Mark book Information and Instructions

Below I have written a description of what each Set does in the mark book, I have also written a quick checklist of what to check before reports are issued.

Description of what each Set does in the Mark book

Senior Reports read from the following sets:
Set A   Internals
Set B   Externals
Set C   Practice Externals

Junior Reports read from Set C only:
Set C   Descriptors (maximum of 4 per subject)

Set A Internals

These are set up with NZQA internal standards and will show on the Midyear and End of Year Reports for Years 11-13.

These results get reported to NZQA at the beginning of each month. For these results to get published, the student must have the green tick to enter the student into the standard and the green tick to publish.

Some Year 10 Extension subjects also have NZQA internals set up in Set A, these DO NOT appear on the midyear and end of year reports, as junior reports only read from Set C. If you want to report these grades on the midyear and/or end of year reports, you must set up a descriptor in Set C to reflect these, but they do get reported to NZQA at the beginning of each month.

Set B Externals

This set is for NZQA External Standards and will show on the Midyear and End of year Reports for Years 11-13. These show on the reports so that the parents/students can see what Externals they are entered into. These are also sent off to NZQA at the beginning of each month. Please remember to enter any new students that come into you class during the year into these External Standards, the last day to enter students in Externals standards for NZQA is 31st August.

There are some Year 10 Extension subjects that also have external standards set up in Set B, these also get sent off to NZQA at the beginning of the year and the last day to enter students into External Standards is the same, but they do not appear on the junior Midyear and End of Year Reports.

<u>Set C Practice Externals</u>

For Senior reports this Set is for Practice Externals. For Junior reports this set is set up for descriptors – there is a maximum of four descriptors per subject. Like Set A the students must be entered (green tick) into the descriptor and results must be entered in and the published (green tick) so the results appear on the reports.

<u>Set D Not Reported</u>

You can use this set for test etc. This Set D along with Set E and Set F will not appear on Reports.

<u>Set E Banked Credits</u>

This set E is used for Year 10 subjects offering banked credits, these are set up like official Set A standards but are set to send results to NZQA in the following year.

<u>Set F</u>

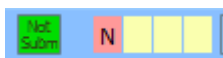This is a set that you can also you for tests etc. like set D.

Check list in the Mark book for Teachers/TICs and HODs

<u>Mark books</u>

1. All teachers should check that they have entered the students in their class with the green tick in Set A, B and C for senior and Set C for Junior.
2. All teachers should check that they have put grades in Set A and Set C.
3. All teachers should check that they have published all grades in Set A and Set C
4. All TICs/HODs should double check each subject to see this has been done by 4.00pm Tuesday 13th June for Senior Midyear Reports and by 4.00pm Wednesday 21st June for Junior Midyear Reports.

<u>Box in the mark book</u>

If a student is away or did not submit the work, you can click on the box before the grades, for 'Not Submitted' or 'Absent' and then publish (green tick). Please note this is what will appear on the report and this box will over write if there is a grade entered in as well. In the case of using 'Not Submitted' in Set A Internals, this will be reported to NZQA as Not Achieved.

Most subjects will notice that Set C has Practice Externals and Descriptors already set up, these have been rolled over from last year's mark books set up, you do not need to use the same descriptors, the TIC or HOD can go in and edit the title if needed or delete one and set up a new one. If you need any help with doing this please do not hesitate to contact me – Angela Grassick ext. 776.