

**DIGITAL EXAM PROCESSING SYSTEM (iDEPS)**

**FOR**

**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**

**USER MANUAL**

**FOR**

**LECTURERS**

## Table of Contents

1.0	Introduction.....	3
2.0	Login.....	4
3.0	Inputting Continuous Assessment Marks .....	9
4.0	Inputting Exam Marks .....	14
5.0	Closing Remarks .....	19

## **1.0 Introduction**

iDEPS is an online examination processing system. You can access it from anywhere in the world as long as your device is connected to the internet. The system has six (6) groups of users namely; system administrator, school administrator, chairperson of department, examinations coordinator, lecturer and student. Students access the output of the system via a separate student's portal. This manual illustrates the operations carried out by the Lecturer user.

A lecturer performs the following operations in iDEPS;

- Inputting and submitting marks for assigned units
- Downloading and printing score-sheets to accompany scripts for external moderation

## 2.0 Login

1. Access the system via this link: <https://exams.dkut.ac.ke/>
2. Select Lecturer in the list of users

### *DEKUT DIGITAL EXAM PROCESSING SYSTEM*

This is a restricted system.

You are required to login before accessing any functions:

- Currently login is restricted to authorised DeKUT Staff
- You may Contact DeKUT's ICT Directorate to request login credentials

Unauthorised access is prohibited and any attempts to gain illegal access will be subjected to ap

You May Login AS:

- Exam Coordinator
- Lecturer
- CoD
- School Admin

3. Provide your login credentials (username and password) then click Login. The username is your pf number. You can email the system administrator via [examsystem@dkut.ac.ke](mailto:examsystem@dkut.ac.ke) if you have issues with your login credentials.

However, if it is your first time then you will log in with your pf and id numbers.

[Dashboard](#) » [Login](#)

## Lecturer | Login

Please fill out the following form with your login credentials:

Fields with \* are required.

Username \*

Username cannot be blank.

Password \*

Login

Then you'll be prompted to input your staff email ([xx.xx@dkut.ac.ke](mailto:xx.xx@dkut.ac.ke)). Input the email then click **Submit**. If you do not have access to the email reach out to the ICT directorate first because without access to the email you cannot reset the password to access Ideps. This is critical for the security of iDEPS and the data therein.

## NOTE: This is a sensitive system!

For Security reasons, you MUST CHANGE your Password before proceeding

Provide your STAFF EMAIL below:

Fields with \* are required.

Email \*

Check the email for the reset code, input it in the field shown then click **Submit**.

## NOTE: This is a sensitive system!

For Security reasons, you MUST CHANGE your Password before proceeding

An Email with a reset Code has been sent to: fred.makokha@dkut.ac.ke

Reset Code

When successful you'll be prompted to input your preferred password then confirm it. That is the password you'll be using to access the system.

## NOTE: This is a sensitive system!

For Security reasons, you MUST CHANGE your Password before proceeding

Enter New Password

Password \*

●●●●●●●●

Confirm Password

●●●●●●●●

Submit

- Upon successful login you'll see a page similar to the one shown below. That's your dashboard from where you can select operations to perform. You can also use the navigation menu.

OPERATIONS

My Units

CATs

Main Exams

Supp/Special Exams

Dashboard » Lecturer Dashboard

## Lecturer Dashboard

Welcome to your dashboard, Dr. Kennedy Malanga.

First Name	Dr. Kennedy
Last Name	Malanga
Phone Number	<del>0111 234 5678</del>
Email	malangalanga@dkut.ac.ke
Department Name	Information Technology
School Name	School of Computer Science & Information Technology



- When you go to *My Units* under **Operations** you can see all the units allocated to you. Click the icon against any record to view and download the class list for that unit as shown. Contact your CoD if you don't see a unit you expected to be there.

Dashboard » My Units » Manage

# My Units

Dr. Kennedy Malanga, these are the units currently assigned to you.

Displaying 1-50 of 386 results.

Unit Code	Unit Name	Prog Code	Programme Name	Academic Year	Semester Stage	Class List
HBC 2223	Portfolios and Investment Analysis	C027	Bachelor of Business Information Technology	2017/2018	Y3S2	
HBC 2223	Portfolios and Investment Analysis	C027	Bachelor of Business Information Technology	2017/2018	Y3S2	

Click the *Download Class List* to download the class list.

