Appendix 6

Colour coding missing results for easy identification (optional)

Warwickshire County Council

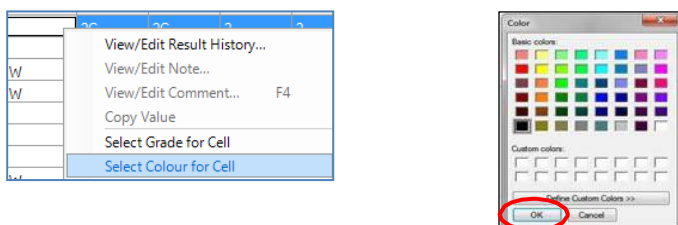In Support of Learning

Wes

ICT Development Service

Colour Coding missing results for easy identification – (Optional)

The following instructions can be used for all marksheets. Our example below shows colour coding missing marks for Key Stage 1

Missing results – Colour Coding

If a cell has been skipped because the result for this pupil is not known or unavailable, a colour may be added to that cell for easier identification later.

1. Right click in the empty cell and from the available list choose **Select Colour for Cell** to display the colour palette dialog and select a colour for the cell on the marksheet.

2. Click **OK** to return to the marksheet

Any colour preferred may be selected. Our example, **Red** has been selected

3. Click **Close** when the results are available for these pupils, they will be easily identified
4. Click **Save** to calculate the results and save the marksheet.