Student Evaluation/Assessment In eSIS

Version 2.0

March 2013

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1. Introduction

eSIS system allows the user "teacher" to deal with all student's evaluation types, either to work with values: entering assessments for Cycle One K-5 classes, or entering marks for all subjects, review and modify them for Cycle Tow & Three classes; including Grade 12 students using different screen.

The benefits from using Student's Evaluation Module

1- Entering student's Assessment/Marks for all grades using ADEC defined reporting periods.
2- Add subject teacher comments.
3- Add student Exam absence.
4- Add student retry entrance record.
5- Print out ADEC Assessment/Report card, in addition to good number of statistics and results' analysis reports.

Note:

Make sure before start entering Student's evaluation, that:

- Student is a full time registered.
- Student is in the correct grade and homeroom.
- Student program is assigned (for 11&12 Grade Science & Literary, SNE and Chinese Cohort students).
- Student curriculum is set it up.

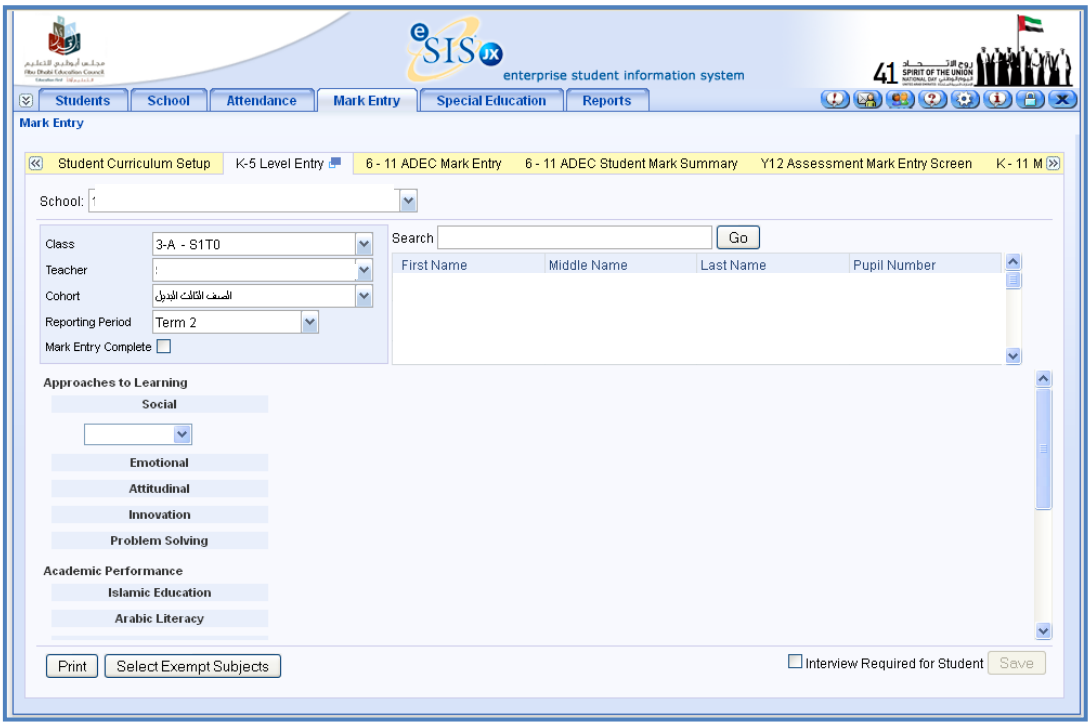
2. Student Evaluation (K – 5)

The user can enter students' assessments as follows:

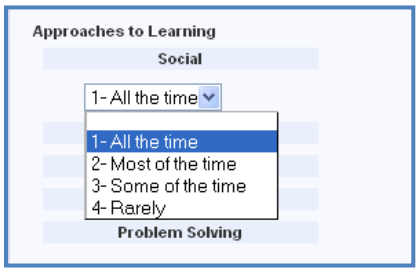
2.1 Entering Assessments

Mark Entry ⇨ Mark Entry ⇨ K - 5 Level Entry

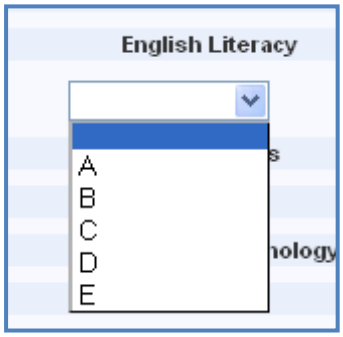
1- Select a **Class**, Students' List will display.
2- The primary Teacher name populated.
3- Choose the **Cohort** only if the teacher is teaching different cohorts, otherwise the default cohort that is linked to the selected class will appear.
4- Choose a **Reporting Period**.
5- Choose student; either by clicking on his record or by Search using the pupil number.

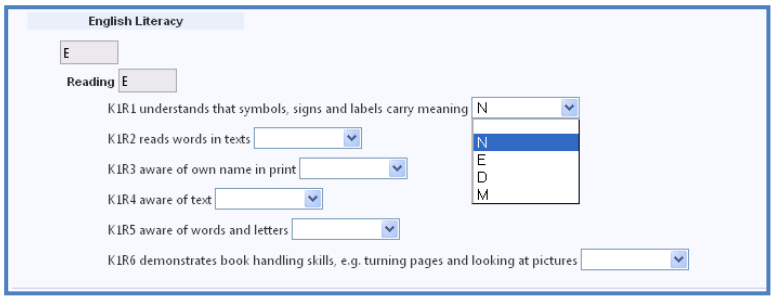


6- Click on the **Approach to Learning** you wish to assess.
   a. A dropdown list will appear.
   b. Choose a value from the drop down menu.



7- Click on the subject from the **Academic Performance** list.
   a. Choose a value from the drop down menu.
   b. Or, Click the box to place a checkmark in the correct level.

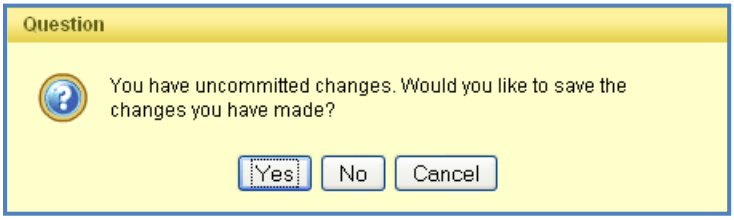




8- Then click **Save**.

Note:

If the **Save** button was not clicked, and when trying to move to another screen, the following message will pop up:



- Click **Yes** to save the changes, and leave the current screen.
- Click **No** to not save the changes, and leave the current screen.
- Click **Cancel** to not save the changes, and stay on the same screen.

