- 6) Choose the CSV in the specific directory with CA and exam marks.
- 7) Click the button "import."
- 8) For cases of exam mark upload error, click the button "Clear," e.g., NUS217 result for the first semester of 2025/2026."

Super migrate

Allows bulk marks (CA and exams) importation into the system irrespective of the semester. Here is a collection of students' marks, and their semesters can be imported using the format. The Excel file contains the following columns: Columns: **Course code, Matricule, CA marks, Exam marks, and Semester**. Follow the steps below:

- 1) Select academic year
- 2) Select the class or start typing; the class appears or filtered out, then click
- 3) Click the button "results."
- 4) Choose the CSV file with the **course code, matricule, CA marks, exam marks, and semester** provided in the specific storage directory.
- 5) Click the button "import."
- 6) For cases of result importation of marks, click the button "Clear code result for semester."

General course CA

Import CA Results For General Courses allows uploads of CA marks for general courses.

- 1) Select the batch (academic year)
- 2) Select the background (Undergraduate, master's 1, master's 2, etc.)
- 3) Select semester
- 4) choose file of type CSV of the format below

file format (CSV)

course code	matricule	CA mark
[-----]	[-----]	[-----]
[-----]	[-----]	[-----]
[-----]	[-----]	[-----]
[-----]	[-----]	[-----]

- 5) Click the button "import."

General Course exam

Permit importation of general course exam marks into the system.

- 1) Select the batch (academic year)
- 2) Select the background (Undergraduate, master's 1, master's 2, etc.)
- 3) Select semester
- 4) choose file of type CSV of the format below

file format (CSV)

course code	matricule	exam mark
[-----]	[-----]	[-----]
[-----]	[-----]	[-----]
[-----]	[-----]	[-----]
[-----]	[-----]	[-----]

- 5) Click the button "import."

Marks management (add course)

Courses offered by a student and the results for that given course that were not found are added using Add Course: Follow these steps

- 1) Enter the student's name or matricule. Once the name displays on typing, select the name by clicking the name.
- 2) Select the academic year for whom the course and results were not found.
- 3) Select the semester to which the course and result are to be added.
- 4) Click the button "next."
- 5) Search the course title or course code on the field "course" and click on it.
- 6) Add CA mark and exam marks.
- 7) Click the "add course" button.
- 8) Course added successfully.

Marks management (delete course)

Courses not offered by a student and the results found are removed by using delete course: Follow these steps

- 1) Enter the student's name or matricule number. Once the name displays on typing, select the name by clicking the name.
- 2) Select the academic year for whom the course and results were not found.
- 3) Select the semester to which the course and result are to be added.
- 4) Click the button "next."
- 5) Search the course title or course code on the field "course" and click on it.
- 6) Click the "delete course" button.
- 7) Course deleted successfully.

Change CA or exam mark

Courses offered by a student and the results for that given course that were found but with neither a CA mark nor an exam mark, or with an incorrect CA mark and exam mark. The following steps should be implemented:

- 1) Enter the student's name or matricule number. Once the name displays on typing, select the name by clicking the name.
 - 2) Select the academic year for whom the course and results were not found.
 - 3) Select the semester to which the course and result are to be added.
 - 4) Click the button "next."
 - 5) Search the course title or course code on the field "course" and click on it.
 - 6) Add CA mark and exam marks. This allows for the change of the existing mark or the adding of marks.
- NB:** The first field is strictly for change or edit of CA marks and the second field for exam marks
- 7) Click the "save" button next to the field with effected correction.

Mass CA correction

Allows for Correction of CA marks

- 1) Select the academic year for which CA marks corrections are to be made.
- 2) Select background, e.g., undergraduate, master's 1, master's 2
- 3) Select the semester
- 4) Click "Choose File" to select the corrected CA marks on the Excel sheet saved in CSV format in the specified directory. The excel file should be of file type CSV and presented as shown

file format (CSV)

text.word_matricule	course code	CA mark
CU24ES121	CUDA490	26
CU24ES121	CUDA490	26
CU24ES121	CUDA490	26
CU24ES121	CUDA490	26

- 5) Click the button "Save." The corrected marks will be imported and override existing marks with issues

Mass exam correction

Allows for correction of exam marks for students with issues on exams.

