

Markbooks in ACT Certification System (ACS)

May 2026



Board of Senior Secondary Studies
ACT Certification System (ACS)

ACT Board of Senior Secondary Studies Certification System

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

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Definition of a Markbook

Markbooks can be created for either a unit or units in a scaling group. In determining what units can be included in a Markbook, colleges must use the following:

- Year 11 and Year 12 students must be in separate Markbooks for T units
- Only units from course(s) within the same scaling group can be in the same Markbook.
- A Markbook is defined for a given calendar year and assessment period
- All units in a Markbook must have the same number of assessment items and have the same names, weightings and maximum marks for each assessment item
- The marks for each assessment item must be comparable (achieved via meshing/moderating).

The Markbook List Screen

Under the **Markbooks** heading in the menu pane select **Markbook List** and the following screen will appear

The screenshot shows the 'Markbooks' interface. At the top is a search bar with fields for [Markbook Name], [Year Level 1], [Year Level 2], [Scaling Group], [Course Code], and [Unit Code]. There are 'Find' and 'Clear' buttons. Below the search bar are buttons for 'Add New', 'Markbook Copy', 'Markbook Delete', 'Markbook Lock', 'Lock All', and 'Unlock All'. The main area is a table with columns: Actions, Markbook Name, Locked Markbook, Year, AP, Year Level 1, Year Level 2, Scaling Group, Markbook Mean, Markbook SD, AI Count, Students Enrolled, Creation By, and Creation Date. The table lists 10 markbooks, all created by 'marie_hockless' on 7/08/2020. At the bottom, there is a pagination control showing 'Page 1 of 9 (87 items)' and a 'Records per page' dropdown set to 10.

Actions	Markbook Name	Locked Markbook	Year	AP	Year Level 1	Year Level 2	Scaling Group	Markbook Mean	Markbook SD	AI Count	Students Enrolled	Creation By	Creation Date
Edit Delete Enter Marks	12 English Double	<input type="checkbox"/>	2020	S2,Q3,Q4	12		1	70.74	13.1	3	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Literature	<input type="checkbox"/>	2020	S2,Q3,Q4	12		1	70.74	13.1	3	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Indonesian	<input type="checkbox"/>	2020	S2,Q3,Q4	12		1	70.74	13.1	0	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 French T	<input type="checkbox"/>	2020	S2,Q3,Q4	12		1	70.74	13.1	0	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Mathematical Applications	<input type="checkbox"/>	2020	S2,Q3,Q4	12		10	58.12	5.65	3	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Mathematical Applications (Half)	<input type="checkbox"/>	2020	Q3	12		10	58.12	5.65	2	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Mathematical Methods	<input type="checkbox"/>	2020	S2,Q3,Q4	12		10	70.81	7.83	5	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Mathematical Methods (Half)	<input type="checkbox"/>	2020	Q3	12		10	70.81	7.83	3	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Specialist Methods	<input type="checkbox"/>	2020	S2,Q3,Q4	12		10	81.72	9.23	3	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020
Edit Delete Enter Marks	12 Specialist Methods (Half)	<input type="checkbox"/>	2020	Q3	12		10	81.72	9.23	2	<input checked="" type="checkbox"/>	marie_hockless	7/08/2020

This screen has two sections:

Search

- To search for a particular Markbook, type in part or some of the text into the Markbook Name, Course Code and/or Unit Code. Year, Assessment Period, Cohort and Scaling Group criteria are selected from the drop down menus.
- Click the **Find** button to run your search.
- Click the **Clear** button to clear the filters

Markbook Grid

- List of the Markbooks that have been created and you have access to.

Note: The year and assessment period will default to the current year and current assessment period.

Markbook Permissions and Security

You will only be able to create, see, edit and use markbooks that belong to a scaling group you have permission to access. See **6. Scaling groups** on how to set scaling group permissions.

Creating a Markbook

Markbooks can only be created/copied by Faculty Head Level users and above.

- Click the **Add New** button as shown above. This places a new row in the grid ready for the definition of a Markbook. The following screen will appear

Actions	Markbook Name	Locked Markbook	Year	AP	Year Level 1	Year Level 2	Scaling Group	Markbook Mean	Markbook SD	AI Count	Students Enrolled	Creation By	Creation Date
Save Cancel Delete Enter Marks	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter a Markbook Name, Year, Assessment Period, Cohort, Scaling Group, Markbook Mean and Markbook Standard Deviation. All fields are compulsory. The Markbook Mean and Markbook SD are the parameters applied when using weighted z-scores to calculate unit scores. This is for meshing.
- Select the **Save** hyperlink to save your Markbook definition

Creating Yr 11 & Yr 12 Combined Markbooks

Units in scaling group 94 (“A” courses), scaling group 96 (Recognition courses) and scaling group 95 (Registered or “R” units) can have a combined Yr 11 and Yr 12 markbook.

When defining a new Markbook Year Level 1 and Year level 2 can be selected as shown below.

Actions	Markbook Name	Year	AP	Year Level 1	Year Level 2	Scaling Group
Save Cancel Delete Enter Marks	Science A Combined Markbook	2014	S2,Q3,Q4	11	12	94

The saved Markbook definition appears as below.

Actions	Markbook Name	Year	AP	Year Level 1	Year Level 2	Scaling Group
Edit Delete Enter Marks	Science A Combined Markbook	2014	S2,Q3,Q4	11	12	94

Note:

- If scaling group 94 or 95 is not selected the following error message appears.

Actions	Markbook Name	Year	AP	Year Level 1	Year Level 2	Scaling Group
Save Cancel Delete Enter Marks	Physics	2014	S2,Q3,Q4	11	12	21
Scaling Group must be 94 or 95 if Year Level 1 and Year Level 2 have been selected.						

- If Year Level 1 is set to 12 and Year Level 2 to 11, then no assessment results will be displayed once the current Year 12 cohort graduates. It is therefore recommended to set Year Level 1 to 11 and Year Level 2 to 12.

Locking and Unlocking Markbooks

Markbooks can be locked so that users cannot make any changes to them. There are two different levels of lock.