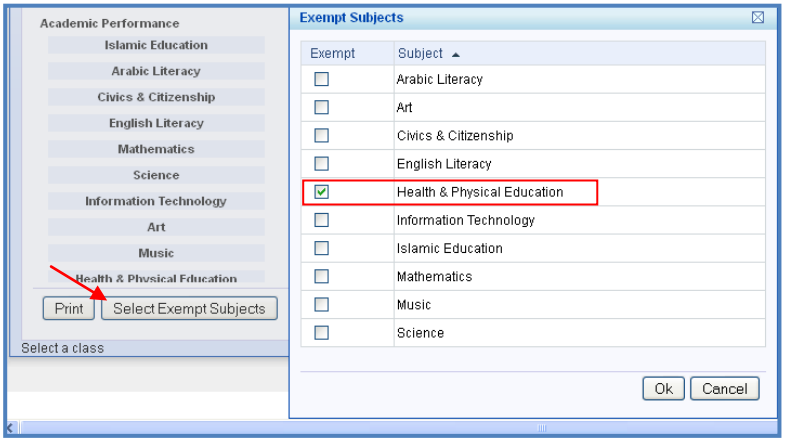
2.2 Student Exemption

The system allows the user to apply students' Exemptions; exempted marks will not be included in the calculation process.

How to apply the Exemption

Mark Entry ⇨ Mark Entry ⇨ K - 5 Level Entry

1- Choose student; either by clicking on his record or by Search using the pupil number.
2- Click the **Select Exempt Subjects** button.
3- Select the subject(s) name you wish to exempt.
4- Click **OK**.



Note:

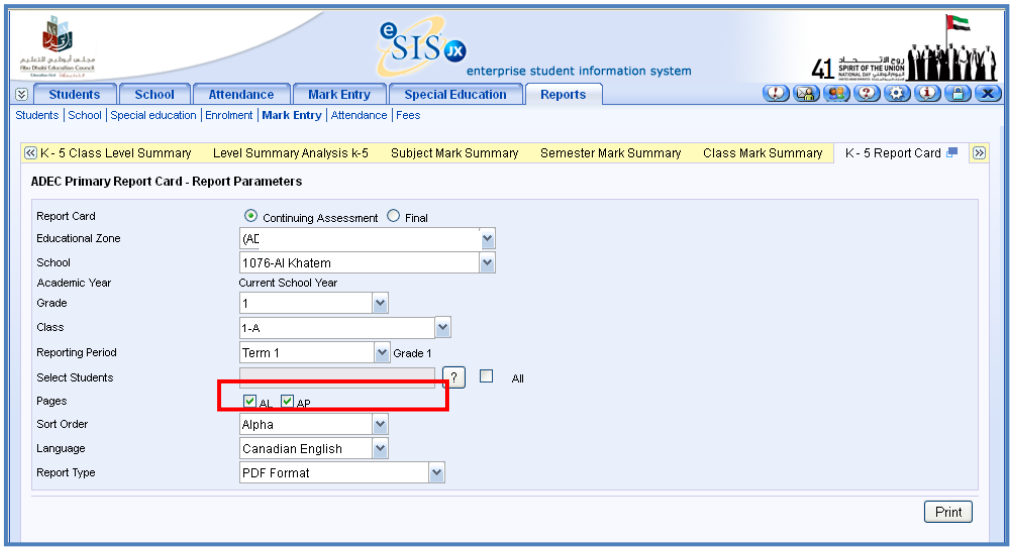
If the exemption was applied by mistake, or the user wishes to undo it, this can be done anytime by uncheck the exempted subject from the same screen.

2.3 Printing the Report Card

How to print the report card

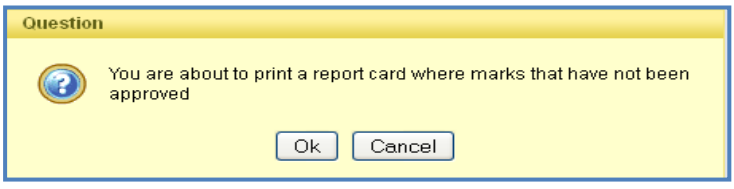
Reports ⇨ Mark Entry ⇨ K - 5 Report Card

1. Choose the required options from the **Report Parameters**.
2. Click on **Print** Print button to display the report.
3. Click on Print Icon to print the report.



Note:

If the report card is printed before the Admin Approval process, then the following message will pop up:



- Click **OK,** to print the report card anyway with a DRAFT watermark.
- Click **Cancel**, to cancel the printing process.

3. Student Evaluation (6 – 11)

The ADEC Mark Entry screen allows Users to enter Marks for Students in each Subject by Class (Homeroom), Teacher, Cohort, and Reporting Period.

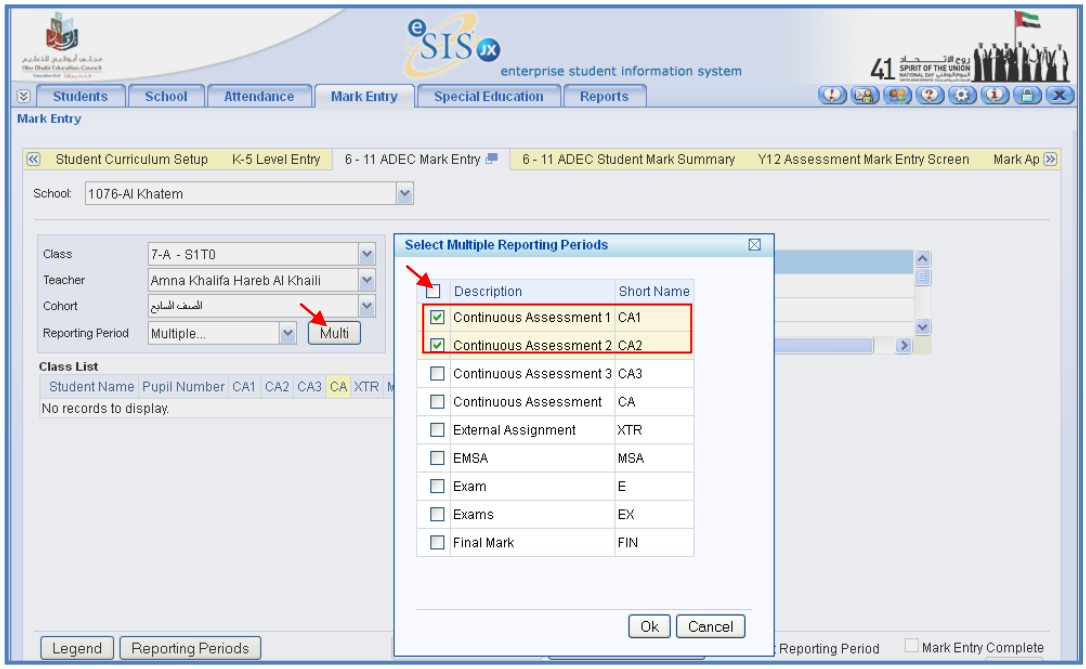
3.1 Mark Entry

Mark Entry ⇨ Mark Entry ⇨ 6 - 11 Mark Entry

1- Select a **Homeroom**.

2- Select a Class, the list of Teachers is populated with the teachers assigned to the selected homeroom. The Teacher field is defaulted to the primary homeroom Teacher.

3- Select the Reporting Period(s). Click the **Multi** button to add multiple reporting by selecting the check box next to the required reporting period periods.

