

MRS Reference Guide

To access MRS you will need to use a VPN (Virtual Private Network). Follow the instructions on ['how to install and configure a VPN client Links to an external site.'](#) for your computer.

The preferred browsers for the Marks Recording System are Firefox or Google Chrome. Please note, users may experience issues when using Internet Explorer or Safari.

For frequently asked questions please see [page 8](#) of this guide.

Unit Coordinator (UC)

After logging into the Marks Recording System (MRS) from the [Staff Portal](#) - Easy Logins, select a unit offering option from list. If the UC has both approval and upload access, they will first need to select 'Upload marks'.

MARKS RECORDING SYSTEM
EDITH COWAN UNIVERSITY

User: MCNEIL, Jarrad

View

note that units in Blackboard will have the icon, whilst units in Canvas will show the logo instead

Teaching Period	Unit	Title	LMS Site	Location	Unit Class	Marks Outstanding
2019 SEMESTER 2	ACC1100	Accounting I test	ACC1100.2019.2.ONCAMPUS_OFFCAMP	ES	OFF	N
2021 SEMESTER 1	ACC1100	Accounting I test	ACC1100.2021.1.ALL	BU	ON	
2020 SEMESTER 1	ACC1100	Accounting I test	ACC1100.2020.1.ONCAMPUS_OFFCAMP	JO	ON	N
2021 SUMMER	ACC1100	Accounting I test	ACC1100.2021.0.ALL	ES	OFF	N
2022 SUMMER	ACC1100	Accounting I test	5795.ACC1100.2	ABT	IP ON	N
2022 SUMMER	ACC1100	Accounting I test	5795.ACC1100.2	MDS	IP ON	N
2021 SEMESTER 1	ACC1100	Accounting I test	ACC1100.2021.1.ALL	JO	ON	
2021 SEMESTER 1	ACC2250	Accounting II	ACC2250.2021.1.ALL	ES	OFF	
2020 SEMESTER 1	ACC2250	Accounting II	ACC2250.2020.1.ONCAMPUS_OFFCAMP	JO	ON	N

Once the unit offering is selected and if marks were not previously submitted for the selected offering, the user will be prompted to map the columns from Canvas' Gradebook to the relevant assessment items.

After mapping, click 'Continue' to proceed to the 'Marks Validation' table.

MARKS RECORDING SYSTEM
EDITH COWAN UNIVERSITY

User: MCNEIL, Jarrad

ACT3004

Unit Title JTest

Location ML

Unit Class ON

Teaching Period 2021 FULL YEAR

LMS Site 5318.ACT3004.4

LMS to Callista Mapping

The marks allocated to assessment items and the total/grade need to be mapped from the LMS Columns to the relevant Callista results columns that are defined in CAPS. Using the drop-down menus below, please adjust the mapping between LMS and Callista

LMS Column	Callista Item Mark	Weighting
Performance (3159)	→ Performance in a short film	40%
Test (3160)	→ Screen test	30%
	→ Scenes on camera	30%
Camera (3161)	→ Total Mark	100%

The 'Marks Validation' table will display by default any marks that have been entered in *Gradebook* that do not match previously submitted marks. For instance, only brand new or amended marks will display.

If any marks are not valid, a validation message will appear with a reason (see [page 8](#) for further detail) and the invalid marks will not be submitted.

Click 'Next' to continue with the submission of any valid marks.

MARKS RECORDING SYSTEM

EDITH COWAN UNIVERSITY

User: MCNEIL, Jarrad

Unit

ACT3004

Location

ML

Teaching Period

2021 FULL YEAR

Unit Title

JTest

Unit Class

ON

LMS Site

5318.ACT3004.4

Marks Validation

Warning

You must map your grade centre columns to show marks. If you see no marks, you must map your grade centre column

View

Format

Reload Marks

Edit Mapping

Detach

Student ID	Surname	Given Names	Unit Attempt Status	Total Mark	Final Grade	Performance in a short film	Screen test	Scenes on camera	Validation Message
10486304	BELMONT	Trevor	ENROLLED	89	HD	10.20	9.90	5.60	

Columns Frozen 3

Cancel

Next

The next screen will show the mark distribution based on all marks, including those not submitted.

