📝 Mark Entry and Management Documentation

This guide covers the necessary steps to set up an exam, enter student marks, and generate class ranks in the system.

Step 1: Create an Exam Group (0:03 - 0:17)

1. Navigate to the **Examinations** menu on the left sidebar.
2. Click on **Exam Group**.
3. On the "Add Exam Group" panel, enter the **Exam Type** (e.g., TEST_1).
4. Select the **Exam Type** from the dropdown (e.g., General Purpose (Pass/Fail)).
5. Enter a **Description** (e.g., TEST).
6. Click **Save**. You will see the new exam group added to the "Exam Group List."

Step 2: Create a New Exam (0:19 - 0:43)

1. In the "Exam Group List," click the **"Add Exam"** icon on the right for the group you just created.
2. On the "Exam" page, enter the **Exam Name** (e.g., EXAM-1).
3. Verify the **Session** is correct.
4. Check the **Publish** and **Publish Result** boxes.
5. Optionally, check the **Admit Card Roll No.** or **Profile Roll No.** radio buttons if needed.
6. Enter a **Description** (e.g., DO WELL).
7. Click **Save**.

Step 3: Assign Students to the Exam (0:44 - 0:57)

1. In the "Exam List," click the **"Assign Students"** icon (an icon with a person and a plus sign) for the exam you just created.
2. On the "Exam Students" page, select the **Class** (e.g., Upper Sixth Science) and **Section** (e.g., A).
3. Click **Search**.
4. Check the box next to the student(s) you wish to assign to the exam. You can check the **"All"** box to select all students.
5. Click **Save**.

Step 4: Assign Subjects and Set Marks (0:58 - 1:34)

1. Back in the "Exam List," click the **"Exam Subject"** icon (an icon with a pen and a page) for the exam.
2. On the "Exam Subject" page, click **Add Exam Subject**.
3. Select the **Subject** (e.g., computer science (10006)).
4. Enter the **Date**, **Start Time**, **Duration**, **Credit Hours**, **Room No.**, **Marks (Max.)**, and **Marks (Min.)**.
    - *Example in video:* Date: 10/29/2025, Start Time: 09:00:00, Duration: 2, Credit Hours: 5, Room No.: 100, Marks (Max.): 40, Marks (Min.): 10.
5. Click **Save**.

Step 5: Create / Update Marks (1:36 - 2:13)

1. In the "Exam Subject" list, click the **"Enter Marks"** icon (an icon with a grid/table and a pen) on the far right.
2. On the "Exam Subject" mark entry page:
    - Select the correct **Class**, **Section**, and **Session**.
    - Click **Search**.
3. You will see a list of assigned students.
4. Enter the student's **Marks** in the corresponding column (e.g., 70 in the video, which is a value greater than the max marks of 40 set in the previous step - **ensure your mark is within the set Max/Min range for correct calculation**).
5. (Optional) Add a **Note** (e.g., STUDY WELL GOOD MARK).
6. To **update** marks, simply change the value in the **Marks** field and click **Save**.
7. Click **Save**. A confirmation message "Record Saved Successfully" will appear.

Step 6: Generate Student Rank (2:20 - 2:32)

1. Back in the "Exam List," click the **"Generate Rank"** icon (an icon with a list and an upward arrow).
2. On the "Student Exam Rank" page, click the **Generate Rank** button.
3. A confirmation message "Record Updated Successfully" will appear, and the **Rank** for the student(s) will be displayed.