



SMP_Central

Final Marks

The Final Marks screen is used to enter or adjust composite (i.e. final) marks and, where applicable, to allocate discretionary grades (e.g. WH, WD, WS, TF IPC, S, U etc.).

2022, Woll, On Campus, Spring, BAL, BUSN, MARK213, Class 1
 Enrolled: 4, Withdrawn: 2, Pending: 0, Provisional: 0, Removed: 0
 Ungraded: 4
 Average: 0, Std Deviation: 0 (Ungraded students included)
 * There are Outstanding Academic Considerations to be processed (1 for Enrolled students) (0 for Withdrawn students).
 1 Academic Consideration Application(s) have been submitted, but the documentation has not yet been verified.

Grade name	Grade description
WH	Withheld - Due to investigative grounds or delay in determining final grade
TF	Technical Fail - Where minimum performance levels have not been attained
WS	Withheld Supplementary (not for AC) - Recommend Supplementary Assessment be offered - FAC will approve/decline
PS	Pass Supplementary - Maximum grade to be awarded upon successful completion of a Supplementary Assessment
WD	Withheld Deferred - on basis of Academic Consideration

Std Nbr	Family Name	Other Names	Course Code	Course Campus	UOW Student Type	Status	Composite %	Grade	Info	Sort	Groups	Grade Comment
1	7540565	Student	Test	904	Wollongong	International	Enrolled					
2	6824572	Student	Test	325	Wollongong	Domestic	Enrolled		*AC			
3	7523294	Student	Test	3115	Wollongong	Domestic	Enrolled					
4	5288745	Student	Test (Kim)	344	HEPR	Wollongong	Domestic	Enrolled				

Final Marks can be entered into SMP_Central in three ways:

- Manually entered via the Final Marks screen
- Copy Composite % from the Task Marks Screen
- Imported from an external file (Refer to OnLine Help – Importing Task Marks and Final Marks for more information). * Please note that the process to Import marks into the Final Marks screen is very different from the process to import Task Marks. Final Marks can only be imported if the Final Marks screen was exported originally and no changes were made to the format of the Final Marks screen.

Final Marks Menu Functions

Save

Click to save any changes that are made to the Final Marks or Grades.

IMPORTANT Remember to save regularly when entering marks for large classes. SMP_Central times out after **30 minutes** of being idle.

If an invalid mark is entered a message will appear and the invalid mark will be highlighted in pink. The Save function will not work if there is an invalid mark. **Any invalid marks must be fixed before the Save function will work.**

The row containing the invalid mark will be highlighted in pink. If you can't see any rows highlighted in pink, click to show the withdrawn students to see if the invalid mark is against a withdrawn student.

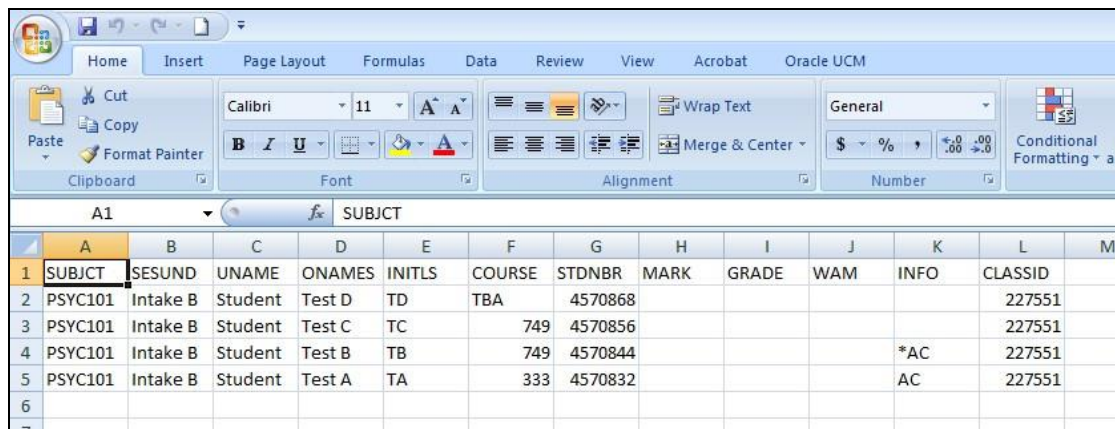
Preview

Click to print preview.

Export

Click to export the information to excel.

