

Appendix 7

Correcting Results in a marksheet

Correcting Results in a marksheet

Correcting Results in a marksheet

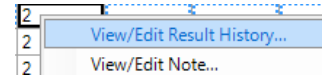
The following instructions are exactly the same for all Key Stages

Correcting results

Every time a result is entered and the marksheet saved, the result will be kept on the pupil's history record.

If the marksheet hasn't been saved, you can simply overwrite the result in the cell with the correct one. However, if the marksheet has been saved, and the results need to be altered, they can be altered as follows:

1. Right Click on required cell, select **View/Edit Result History**
2. Highlight the incorrect result and click on the red **X** to delete result.
*there may be several results displayed in the **View/Edit Result History** screen, so ensure the incorrect results are selected to be deleted.*
3. If all results are deleted, this will free the cell up in the marksheet for the correct result to be entered.
4. Enter the correct result, click **Save** to calculate the results and save the marksheet.



Result Date	Result	Result Set	Template	Group	Entry Date	Owner	Operator	Notes	OMR ID	Progress Grid Te...
01/04/2016	EXS	Key Stage...	KS1 A. Te...	Year 1	01/04/2016	Grosvenor...	Grosven...	(Empty)		