

camu[↑]

Assessment Module

octoze

Definition of Assessments and the Rules

Camu's Assessment module allows the staff user to Create the Assessments, Define/Schedule the Assessments and generate the reports.

Defining the Assessment

It is the process of defining the assessment semester wise for the selected program.

The pre-requisites are Grade, Grading System and Assessment name should be created.

Once the assessment is created, the assessment subjects (main exam/sub-exam) will be defined in this screen.

To access the define exams navigate to *Define Exams* → *Exam Mgmt.* → *Define Exams*

The selection in the define exam screen will look like below:

✓ Selection:

Institution *	Ashesi University	Department *	
Degree *	Under Graduate	Semester *	
Program *	<ul style="list-style-type: none"> B.SC-Business Administration B.SC-Computer Engineering B.SC-Computer Science B.SC-Electrical and Electronics B.SC-Management Information Systems BSC-Mechanical 	Examination *	

→ Find Exam Definition
Download
Cancel

✓ Selection:

Institution *	Ashesi University	Department *	
Degree *	Under Graduate	Semester *	<ul style="list-style-type: none"> Business Administration Computer Science Engineering Management and Information Systems Humanity Courses
Program *	B.SC-Business Administration	Examination *	

→ Find Exam Definition
Download
Cancel

✓ Selection:

Institution * Ashesi University ▼

Degree * Under Graduate ▼

Program * B.SC-Business Administration ▼

Department * Computer Science ▼

Semester * ▼

Examination *
Semester 1
Semester 2
Semester 3

→ Find

Cancel

✓ Selection:

Institution * Ashesi University ▼

Degree * Under Graduate ▼

Program * B.SC-Business Administration ▼

Department * Computer Science ▼

Semester * Semester 1 ▼

Examination * DECEXAM - December Exam ▼

→ Find Exam Definition

Download

Cancel

Clicking on the  button will prompt the below message:

Exam definition not found. Click on Define Exams  to create or copy  from defined exams.

Clicking on  will prompt to choose the examination subjects.

Choose the Grading system and Subject name in the Subject field.

Edit Subject Grading System Total (100) ×

Subject	Assmnt.Type	Exam Code	Exam Subject	Max Mark	Pass Mark
<input type="text" value="cs"/> Thesis - Thesis VLSI - Emb - VLSI - Embedded Systems Undergradu - Undergraduate Thesis 2 (CS)		<input type="text" value="Exam Code"/>	<input type="text" value="Main Exam Name"/>	<input type="text"/>	<input type="text"/>

+ Add Exam + Add Another Exam × Close

Type the Exam Subject, Max Mark and Pass Mark in the corresponding fields and Click on 'Add Exam' to add the details.

Note: Exam Code will be populated automatically.























Edit Subject Grading System Total (100) X


Subject	Assmnt.Type	Exam Code	Exam Subject	Max Mark	Pass Mark
VLSI - Emb - VLSI - Embedded Systems	BUSA400_A	Thesis 1 (BA)	100		

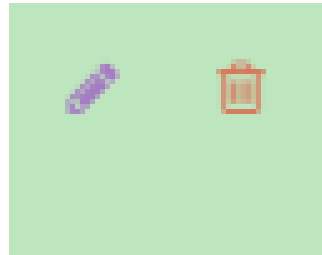
[+ Add Exam](#) [+ Add Another Exam](#) [X Close](#)

Clicking on 'Add Another Exam' will add the sub exam to the main exam i.e Adding the Attend/Quiz, Final Exams (Sub-Exam) to Introduction to Computing and Information Systems (Main-Exam) in our case.

For course: E-Commerce, the define exam set up will look like below:

E-Commerce	↑	↓		CS442	E-Commerce	100	50			+
E-Commerce	↑	↓	Activity	APQ (CS)	Attendance / Participation / Quizzes	10	5			
E-Commerce	↑	↓	Case Study	ASSGN1	Assignment 1	10	5			
E-Commerce	↑	↓	Case Study	ASSGN2	Assignment 2	10	5			
E-Commerce	↑	↓	Case Study	ASSG3	Assignment 3	10	5			
E-Commerce	↑	↓	Case Study	ASSG4	Assignment 4	10	5			
E-Commerce	↑	↓	Case Study	ASSG5	Assignment 5	10	5			
E-Commerce	↑	↓	Practical	LIP (CS)	Labs & individual Projects	10	5			
E-Commerce	↑	↓	Practical	LB (HC)	Lab Reports	10	5			
E-Commerce	↑	↓	Project	IP (CS)	Individual Project	30	15			
E-Commerce	↑	↓	Final Theory	FE (CS)	Final Exams	40	20			

To add the next Subject, click on the  button to add the next subject. Once all the Subjects are added, click on the 'Save' button to save the subjects added.