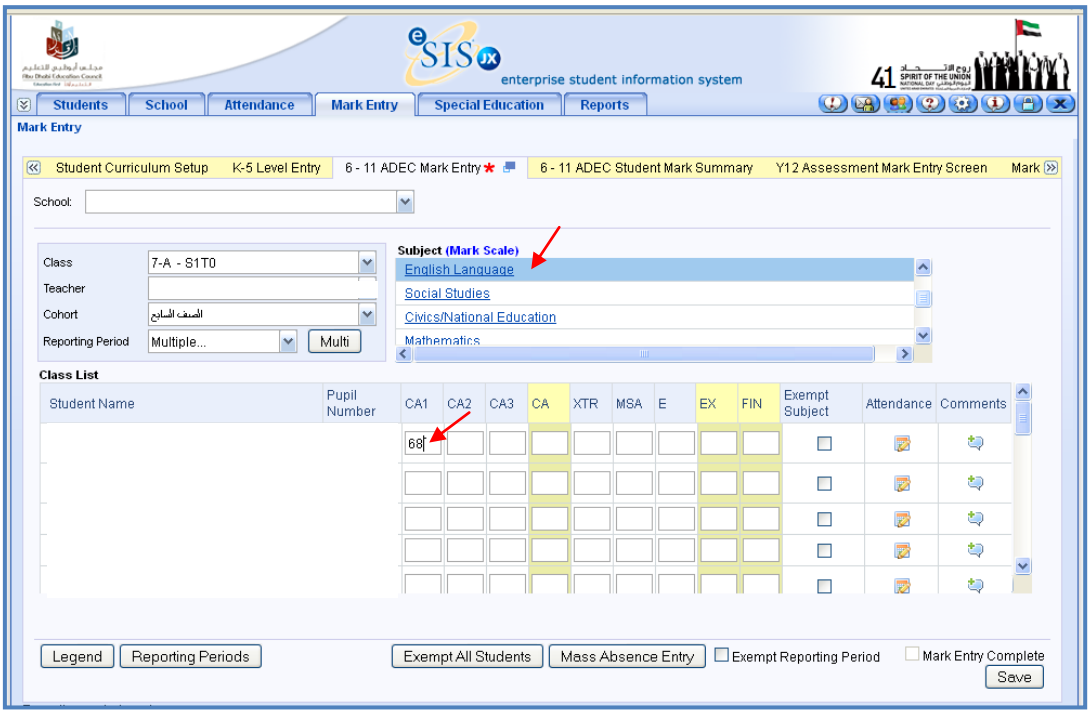


- As described above, if the user wishes to display all the reporting periods at once, this can be done by selecting the **Select All** check box available at the top.

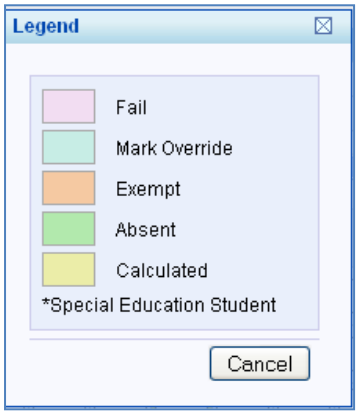
4- Select the subject to enter marks. A screen will appear displaying a student list with their names and their Pupil number.

5- Next to student name, place the cursor inside the mark square to type the mark.

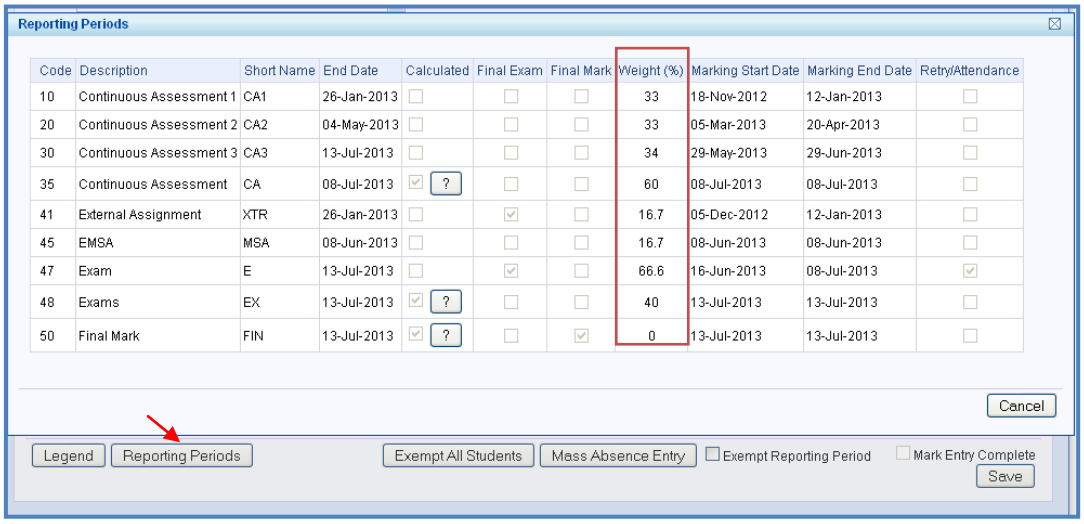
6- Use the Enter key to move to the next record.



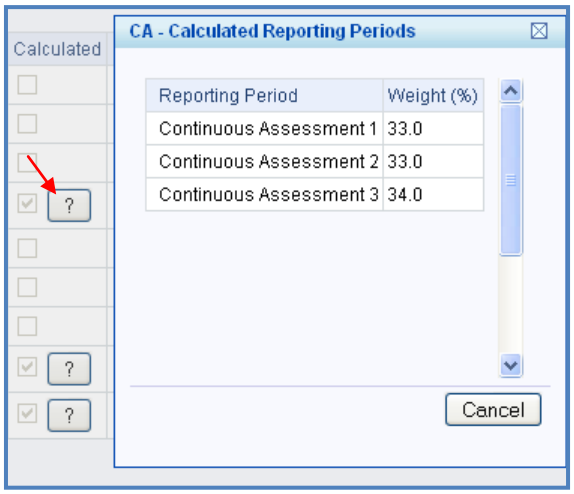
7- Click the **Legend** button to display an explanation of the color-coding and special characters used in the screen.



- Click the **Reporting Periods** button to display a read only view of the school reporting periods.



- If a reporting period is calculated, click the question mark (**?**) button to display the Calculated Reporting Periods screen.



3.2 Student Exemption

The System allows the user to exempt the student from a Reporting Period or a Subject, and that means the weight of the exempted period or subject will not be included when calculating the student's total mark (excluded from calculations).

