

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**.

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