On the first mark submission, several mandatory moderation activities questions display in addition to three mandatory comment fields. All mandatory items must be completed before submitting. *Further information on how to report moderation activities is available from the ['Moderation'](#) support page.*

Any comments entered are visible to the Associate Dean, Teaching and Learning (ADTL) when they approve the submitted marks. Once all mandatory items are completed, click 'Submit' to submit the marks for ADTL approval.

Any further mark amendments will not prompt the moderation questions and will only show the last comment field. Leaving it blank will not prevent the user from submitting the marks.

MARKS RECORDING SYSTEM

EDITH COWAN UNIVERSITY

User: MCNEIL, Jarrad

Unit ACT3004

Location ML

Teaching Period 2021 FULL YEAR

Unit Title JTest

Unit Class ON

LMS Site 5318.ACT3004.4

Grade Distribution

Grade	Total Grades	Percentage (%)
HD	1	8
D	0	0
CR	0	0
P	0	0
PC	0	0
PS	0	0
PX	0	0
F	0	0
FI	0	0
FN	0	0
FS	0	0
NOT SUBMITTED	16	94
		Percentage Passed 6%

Percentage (%)

Grade

Comments

I have evidence of the following moderation activities in this unit ([Find out more about moderation here](#))

Pre-Task Moderation Activities

* Marking criteria for all tasks reviewed by all teaching staff (or peer if single marker)

* Teaching staff briefed to ensure understanding of alignment between outcomes, assessment tasks and teaching activities

Pre-Marking Moderation Activities

* A small number of submitted tasks marked by ALL markers and results shared to calibrate judgement before marking begins

* Annotated samples of student responses distributed to all teaching staff or available for peer review

During or Post-Marking Moderation Activities

* Exchange marking

* Double marking

* Double blind marking

* Review sample of marked tasks at all grade boundaries

Comment on the success of moderation activities in this unit to ensure consistency of standards, with reference to all locations where the unit is offered:

Comment and explain the grade distribution, with a particular focus on the pass rates and spread of grades, including any differences across locations.

With reference to the unit performance this teaching period, please record your unit improvement actions for the Unit Review Committee to approve.

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Submit

June, 2023

Created by CLT Design | Centre for Learning and Teaching

Once the submission is successful, the following page will appear and an email detailing the submission will be sent to the UC.

MARKS RECORDING SYSTEM
EDITH COWAN UNIVERSITY

















User: CROPLEY, Tom
Logout

You have submitted marks for 2020 FULL YEAR, DAN3222 ML ON. You will receive a confirmation email detailing your submission.

OK

The table of units available for marks upload will continue to display the 'Marks Outstanding' indicator until all submitted marks for that unit offering have been approved by the ADTL.

Hovering the cursor over the exclamation point will display the number of outstanding marks (note this display may not work in all browsers).

MARKS RECORDING SYSTEM EDITH COWAN UNIVERSITY							EC EDITH CC
User: MCNEIL, Jarrad							
View ▾		 Detach					
	ACC						
Teaching Period	Unit	Title	LMS Site	Location	Unit Class	Marks Outstanding	
2019 SEMESTER 2	ACC1100	Accounting I test	 ACC1100.2019.2.ONCAMPUS_OFFCAMP	ES	OFF	N	
2021 SEMESTER 1	ACC1100	Accounting I test	 ACC1100.2021.1.ALL	BU	ON		
2020 SEMESTER 1	ACC1100	Accounting I test	 ACC1100.2020.1.ONCAMPUS_OFFCAMP	JO	ON	N	
2021 SUMMER	ACC1100	Accounting I test	 ACC1100.2021.0.ALL	ES	OFF	N	
2022 SUMMER	ACC1100	Accounting I test	 5795.ACC1100.2	ABT	IP ON	N	
2022 SUMMER	ACC1100	Accounting I test	 5795.ACC1100.2	MDS	IP ON	N	
2021 SEMESTER 1	ACC1100	Accounting I test	 ACC1100.2021.1.ALL	JO	some marks outstanding		
2021 SEMESTER 1	ACC2250	Accounting II	 ACC2250.2021.1.ALL	ES			
2020 SEMESTER 1	ACC2250	Accounting II	 ACC2250.2020.1.ONCAMPUS_OFFCAMP	JO	ON	N	

Associate Dean, Teaching and Learning (ADTL)

After logging into the Marks Recording System (MRS) from the [Staff Portal](#) - Easy Logins, the ADTL will see a list of unit offerings for their school with marks awaiting approval. If the ADTL has both approval and upload access they will first need to select 'Approve uploaded marks'.