- The icons in the define exam screen allows the user the edit/delete the subject information.

CCE Setup:

The CCE setup need to be set based on the examinations defined. To setup the CCE, navigate to ***Exam Mgmt. -> CCE Setup.***

The CCE setup of the course E-Commerce will looks like below:

CCE Setup » Edit CCE Setup

Institution * Ashesi University ▼

Grading System * Total (100) ▼

Report Name * e-Commerce

Grading Type * Weightage ▼

Add all sub exams NO

Enable Rounding Off NO

Assessment Type	Count	Result Criteria	Average Of	Weightage	Simple Addition	
Activity ▼	1	Best of it ▼		10	<input type="checkbox"/> NO	
Case Study ▼	5	Sum of Best ▼	3	10	<input type="checkbox"/> NO	
Practical ▼	2	Sum of Best ▼	2	10	<input type="checkbox"/> NO	
Project ▼	1	Best of it ▼		30	<input type="checkbox"/> NO	
Final Theory ▼	1	Best of it ▼		40	<input type="checkbox"/> NO	

The Assessment type, count, Avg of and Weightage should be defined based on the examination pattern. If the staff is conducting 5 case studies and considering the best 3, then the setup combination should like above.

Likewise, the CCE setup can be changed at anytime depends on the evaluation criteria.

Scheduling the Examination

After the Exam subjects are defined in the Define Exams screen, the examination will be scheduled on specific date as per the exam timetable. To access the Schedule Exams screen navigate to

Exam Mgmt. → Manage Examinations.

✓ Selection:

Institution *	Ashesi University	Department *	Computer Science
Degree *	Under Graduate	Semester *	Semester 1
Program *	B.SC-Business Administration	Section	- Section -
Academic Year *	2017-2018	Examination	DECEXAM - December Exam

Provide the inputs in Manage Examination as like above. Choose the Examination and click on



The defined exam name will be displayed in the Schedule Exam page with Start Date and End Date as 'Not Scheduled' as below:

Manage Examinations

✓ Selection:  (Ashesi University, Under Graduate, B.SC-Business Administration, 2017-2018, Business Administration, Semester 1, , DECEXAM - December Exam)

Exam Schedule List


Schedule Now 

Allocate seats 

More 

Print 

Add Exam 

Examination	Semester/Section	Department ID	Start Date	End Date	
DECEXAM - December Exam	Semester 1	BA	Not scheduled	Not scheduled	

Choose the exam and click on 'Schedule Now'.

Note: The examination date and time are not mandatory. Each staff can set their own examination date and time.

Start Date :

End Date :

Group Exam: +

Start Time :

End Time :

Apply ↻

Main Exam Subject	Exam Subject	Exam Code	Date	Start Time	Finish Time	Cut-off Date			
Introduction to Computing and Information Systems - CS111	Attendance / Quizzes	AQ (BA)	<input type="text" value="08-12-2017"/>	<input type="text" value="9:00"/>	<input type="text" value="11:00"/>	<input type="text"/>			
Introduction to Computing and Information Systems - CS111	Final Exams	FE (BA)	<input type="text" value="07-12-2017"/>	<input type="text" value="9:00"/>	<input type="text" value="11:00"/>	<input type="text"/>			
Introduction to Computing and Information Systems - CS111	Homework	HW (BA)	<input type="text" value="06-12-2017"/>	<input type="text" value="9:00"/>	<input type="text" value="11:00"/>	<input type="text"/>			
Introduction to Computing and Information Systems - CS111	Mid Semester Exams	MSE (BA)	<input type="text" value="05-12-2017"/>	<input type="text" value="9:00"/>	<input type="text" value="11:00"/>	<input type="text"/>			
Introduction to Computing and Information Systems -	Team Project	TP (BA)	<input type="text" value="04-12-2017"/>	<input type="text" value="9:00"/>	<input type="text" value="11:00"/>	<input type="text"/>			

Activate Windows

After the exam dates are given, click on 'Save' to save the exam time table. Clicking on 'Save & Finalize' will finalize the time table and the marks will be published to the student portal.