[illegible]



### 3.0 Inputting Continuous Assessment Marks

If the unit has continuous assessments, this is where you add them. You will repeat the following process every time you want to add continuous assessment marks. Note that you will do this progressively as the semester progresses.

1. Go to *CATs* then select the unit you want to add marks to by clicking the pen icon against the unit (highlighted). You can use the search fields under each column heading to search for the unit. You'll be required to confirm your location by clicking OK.

Dashboard » Cat Marks » Select Unit

## Select Unit

Select a unit to add or view its cat marks. When you view a unit's cat marks, you'll see the option to add skipped cat marks.  
**NOTE:** The add marks button does not appear for units whose scoresheets have already been submitted.

Displaying 1-50 of 386 results

#	Unit Code	Unit Name	Prog Code	Programme Name	Academic Year	Semester Stage	Select Unit
1	HBC 2223	Portfolios and Investment Analysis	C027	Bachelor of Business Information Technology	2017/2018	Y3S2	
2	HBC 2223	Portfolios and Investment Analysis	C027	Bachelor of Business Information Technology	2017/2018	Y3S2	

You may receive error messages like the one shown below. Kindly contact the specified office through your CoD.

## Input CAT Marks

**Continuous Assessment settings for this unit Are NOT yet Provided. Contact the Administrator, School of Computer Science & Information Technology.**

2. You can generate the continuous assessment signing sheet to take to class during the continuous assessment. The sheet has a section for inputting scores for ease of transfer to iDEPS.

OPERATIONS

Generate Signing Sheet
View Marks
Cat Marks

Dashboard » Cat Marks » Add Marks

## Input CAT Marks

Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223

OPERATIONS

Download Signing Sheet
Add Marks
CAT Marks
Exam Marks

Dashboard » Cat Marks » Generate Signing Sheet

## CAT Signing Sheet

Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223
Unit Name	Portfolios and Investment Analysis
Semester Stage	Y3S2
Semester Name	Sep-Dec 2017
Academic Year	2017/2018

#	Registration Number	Student Name
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- Go back to adding marks for the unit. Select the assessment type, enter the assessment name, the highest possible mark and then enter the marks against student records.

<b>Assignment</b>	10
<b>Cat</b>	20
<b>Practical</b>	0
<b>Term Paper</b>	0
<b>Exam</b>	70

**NOTE: Blank entries are automatically skipped. Kindly fill all fields appropriately!**

Assessment Type \*

Assignment

Assignment name \*

Assignment 1

Out of \*

40

Out of \*

40



Search:

S/N	Registration Number	Surname	Other Names	Marks
1.	C027-01-03/2016	WAWERU	Lillian Wangari	10
2.	C027-01-04/2013	KAMANDE	Edwin Wanyoike	20
3.	C027-01-05/2013	ASIKOYO	Erick A.	39
4.	C027-01-06/2013	NYANG'AU	O Gilbert	11
5.	C027-01-07/2014	KABUKI	Kelvin Ngetha	24



- To view existing cat marks, click any of the view icons as highlighted.

## Select Unit

Select a unit to add or view its cat marks. When you view a unit's cat marks, you'll see the option to add skipped cat marks.  
**NOTE:** The add marks button does not appear for units whose scoresheets have already been submitted.

Cat marks for **HBC 2223 | Portfolios and Investment Analysis** saved successfully. Click the links to add more marks  or view marks  or you can select another unit to add marks. **NOTE: Blank entries are automatically skipped. You can fix such cases by editing the cat records!**

Displaying 1-50 of 386 results.

#	Unit Code	Unit Name	Prog Code	Programme Name	Academic Year	Semester Stage	Select Unit
1	HBC 2223	Portfolios and Investment Analysis	C027	Bachelor of Business Information Technology	2017/2018	Y3S2	 

Search:

S/N	Registration Number	Name	A (/40)
1	C027-01-0223/2016	WAWERU Lillian Wangari	10
2	C027-01-0223/2013	KAMANDE EDWIN WANYOIKE	20
3	C027-01-0223/2013	ASIKOYO Erick A.	39

- In case you entered some marks wrongly or you skipped some students or you wish to update the marks, go to *Modify Marks* under the **Operations** menu on your left.