Individual/Grouped Lock (Faculty Head users and above):

- On the Markbook List screen, click on Markbook Lock shown below. This makes the Lock and Unlock buttons appear.
- Select all the markbooks you want to lock, then press the Lock button.
- Follow the same method to unlock the markbook.

Markbooks

Search

[Markbook Name] [Year Level 1] [Year Level 2] 2020 Find

[Scaling Group] [Course Code] [Unit Code] S2,Q3,Q4 Clear

Add New Markbook Copy Markbook Delete Markbook Lock **Lock** **Unlock**

Drag a column header here to group by that column

Actions	Markbook Name	Locked Markbook	Year	AP	Year Level 1	Year Level 2	Scaling Group	Markbook Mean	Markbook SD	AI Count	Students Enrolled	Creation By	Creation Date
<input type="checkbox"/>	Methods	<input type="checkbox"/>	2020	S2,Q3,Q4	11		10	70	12	3	<input checked="" type="checkbox"/>	uat_user	26/10/2020

Add New Records per page: 10

Lock All (Transfer and User Control users):

- Press the Lock All button on the Markbook List screen
- Faculty Head and Edit users cannot unlock markbooks that have been locked in this way.
- Transfer and User Control users can unlock markbooks that have been locked in this way either individually or by using the Unlock All button.

Manage Markbook

- Click the **Markbook Name** hyperlink. The **Manage Markbook** screen will appear as shown below

Manage Markbook

Markbook Details

Name: Markbook Half Unit AIs defined: No
 Year: 2020 Assessment Period: S2,Q3,Q4 Markbook Mean: 68
 Cohort: Year 11 Scaling Group: 1 Markbook SD: 13

Markbook List Enter Results **Lock Markbook** Markbook Security

Assessment Items In Markbook				
	Name	Maximum Mark	Weighting	Publish AI
Remove	AI 1			<input type="checkbox"/>
Remove	AI 2			<input type="checkbox"/>
Remove	AI 3			<input type="checkbox"/>
Remove	AI 4			<input type="checkbox"/>
Remove	AI 5			<input type="checkbox"/>
Remove	AI 6			<input type="checkbox"/>
Total Weight:			0	

Cancel **Save**

Markbook Units

Add / Remove Units Half Unit AIs

Unit Code	Course Code And Title	Unit Title	Unit Value	Enrolments
No data to display				

This screen has four sections:

- **Markbook Details**
 - Shows the Markbook definition criteria as specified as above in the Markbooks screen
- **Markbook buttons**
 - **Markbook List** - Click these buttons to view the list of available Markbooks
 - **Enter Results** - Click this button to enter results in the current Markbook
 - **Lock Markbook** –
 - (Faculty Head users and above) Click this button to lock the markbook
 - This is an alternative method to locking and unlocking markbooks from the Markbook List screen
 - **Markbook Security** – (Transfer/User Control users) Click this button to manage individual teacher permissions to the markbook
- **Assessment Items Grid**
 - List the assessment items in the current Markbook
- **Markbook units**
 - All units that are in this Markbook

Entering Assessment Item Details

- Type in a name, maximum mark and weighting for each assessment item. The assessment item name and weighting are required fields. Between two and six assessment items can be entered to account for the specified 2 – 3 assessment items for half units and 3 – 5 assessment items for a semester unit. The maximum mark must be entered before marks can be entered but can be left as zero before this.
- After marks have been entered the maximum mark cannot be changed. To change the maximum mark for an item all marks (and adjustments) for that item must first be removed (this is why it is recommended that the maximum mark be left as zero if not known).

Note: The information typed in this grid is used to populate the moderation report - Individual Student Profile

- Click the **Save** button
- An error message is displayed if the **Save** button is clicked and all of the required information is not entered
- The total of the weightings is displayed at the bottom of the weightings column as shown below

Assessment Items In Markbook					
	Name	Maximum Mark	Weighting	Publish AI	
Remove	AI 1	Assignment 1	55	20	<input type="checkbox"/>
Remove	AI 2	Exam 1	80	30	<input type="checkbox"/>
Remove	AI 3	Assignment 2	80	20	<input type="checkbox"/>
Remove	AI 4	Exam 2	74	30	<input type="checkbox"/>
Remove	AI 5				<input type="checkbox"/>
Remove	AI 6				<input type="checkbox"/>
Total Weight:				100	
				<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

- After pressing the **Save** button, an error message is displayed if the total weightings does not equal 100

Publish an Assessment Item's results

- Click on the checkbox under **Publish AI** and click **save** to 'publish' the assessment item's results to students. This allows students to view their raw score, percentage, grade, assessment item mean, SD, top mark and z-score in Student Profiles Online. For assessment in T markbooks their standardised score is also published.

Edit/Remove an Assessment Item(s)

- For each assessment item the Name, can be edited at any time. The Weighting and Maximum Mark can be edited provided there are no marks in the Markbook for that assessment item
- An assessment item can be removed provided there are no marks in the Markbook for that assessment item
- Click on the **Remove** hyperlink to remove that Assessment Item

Add/Remove Units

- Click the **Add/Remove Units** button
- This brings up the **Add/Remove Markbook Units** window

The screenshot shows the 'Add / Remove Markbook Units' window. It features two tables and several controls.