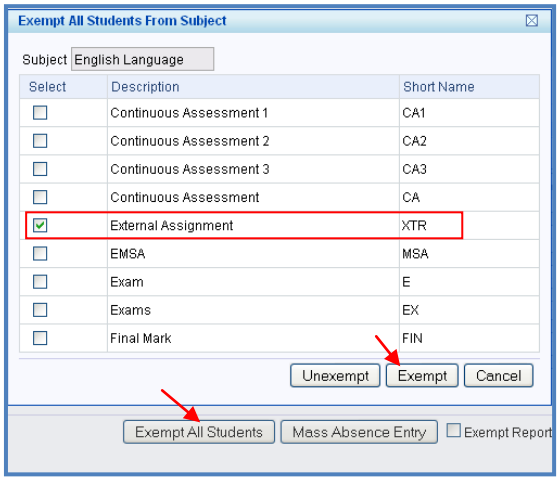
The color of the exempted fields will turn to orange.

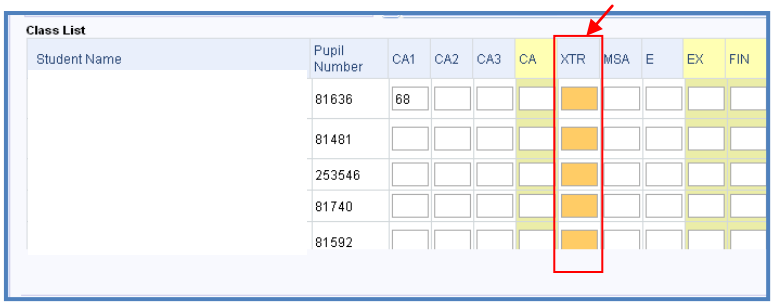
How to Exempt

There are three types of Exemption

Type one:

- Exempt all homeroom's students from a specific Reporting Period.



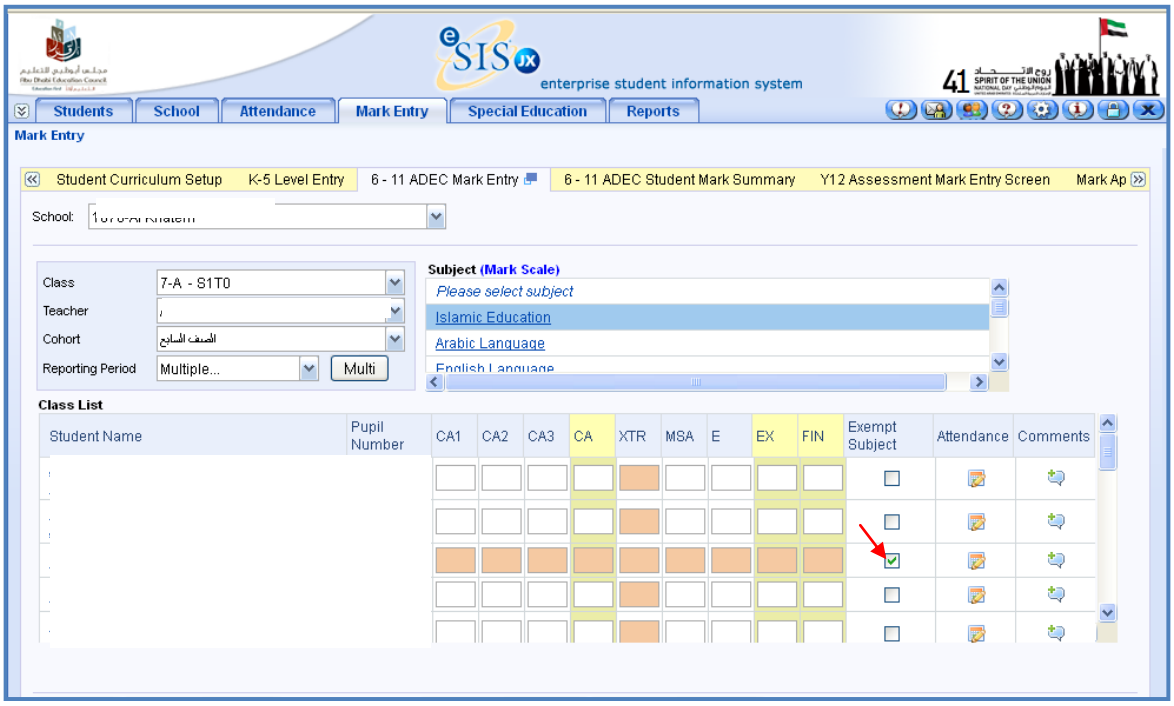


Example:

This kind of exemption used for the subject that contains less number of defined Reporting Periods.

Type Tow:

- This kind of exemption is used to exempt a specific student from a specific subject for all reporting periods, and this can be done by selecting **Exempt Subject** check box.

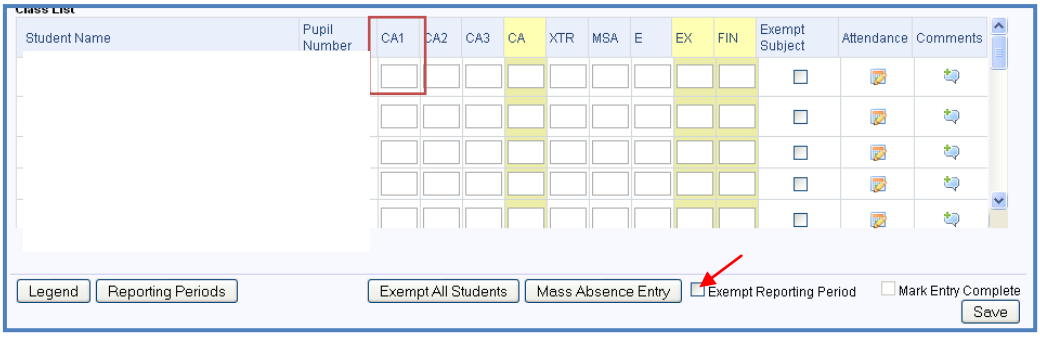


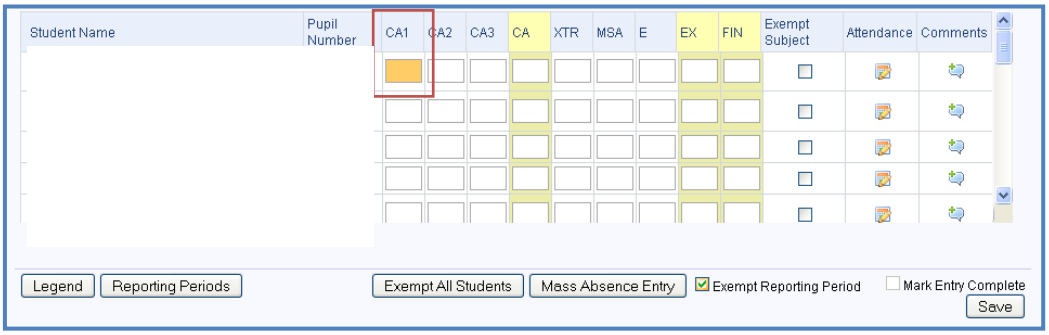
Example:

- Exempting none Muslim student from Islamic Education subject.
- Exempting Autistic student from English Education subject.

Type Three:

- This kind of exemption is used to exempt a specific student from a specific Reporting period, and this can be done by selecting **Exempt Subject** check box.