Examination Mark Entry:

After the examination is completed, the marks will be entered for the scheduled exams. To enter the marks, below steps has to be followed:

- ✓ Choose the scheduled exam from the Manage Examination Screen and click on the button



- ✓ Clicking on Enter Results will display the list of subjects:

Exam Subject List » DECEXAM - December Exam

S.No.	Main Exam Code	Main Exam Subject	Exam Subject	Exam Code
1	CS111	Introduction to Computing and Information Systems	Attendance / Quizzes	AQ (BA)
2	CS111	Introduction to Computing and Information Systems	Final Exams	FE (BA)
3	CS111	Introduction to Computing and Information Systems	Homework	HW (BA)
4	CS111	Introduction to Computing and Information Systems	Mid Semester Exams	MSE (BA)
5	CS111	Introduction to Computing and Information Systems	Team Project	TP (BA)

After the Subject is chosen, the below pop-up will appear:

Select a section

Section Section A

Download Student Details

Close Upload Marks Upload Marks By Question Enter Results

- ✓ Choose the Section from the drop down box and click on 'Enter Results'. The student details will be entered one by one.

Enter Results

[View Status](#)

[Change History](#)

Marks entered for all students.

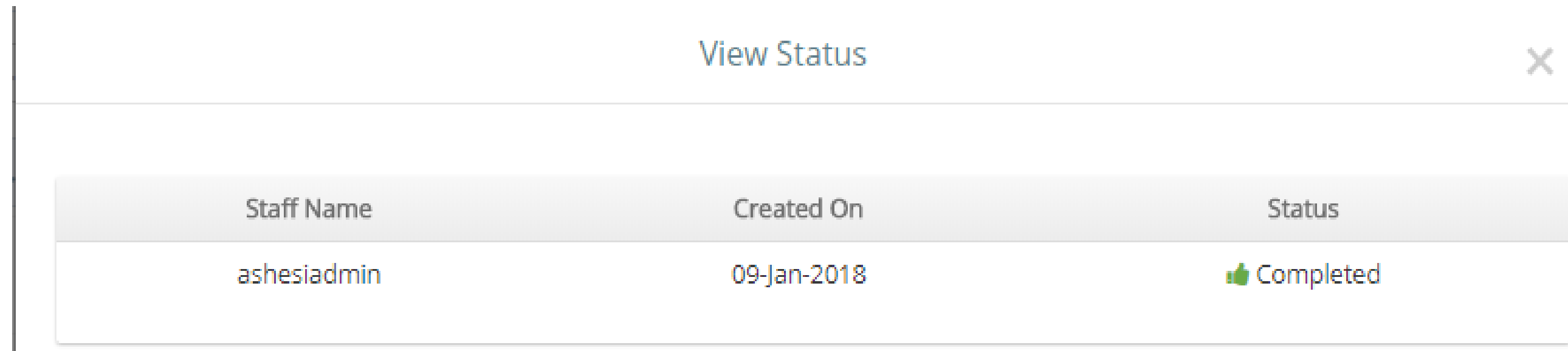
Total 2 students, Conducted on: 06-Dec-2017, Max Mark: 25 , Pass Mark:

Regn. No.	Name	Marks	Is Absent ?
110	Rosemary Abowine	<input type="text" value="15"/>	<input checked="" type="checkbox"/> NO
111	Priscilla Obour Acheampong	<input type="text" value="20"/>	<input checked="" type="checkbox"/> NO

« Prev 1/1 Next »

- ✓ Once the marks are entered, click on **“Save and Next”** button. The marks entered for the students can be saved page by page.
- ✓ Click on **“Save & Finalize”** to finalize the marks entered.

