

## Appendix 6

**Colour coding missing results  
for easy identification (optional)**

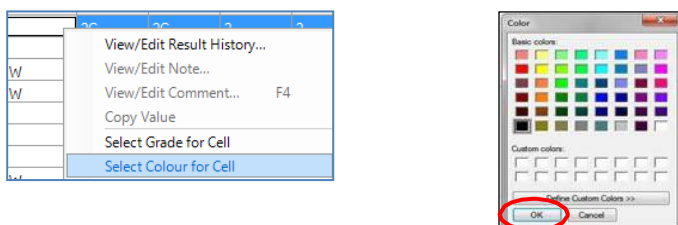
## Colour Coding missing results for easy identification – (Optional)

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

Students	KS1 Reading TA Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	KS1 Maths TA Key Stage 1 Validated Result	KS1 Science TA Key Stage 1 Validated Result
ADAMS, Nancy		GDS		EXS
ALALA, Candis	EXS	EXS	GDS	EXS
BARDEN, Olivia	GDS	EXS	GDS	EXS
BATEMAN, Vincent	WTS	EXS	EXS	EXS
BHATI, Aini	PK4	WTS		HNM
BOIAN, Claudiu	PK3	WTS	WTS	HNM
BROWN, Ingrid	GDS	GDS	GDS	EXS
BROZ, Konrad	A	A	A	A
CAIRNS, Matthew	BLW	BLW	BLW	HNM
CANZANO, Michael				

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.