- 1) Select the academic year for which exam marks corrections are to be made.
- 2) Select background, e.g., undergraduate, master's 1, master's 2
- 3) Select the semester
- 4) Click "Choose File" to select the corrected exam marks on the Excel sheet saved in CSV format in the specified directory. The excel file should be of file type CSV and presented as shown

file format (CSV)

text.word_matricule	course code	exam mark
CU24ES121	CUDA490	39
CU24ES121	CUDA490	57
CU24ES121	CUDA490	49
CU24ES121	CUDA490	62

- 5) Click the button "Save." The corrected marks will be imported and override existing marks with issues

CA upload report

Reports the classes or levels of a given program whose CA marks have either uploaded or not. Courses with CA marks uploaded are ticked (v), while courses with no CA marks are crossed (x).

- 1) Select academic year
- 2) Select the semester
- 3) Select the class or level for which courses CA marks are to be checked if uploaded
- 4) Click the button "results."

Exam upload report

Reports the classes or levels of a given program whose exam marks have either been uploaded or not. Courses with exam marks uploaded are ticked (v), while courses with no exam marks are crossed (x).

- 1) Select academic year
- 2) Select the semester
- 3) Select the class or level for which courses exam marks are to be checked if uploaded
- 4) Click the button "results."

Summary Result Upload Report

Report the records of CA and exam marks uploaded for a course of a given class.

- 1) Select the academic year
- 2) Select campus
- 3) Select background
- 4) Select semester
- 5) Select school
- 6) Select department, program, and level.
- 7) Click the button "Next"

Migrate CA Only

Bulk importation of CA marks only. The file must be of type CSV. Follow the format below. Supply the student matricule, course code, status, level, CA mark and year ID, semester, and credit value.

file format (CSV)							
matricule	course code	status	level	CA mark	year ID	semester	credit value
MTC	CSCD	STS	LVL	CA	YR	SMTR	CV
MTC	CSCD	STS	LVL	CA	YR	SMTR	CV
MTC	CSCD	STS	LVL	CA	YR	SMTR	CV
MTC	CSCD	STS	LVL	CA	YR	SMTR	CV

1) Click the "choose file" button to get the required Excel file of the marks.

2) Click the button "save."

Import Exam only

Bulk importation of exam marks only. The file must be of type CSV. Follow the format below. Supply the student matricule, course code, status, level, exam mark and year ID, semester, and credit value.

file format (CSV)							
matricule	course code	status	level	EXAM	year ID	semester	credit value
MTC	CSCD	STS	LVL	Exam	YR	SMTR	CV
MTC	CSCD	STS	LVL	Exam	YR	SMTR	CV
MTC	CSCD	STS	LVL	Exam	YR	SMTR	CV
MTC	CSCD	STS	LVL	Exam	YR	SMTR	CV

- 1) Click the "choose file" button to get the required Excel file of the marks.
- 2) Click the button "save."

Import results

Bulk importation of CA and exam marks. The file must be of type CSV. Follow the format below. Supply the student matricule, course code, status, level, CA mark, exam mark and year ID, semester, and credit value.

file format (CSV)								
matricule	course code	status	level	CA	EXAM	year ID	semester	credit value
MTC	CSCD	STS	LVL	CA	Exam	YR	SMTR	CV
MTC	CSCD	STS	LVL	CA	Exam	YR	SMTR	CV
MTC	CSCD	STS	LVL	CA	Exam	YR	SMTR	CV
MTC	CSCD	STS	LVL	CA	Exam	YR	SMTR	CV

1) Click the "choose file" button to get the required Excel file of the marks.

2) Click the button "save."

Clean result

Removes duplicate results for students.

1) Click the "Clean all" button; it runs a search and displays records of duplicates or triplicates of results per semester.

2) Click the "Clean" button to remove all but a single instance of the result.

Synchronize

Synchronize results from the offline system to the online system. Click the button "Synchronize."