

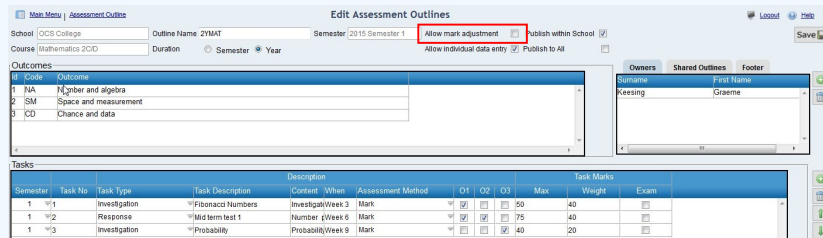
Senior School Mark Adjustment - Quick Reference Guide

Mark adjustment recalculates final marks by adjusting the mean and standard deviation of non-moderated tasks. The mark adjustment process requires an assessment outline and can be performed for single or multiple groups within an assessment outline.

- * Log into Reporting to Parents
 - * Click on Assessment Outlines



- * Select the required **Assessment Outline** from the Assessment Outlines list.
 - * Select the **Allow mark adjustment** checkbox.



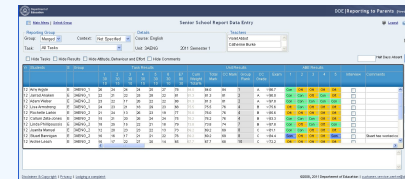
- A Moderated column will be added to the Tasks list.
 - Marks for moderated tasks will not be adjusted.
 - * Select the tasks that will be **Moderated** and **deselect** those that will be **un-moderated**.

Semester	Task No	Task Type	Task Description	Description			Task Marks				Moderated	
				Content	When	Assessment Method	O1	O2	O3	Max		Weight
1	1	Investigation	Fibonacci Numbers	Investigat/Week 3	Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50	40	<input type="checkbox"/>	<input type="checkbox"/>
1	2	Response	Mid term test 1	Number p/Week 6	Mark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	75	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	3	Investigation	Probability	Probability/Week 9	Mark	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40	20	<input type="checkbox"/>	<input type="checkbox"/>

- * Click on **Save**
- * Click on **Main Menu**

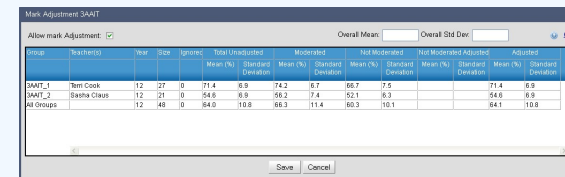
- * Click on **Report Data Entry**
 - * Select the **Reporting Group(s)**
 - * Click on the **Report Data Entry** icon  or the **Merge Groups** icon 

- The data entry window for the selected group(s) will open.



- Mark adjustment can occur for single or merged groups.
- Access to mark adjustment is restricted to the assessment outline owner or curriculum leader.

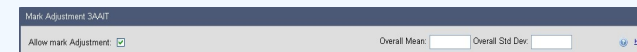
- * Click on the **Mark Adjustment** icon 



- * Enter the adjusted **Mean (%)** and **Standard Deviation** for each group.

Group	Year	Size	Ignored	Total Unadjusted	Moderated	Not Moderated	Not Moderated Adjusted	Adjusted				
				Mean (%)	Standard Deviation	Mean (%)	Standard Deviation	Mean (%)	Standard Deviation			
SAAT_1	Term Cook	12	27	0	71.4	8.9	74.2	6.7	66.7	7.5	71.4	6.9
SAAT_2	Sasha Claus	12	21	0	54.6	6.8	56.2	7.4	52.1	6.3	54.6	6.8
All Groups		12	48	0	64.0	10.8	66.3	11.4	60.3	10.1	64.1	10.8

- * Enter the Overall Mean and Standard Deviation



- * Click on **Save**

Note: Disable mark adjustment by deselecting Allow Mark Adjustment

- Total and Final Marks will be adjusted and shown in green.

Unit Results									
11	12	13	E14	Cum	Total Mark	Final	Group	Final	Exam
30	30	30	100	Weight		Mark	Rank	Grade	
5	5	10	15	Total%					
18	19	19	79	56.6	56.6	57	7	B	79.0
19	21	28	69	68.3	68.3	68	3	B	69.0