

## Instructions

1. Download the template from the web
2. There is one excel file containing two sheets (currentdata, olddata)
3. Fill the (olddata) sheet first taking in consideration changing the column labelled "Final" entries to be out of 20% using the below formula

Final= Actual final mark scored by student \* 20 / Maximum possible value of the final mark

Example:

A student scored 35 out of 50 in the previous semester(s) final exam. Hence,

35 is the actual Final mark scored by the student

50 is the maximum possible value if the Final mark

The Final mark =  $35 * 20 / 50 = 14$

4. Ensure only numerical values are entered in the column.

## General Guidelines:

1. Do not round up/down the values of Final.
2. Currentdata and olddata sheets must be consistent in the number of assessments and weights, (i.e. course X in semester (x) must have the same marks distribution with the current semester.
3. Course work will be any assessment other than the mid-term and Final assessment.
4. Do not change the template by adding or deleting columns