OPERATIONS

- Modify Marks
- Add Marks
- CAT Marks
- Exam Marks

Dashboard » Unit Cats » HBC 2223

## CAT Marks for HBC 2223

Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223
Unit Name	Portfolios and Investment Analysis
Semester Stage	Y3S2
Academic Year	2017/2018

6. Select by name the assessment you want to modify marks for, wait for the records to load then perform the modifications. If you want to delete all records for the specific assessment clear all fields then click the **Save** button at the bottom of the page. Be sure to convert the marks as indicated in the form in case you're entering skipped marks.

**NOTE: Blank entries are automatically skipped. Kindly fill all fields appropriately!**

Assessment Name:\*

A

▼

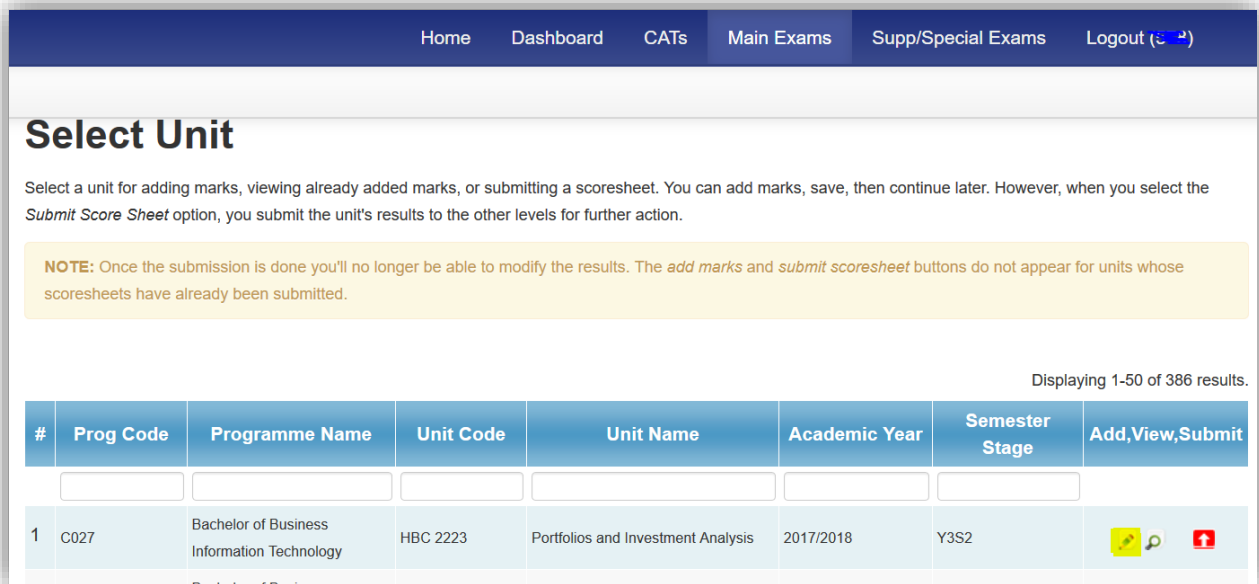
**Note:** Convert the marks out of **40** before entering.




S/N	Registration Number	Surname	Other Names	Marks
1.	C027-01-0000/2016	WAWERU	Lillian Wangari	10
2.	C027-01-0000/2013	KAMANDE	Edwin Wanyoike	20
3.	C027-01-0000/2013	ASIKOYO	Erick A.	39