Example:

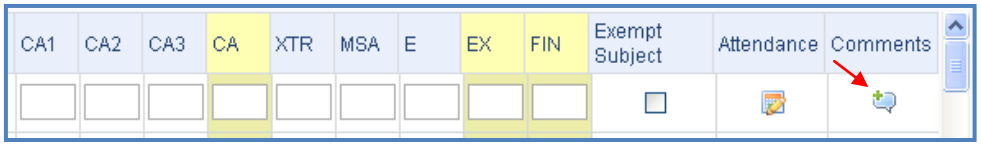
- This exemption is used for example when a student is absent from Continues Assessment 1 (CA1), in this situation the system will calculate the student's mark from CA2 + CA3 accordingly.

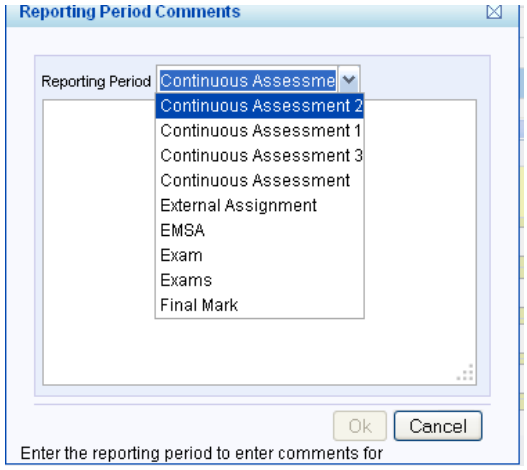
Note:

If the exemption was applied by mistake, or the user wishes to undo it, this can be done anytime by uncheck the exempted subject from the same screen.

3.3 Adding Reporting Period Comment

Click the Comments icon to display the reporting period comments screen and add comments for a subject.

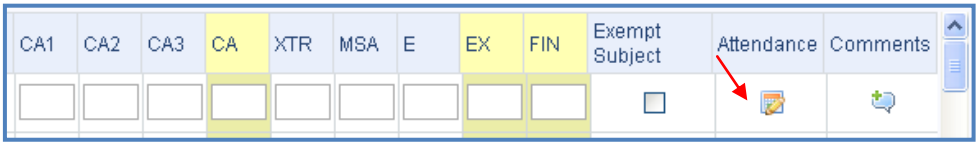




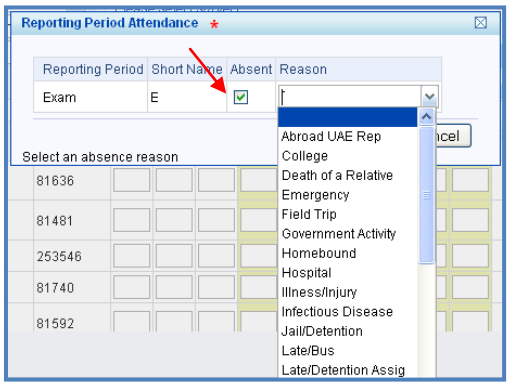
3.4 Absence

Adding absence record

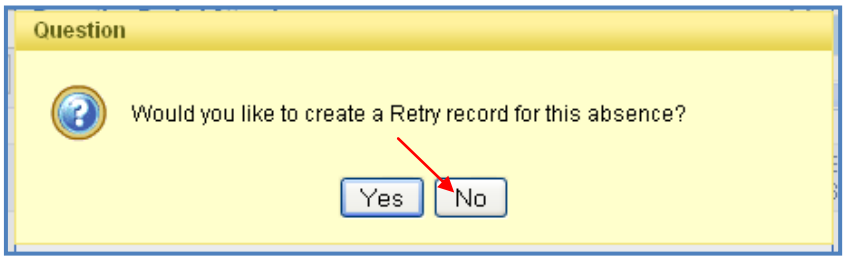
1. Click on the Absence icon



2. From the Reporting Period pop up screen, select the Absence reason from the drop, down menu, the system will ask you, if you would like to set a retry exam record for that student.



3. From the Question pop up window, choose **No**



The reason for choosing **No** is that, the retry exam record will be set from Student Mark Summary screen.

4. ADEC Student Mark Summary

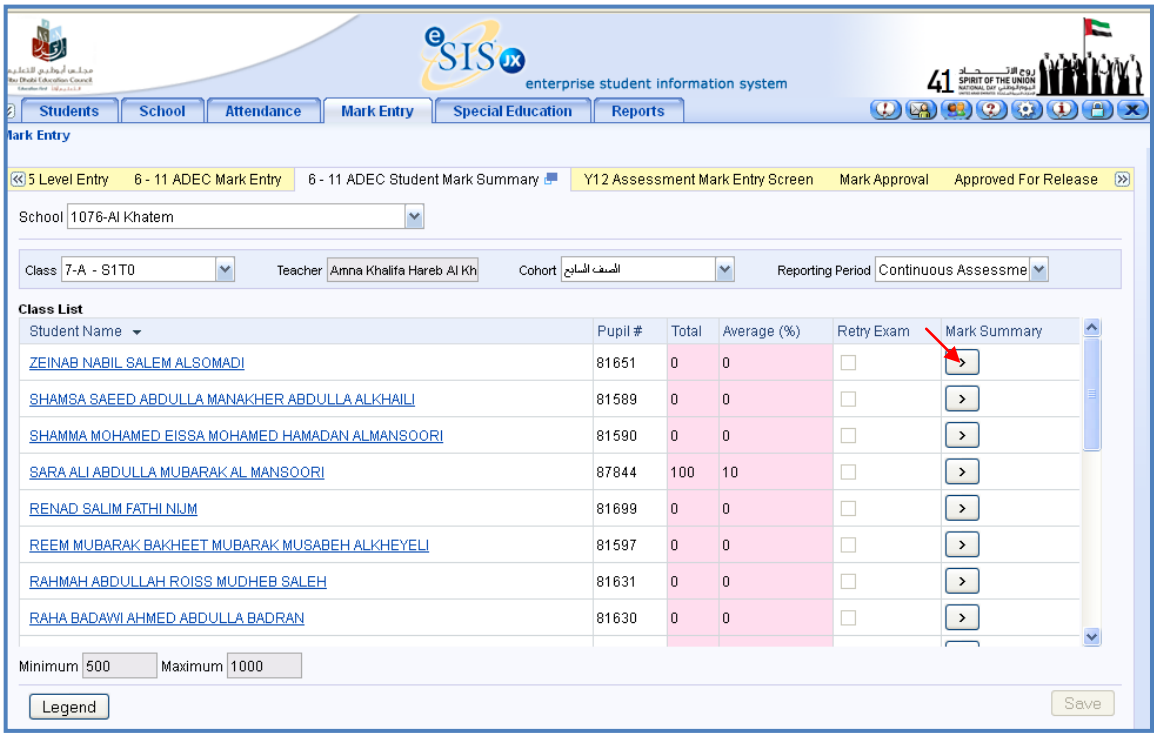
The ADEC Student Mark Summary screen allows School Users to:

- Review and update Student Marks. Students are listed based on filter criteria selection (Class, Teacher, Curriculum Cohort, and Reporting Period).
- Have access to a detailed Mark Summary for each Student which will include the Student's Marks from each Reporting Period, Totals & Averages.
- Add student's exemption.
- Determine which Students will be eligible for Retry, and define absence reason.
- Calculate All Pass/Fail
- Calculate Retry Pass/Fail Only.

