Identifying and Flagging X9s

A) Tips on identifying X9s

1) Go to RPS main Menu
2) Click Mark Reports (June) or mark Report (with Final and June marks) September
3) Click on the arrow to go to the module lookup
4) Choose the modules by the select box or Select by Level
5) Click OK to retrieve the data

6) Click Excel Export

7) Once in excel, if you want to reduce the columns of data, highlight the rows beyond column ‘IN STATS’ as these contain the statistical data you don’t require for this.
8) On the home tab, click Sort & Filter
9) For the Aggregate column, click the down arrow and untick Select All
10) Tick the relevant X9 modules, for instance 29 below, scroll down and choose 39, 49 etc..
11) Click Ok. You will then have a list of student with X9 modules
12) During the reassessment period you will only be looking for students who have taken first sits as resits will be capped at 40. At this time you need to use “Mark Report” With Final and June Marks button on RPS. The list will show all students on the system with a module included in their record not just the reassessment students. Therefore you may find that you have no x9 students undertaking reassessment. Use the ‘Aut.Cwork Res’ and Aut. Cexam Res’ to filter for any flag that contains an ‘F’, ‘CF’ or ‘VF’
**B) Flagging X9’s on RPS**

You need to flag the status of x9 marks on RPS so this shows on the grids.

On the marks entry screen for the relevant candidate, click on the button next to the Flag column.
This brings up the following options.

The two which are relevant to X9s are:

MC = the mark is confirmed as x9
X9 = the student didn’t make the coursework available so mark confirmed.