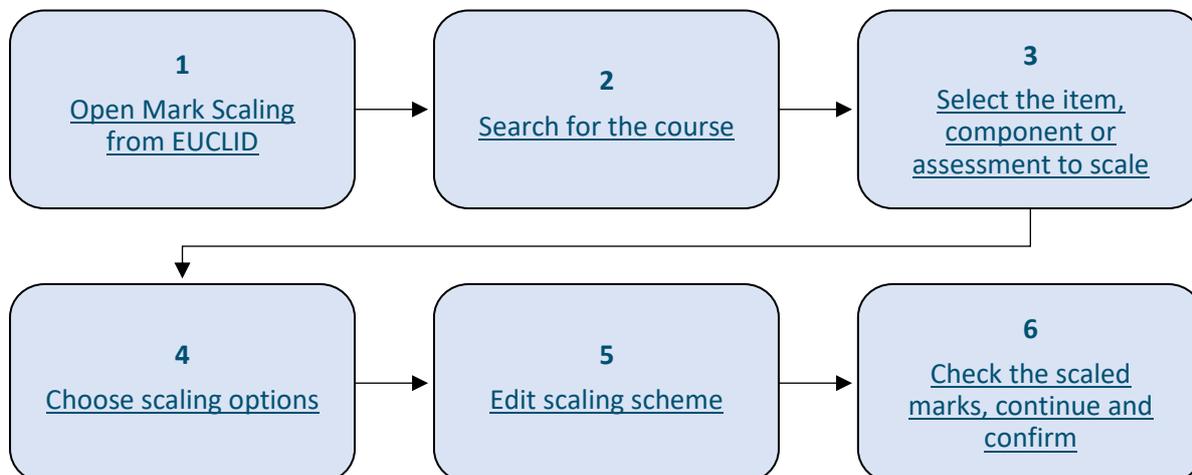


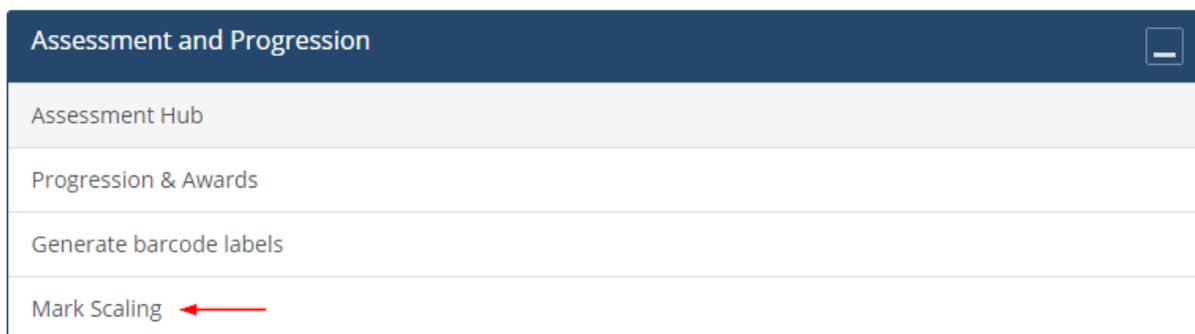
Scale marks

Process Overview



Step by Step Instructions

1. Open Mark Scaling from EUCLID



If this doesn't show please email [Student Systems](#) to arrange access.

2. Search for the course

Enter the Academic Year and Module/Course code or name and then click Search:



Mark Scaling

This screen allows you to select the module that you wish to apply scaling to and will then guide you through the scaling process up to the point that any changes are committed

Module Search Criteria

Academic Year: 2019/20 ACADEMIC YEAR

Period Slot:

Module: Numerical Methods and Computing 2

Occurrence:

Scheme:

Level:

Department:

Module Tutor:

3. Select the item, component or assessment to scale

Once in the tool you need to click the right 'Scale' button depending on what you're scaling:

Assessment scaling

If scaling an assessment you need to click the 'Scale' button you see on the first page:

Mark Scaling

This screen allows you to select the module that you wish to apply scaling to and will then guide you through the scaling process up to the point that any changes are committed

Module Details

Year: 2019/0

Period: SEM1

Module: CIVE08017

Title: Numerical Methods and Computing 2

Occurrence: SV1

Assessment Details

Item	Assessment Name	Questions	Scale
001	Coursework	<input type="button" value="Details"/>	<input type="button" value="Scale"/>
002	Computer Exam	<input type="button" value="Details"/>	<input type="button" value="Scale"/>
003		No	<input type="button" value="Scale"/>

Component scaling

If scaling a component, you need to first click the details button for the assessment:



Mark Scaling

This screen allows you to select the module that you wish to apply scaling to and will then guide you through the scaling process up to the point that any changes are committed