Units In Markbook

#	Code	Title	Course Code	Value	Count
<input type="checkbox"/>	00642	Media Foundation	0142	1	1

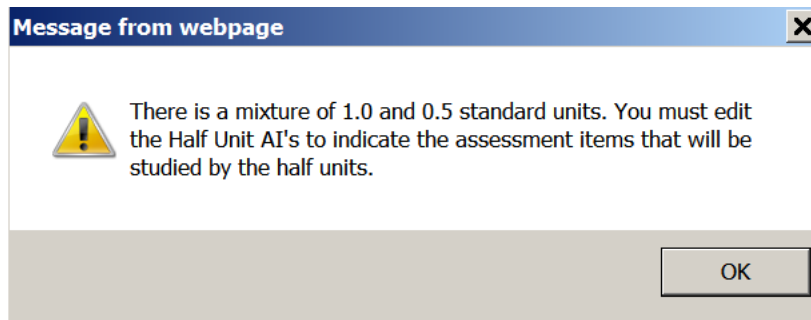
Course:

Units Available

#	Code	Title	Value	Count
<input type="checkbox"/>	00643	Introduction to Media	0.5	0
<input type="checkbox"/>	00644	Media Foundation Skills	0.5	0
<input type="checkbox"/>	00645	Documentary	1	0
<input type="checkbox"/>	00646	Documentary Film	0.5	0
<input type="checkbox"/>	00647	Documentary Production	0.5	0
<input type="checkbox"/>	00648	Process to Production	1	0
<input type="checkbox"/>	00649	Video Production	1	0
<input type="checkbox"/>	00650	Introduction to Video Production	0.5	0
<input type="checkbox"/>	00651	Video Production Skills	0.5	0
<input type="checkbox"/>	00652	News and Current Affairs	1	0

- Choose the desired course from the drop down box
- Check any units and half units you wish to be in this mark book (Note that units with students enrolled will have the number of students in the **Count** field)
- Click the **^ Add** button to push the units to the top box. These units are the defined units for this Markbook
- Click **Save & Close**

If you have a combination of 1.0 and 0.5 units in your markbook then the next message will appear



Defining Half Unit AIs

Defining Half Unit Assessment Items is useful when you have a semester unit with its two corresponding half units. ACS will use this definition to know which AIs are in which half unit. All relevant units and half units should be defined in the Markbook Units section before defining half unit AIs.

Note: Ensure that there is at least one 1.0 unit defined in the Markbook otherwise ACS will not know that the 0.5 units are half units of the Markbook

- Click the **Half Unit AIs** button
- Check the relevant AIs against the half unit

Unit Code	Unit Title	AI 1	AI 2	AI 3	AI 4	AI 5	AI 6
00643	Introduction to Media	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00644	Media Foundation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Enter Assessment Item Marks

- From the **Manage Markbook** screen click on the **Enter Results** button or under the **Markbooks** heading in the menu pane select **Markbook List** in the **Actions** column click on **Enter Marks** hyperlink and the following screen appears

Markbook Results

Markbook List | Manage Markbook

Markbook Details

Name: Biology Yr 11
Year: 2019
Cohort: Year 11

Assessment Period: S2,Q3,Q4
Scaling Group: 23

Half Unit AIs defined: Yes
Markbook Mean: 63
Markbook SD: 14

Data Entry	Assessment Item	Maximum Mark	Weighting	Bottom Mark	Top Mark	Mean	SD	% Mean	% SD	Max Notional Zero	AI Published
<input type="checkbox"/>	Grades Cut Off AI 1 Assignment 1	55	20	31	51	41.53	6.46	75.50	11.74	30.35	<input type="checkbox"/>
<input type="checkbox"/>	Grades Cut Off AI 2 Exam 1	80	30	25	67	48.21	13.33	60.27	16.67	23.67	<input type="checkbox"/>
<input type="checkbox"/>	Grades Cut Off AI 3 Assignment 2	80	20	40	72	59.70	7.62	74.63	9.52	39.24	<input type="checkbox"/>
<input type="checkbox"/>	Grades Cut Off AI 4 Exam 2	74	30	27	59	46.11	9.57	62.30	12.94	26.04	<input type="checkbox"/>
Total Weight:		100									

Unit Grades | Unit Scores

Edit Unit Grade Grades Cut Off

Use Weighted Raw | Use Weighted Z | Set Notional Zero

Export to XLS | Reports | Move Results | Expand All | Collapse All | Save | ...

Red: Not Submitted Adjustments | Purple: Late, >7 Days Late (Notional Zero), <7 Days Late (Notional Zero) | Orange: Insubstantial (Notional Zero) | Blue: Estimate | Aqua: Academic Integrity | Green: Temporary | Brown: Raw Unit Special Provisions

Course Description | Unit Description | Class Code

Student Id	Full Name	Tid	1. Mark	1. Pct.	1. Grade	1. STD	1. Z	2. Mark	2. Pct.	2. Grade	2. STD	2. Z	3. Mark	3. Pct.	3. Grade	3. STD	3. Z	4. Mark	4. Pct.	Raw Unit Score	Calc. Unit Score	4. Grade	4. STD	4. Z	Unit Grade		
2409 - BIOLOGY																											
23104 - Unit 3: Heredity & Continuity of Life, 1.0																											
+ BIO1T:01 (6)																											
+ BIO1T:07 (14)																											
23105 - Unit 3a: Heredity & Continuity of Life, 0.5																											
+ BIO1T:01 (1)																											
+ BIO1T:07 (1)																											

Expand All | Collapse All | Save | ...

This screen has a number of sections:

- Navigation buttons**
- Markbook Details** – definitions used to create the Markbook
- Assessment Items grid**
- Unit Grade and Unit Scores**
- Data Grid** – list of all classes and students who are studying the unit(s) as defined in the Markbook definition
- Markbook buttons**

Entering Assessment Marks and Grades

Abbreviations used in the following pages

AI Assessment Item

Mark Raw assessment item mark

STD Standardised raw assessment item mark. Only appears if Markbook Mean and Standard Deviation have been entered and the **Save** button has been pressed

Z Z score. Only appears after the **Save** button has been pressed and is calculated on the marks that have been entered

Pct Percentage. Only appears after the **Save** button has been pressed and is calculated on the marks that have been entered

Assessment items in A, T, and M units must have Marks and Grades.