The table of units includes columns that indicate if the set of marks awaiting approval contains new and/or amended marks. Select a unit offering to proceed to the approval steps.

MARKS RECORDING SYSTEM
 EDITH COWAN UNIVERSITY

User: CROPLEY, Tom
 [Logout](#)

You may see which marks are outstanding and which have been submitted in the [Head of School Marks Approval Report](#)

Teaching Period	Unit	Title	Location	Unit Class	New Marks	Amended Marks
2020 FULL YEAR	DAN3222	Performance 3	ML	ON	?	N
2020 SEMESTER 1	ACC6020	Accounting for Managerial Planning and Control	JO	ON	?	N
2020 SEMESTER 1	LAW3103	Equity	ES	OFF	?	N
2020 SEMESTER 1	MKT3601	Marketing Strategy	JO	ON	?	N
2020 SEMESTER 1	MKT2700	Retail Marketing	ES	OFF	?	N
2020 SEMESTER 1	ECF6120	Credit and Lending Decisions	JO	ON	?	N
2020 SEMESTER 1	LAW1600	Legal Writing and Research	JO	ON	?	N
2019 SEMESTER 2	ACT2007	Dynamic Voice	ML	ON	N	?
2019 SEMESTER 2	ACT1005	Acquiring Basic Acting Skills	ML	ON	N	?
2019 SEMESTER 1	LAW3103	Equity	ES	OFF	N	?

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The grade distribution will be displayed as well as all recorded comments the Unit Coordinator has entered.

Comments will be categorised based on the comment fields at mark submission:

- **MODERATION**
for the "Please comment on the moderation strategies undertaken as part of the unit quality assurance" field
- **DISTRIBUTION**
for the "Comment on how the grade distribution aligns with the ECU expected grade distribution and any future actions" field
- **OTHER**
for the "Please record any further comment you wish to make to the ADTL regarding the submission of your marks" field (if nothing is entered this auto-populates with "Automated comment: marks submitted for approval")

MARKS RECORDING SYSTEM
EDITH COWAN UNIVERSITY

User: CROPLEY, Tom

Logout

Unit DAN3222

Location ML

Teaching Period 2020 FULL YEAR

Unit Title Performance 3

Unit Class ON

GRADE DISTRIBUTION

Final Grade	Total Grades	Percentage (%)
HD	0	0
D	2	5
CR	1	3
P	0	0
PC	0	0
PS	0	0
PX	0	0
F	0	0
FI	0	0
FN	0	0
FS	0	0
NOT SUBMITTED	35	92
		Percentage Passed 8%

COMMENTS

Submitted Date	Submitted By	Comment Type	Notes
1/25/2021	CROPLEY, Tom	MODERATION	
1/25/2021	CROPLEY, Tom	OTHER	Automated comment: marks submitted for approval.
1/25/2021	CROPLEY, Tom	MODERATION	Marking criteria for all tasks reviewed by all teaching staff (or peer if single marker) Teaching staff briefed to ensure understanding of alignment between outcomes, assessment tasks and teaching activities A small number of submitted tasks marked by ALL markers and results shared to calibrate judgement before marking begins Annotated samples of student responses distributed to all teaching staff or available for peer review Exchange marking Double marking Double blind marking Review sample of marked tasks at all grade boundaries
1/25/2021	CROPLEY, Tom	DISTRIBUTION	test grade distribution comment
1/25/2021	CROPLEY, Tom	MODERATION	test moderation comment
1/25/2021	CROPLEY, Tom	OTHER	test optional comment

APPROVAL SET DETAILS

APPROVAL

I have considered the above grade distribution and marks submitted, and as a result

☒ Approve mark upload
 ☐ Decline mark upload

Submit

Cancel

The 'Approval Set Details' on this page can be expanded to show the students for the current submission.

APPROVAL SET DETAILS					
Student ID	Name	Current Mark	Mark	Current Grade	Final Grade
10461393	BROWN, Nina		63		CR
10461281	CARR, Maddison Courtney Georgia		71		D
10461379	BOUGHTON, Jaslyn		70		D

The ADTL can either approve or decline the mark submission using the options at the bottom of the page and then click 'Submit'. Selecting 'Decline mark upload' will prompt a mandatory 'Reason for decline' comment field. If declined, the ADTL will need to enter a reason for declining and the UC will be sent an email with the reason. The UC will then need to resubmit accordingly.

