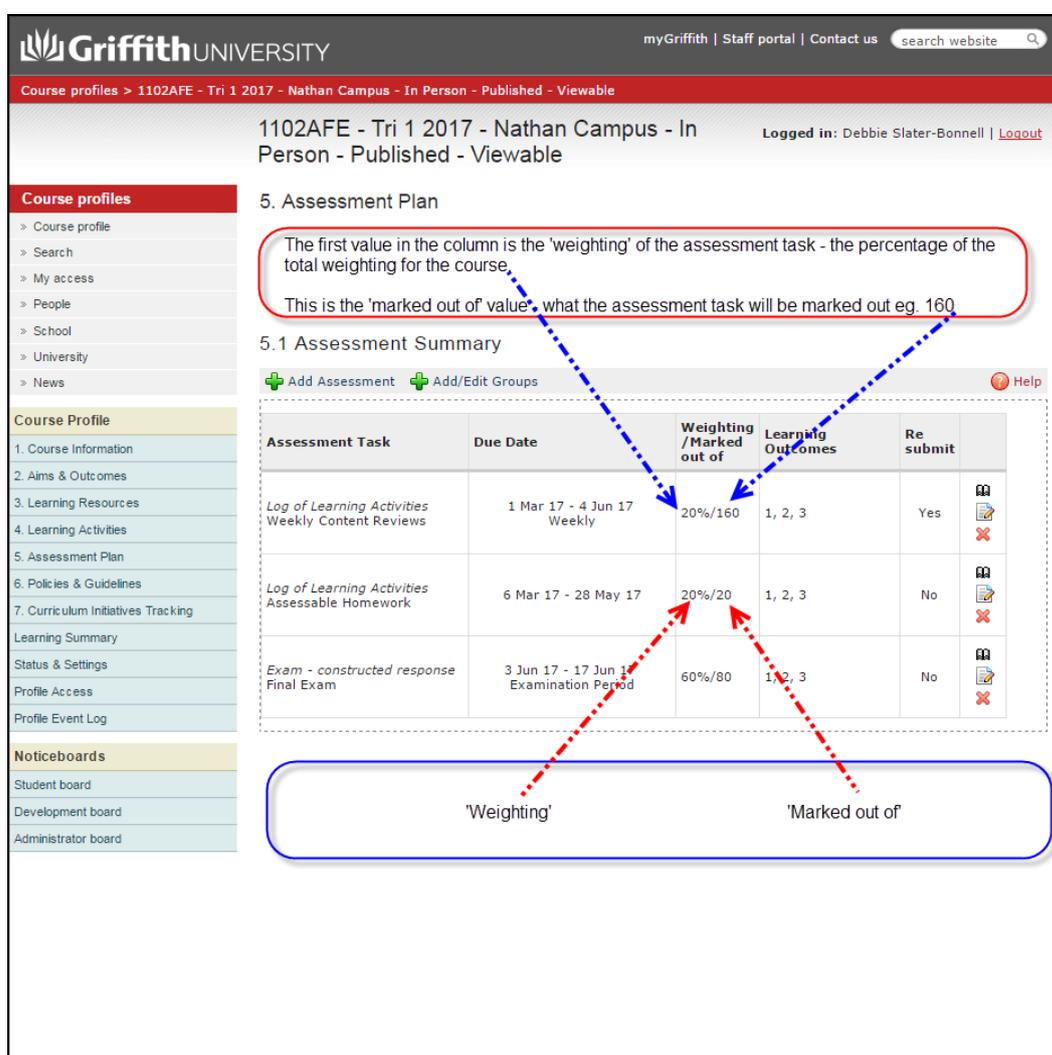# 10 STEPS TO FINALISING YOUR MARKS ENTRY SPREADSHEET (MESS)

Course Convenors/SAOs/PSOs:

1. When preparing your **Course Profile** where an assessment item has multiple components for which separate marks are awarded and aggregated to a total mark, please ensure the *Criteria and Marking* text box for that item contains this information. The Course Convenor will later set up this information in the *Marks Centre*.