- To open the markbook in Data Entry mode, in the Assessment item details section click the check box in the Data Entry column for Assessment Item results you will be entering as shown below (The user has selected to enter the results for the Assignment 1)

Data Entry	Assessment Item	Maximum Mark	Weighting	Bottom Mark	Top Mark	Mean	SD	% Mean	% SD	Max Notional Zero	At Published
<input checked="" type="checkbox"/>	Grades Cut Off AI 1 Assignment 1	55	20	31	51	41.53	6.46	75.50	11.74	30.35	<input type="checkbox"/>
<input type="checkbox"/>	Grades Cut Off AI 2 Exam 1	80	30	25	67	48.21	13.33	60.27	16.67	23.67	<input type="checkbox"/>
<input type="checkbox"/>	Grades Cut Off AI 3 Assignment 2	80	20	40	72	59.70	7.62	74.63	9.52	39.24	<input type="checkbox"/>
<input type="checkbox"/>	Grades Cut Off AI 4 Exam 2	74	30	27	59	46.11	9.57	62.30	12.94	26.04	<input type="checkbox"/>
Total Weight:		100									

Unit Grades

Edit Unit Grade Grades Cut Off

Unit Scores

Use Weighted Raw Use Weighted Z Set Notional Zero

Export to XLS Reports Move Results Expand All Collapse All Save ...

Red: Not Submitted Adjustments Pink: Special Provisions Purple: Late, >7 Days Late (Notional Zero), <7 Days Late (Notional Zero) Orange: Insubstantial (Notional Zero) Blue: Estimate Aqua: Academic Integrity Green: Temporary Brown: Raw Unit

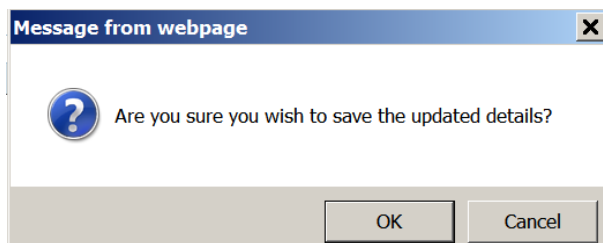
Course Description Unit Description Class Code

Student Id	Full Name	1. Mark	1. Grade	1. STD	1. Z
2409 - BIOLOGY					
23104 - Unit 3: Heredity & Continuity of Life, 1.0					
BIO1T:01 (6)					
0451035	TEST_Abby Claire	32.50			43.44
0286707	TEST_Josh Douglas	33.50			45.60
0044081	TEST_Nazhifah	45.50			71.62
1015817	TEST_Perrj	40.00			59.69
1017102	TEST_Zali Mae	51.00			82.54
0521890	TEST_Zoe Capobletti	42.00			64.03
BIO1T:07 (14)					
0411984	TEST_Alicia Ngan Kim	35.50			49.94
1014299	TEST_Ashleigh Jade	44.50			69.45

- Not selecting any **Data Entry** options will open up the entire data grid (view mode) Mark, STD, Z columns for each assessment item for the selected class/classes.
- To open up the grid either click on the Expand All button or click on the plus sign next to the class for whom you are entering the marks
- Under the **Mark** or **Grade** column click a cell to make it active.

Enter Marks for an Assessment Item

- Enter the mark (up to two decimal places) for the first student and press the **tab key** to move to the next row
- Once you have entered all the marks, click on the **Save** button. There are located at the top and bottom of the screen and the following message appears



- Once you have saved, the percentage, standardised item mark and the Z score are calculated as shown below

	Student Id	Full Name	Tid	1. Mark	1. Pct.	1. Grade	1. STD	1. Z	2.
2409 - BIOLOGY									
23104 - Unit 3: Heredity & Continuity of Life, 1.0									
BIO1T:01 (6)									
	8451035	TEST, Abbey Claire	733626	32.50	59.1		43.44	-1.40	
	0286707	TEST, Josh Douglas	733624	33.50	60.9		45.60	-1.24	
	0044081	TEST, Nazhifah	733627	45.50	82.7		71.62	0.62	
	1015817	TEST, Perri	733623	40.00	72.7		59.69	-0.24	
	1017102	TEST, Zaki M...	733625	51.00	82.7		82.54	1.47	

- If you enter a mark greater than the maximum mark then the cell is highlighted in red and you will not be able to save until you enter a valid mark
- Unselect the **Data Entry** option to go back to view mode

Enter Grades for an Assessment Item

- Under the **Grade** column click in the first cell to make it active.
- Enter the grade for the first student and press the **tab key** to move to the next row
- Invalid grades will generate an error
- Grade entry is automatically capitalised
- Once you have entered all the grades for the class (at the end of the list of students that are opened in the grid pressing tab again will move you to the **Save** button)

Using Grades Cut Off for Assessment Item Grades

- Once you have entered all the marks for the class you can use the **Grades Cut Off** button in the Assessment Item details section to aid in the data entry of grades

Data Entry		Assessment Item	Maximum Mark	Weighting	Bot
<input checked="" type="checkbox"/>	Grades Cut Off	AI 1 Assignment 1	55	20	
<input type="checkbox"/>	Grades Cut Off	AI 2 Exam 1	80	30	
<input type="checkbox"/>	Grades Cut Off	AI 3 Assignment 2	80	20	
<input type="checkbox"/>	Grades Cut Off	AI 4 Exam 2	74	30	
Total Weight:				100	

- A popup window will appear. Enter the lowest raw mark for each grade.

Select the lowest RAW score for each Grade

Information

Grades should be determined using the grade descriptors from the appropriate framework. This routine is only to help with bulk entry. Individual grades can be entered / edited by typing in the grade cell for each student.

A

B

C

D

Overwrite existing grades if score > 0

OK Cancel

- This will then populate the Grade cells with the desired grades.
- Once you are happy with the grades you must click the **Save** button to save.