Please note that the process to Import marks into the Final Marks screen is very different from the process to import Task Marks. Final Marks can only be imported if the Final Marks screen was exported originally and no changes were made to the format of the Final Marks screen.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SUBJECT	SESUND	UNAME	ONAMES	INITLS	COURSE	STDNBR	MARK	GRADE	WAM	INFO	CLASSID	
2	PSYC101	Intake B	Student	Test D	TD	TBA	4570868					227551	
3	PSYC101	Intake B	Student	Test C	TC	749	4570856					227551	
4	PSYC101	Intake B	Student	Test B	TB	749	4570844				*AC	227551	
5	PSYC101	Intake B	Student	Test A	TA	333	4570832				AC	227551	
6													
7													

Import

It is possible to import Final Marks into SMP_Central. User may prefer to do the data entry in excel and import the Final Marks into SMP.

Final Marks can only be imported if the Final Marks screen was exported originally and no changes were made to the format of the Final Marks screen.

Refer to the OnLine Help – Importing Task Marks and Final Marks for more information.

Grade / Edit

If a mark is saved in the Composite % column, or the user selects to Copy Composite % from the task marks screen, a grade will automatically appear for the marks on the Final Marks screen.

If you make any changes to the Final Mark (Composite %), when you click 'Save', the new grade will appear.

There are instances where a user needs to select a grade:

Instances where a grade is awarded, and no mark, eg

- IPC – In Progress Coursework
- IPR – In Progress Research
- TF – Technical Fail
- PS – Pass Supplementary (selecting this grade will default to mark of 50)
- WH – Withheld
- WD – Withheld Academic Consideration Deferred Exam (Supplementary Exam run by SSD)
- WS – Withheld Supplementary (not for Academic Consideration) – Recommend Supplementary Exam (run by SSD - Administration) be offered FAC will approve/decline
- S – Satisfactory
- U - Unsatisfactory

The user clicks on the 'Grade' option. This opens the Grade column for editing (this column was previously read only). Once the 'Grade' option is clicked, the Grade column and the Grade Comment column are now open for editing and the Composite % column changes to read only.

The screenshot shows the 'SMP Central 5.0' interface for '2022, Woll, On Campus, Spring, BAL, BUSN, MARK213, Class 1'. The table below shows student records with a dropdown menu open over the 'Grade' column for student 45288745 (Kim).

Std Nbr	Family Name	Course	Code	Course Campus	Student Type	Status	Composite %	Grade	Info	Sort	Groups	Grade Comment
17540565	Student Test	904		Wollongong	International	Enrolled	85	HD				
26824572	Student Test	325		Wollongong	Domestic	Enrolled	62	P	*AC			
37523294	Student Test	3115		Wollongong	Domestic	Enrolled						Test Grade Comment
45288745	Student Test (Kim)	344	HEPR	Wollongong	Domestic	Enrolled						Test Grade Comment

The menu option changes to 'Edit'. If the user wants to return to editing the Composite % column, they click 'Edit' and the Composite % column is open for editing and the Grade Column and Grade Comment column change to read only.

How do I enter a grade of WH (Withheld), WD (Withheld Academic Consideration Deferred Exam), WS (Withheld Supplementary Exam) or TF (Technical Fail)?

- 1) Click on the Final Marks Tab
- 2) Ensure that no mark is showing in the Composite % (if a mark is showing, highlight the mark and press the delete button on the keyboard)
- 3) Click 'Grade' (the 'Grade' option that appears at the top of the screen):
Save | Preview | Export | Import | **Grade | Publish | Show Wthd**
- 4) Any student who does not have a mark will be highlighted in pink (and a drop down menu will appear in the Grade column)
- 5) Select the grade you want from the drop down menu and remember click 'Save'
- 6) Click Edit to go back to editing the marks (Composite %).

The Grade I require is not appearing in the drop down menu

Every UOW subject on the student system has, as a default, the Grading Scheme of UOW. Additional Grading Schemes are added to subjects as required. Faculty staff can request additional grading schemes to be added to subjects via the Student Services Division – Academic Administration Team - student-admin@uow.edu.au.

Additional Grade Schemes are added to a subject, it is not year based. Once the Scheme is added to a subject code, it will be available on that subject code for all future years.

Please visit <https://staff.uow.edu.au/smp/smpcentral/help/index.html> (final marks section) for more information about grades and subject grade schemes.

Publish

Once all Final Marks/Grades have been entered, the Lecturer clicks Publish to Publish the class to Unit (Unit Head).