APPROVAL

I have considered the above grade distribution and marks submitted, and as a result

* ☐ Approve mark upload ☒ Decline mark upload

Reason for decline:

*

Once approved or declined, the ADTL will be returned to their list of units awaiting approval with an action note above the table of units denoting what was actioned.

MARKS RECORDING SYSTEM EDITH COWAN UNIVERSITY						ECU EDITH COWAN UNIVERSITY
User: CROPLEY, Tom						Logout
You have actioned marks upload for 2020 FULL YEAR DAN3222 ML ON with action APPROVE						
You may see which marks are outstanding and which have been submitted in the Head of School Marks Approval Report						
Teaching Period	Unit	Title	Location	Unit Class	New Marks	Amended Marks
2020 SEMESTER 1	ACC6020	Accounting for Managerial Planning and Control	JO	ON	?	N
2020 SEMESTER 1	LAW3103	Equity	ES	OFF	?	N

Frequently Asked Questions

Unit Coordinator

1. Why can't I see my unit offering?

- You must be the current unit coordinator or have been recorded as the unit coordinator within the last 12 months
- Unit offerings older than 2 years are not available in MRS to upload marks; a result amendment form needs to be submitted to examsubmissions@ecu.edu.au
- By default, only current teaching periods display. If 30 days have passed since the end of a particular teaching period, you will need to change the view to show all teaching periods

MARKS RECORDING SYSTEM
 EDITH COWAN UNIVERSITY

User: CROPLEY, Tom Logout

View

Current Teaching Periods

All Teaching Periods

Columns

Detach

Sort

Reorder Columns...

Query by Example

Title	LMS Site	Location	Unit Class	Marks Outstanding
Ecology of Children and Families 2	CHN1102.2020.2.ONCAMPUS	JO	ON	!
Spoken Language in Primary School	LAN1260.2020.2.OFFCAMPUS	ES	OFF	!
Emergency Mental Health Response	PST1106.2020.2.ONCAMPUS_OFFCAMPUS	ES	OFF	!
Spoken Language in Primary School	LAN1260.2020.2.ONCAMPUS	ML	ON	!
Spoken Language in Primary School	LAN1260.2020.2.ONCAMPUS	BU	ON	!
Ecology of Children and Families 2	CHN1102.2020.2.OFFCAMPUS	ES	OFF	!

2. Why do the marks in MRS not match what I added in Canvas' Gradebook?

- It is possible the column mapping in MRS is not reflective of the columns you are using in Gradebook From the MRS page where you see the marks, *select* 'Edit Mapping' and cross-check the MRS mapping with your Gradebook columns.

Marks Validation

Warning

You must map your grade centre columns to show marks. If you see no marks, you must map your grade centre column

View

Format

Reload Marks

Edit Mapping

Detach

Student ID	Surname	Given Names	Unit Attempt Status	Total Mark	Final Grade	Validation Message
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3. How do I submit a supplementary exam/assessment result?

- You do not change any assessment grades in Gradebook; instead open the unit offering from MRS
- Any students with a supplementary exam/assessment (S grade) will display in MRS with an 'S' in a drop-down list of values where you will need to select a PS (pass supplementary) or an FS (fail supplementary) and then proceed with the regular marks submission.
- If the original total mark was less than 50, a PS will update the mark to 50, once approved; an FS will leave the mark as is
- If the original total mark was greater than 50, either a PS or FS will leave the mark as is

4. I can see a validation message against marks, why can't I submit them?

- Any validation messages in MRS will prevent the mark submission. The following are examples of possible messages:
- **'Student must have marks for all assessments submitted before a final mark can be loaded.'**

The student is missing a mark in Gradebook for one or more of the columns you are using to map your assessments in MRS. Check your column mapping is correct in MRS by *selecting* the 'Edit Mapping' button and comparing it with *Gradebook*. If the mapping is correct make sure the student has a grade in each of the relevant columns in *Gradebook*.

- **'The student's latest outcome was processed by Assessments. Submit updates on a Result Amendment form by email to examsubmissions@ecu.edu.au.'**

You cannot submit marks in MRS over a grade that was processed by Assessments.