Mark Adjustments and Special Provisions

Markbook has the facility to adjust assessment item marks in line with current BSSS guidelines for the following

- Lateness
 - Days less than 7.
 - Days less than 7 resulting in a notional zero.
 - Days greater than 7 resulting in a notional zero.
- Academic Integrity
- Non-submission
- Estimate

Colour Code for Mark Adjustments and Special Provisions

Red – not submitted (notional zero and not counted for 70% assessment requirement)

Purple – Late

Blue – Estimate

Orange – Insubstantial (notional zero and not counted for 70% assessment requirement)

Aqua – Academic Integrity

Green – Temporary

Brown – Adjusted unit score

Pink – Special Provisions

- All adjustments and special provisions are colour coded and when the Markbook is in view mode (not data entry mode), a tool tip is displayed when hovering over the adjusted mark which displays the adjustment type

Z	3. Mark	3. Pct.	3. Grade	3. STD	3. Z	4. Mark	4. Pct.	4. Grade	Ra
84	39.22	49.0		25.73	-2.66	39.00	52.7	D	
10	50.00	62.5	C	45.16	-1.27	39.50	53.4	D	
18	56.00	70.0	C	55.98	-0.50	49.50	66.9	C	
07	40.00	50.0	D	27.13	-2.56	43.00	58.1	C	
13	63.00	78.8	B	68.60	0.40	50.00	67.6	C	
59	56.00	70.0	C	55.98	-0.50	27.00	36.5	E	

- For any adjustment type notes must be entered in the comments text box

Adjusting an Assessment Item Result

- Click on the **Student name** hyperlink in either data entry or view mode and the screen shown below should appear
- Where an original score has been entered click on the **Edit** hyperlink in the assessment item row to adjust the mark for the assessment item
- Where there is no original assessment item result (such as not submitted, estimate) click on **Add** hyperlink in the assessment item row to adjust the mark for the assessment item

- Select the type of adjustment to be made from the Adjustment Type drop down menu

Mark Adjustments

Student Full Name: Helen TEST Unit Title: Unit 3: Heredity & Continuity of Life

Maximum Notional Zero: The maximum notional zero provided is only relevant if the assessment item results are entered for the assessment item for the entire Markbook.

Assessment Item Adjustments

Actions	#	Title	Original Mark	Original Grade	Adjustment Type	Days Late	Max Notional Zero	Mark	Grade	Comments	Special Provisions
	1	Assignment 1	37	C			30.35	37	C		
	2	Exam 1	59.5	B			23.68	59.5	B		
Update Cancel	3	Assignment 2					39.22				
	4	Exam 2	54.5	C			26.04	54.5	C		

Raw Unit Score Adjustment

If you are changing the unit score/grade. Then enter the AI Mark, select a calculation. This will not change any marks for any other items. The following are updated when save is selected: Unit Grade (if amended), Raw Unit Score, Temp Unit Score

#	Mark	Z	Scenario	Max Mark	Scenario Z
1	37.00	-0.70	37.00	55.00	-0.70
2	59.50	0.80	59.50	80.00	0.80
3			0.00	80.00	
4	54.50	0.88	54.50	74.00	0.88

Recalculate Unit Scores

Use Weighted Raw

Use Weighted Z

Calculated Raw Unit Score: 0.00

Raw Unit Score: 0.00

New Unit Score: 0.00

Grade: [Dropdown]

Comments:

Save Remove

Close

Late (Including <7 Days Late (Notional Zero) and >7 Days Late (Notional Zero)) Penalty

- The non-adjusted mark should be entered through the normal method of entering marks (this example will use Assignment 1 not Assignment 2 as that does not have a mark entered)
- Select **Late** from the **Adjustment Type** pull down menu
- Enter the number of days late in the **Days Late** column and add notes to the comments text box
- Click on **Update** hyperlink
- For the late penalty, the adjusted mark will be the original mark less a penalty of 5% of the available marks per day late. In this example, the teacher awarded a mark of 37 but was 1 day late. Applying the penalty of 5% of 55 drops the mark to a 34.25. As the work was a low C the teacher judges that the penalty to the grade would make it a D.

Actions	#	Title	Original Mark	Original Grade	Adjustment Type	Days Late	Max Notional Zero	Mark	Grade	Comments	Special Provisions
Edit Remove	1	Assignment 1	37	C	Late	1	30.35	34.25	D	1 day late	

- If the number of days late entered is greater than 7 the following error message appears. Use the > 7 Days Late (Notional Zero) option. This will award the maximum notional zero (but can be made lower) as the mark but still counts towards the 70% assessment requirement.

Update Cancel	1	Assignment 1	37	C	Late	8	30.35	30.35	E	8 days late	
The Days Late are greater than seven. Please use the [>7 Days Late] Adjustment Type.											

- If the adjusted mark falls below the current notional zero (even if it is less than 7 days late), the following error message appears. As can be seen, applying the policy of 5% of available marks subtracted each day puts the score at 28.75 which is below the maximum notional zero of 30.35. Use the < 7 Days Late (Notional Zero) option. This will award the notional zero (but can be made lower) as the mark but still counts towards the 70% assessment requirement.

Actions	#	Title	Original Mark	Original Grade	Adjustment Type	Days Late	Max Notional Zero	Mark	Grade	Comments	Special Provisions
Update / Cancel	1	Assignment 1	37		Late	3	30.35	28.75	D	3 days late	
The students adjusted mark has fallen below the Maximum Notional Zero, therefore the mark is a Notional Zero. Please change the adjustment type to [<7 days late (Notional Zero)]											

- Click the **Close** button
- The adjusted mark will be written in purple

Academic Integrity

- Select **Academic Integrity** from the **Adjustment Type** pull down menu
- In the Mark column type in the mark using the appropriate penalty from the BSSS policy
- Add notes to the comments text box to explain the reason for the adjustment
- Click the **Update** hyperlink and the adjusted mark will be saved
- Click the **Close** button
- The adjusted mark will be written in aqua

Not Submitted (Notional Zero)

- Select **Not Submitted** from the **Adjustment Type** pull down menu
- The maximum notional zero value will be placed in the **Mark** column
- The adjusted score may be changed to a lower score than the max notional zero if this is not appropriate (for instance, in markbooks with few students)
- Add notes to the comments text box to explain the reason for the adjustment
- Click the **Update** hyperlink and the adjusted mark will be saved
- Click the **Close** button
- The adjusted mark will be written in red

Estimate

- Select **Estimate** from the **Adjustment Type** pull down menu
- The message below appears indicating a suggested estimate. This estimate is purely based on their z-score in all other assessment tasks in this markbook. For this reason it should be modified after all AI results are in and using professional judgement considering past unit performance

Actions	#	Title	Original Mark	Original Grade	Adjustment Type	Days Late	Max Notional Zero	Mark	Grade	Comments	Special Provisions
	1	Assignment 1	37	C	Late	1	30.35	34.25	D	1 day late	
	2	Exam 1	59.5	B			23.68	59.5	B		
Update / Cancel	3	Assignment 2			Estimate		39.22	50.00	C	Estimate approved	
	4	Exam 2	54.5	C			26.04	54.5	C		

Estimate: The estimate for **Assignment 2** is **62.99**, based on the students average z-score for this Markbook of **0.35**.