2. Include advice in the Profile about whether Resubmission, Re-attempts and Supplementary assessment will be available.

3. The *MESS* will be populated from the Assessment Plan in the approved *Course Profile*, with separate columns for each assessment item. This is not to be adjusted to match content in the *Marks Centre*. The weighting and 'mark-out-of' for each assessment item needs to be the same in the approved *Course Profile*, the *Marks Centre*, the *MESS* and on any exam paper, assignment, etc.

4. In **Marks Centre** set up columns reflecting each assessment item contained in the approved Course Profile.
   - Using certain tools (i.e. Assignment or text matching software, PebblePad/ATLAS, Tests or communication tools that allow marking) in Learning@Griffith to facilitate assessment items means columns will be created in your *Marks Centre* when you deploy these tools to students.

- You can also add additional columns for recording other details from the approved *Course Profile*.
- If an assessment item has multiple sub-tasks ensure a Total column is created (that includes all the sub-task columns) so only this aggregated mark for the assessment item can be transferred to the *MESS*.
- There should be one Mark Centre column representing each Assessment item which will then be transferred to the *MESS.* For each of these Marks Centre columns, ensure the total marks for the Marks Centre column matches the total marks for the Assessment Item as per the approved Course Profile.

5. Enter results in *Marks Centre* during semester in accordance with Section 12 Notification of Marks and Grades in the [Assessment Policy](#).
   - Transfer data from the Output of scanned Marks Sense Cards or other external tools (i.e. ALEC, SPARKplus) where applicable. It is highly recommended Course Convenors use the [External Marks Toolbar](#)

6. Transfer data from the *Marks Centre* to the *MESS*; it is highly recommended Course Convenors use the [MESS Toolbar](#).

7. Complete Sheet 1 (Student Details) of the **MESS**:
   - **Do not** delete any rows or columns in *MESS*.
   - Consult your SAO/PSO before adding students.
   - Leave cells blank where a student has not submitted an assessment item. Do not enter 0, except where the student receives a mark of 0 (e.g. plagiarism, misconduct)
   - Insert DNS for Missing Marks by selecting the Macro button.
   - Check *MESS* for colour highlighted cells which may assist to identify potential errors in marks entry for the identification of discrepancies in student's marks and/or grades with or across courses - cells highlighted red identify blank cells; zeroes (yellow); DNS (green). The conditional formatting only applies to *MESS* where there are 200 or more enrolled students.
   - For School Based Deferred Assessment still pending or there is no result enter 'RW' in Override Grade column.
   - Enter in the Override Grade column where a student is eligible for supplementary assessment (SUP or SSP), which will be considered at the School Assessment Board
   - For students with an approved Central Deferred Exam enter 'DEF' in the Override Grade column. A list of students with an approved central deferred exam will be distributed by your SAO/PSO.

8. Change the approval status on Sheet 1 (Student Details) at cell B7 (Replace 'N' with 'Y'). Firstly, this will import grades into the 'Approved Grades' column and secondly, calculate a distribution of final grades on Sheet 2 (Reports).

9. Fill out comments on the *MESS* Sheet 2 (Reports) for the following:
   - Consensus Moderation
   - Distribution of grades
   - Supplementary Assessment.
   - Special Consideration - your SAO/PSO will circulate a spreadsheet of students who, throughout the semester, have been approved special consideration with the reason 'Grade to be reviewed'.
   - Executive approval for Deferred Examination
   - Results withheld (RW)
   - General comments

10. Send an electronic copy of the *MESS* to the SAO/PSO.

After Assessment Board the SAO/PSO will adjust the grades in the 'Approved Grades' column based on decisions made at the Board.

Useful resources:

Information about *Marks Centre* is available at the URL:
https://intranet.secure.griffith.edu.au/computing/blended-learning-support/using-learning-at-griffith/assessment-tools/mark-centre

A number of resources are available, including:
[Using the MESS Toolbar](#)
[Using the External Marks Toolbar](#)
[Uninstalling previous versions of the MESS or External Marks Toolbar](#)
[Exam Scanning](#)