- **'Outcomes resulting from a DE cannot be overwritten until DD-MM-YYYY.'**

Deferred exam outcomes cannot be submitted until the deferred exam period has commenced as per date in validation message.

- **'Outcomes resulting from an AE cannot be overwritten until DD-MM-YYYY.'**

Similarly to the above, alternate exam outcomes cannot be submitted until the alternate exam period has commenced as per date in validation message.

- **'[Assessment item] mark must be between 0 and [max assessment %].'**

The mark will display in MRS with a caution icon indicating the mark is not valid. First check your column mapping is correct in MRS by *selecting* the 'Edit Mapping' button and comparing it with Gradebook. If the mapping is correct make sure the Gradebook mark does not exceed the % apportion for the assessment item.

- **'[Assessment item] must be contained within the grading schema.'**

The mark will display in MRS with a caution icon indicating the mark is not valid for the unit offering grading schema. First check your column mapping is correct in MRS by *selecting* the 'Edit Mapping' button and comparing it with Gradebook. If the mapping is correct, make sure the Gradebook mark is correct for the unit grading schema.

5. Why is the final grade showing as FI (or UF) when the student has achieved a total mark of 50% or above?

- These grades are relevant for units that have mandatory to pass assessment items. Mandatory assessment items are set up via CAPS

- If a student does not achieve 50% or greater for a mandatory to pass assessment item, but achieves a total mark of 50% or above, MRS will calculate the grade as FI (Fail Incomplete) for grading schema 1 units, or UF (Undifferentiated Fail) for grading schema 2 units

Example: A grading schema 1 unit has a mandatory to pass 'Final Exam' worth 50%. A student achieves 24% in the 'Final Exam' but has achieved a 51% total mark for the unit including all other assessments. Due to the student failing the mandatory 'Final Exam' their final grade in MRS calculates as FI.

6. What is the 'Participation P/F' assessment item in MRS?

- This assessment item is created if the unit has a mandatory assessment item to pass the participation component that is not otherwise part of the standard unit assessments. This participation assessment item can be seen on the unit outline under 'Unit Detail' where 'Must students meet participation criteria' shows as Yes.

7. What should I do if a student has outstanding assessment item marks?

- Any assessment items for which you do not have a mark, should be left blank in Gradebook. Only final grades for students with marks for all assessment items will be submitted to the ADTL for approval.

8. How do I record an FN - Fail (No Submission) - grade?

- If a student has a 0 recorded for all assessment items, a drop-down list of values will display in MRS. From this list you will have the option to select an FN or the relevant grading schema fail grade (N, UF) and proceed with the regular upload.

9. What if the assessment items I am marking against do not match what is shown in MRS?

- If the assessment items do not match i.e. different percentage weightings or completely different items, check the assessment items against the unit outline in CAPS; the CAPS data should reflect MRS

If the data in MRS and CAPS is different, please contact business.support@ecu.edu.au to make the appropriate changes.

If the assessment items you require are different to CAPS, you will need to get approval from your ADTL as this goes against the Assessments Policy.

10. An error message is appearing preventing me from selecting a unit offering, how do I proceed?

- If you see a java related error message and it stops you from accessing the unit offering to upload marks, contact elearningassist@ecu.edu.au

It may be due to multiple blackboard sites existing against the unit offering which needs to be resolved by eLearning Assist.

Appendix A Assessment Types

ANN Annotated Bibliography

ASS Assignment

CSE Case Study

CWK Creative Work

ESY Essay

EXE Exercise

EXG Exegesis

EXM Examination

JRN Journal

LAB Laboratory Work

LIT Literature Review

PAR Participation

PER Performance

POR Portfolio

POS Poster

PRE Precis

PRJ Project

PRT Practicum

PSN Presentation

REF Reflective Practice

REP Report

REV Review

RSP Research Paper

THS Thesis

TST Test

TUT Tutorial Presentation

VIV Viva

WRK Workshop

Appendix B Grading Schemas and Codes (version 2: used 2020 onwards).

Note: In 2020 new Grading Schema versions were implemented. Any unit offerings from 2020 onwards will follow the new versions.