- Enter a mark in the Mark column. In this example, although the markbook suggested a mark of 62.99, the student’s poor result in Assignment 1 and performance in past semesters suggested that this student would have received a score around 50 instead. Ensure you keep a record of how estimates have been calculated.
- Add notes to the comment cell to explain the reason for the adjustment

- Click the **Update** hyperlink and the adjusted mark will be saved
- Click the **Close** button
- The adjusted mark will be written in blue

Temporary

To assist with the documentation of assessment results throughout the assessment period an adjustment type of “Temporary” can be used. This is used as a reminder that this result needs to be checked prior to the unit score being calculated.

- Select **Temporary** from the **Adjustment Type** pull down menu
- The mark displayed in the Markbook will be the original mark where one was entered
- Add notes to the comments text box cell to explain the reason for the adjustment
- Click the **Update** hyperlink
- Click the **Close** button
- The adjusted mark will be written in green

Note: Unit scores will not be calculated if there are any **Temporary** adjustment types in the Markbook.

Removing Temporary

- Click on the **Student name** hyperlink in either data entry or view mode
- Where no original score has been entered click on the **Remove** hyperlink in the assessment item row to remove any record that a temporary adjustment had been applied.

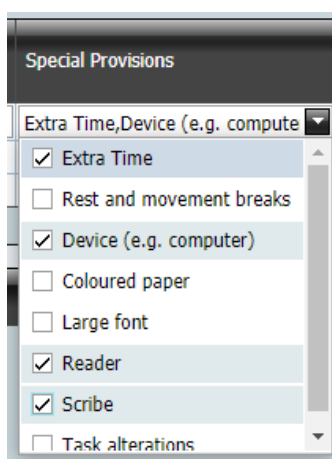
Insubstantial (Notional Zero)

- Select **Insubstantial (Notional Zero)** from the **Adjustment Type** pull down menu
- The maximum notional zero value will be placed in the **Mark** column and the item does not count towards the 70% assessment requirement
- The adjusted score may be changed to a lower score than the max notional zero
- Add notes to the comments text box to explain the reason for the adjustment
- Click the **Update** hyperlink and the adjusted mark will be saved
- Click the **Close** button
- The adjusted mark will be written in orange

Special Provisions

Special Provisions are additional to adjustments and it is possible for a student to have both a special provision and an adjustment.

- Click the **Special Provisions** drop down menu
- Select as many special provisions as are applicable



- The cells of the assessment item with special provisions appear highlighted in pink.

	56.50	70.6	B	0.00	0.60
	59.50	74.4	B	0.00	0.83
	28.00	35.0	D	0.00	-1.59

Move assessment item results within the same Markbook

This function is to facilitate moving assessment item results where a student has moved from one unit to another **within the same markbook**. If a student is moving from a full unit to a half unit, then the assessment item marks that are not specified for the half unit are deleted.

Users will not be able to move assessment item marks (the **Move** button is disabled) if unit scores have been calculated.

Before assessment item marks can be moved the student must have two records in the Markbook; the old one with marks and the new one without marks as shown.

Student Id	Full Name	Tid	1. Mark	1. Pct.	1. Grade	1. STD	1. Z	2. Mark	2. Pct.	2. Grade	2. STD	2. Z	3. Mark	3. Pct.	3. Grade	3. STD	3. Z	4. Mark	4. Pct.	
2409 - BIOLOGY																				
23104 - Unit 3: Heredity & Continuity of Life, 1.0																				
\$\$\$ (1)																				
0637554	TEST,Ala	-737816	31.00	56.4	C	0.00	-1.60	25.00	31.3		0.00	-1.82								
BIO1T:01 (6)																				
BIO1T:07 (14)																				
23105 - Unit 3a: Heredity & Continuity of Life, 0.5																				
BIO1T:01 (1)																				
0637554	TEST,Ala	737816																		
BIO1T:07 (1)																				

- Open up the **Markbook Results** and click the **Move Results** button located just above the markbook grid

Unit Grades

Edit Unit Grade Grades Cut Off

Unit Scores

Use Weighted Raw Use Weighted Z Set Notional Zero

Export to XLS

Reports

Move Results

- The screen will show all students who appear more than once in the Markbook
- Click on the plus sign next to the student from whom you will be moving results. Assessment items that are not in a half unit have their cells red.

Move Assessment Item Results

Move Assessment Item Results

Select the unit from which you want to move the AI results

Field Chooser Expand All Collapse All

Student Id ▾

Student Id	Full Name	Unit Studied No	Tid	Unit Code And Value	Class Code	Unit Title	AI1 Mark	AI2 Mark	AI3 Mark	AI4 Mark
0637554: TEST, Ala										
0637554	TEST, Ala	12198058	-737816	23104 (1.0)	\$\$\$	Unit 3: Heredity & Continuity of Life	31, C	25		
0637554	TEST, Ala	12187121	737816	23105 (0.5)	BIO1T:01	Unit 3a: Heredity & Continuity of Life				

Create Filter

Records per page: 10 ▾

Select the unit to which you want to add the AI results

vv Move Results vv

Student Id	Full Name	Unit Studied No	Tid	Unit Code And Value	Class Code	Unit Title	AI1 Mark	AI2 Mark	AI3 Mark	AI4 Mark
Select results in the grid above to see possible records to move to										

Close

- Select the old unit in the top half of the grid, the new unit will be shown in the bottom grid.
- Click **vv Move Results vv** button to move the results to the new unit.