4.1 Student Mark Summary

Mark Entry ⇨ Mark Entry ⇨ Student Mark Summary

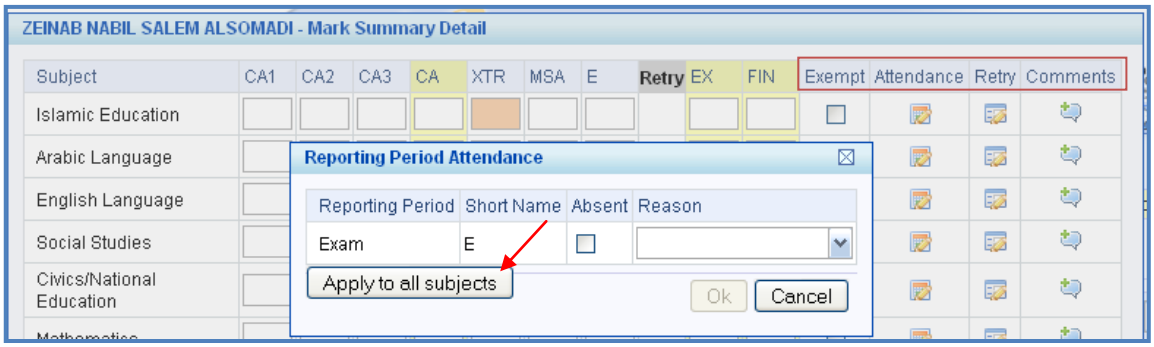
1. Select a Class, Primary teacher name, class assigned cohort and reporting period by a default.



4.2 Student Mark Summary Detail

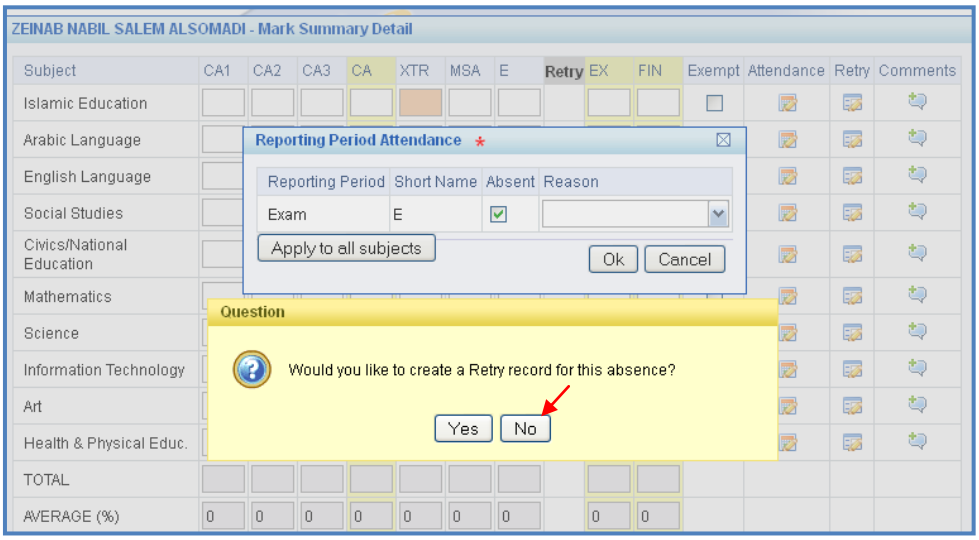
1. Click on Subject Mark button.
2. All entered marks will be displayed including the following options (Exempt, Absence, define Retry exam, and adding Comments).

- Including a new option which is **Apply Absence to all subjects**.



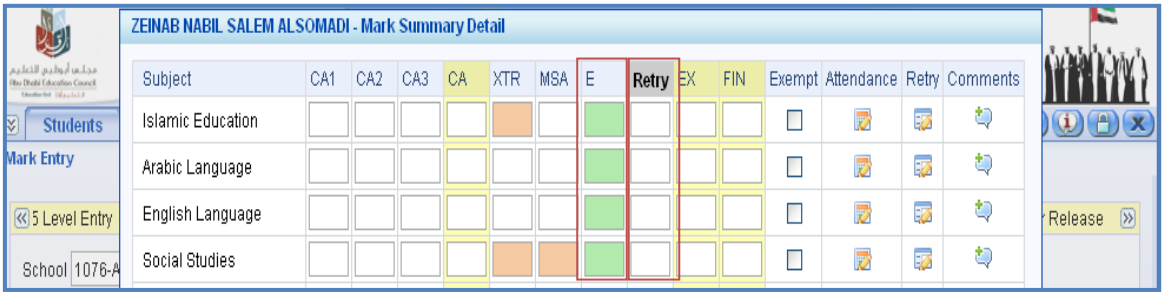
4.3 Apply Absence to all subjects

- This option is used to add an absence record for a student for all subjects at once instead of doing it for each subject individualy.



- From the Question pop up window, choose **No**.

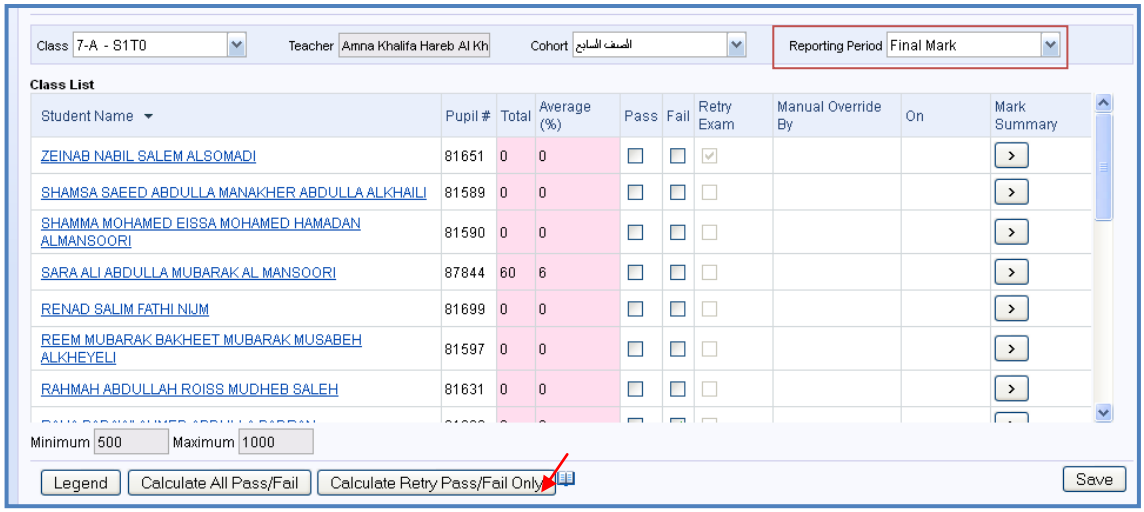
- By clicking **Save**, the color of those felids will turn to Green, and a new column will be added after the **E** column which will be used to enter the Retry Marks.



