

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."

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