Move Assessment Item Results

Results moved from 12198058 to 12187121 successfully. ✓

Move Assessment Item Results

Select the unit from which you want to move the AI results

Field Chooser Expand All Collapse All

Student Id ▾

Student Id	Full Name	Unit Studied No	Tid	Unit Code And Value	Class Code	Unit Title	AI1 Mark	AI2 Mark	AI3 Mark	AI4 Mark
0637554: TEST, Ala										
0637554	TEST, Ala	12198058	-737816	23104 (1.0)	\$\$\$	Unit 3: Heredity & Continuity of Life				
0637554	TEST, Ala	12187121	737816	23105 (0.5)	BIO1T:01	Unit 3a: Heredity & Continuity of Life	31, C	25		

Create Filter

Records per page: 10 ▾

Select the unit to which you want to add the AI results

vv Move Results vv

Student Id	Full Name	Unit Studied No	Tid	Unit Code And Value	Class Code	Unit Title	AI1 Mark	AI2 Mark	AI3 Mark	AI4 Mark
0637554	TEST, Ala	12187121	737816	23105 (0.5)	BIO1T:01	Unit 3a: Heredity & Continuity of Life	31, C	25		

Close

- Click **Close** to save your changes
- The next time the data sync runs the old unit will be deleted from the database (and Markbook). If your college is not on data sync, ask someone with edit permission to delete the unit studied records from the student's package.
- Take care as there is no undo.

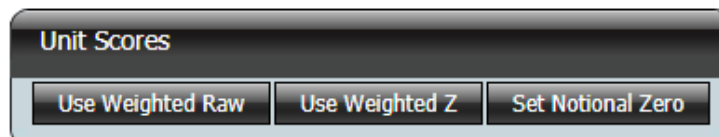
Unit Scores

T units must have a score. A and M units may have a score calculated to assist in the determination of grades.

Unit scores can only be calculated once all marks are entered for all assessment items and any adjustments added (except **Temporary** which must be removed). Students awarded status, pending or V grades should be added first (See **Entering a V, S or Z Grade for the unit**).

Set Notional Zero Button

- In the Markbook **Unit Scores** section the **Set Notional Zero** button recalculates any notional zero adjustments in the Markbook to the maximum notional zero value



- There can be no missing marks in the Markbook
- When the Set Notional Zero button is pressed notional zeroes are recalculated to the **maximum notional zero** value based on the current genuine scores.
- Adjustments affected are
 - Not Submitted
 - > 7 Days Late (Notional Zero)
 - < 7 Days late (Notional Zero)
 - Insubstantial
- Assessment item marks now awarded the max notional zero should be reviewed to ensure that this is what was intended. There may be instances where the max notional zero is not awarded such as markbooks with low student numbers.

Calculating Raw Unit Scores

- In the Markbook **Unit Scores** section use the **Use Weighted Raw** or **Used Weighted Z** buttons to calculate the raw unit score.

Weighted Z is recommended for any markbook containing over 10 students (and may even be possible for 5-10 students) as this method will produce scores based on the desired parameters for the markbook which is a prerequisite for statistical meshing. Assessment items with different means and spreads will also be standardised in this method so as to not distort the value of the student's z-score achievements. There may be instances with smaller markbooks where the **Weighted Raw** method may be necessary.

- Unit score will not be calculated if there are missing marks or temporary adjustments in the Markbook
- Press **save**
- The raw unit scores are now in the database and will appear in the **Unit Grades and Scores** page for the scaling group.
- Raw units scores still need to be backscaled/standardised to the historical values for the scaling group.
- Once scores for this unit/course have been saved to the Temp column in **Unit Grades and Scores** the Unit Score calculation will be disabled. If there are errors in the data, open up the **Unit Grades and Scores** the unit is in and using standardise to set the temp scores to zero.

Notes

- If the historical mean and standard deviation are zero, using Weighted Z will result in all students receiving zero
- For more information on scaling groups see **6. Scaling Groups**

Adjusting Raw Unit Scores

There must be reasons why a unit score is being adjusted rather than automatically calculated and the method for calculation documented.

- If a student's raw unit score needs to be adjusted, click on the **student name** hyperlink in either data entry or view mode. The **Mark Adjustment** screen will open.
- Under the section **Raw Unit Score Adjustment** type in the value for the Raw Unit Score. The calculated unit score cannot be changed
- Add a comment to the text box to explain the reason for the adjustment
- Press Save
- If you make a mistake press the **Remove** button which clears all changes

Raw Unit Score Adjustment

If you are changing the unit score/grade for a student with a V, S or Z grade then you need to remove the grade first. Then enter the AI Mark, select a calculation method to re-calculate the Unit Scores, and change the Unit Grade. This will not change any marks for any other students. The following are updated when save is selected: Unit Grade (if amended), Raw Unit Score, Temp Unit Score

#	Mark	Z	Scenario	Max Mark	Scenario Z
1	28.50	1.34	<input type="text" value="28.50"/>	60.00	1.34
2	24.00	-0.73	<input type="text" value="24.00"/>	40.00	-0.73

Recalculate Unit Scores

Use Weighted Raw

Use Weighted Z

Calculated Raw Unit Score:

Raw Unit Score:

New Unit Score:

Grade:

Comments:

Entering Grades

Entering A – E Grades

There are two primary ways of entering grades through the Markbook. The **Edit Unit Grade** checkbox and the **Grades Cut Off** button.

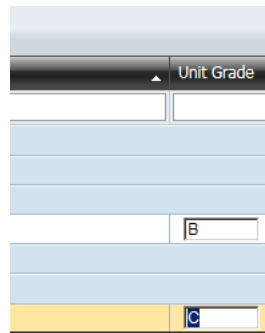
Edit Unit Grade Checkbox

- Grades can be entered in a markbook by checking the **Edit Unit Grade** checkbox on the **Enter Marks** page.

Unit Grades

Edit Unit Grade

- When the checkbox is ticked, an empty field should appear next to each student and unit grades can now be entered.