4.4 Calculate All Pass/Fail

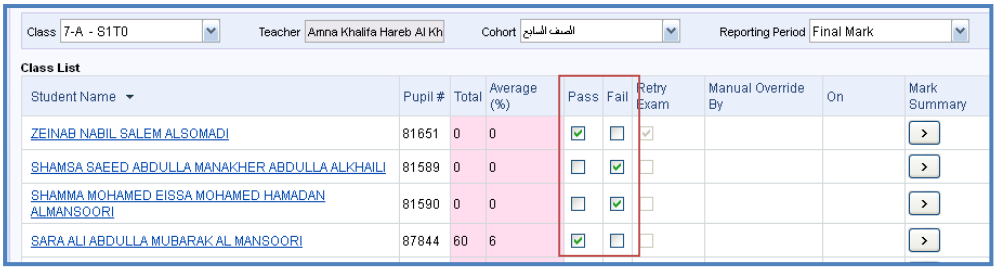
This option is used to define students Pass/Fail status based on ADEC Assessments defined policy on the system.

1. Select **Final Mark** from the reporting period drop down menu.



2. At the button of the Students' Class list the Calculate Pass/Fail button will be displayed.

3. Once this option is clicked the Pass/Fail check boxes will be ticked defying each student status.



4.5 Calculate Retry Pass/Fail Only

This option is used to define students' **Pass/Fail** status after entering the Retry Exam marks into the mark summary screen.

5. Mark Approval

This screen allows principals or other district users to approve marks and prevent unauthorized changes. This screen is used for ADEC Mark Entry and ADEC P5 Mark Entry screens.

Mark Entry ⇨ Mark Entry ⇨ K - 11 Mark Approval

1. Select a reporting period from the **Reporting Periods** drop-down list. If left blank all reporting periods will be displayed.

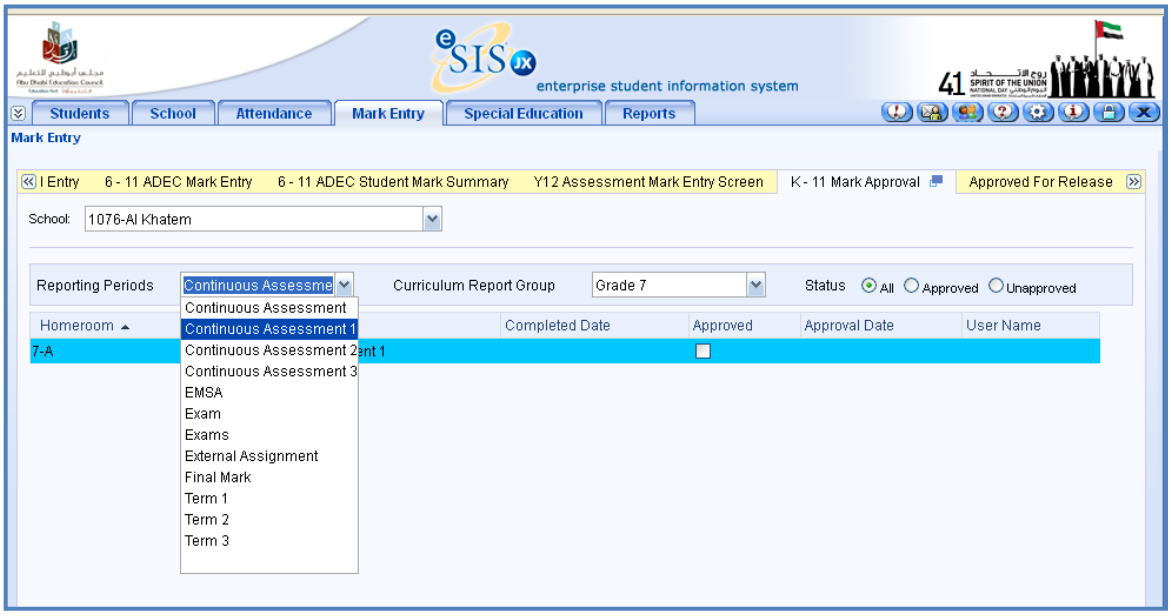
2. Select the **Curriculum Report Group** from the drop down list to display associated homerooms. If left blank all homerooms associated with all curriculum groups will be displayed.

3. Select the Approved check box.

4. Once the record is saved, the username of the user who approved the marks will be displayed along with the approval date.

5. Select a **Status** option. Select the **All** option will display all records for the selected Reporting Period(s) and Curriculum Report Group(s).

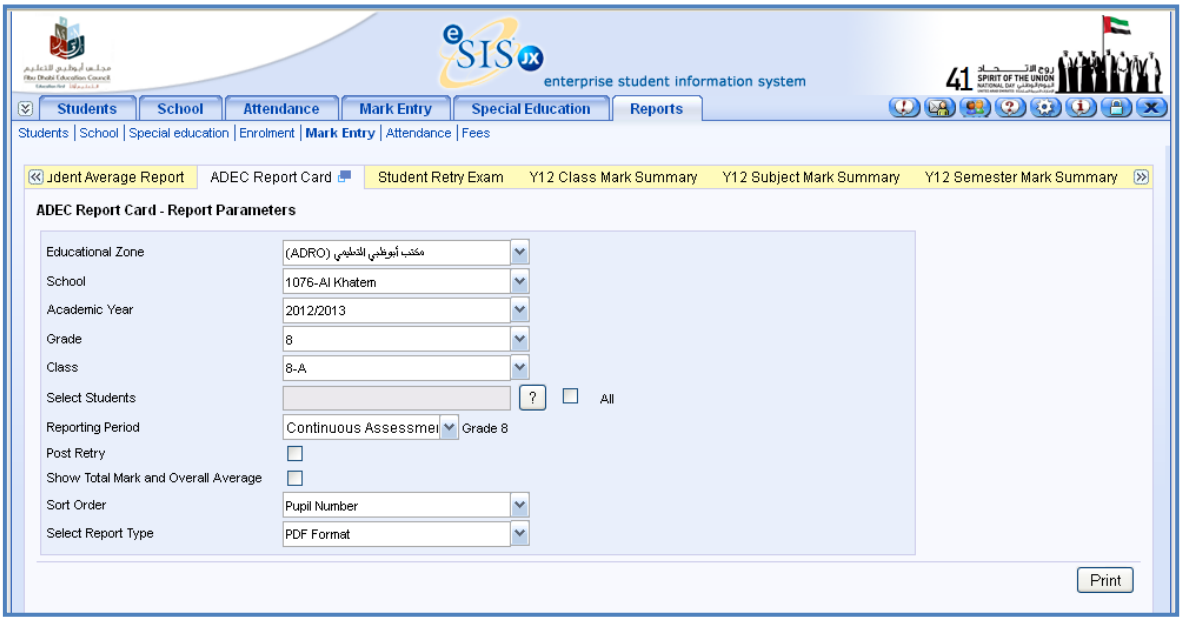
6. To display the Approved or Unapproved records select the Approved or Unapproved respectively.