Grading Schema One (used for standard coursework units)

Grade	Description	Percentage
HD	High distinction	80-100
D	Distinction	70-79
CR	Credit	60-69
P	Pass	50-59
PC	Pass (conceded)	45-100
F	Fail	0-49
FN	Fail (no submission)	0
H	Results not available	
DE	Deferred assessment approved	
AE	Alternate Exam Approved	
PX	Exchange studies passed	
FX	Exchange studies failed	
PS	Pass (supplementary)	50-100
FS	Fail (supplementary)	0-49
RW	Result Withheld	
S	Supplementary	
T	Tuition only (for non-award students where no formal assessment conducted)	
W	Withdrawn (after HECS census date)	
WE	Withdrawn early (up to the census date - administrative grade only, does not appear on a student's official statement of academic record)	
WF	Withdrawn Fail	
WL	Withdrawn late (without penalty)	
WR	Withdrawn - with remission (after census date - administrative grade only, does not appear on a student's official statement of academic record)	
FI	Fail (incomplete)	50-100
NP	Withdrawn – not participating	
AR	Result not available due to student being a member of the Australian Defence Force (ADF) on transfer	

Grading Schema two (used for Undifferentiated Pass/Fail units inc. practical units or work-integrated learning).

Grade	Description
UP	Undifferentiated pass
UF	Undifferentiated fail
PS	Pass (supplementary)
PX	Exchange studies passed
H	Result not available
FS	Fail (supplementary)
FX	Exchange studies failed
FN	Fail (no submission)
W	Withdrawn (after HECS census date)
WE	Withdrawn early (up to the census date - administrative grade only, does not appear on a student's official statement of academic record)
WF	Withdrawn Fail
WL	Withdrawn late (without penalty)
WR	Withdrawn - with remission (after census date - administrative grade only, does not appear on a student's official statement of academic record)
WC	Withdrawn - enrolment cancelled (after census date -unpaid fees - administrative grade only, does not appear on a student's official statement of academic record)
AR	Result not available due to student being a member of the Australian Defence Force (ADF) on transfer

Appendix C Grading Schemas and Codes (version 1: used 2019 and prior).

Grading Schema One (used for standard coursework units)

Version 1: Used 2019 and prior

Grade	Description	Percentage
HD	High distinction	80-100
D	Distinction	70-79
CR	Credit	60-69
C	Pass	50-59
C*	Pass (conceded)	45-100
N	Fail	0-49
H	Results not available	
AE	Alternate exam approved	
DE	Deferred assessment approved	
EX	Exempt	
FX	Exchange studies failed	
PS	Pass (supplementary)	50-100
FS	Fail (supplementary)	0-49
S	Supplementary	
T	Tuition only (for non-award students where no formal assessment conducted)	
W	Withdrawn (after HECS census date)	
WE	Withdrawn early (up to the census date - administrative grade only, does not appear on a student's official statement of academic record)	
WF	Withdrawn Fail	
WL	Withdrawn late (without penalty)	
WR	Withdrawn - with remission (after census date - administrative grade only, does not appear on a student's official statement of academic record)	
FI	Fail (incomplete)	50-100
XS	Exchange studies completed	
AR	Result not available due to student being a member of the Australian Defence Force (ADF) on transfer	

Grading Schema Two (Used for performance and/or practical based units)

Version 1: Used 2019 and prior

Grade	Description
PH	High distinction
PD	Distinction
PC	Credit
PP	Pass
F	Undifferentiated fail
H	Result not available
EX	Exempt
FX	Exchange studies failed
W	Withdrawn (after HECS census date)
WE	Withdrawn early (up to the census date - administrative grade only, does not appear on a student's official statement of academic record)
WF	Withdrawn Fail
WL	Withdrawn late (without penalty)
WR	Withdrawn - with remission (after census date - administrative grade only, does not appear on a student's official statement of academic record)
WC	Withdrawn - enrolment cancelled (after census date - unpaid fees - administrative grade only, does not appear on a student's official statement of academic record)
AR	Result not available due to student being a member of the Australian Defence Force (ADF) on transfer

Grading Schema Four (used for undifferentiated pass/fail units)