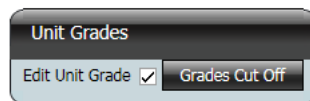


- Click **Save** to save the unit grades
- Uncheck the **Edit Unit Grade** checkbox

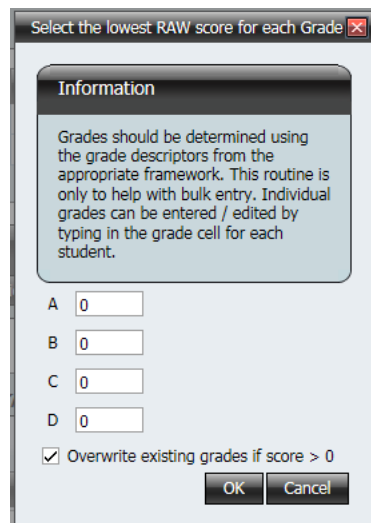
Grade Cut Off Button

If marks have been entered for each assessment item, unit scores can be generated and grade cut offs used.

- On the **Markbook Results** page, ensure that all V,S or Z grades have been entered.
- Generate unit scores as detailed above
- Tick the **Edit Unit Grade** checkbox
- Click the **Grades Cut Off** button



- A popup box should appear where you can enter the lower limit for each grade



- Click **OK** and unit grades will appear next to each student following your limits
- Uncheck the **Edit Unit Grade** checkbox and click **Save** to save these unit grades.

Entering a V, S or Z Grade for the Unit

- In the **Markbook Results** screen click on the *student name* hyperlink to access the **Mark Adjustments** screen
- Using the grade pull down menu enter the grade for this student.

- Add notes to the comments text box to explain the reason for the adjustment
- Note that this student
 - is no longer included in the calculation of z-scores
 - does not have weighted raw scores
 - is not included in the calculation of the Markbook's assessment item mean and standard deviation

Entering Grades for R units

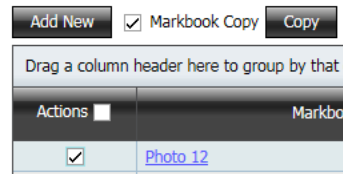
All R units for both year 11 and 12 could theoretically be in one Markbook. However, the number of students in a Markbook should be considered when creating R unit Markbooks.

- From the **Markbook List** screen select the Markbook
- R Unit Markbooks do not require any assessment items
- In the **Actions** column click on **Enter Marks** hyperlink and the following screen opens

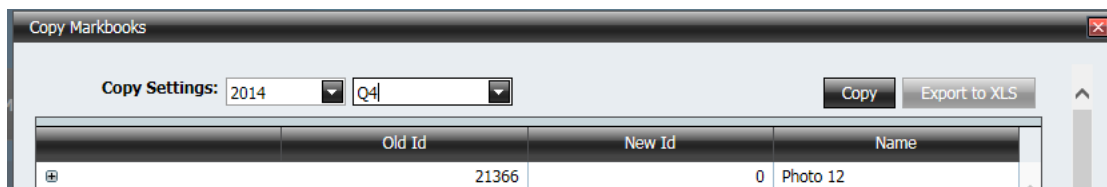
- Under the **Unit Grade** section click in **Edit Unit Grade** check box. This will enable the **Make All 'P'** button
- Clicking this button awards the P grade to all students. It will overwrite any existing grade. You can still change the grade by clicking in the cell

Copy a Markbook

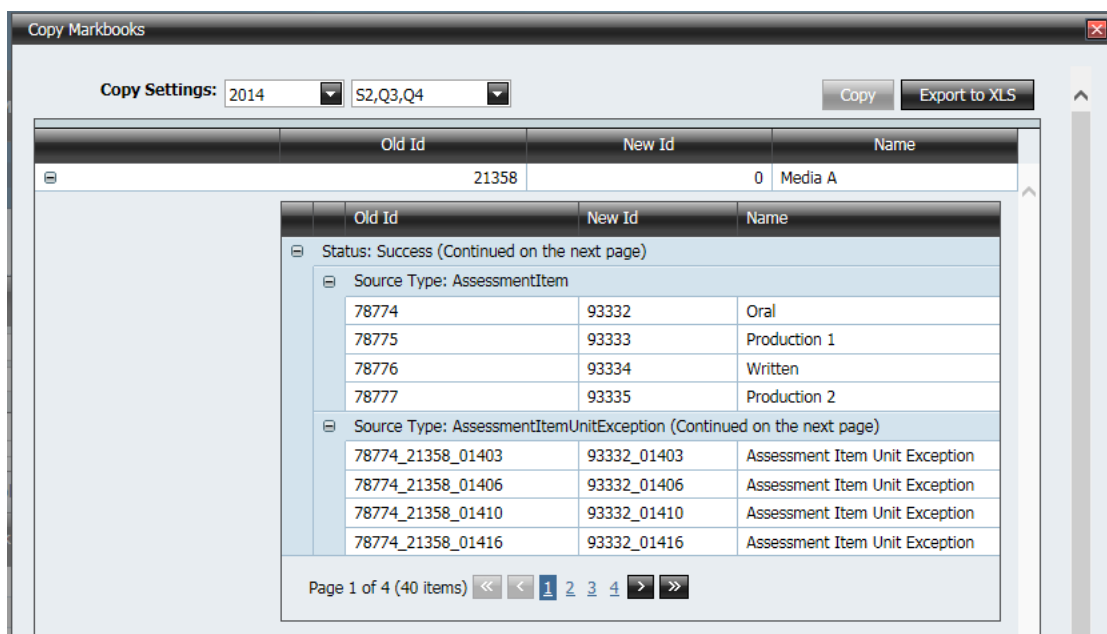
Copying a Markbook provides a facility to quickly generate Markbooks for a new assessment period. In the **Markbook List** check the **Markbook Copy** checkbox, select the Markbook(s) to be copied and click the **Copy** button.



Specify the new assessment period as shown below.



Once the Markbook has been copied check the items which have been successfully copied.



The new Markbook will have the same units and assessment items. Units will not copy if they are already allocated to another Markbook in the new assessment period. Student enrolments in the new assessment period will appear in the new Markbook. The new Markbook will need to be edited to ensure the AI's total marks and weightings are correct.