6. Printing the Report Card

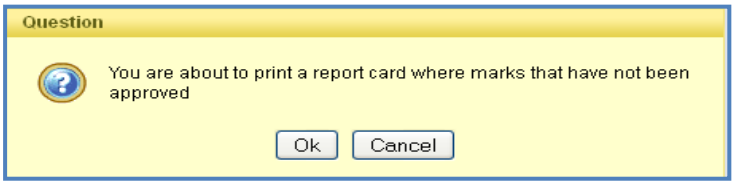
Reports ⇨ Mark Entry ⇨ ADEC Report Card

1. Choose the required options from the **Report Parameters**.
2. Click on **Print** Print button to display the report.
3. Click on Print Icon to print the report.



Note:

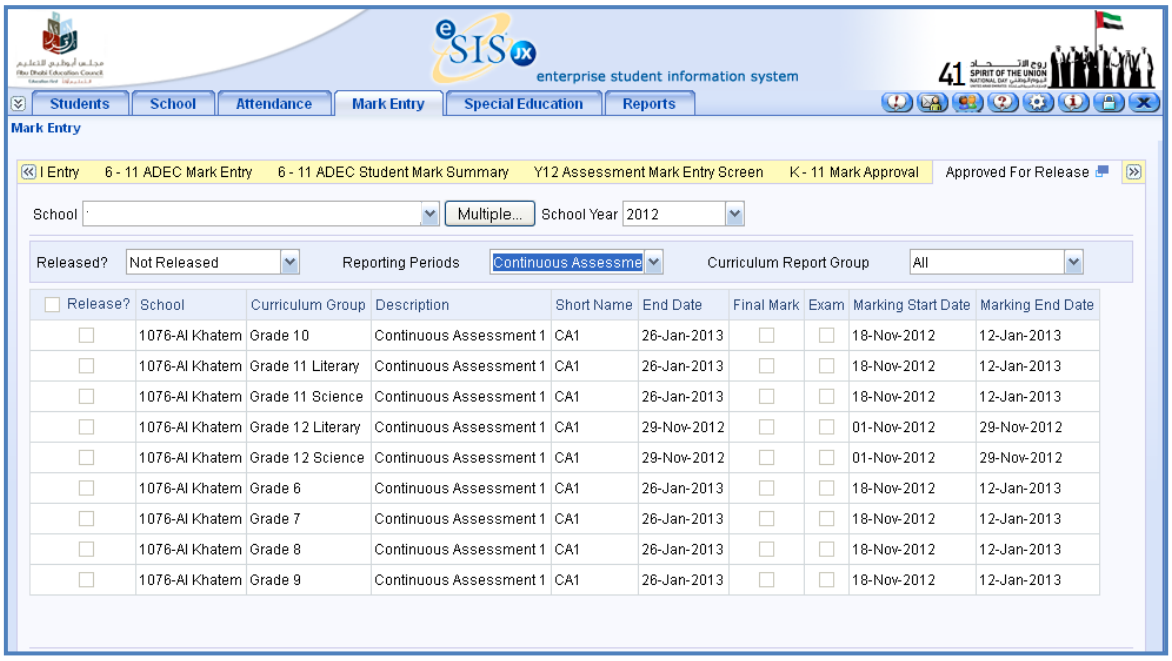
If the report card is printed before the Admin Approval process, then the following message will pop up:



- Click **OK,** to print the report card anyway with a DRAFT watermark.
- Click **Cancel**, to cancel the printing process.

7. Approved For Release

This screen enables the Admin user to publish Students' marks; so the parents will be able to view them online using eSIS Parent Assistance screens.



Release?	School	Curriculum Group	Description	Short Name	End Date	Final Mark	Exam	Marking Start Date	Marking End Date
	1076-Al Khatem	Grade 10	Continuous Assessment 1	CA1	26-Jan-2013			18-Nov-2012	12-Jan-2013
	1076-Al Khatem	Grade 11 Literary	Continuous Assessment 1	CA1	26-Jan-2013			18-Nov-2012	12-Jan-2013
	1076-Al Khatem	Grade 11 Science	Continuous Assessment 1	CA1	26-Jan-2013			18-Nov-2012	12-Jan-2013
	1076-Al Khatem	Grade 12 Literary	Continuous Assessment 1	CA1	29-Nov-2012			01-Nov-2012	29-Nov-2012
	1076-Al Khatem	Grade 12 Science	Continuous Assessment 1	CA1	29-Nov-2012			01-Nov-2012	29-Nov-2012
	1076-Al Khatem	Grade 6	Continuous Assessment 1	CA1	26-Jan-2013			18-Nov-2012	12-Jan-2013
	1076-Al Khatem	Grade 7	Continuous Assessment 1	CA1	26-Jan-2013			18-Nov-2012	12-Jan-2013
	1076-Al Khatem	Grade 8	Continuous Assessment 1	CA1	26-Jan-2013			18-Nov-2012	12-Jan-2013
	1076-Al Khatem	Grade 9	Continuous Assessment 1	CA1	26-Jan-2013			18-Nov-2012	12-Jan-2013

How to Publish Marks

Mark Entry ⇨ Mark Entry ⇨ Approved For Release

1. Select the required Reporting Period(s) and the Cohort Group.
2. Select the **Release?** Check box.

Release?	School	Curriculum Group	Description	Short Name	End Date	Final Mark	Exam	Marking Start Date	Marking End Date
	1076-Al Khatem	Grade 10	Continuous Assessment 2	CA2	04-May-2013			05-Mar-2013	20-Apr-2013
	1076-Al Khatem	Grade 11 Literary	Continuous Assessment 2	CA2	04-May-2013			05-Mar-2013	20-Apr-2013
	1076-Al Khatem	Grade 11 Science	Continuous Assessment 2	CA2	04-May-2013			05-Mar-2013	20-Apr-2013
	1076-Al Khatem	Grade 12 Literary	Continuous Assessment 2	CA2	14-Mar-2013			26-Feb-2013	14-Mar-2013
	1076-Al Khatem	Grade 12 Science	Continuous Assessment 2	CA2	14-Mar-2013			26-Feb-2013	14-Mar-2013
	1076-Al Khatem	Grade 6	Continuous Assessment 2	CA2	04-May-2013			05-Mar-2013	20-Apr-2013
	1076-Al Khatem	Grade 7	Continuous Assessment 2	CA2	04-May-2013			05-Mar-2013	20-Apr-2013
	1076-Al Khatem	Grade 8	Continuous Assessment 2	CA2	04-May-2013			05-Mar-2013	20-Apr-2013
	1076-Al Khatem	Grade 9	Continuous Assessment 2	CA2	04-May-2013			05-Mar-2013	20-Apr-2013

3. Click **Save**