This was replaced in 2020 with Grading Schema 2 version 2

Version 1: Used 2019 and prior

Grade	Description
P	Undifferentiated pass
F	Undifferentiated fail
H	Result not available
EX	Exempt
FX	Exchange studies failed
W	Withdrawn (after the financial penalty/census date)
WE	Withdrawn early (up to the census date - administrative grade only, does not appear on a student's official statement of academic record)
WF	Withdrawn Fail
WL	Withdrawn late (without penalty)
WR	Withdrawn - with remission (after census date - administrative grade only, does not appear on a student's official statement of academic record)
WC	Withdrawn - enrolment cancelled (after census date - unpaid fees - administrative grade only, does not appear on a student's official statement of academic record)
XS	Exchange studies completed
AR	Result not available due to student being a member of the Australian Defence Force (ADF) on transfer

Appendix D Rules for Deriving the Grade

1. There are built in checks that the values entered match the grading schema of the unit e.g. weighted marks cannot be above the weight value, UP or UF must be entered for pass/fail assessment types etc.
2. Some units can have a mandatory participation component (this is Yes/No question set in CAPS). If this is the case an extra column will appear in *Canvas Gradebook of Participation P/F* and this must have a P, or an F entered. If this is set to F, then the final grade will be Fail Incomplete (FI) even if the total of the other marks is ≥ 50
3. Some assessment items are set as 'mandatory' in CAPS. If a student does not have a pass mark in a *Canvas Gradebook* column (≥ 50 or P) then the derived grade will be Fail Incomplete (FI). This is even if the total of the other marks would otherwise have given them a pass. Fail Incomplete students can be awarded a Supplementary Exam
4. If a student is missing marks for mandatory assessments a final mark will not be able to be uploaded.
5. If the student has ever had an Academic Hold (AH) recorded against the unit attempt a final mark cannot be uploaded, it must be processed manually by the Assessments team
6. If a student has a Deferred Exam (DE) recorded a final mark will not be able to be uploaded until the DE exam period opens
7. If a student has been awarded a Supplementary Exam (S) the Marks Recording System will allow the user to select either PS or FS from the drop-down list. If the student doesn't sit the Supplementary Exam, it must be dealt with manually in conjunction with the Assessments team not through the MRS. A PS will result in a mark of 50 and grade of PS (or the original mark if the previous grade had been a Fail Incomplete and the first mark was higher than 50). An FS will result in the original mark and a grade of FS
8. If a student has a mark of 0 recorded in *Canvas Gradebook* for all assessment items, when viewing the unit offering in MRS a drop-down list of values will appear with the option to choose an F or FN (*FN is reserved for no submission*)

Appendix E Validation Messages and How To Fix

Validation Message	How To Fix
Participation mark must be either P or F	<p>Enter either a P or an F in the <i>Participation P/F</i> column in <i>Canvas</i> and reload the marks into MRS.</p> <p>Some units can have a mandatory participation component (this is check box set in CAPS). If this is the case an extra column will appear in <i>Canvas Gradebook of Participation P/F</i> and this must have a P, or an F entered. If this is set to F, then the final grade will be Fail Incomplete (FI) even if the total of the other marks is >50</p>
Mark must be numeric	<p>Enter a numeric value the related column in <i>Canvas</i> and reload the marks into MRS. If the column should not be numeric then there is an issue with grading schema selected in CAPS and it must be corrected there.</p>
Mark must be between 0 and ' <i>Apportionment Percentage</i> '	<p>Enter a value within the CAPS assessment items in the related column in <i>Canvas</i> and reload the marks into MRS.</p> <p>The value of the assessment item can be seen as a suffix to the assessment type of automatically generated columns in <i>Canvas Gradebook</i>, e.g. ESY_40 = Essay worth 40 marks.</p>
Grade must be contained within the ' <i>grading schema</i> ' grading schema	<p>Enter a value, numeric or alpha within the relevant grading schema. Grading scheme is determined in CAPS. Full list of grading schema values can be found in Appendix B.</p>
The student has previously been placed on Academic Hold for this unit. Any final marks must be manually amended by Assessments.	<p>This result will need to processed by the Assessments team and cannot be uploaded via MRS.</p>
Outcomes resulting from a DE cannot be overwritten until the deferred exam period starts.	<p>When a student is sitting a deferred exam, marks are entered in the normal way through <i>Canvas Gradebook</i>, but a grade will not be derived or uploaded until the Deferred Exam period as specified by the Assessments team is opened.</p>
Student must have marks for all assessments submitted before a final mark can be loaded	<p>Ensure all assessments have a mark, reload into MRS and try again.</p>