

Prepare Mark Sheet in eVision

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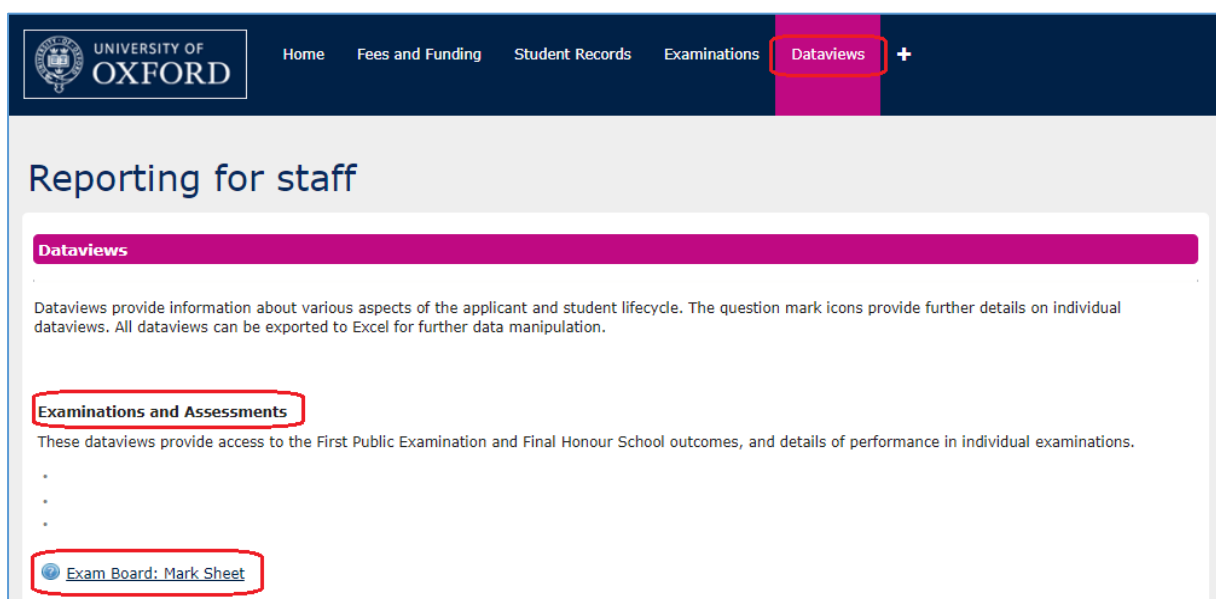
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1. eVision – Prepare Mark Sheet

1.1 eVision Dataviews

Access the Exam Board: Mark Sheet option via

- **Dataviews** > Reporting for Staff, Examinations & Assessments > Exam Board: Mark Sheet



The screenshot shows the University of Oxford eVision interface. At the top, a dark blue navigation bar contains the University of Oxford logo and several menu items: Home, Fees and Funding, Student Records, Examinations, and Dataviews. The 'Dataviews' menu item is highlighted with a red box. Below the navigation bar, the main content area is titled 'Reporting for staff'. Under this title, there is a pink header for 'Dataviews'. Below this, a paragraph explains that dataviews provide information about various aspects of the applicant and student lifecycle. Below the paragraph, there are two main categories of dataviews, each with a red box around its title: 'Examinations and Assessments' and 'Exam Board: Mark Sheet'. The 'Exam Board: Mark Sheet' category is selected, indicated by a blue circle next to its title.



1.2 Microsoft Reports Screen

Select the **Exam Board: Mark Sheet** report to display the Microsoft Reports Screen.

- **Report field:** auto-filled
- **Academic Year:** defaults to current year
- **Assessment Unit:** input key word, tab out to populate Assessment Unit field. This will produce a drop-down selection list for the Assessment Unit field
- **Select Assessment Unit:** select from dropdown list
- **Run Report**

The screenshot shows the 'Microsoft Reports Screen' interface. At the top is a navigation bar with the University of Oxford logo and links for Home, Fees and Funding, Student Records, Examinations, Dataviews (highlighted), and Access and Support. Below the navigation bar is the title 'Microsoft Reports Screen' and a sub-header 'Report Selector'. A message states: 'This page will allow you to run the Report that has been selected in the dropdown below.' The 'Report Selector' section contains a dropdown menu with 'Exam Board: Mark Sheet' selected. Below this is the 'Parameter Selector' section, which includes instructions: 'Select the parameters for the report. If any of the parameters are labelled "*", you need to ensure that at least one of them does not display the default "All" or blank for the report to return data.' The parameters are: 'Academic Year' (2021/22), 'Assessment Unit *' (Please Select...), and an 'Overwrite this...' field. At the bottom are two buttons: 'Reset Report Parameters' and 'Run Report'.

1.3 Microsoft Reports Output

The report returns all candidates who are registered for the selected assessment, listed by Candidate Number, together with the following columns:

- **Assessment Unit Mark:** blank for input of marks
- **Candidate SPLD:** a flag to indicate whether the candidate has an SPLD (Specific Learning Difference/Difficulty)
- **Exam Board:** Exam Board responsible for the assessment unit

Download the report as an Excel spreadsheet to your department's secure location (SharePoint Online is recommended); amend to suit local requirements.

Note that if preferred, a department can construct and use their own mark sheet but please ensure you include the candidate SPLD information from eVision.