Module Details

Year	2019/0
Period	SEM1
Module	CIVE08017
Title	Numerical Methods and Computing 2
Occurrence	SV1

Assessment Details

Item	Assessment Name	Questions	Scale
001	Coursework	Details	Scale
002	Computer Exam	Details	Scale
003		No	Scale

And then click the big scale button:

Assessment Question Details

Assessment Reassessment

Computer Exam (Seq. 1)

Question Seq.	Name	Scale
1	Computer Exam	Scale

Item scaling

If scaling an item, you need to first click the details button for the assessment:

Mark Scaling

This screen allows you to select the module that you wish to apply scaling to and will then guide you through the scaling process up to the point that any changes are committed

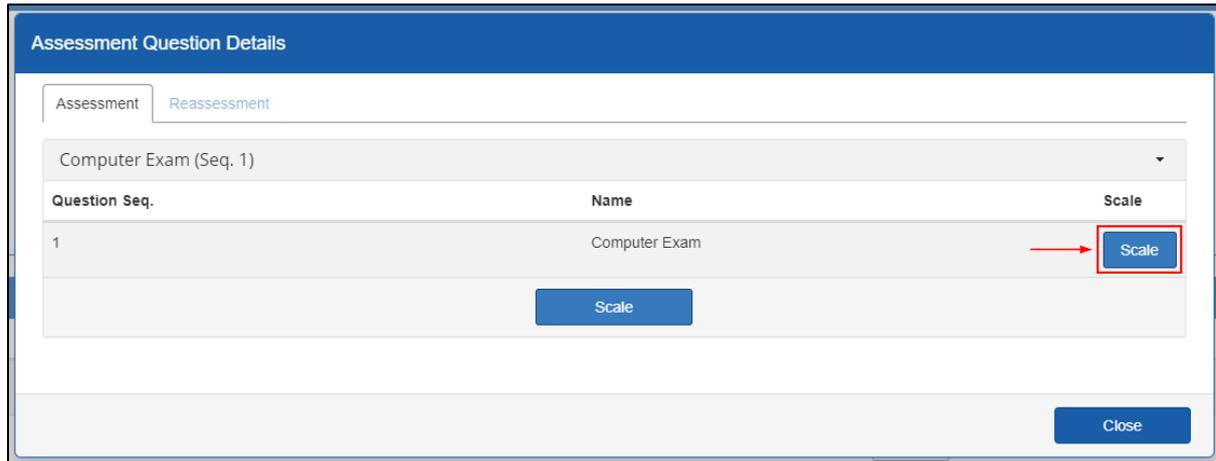
Module Details

Year	2019/0
Period	SEM1
Module	CIVE08017
Title	Numerical Methods and Computing 2
Occurrence	SV1

Assessment Details

Item	Assessment Name	Questions	Scale
001	Coursework	Details	Scale
002	Computer Exam	Details	Scale
003		No	Scale

And then click the small scale button:

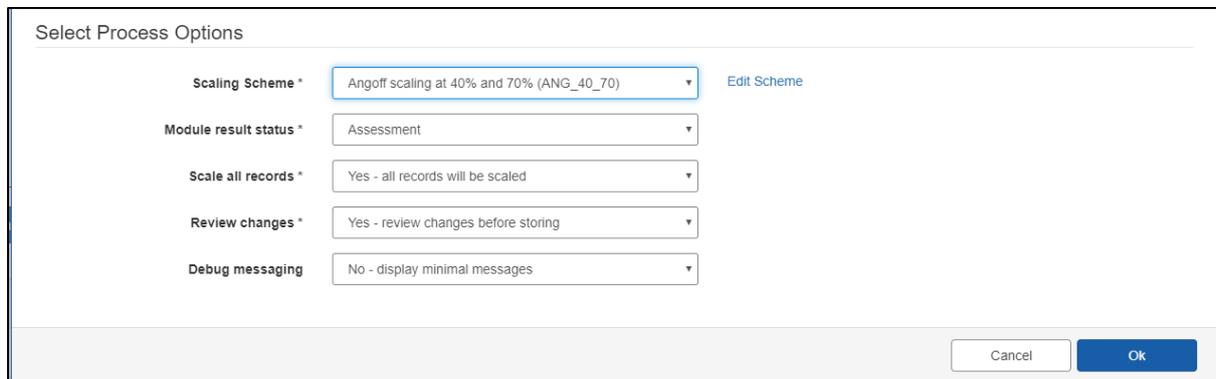


A pop up box “Select Process Options” will now appear.

