

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.

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