

## Using webmark to return course work marks to the ITO

### Entering Marks

<https://webmark.inf.ed.ac.uk/group/tutadmin>

Select the course, assignment number and tutorial group (if applicable) for the marks you are returning:

- if the students have submitted by name/ matric number select from the drop down options “listed by Student/ Matric”.
- if the students have submitted anonymously using their examination number, select from the drop down options “listed by Exam Number”.

Type in the Awarded Mark for every student, non submissions should be recorded as NS (do not leave the Awarded Mark field blank). Where a penalty is applied, **always** return the Raw Mark in addition to the Awarded Mark and include a note on the type of penalty (late submission, suspected plagiarism):

Raw Mark	Awarded Mark	Explanation
NS	NS	<i>(non-submission – no comment necessary)</i>
65		Suspected Plagiarism, mark withheld, reported 2/11/2012
65	0	Late penalty, mark reduced from 65% to 0%
		Extension, will provide mark at a later date
	65	<i>(normal submission - no comment necessary)</i>

**NOTE:** In rare cases the Exam Number has not propagated through the database feed. When using the form listed by Exam Number, a blank field will alert you to this missing information and you can type in the Exam Number of the submission. ITO will then take action to correct this data with EUCLID Support as necessary.

**SUBMISSION:** In order to submit the completed mark form to the ITO, please Preview your form before submitting electronically. The **Preview** button at the bottom of the page will generate a link to the **markreturn.pdf** (which you should save for your records). Once you are satisfied with the .pdf, **Submit** your form electronically.

**IMPORTANT:** You will receive email notification from webmark that your form was submitted successfully to the ITO. You will also receive email notification from the ITO that your form was successfully received, along with a unique reference number, should you need to provide any additional information. This is particularly relevant if there are any anomalies in the data, for example reporting students that are on your course/ group but not on the list or reporting students that are on your list but shouldn't be! ITO will take action to correct this data.