You won't be able to publish the class if there are any students enrolled in the class that do not have a grade (this doesn't include Pending students (highlighted in green) or Removed students (highlighted in yellow)).

Once the class is Published to Unit, any staff who do not have Unit Head access won't be able to make any changes to the Final Marks. At this point, only the Unit Head can make changes.

The Unit Head uses the Unit Summary tab to report, access classes and make any necessary changes.

The Unit Head can choose to return the class to the Lecturer (prior to the Publish to SSD deadline) if additional changes are required. Alternatively, the Unit Head may make the changes.

Show Wthd

Click to show the Withdrawn students.

You can click '**Show Withdrawn**' on this screen and the withdrawn students will be highlighted in blue (removed students will be highlighted in orange).

Exc Ungraded

The Average and Standard Deviation is displayed at the top of the Final Marks screen.

Click 'Exc Ungraded' if you want to exclude students who have no final mark recorded, from the Average and Standard Deviation calculation.

Once you click 'Exc Ungraded', the option changes to 'Inc Ungraded' – Click this option if you want to include students who have no final mark recorded in the Average and Standard Deviation calculation.

Final Marks Table Headings

2022,Woll,On Campus, Spring,BAL,BUSN,MARK213,Class 1

Enrolled: 4, Withdrawn: 2, Pending: 0, Provisional: 0, Removed: 0
 HD:1, P:1, Ungraded:1, WH:1
 Average: 36.75, Std Deviation: 37.64 (Ungraded students included)
 * There are Outstanding Academic Considerations to be processed (1 for Enrolled students) (0 for Withdrawn students).
 1 Academic Consideration Application(s) have been submitted, but the documentation has not yet been verified.

Grade name	Grade description
WH	Withheld - Due to investigative grounds or delay in determining final grade
TF	Technical Fail - Where minimum performance levels have not been attained
WS	Withheld Supplementary (not for AC) - Recommend Supplementary Assessment be offered - FAC will approve/decline
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The use of PC and PR grades were discontinued for all sessions that have a start date on or after 1st January 2012 – For all subjects with a UOW Grade Scheme, if a mark of 45 to 49 is entered, a grade of F – Fail will automatically appear.

To help ease the impact this change may have on student progression, where a student fails a subject, but is close to passing, Faculties may choose to offer an additional assessment.

If a student in an undergraduate or postgraduate coursework subject receives a mark of:

- 48 or 49, they MUST be considered for a supplementary assessment
- 45-47 or a grade of TF they MAY be considered for a supplementary assessment.
- If the student passes the subject after sitting the supplementary assessment, the highest mark/grade they may receive is 50 / PS – Pass Supplementary

If a student is to be offered a supplementary assessment, Faculties will remove the Mark/Grade from the Final Marks screen in SMP_Central and declare a Withheld grade.

Withheld grades

3 Withheld grades will be available for selection to facilitate reporting and automated processes.

The grade of WH – Withheld should be used if:

- The result is not finalised
- There is an outstanding grievance or misconduct
- Other reasons the Faculty may have for withholding the result
- The student is to sit a supplementary assessment conducted by the Faculty (and the Faculty is to liaise directly with the student regarding the details of the supplementary)

The grade of WD – Withheld – Academic Consideration Deferred Exam should be used if:

- The student has applied for Academic Consideration and the student is to sit a Supplementary End of Session Exam conducted by SSD

Admin Staff will have the ability to identify students with a grade of WD to paste them into the Exam Extraction for SSD to schedule the Supplementary End of Session Exam.

The grade of WS – Withheld Supplementary End of Session Exam is to be used if:

- The student is to be offered a Supplementary End of Session Exam (as a result of being close to passing the subject) conducted by SSD

Staff have the ability to identify students with a grade of WS to paste them into the Exam Extraction for SSD to schedule the Supplementary End of Session Exam.

The Grade Legend contains information to assist Academics to determine which grade to choose.

Please note – The legend does not contain grades for additional grade schemes such as S/U – Satisfactory/Unsatisfactory or IPC – In Progress Coursework. Staff will see All grades that are available for selection when they click to edit the grade column, all grades available for selection will appear in the drop down menu.

Row Number

Use the numbers that appear to the left of the checkboxes to hide/show rows

For example, if you click on row 25, rows 1-24 will be hidden, so you can view row 25 and onwards and still see the headings of the table.