After clicking on **Save & Finalize**, the status will be shown separately by clicking the link “**View Status**” in the mark entry page. Refer the screenshot below:

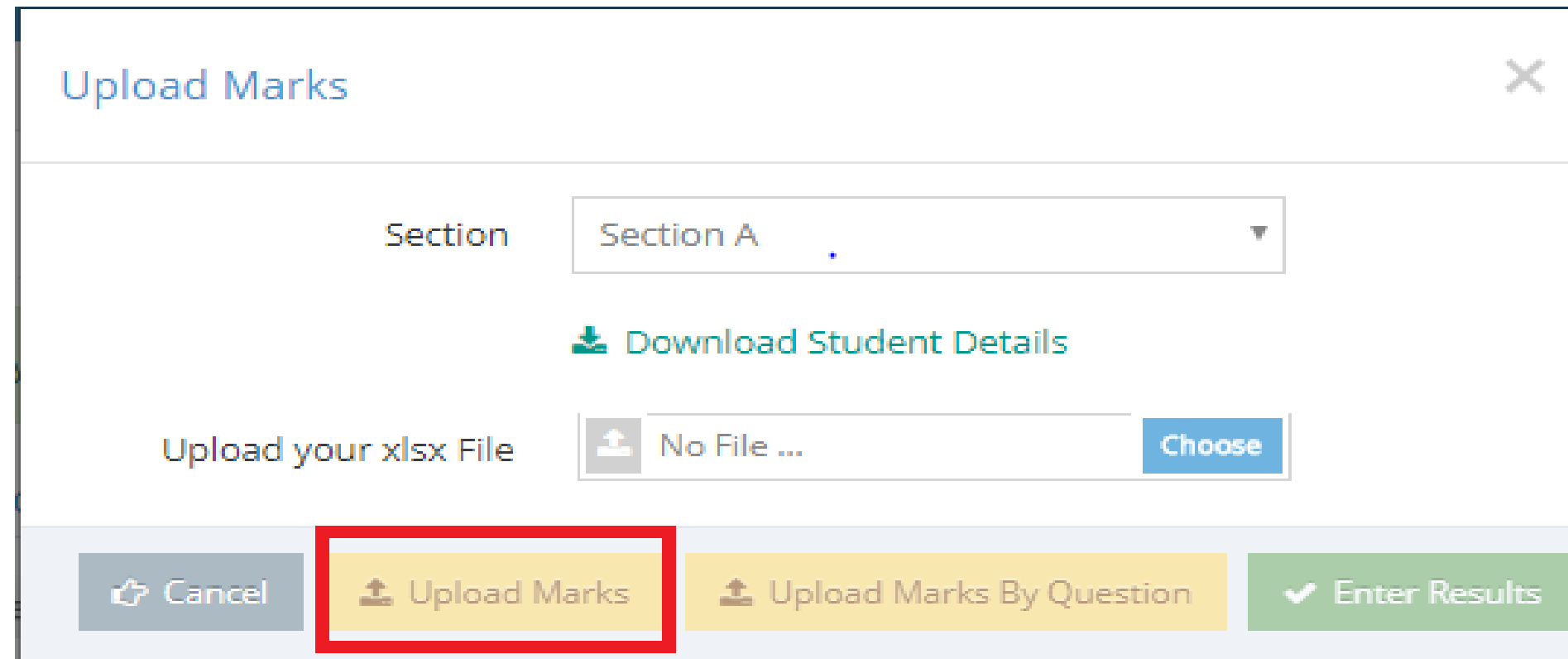


The screenshot shows a modal window titled "View Status" with a close button (X) in the top right corner. Below the title bar is a table with three columns: "Staff Name", "Created On", and "Status". The table contains one data row with the following values: "ashesiadmin", "09-Jan-2018", and "Completed" (with a green thumbs-up icon).

Staff Name	Created On	Status
ashesiadmin	09-Jan-2018	👍 Completed

Bulk upload of Marks

This option provides the user to upload the marks for multiple students in a single click.



Upload Marks

Section

[Download Student Details](#)


Upload your xlsx File

Click on






Select the excel file by clicking on button


After the marks are saved and finalized, the report card and related exam results can be generated as follows:

- ✓ Choose the exam name for which the report need to generate.
- ✓ Click on the Print button
- ✓ Highlighted report options will be displayed.
- ✓ Choose the required report (Examination Results / Download Exam Results) etc.,

✓ Selection:  (Ashesi University, Under Graduate, B.SC-Business Administration, 2017-2018, Computer Science, Semester 1,)

Exam Schedule List

Show Schedule 
Allocate seats 
Enter Results
More 
Print 
Add Exam 

Examination	Semester/Section	Department ID	Start Date	End D	
DECEXAM - December Exam	Semester 1	CS	04-Dec-2017	15-De	

- Seat Allocations
- Examination results
- Report card
- CCE Report
- Aggregated CCE Report
- Download Exam Results

Thank You.