4. Choose scaling options

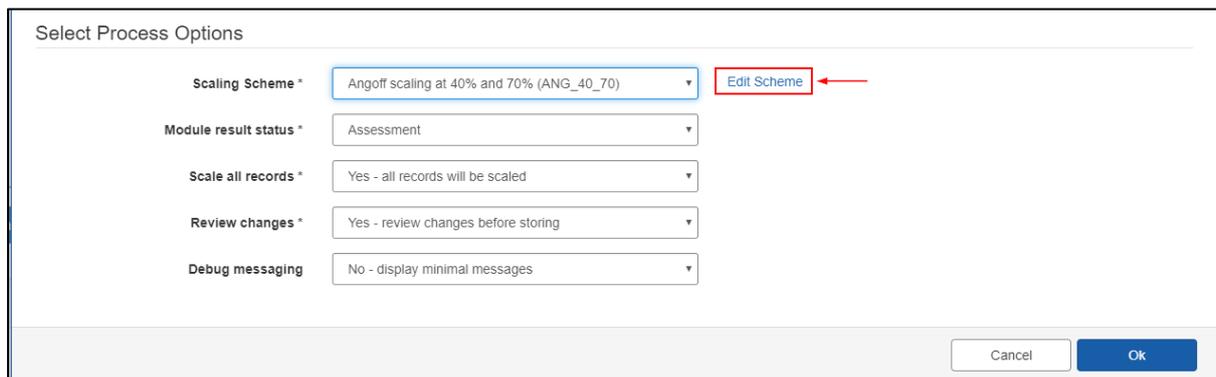
Select from the drop down menus for each option but **don't click OK yet** (you'll do this after Step 5):

- *Scaling scheme*: choose your scaling method
- *Module result status [this only shows if scaling an assessment]*: choose to scale assessment (first sit) results, reassessment (resit), or both
- *Scale all records*: choose to scale all students or if you want to select individual students
- *Review changes*: leave this as Yes so you can review changes before committing them
- *Debug messaging*: choose if you want detailed error messages or just minimal messages



5. Edit scaling scheme

5.1. Click Edit Scheme:





This will bring you to the scaling elements screen where you enter the new cut points.

5.2. The screen is set up for a standard course, e.g. 0-40-70-100 (or 0-50-70-100 for PG). You can add additional cut points by using the 'Add' buttons:

Mark Scaling
This screen allows you to select the module that you wish to apply scaling to and will then guide you through the scaling process up to the point that any changes are committed

Scaling Scheme Details

Scaling Scheme: ANG_40_70
 Name: Angoff scaling at 40% and 70%
 Type: Linear Interpolation (INT)
 Description: Angoff scaling for UG at 40% and 70%. User to amend as required.

Scaling Scheme Elements

Sequence	Order/Rank	Min Raw Mark	Scaled Mark/Value	Add	Remove
0001	4	0.00	0	Add	Remove
0002	6	40.00	40.00	Add	Remove
0003	8	70.00	70.00	Add	Remove
0004	10	100.00	100.00	Add	Remove

Buttons: Discard Changes, Continue

5.3. Under **Min Raw Mark** enter the new values you want to scale with:

Mark Scaling
This screen allows you to select the module that you wish to apply scaling to and will then guide you through the scaling process up to the point that any changes are committed

Scaling Scheme Details

Scaling Scheme: ANG_40_70
 Name: Angoff scaling at 40% and 70%
 Type: Linear Interpolation (INT)
 Description: Angoff scaling for UG at 40% and 70%. User to amend as required.

Scaling Scheme Elements

Sequence	Order/Rank	Min Raw Mark	Scaled Mark/Value	Add	Remove
0001	4	0.00	0	Add	Remove
0002	6	35.00	40.00	Add	Remove
0003	8	65.00	70.00	Add	Remove
0004	10	100.00	100.00	Add	Remove

Buttons: Discard Changes, Continue

5.4. Click Continue. This will return you to the "Select Process Options" pop up box

5.5. Check your options and click OK:

Select Process Options

Scaling Scheme * [Edit Scheme](#)

Module result status *

Scale all records *

Review changes *

Debug messaging

Buttons: Cancel, Ok

This will scale the records and you'll then see a screen to check the scaled marks.

6. Check the scaled marks, continue and confirm

6.1. Scan the list and check the marks have been adjusted and when ready, click continue at the bottom of the page:

30	E	26.25	F
86	A2	83.67	A2
36	E	31.5	E
52	C	47	D
44	D	39	E
38	E	33.25	E
60	B	55	C
42	D	37	E
34	E	29.75	F

Showing page 1 of 4

6.2. Click Yes on the confirmation box to commit the changes:

Commit Changes?

Do you wish to commit the scaled results? Select Yes to store changes or No to discard them

6.3. Click Ok to close the confirmation box:

Commit Complete

The commit process has completed.

Next steps

You need to calculate the course results in the Assessment Hub in order to see the scaling has been applied.

For guidance, see [Calculate](#).