Std Nbr

Displays the Student number

Family Name

Display student information (including Personal Details and full Enrolment Record) by clicking on Family Name (which is a link).

Initials (Other names)


The default display is the students initials. Click on  to expand the field to display first and middle names. Once you do this, first and middle names will become the default on your computer when you login

If a name appears in brackets for a student (XXXXXX) this is the student's preferred name.

Course

Displays the course code under which the student is enrolled in this subject.

Code (expand to view major name)

The default display is the major code. Click on  to expand the field to display full major name. Once you do this, the full major name will become the default on your computer when you login

Displays the major for the course code, under which the student is enrolled in this subject.

Course Campus

Course campus – the campus that relates to the student's course offered and enrolled, not subject or instance.

UOW Student Type

UOW Student Type – the category of the student (domestic, international or unknown) as defined by the systems.

At present, there is no secondary level of classification in relation to offshore students (e.g. Dubai and offshore campuses) to specify the student type for their countries.

Status

Displays the Enrolment Status of the subject, eg Enrolled, Provisional, Withdrawn, Removed

Composite %

Displays the Final Mark (Composite %)

Not all grades require a mark to be entered (eg IPC – In Progress Coursework, IPR – In Progress Research, TF – Technical Fail, WH – Withheld, WD – Withheld Academic Consideration Deferred Exam, WS – Withheld Supplementary) S – Satisfactory, U – Unsatisfactory)

Grade

Displays the Grade

All students enrolled in the Class must have a Grade appearing before the class can be Published

Note – If a grade of PS – Pass Supplementary is entered, a mark of 50 will appear automatically.

Info

Various flags are displayed in the Info Column:

PG (Potential Graduand) – The student has applied to graduate (and is not flagged as being ineligible)

PE (Professional Experience) – This is an old flag, no longer used **AC** (Academic Consideration, no action required),

***AC** (Academic Consideration Application, action required)

Sort

The Task Marks screen can be sorted using the Sort column if required, but users would be more likely to sort by the Group Column (Tutorial Groups)

Groups

If the SMP OnLine Tutorial system is being used, the groups the students are enrolled in will appear in the group column.

The Group column can be used to sort by tutorial groups (although SMP_Central can only sort by one group at a time).

Grade Comment

The Grade Comment column was introduced in Oct 2022 as a request from Academic Quality and Standards Unit for staff to be able to record why a grade was selected on the Final Marks screen only – to be used by School Assessment Panels. Note the following regarding the Grade Comment:

- Size is limited to 100 characters (including spaces) as a result of the restrictions on size of field before scroll bars are required to view message
- The Grade Comment only appears on the Final Marks screen in SMP_Central, it does not appear in the Consolidated Results

- Once the subject instance has been Published to SSD, the Grade Comment cannot be updated.
- When marks/grades are subsequently changed via the Consolidated Results process or Change of Marks/Grades after Publish to Final, the Grade Comment does not change and therefore is no longer applicable – There is no process to remove or change the text when a change of grade is processed after publish to SSD
- The grade comment is included in the Export from Final Marks (and a grade comment can be imported) – no additional changes were required by AQS to be able to report on the new field.

Version Control Table

Version Control	Date Released yymmdd	Approved By	Amendment
1.0	110210	Debbie Sartori – Senior Manager, ARD Student Systems	First Released Version
2.0	111212	Debbie Sartori – Senior Manager, ARD Student Systems	Updated for SMP_Central V4.0 Rollout, removal of PC/PR and implementation of new grade scheme
3.0	130606	Trang Nguyen – Specialist, ARD Student Systems	Updated images to reflect new SMP Central 4.1 roll out and relevant headers added.
4.0	160325	Trang Nguyen – Specialist, SSD Student Systems	Updated link on page 4 and updated footer.
5.0	170630	Debbie Sartori – Senior Manager, Student Systems – Student and Accommodation Services Division	SMP_Central V5.1 Patch 3 and SAI-SOLS V3.6.0 Supplementary Assessment Changes – WS and PS added to UOW (600,800,900 and Thesis level) grade scheme Offers of Supplementary Assessment removed
6.0	180627	Luke Davies – Student Systems Officer – Student Services Division – Student Systems	Change contact for grade scheme maintenance from Student Systems Team to Academic Administration Team.
7.0	221005	Debbie Sartori – Senior Manager, Student Systems – Student and Accommodation Services Division	SMP_Central V5.1.14 – Grade comment field added to Final Marks