## 4.0 Inputting Exam Marks

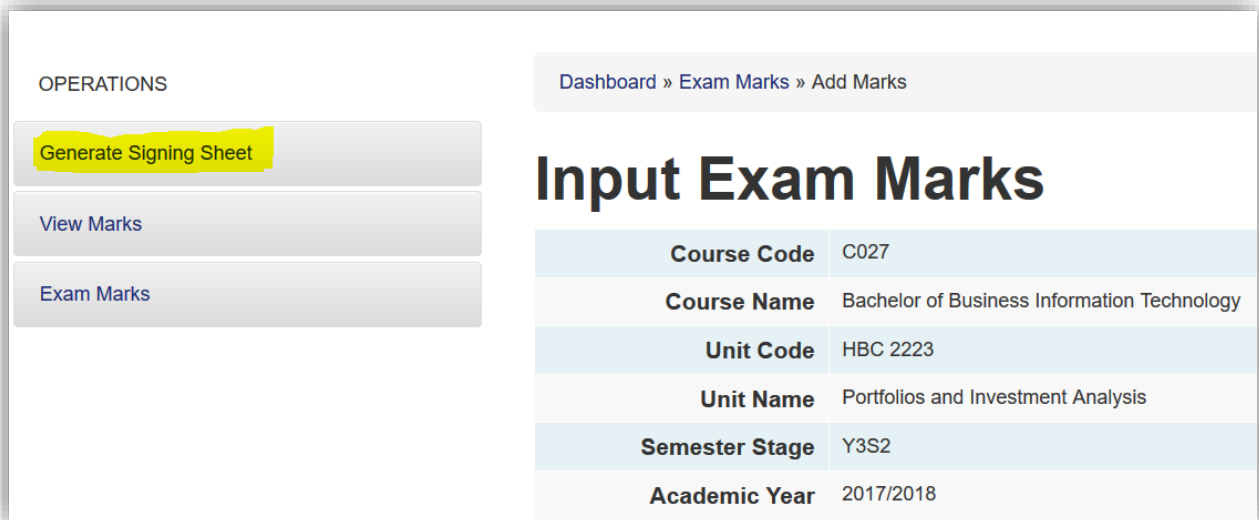
This can only be done after inputting all required continuous assessment tests.

1. Go to **Main Exams** then select the unit for which you want to enter exam marks. You can use the search fields under each column heading to search for the unit. Confirm your selection by clicking okay.



#	Prog Code	Programme Name	Unit Code	Unit Name	Academic Year	Semester Stage	Add,View,Submit
1	C027	Bachelor of Business Information Technology	HBC 2223	Portfolios and Investment Analysis	2017/2018	Y3S2	  

2. You can generate the exam signing sheet before the exam is done.



Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223
Unit Name	Portfolios and Investment Analysis
Semester Stage	Y3S2
Academic Year	2017/2018

OPERATIONS

Download Signing Sheet

Add Marks

CAT Marks

Dashboard » Exam Marks » Generate Signing Sheet

## Exam Signing Sheet

Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223
Unit Name	Portfolios and Investment Analysis
Semester Stage	Y3S2
Semester Name	Sep-Dec 2017
Academic Year	2017/2018

#	Registration Number	Student Name
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- Go back to adding marks to the unit. Enter the exam marks then click save.

# Input Exam Marks

Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223
Unit Name	Portfolios and Investment Analysis
Semester Stage	Y3S2
Academic Year	2017/2018

**NOTE:** Use the following code for the relevant case.  
**C** - Missing exam marks (reason not yet known)

Out of \*

70

**Note:** The marks will be automatically converted to out of **70** as per the curriculum.  
 However, for further modifications you'll have to convert the marks elsewhere then feed out of **70**.

As you input exam marks you can see the average marks for continuous assessments computed automatically.

Out of \*

70

**Note:** The marks will be automatically converted to out of 70 as per the curriculum.  
However, for further modifications you'll have to convert the marks elsewhere then feed out of 70.




Search:

S/N	Registration Number	Surname	Other Names	C.A.Ts	Exam
1.	C027-01-0228/2016	WAWERU	Lillian Wangari	22.5	40
2.	C027-01-0487/2013	KAMANDE	Edwin Wanyoike	25	55
3.	C027-01-0584/2013	ASIKOYO	Erick A.	29.8	40
4.	C027-01-0623/2013	NYANG'AU	O Gilbert	22.8	62
5.	C027-01-1203/2014	KABUKI	Kelvin Ngetha	26	exam

You have the option to **save** first or **save and submit**. When you save you can modify the marks later but when you save and submit you can only view but not modify the marks any more.

Showing 1 to 22 of 22 entries

4. Generate scoresheets, confirm marks then make modifications if any. When all is okay, you can submit the scoresheet then download the generated one and accompany it with the exam scripts to present to the examinations coordinator.  
-select to view the unit marks.

#	Prog Code	Programme Name	Unit Code	Unit Name	Academic Year	Semester Stage	Add,View,Submit
1	C027	Bachelor of Business Information Technology	HBC 2223	Portfolios and Investment Analysis	2017/2018	Y3S2	  



-download scoresheet to compare then update marks appropriately.

OPERATIONS

Update Marks

**Download Score Sheet**

Submit Score Sheet

Submit Score Sheet

Special/Supplementary Exams







Dashboard » Exam Marks » HBC 2223

## Exam Marks for HBC 2223




Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223
Unit Name	Portfolios and Investment Analysis
Semester Stage	Y3S2
Academic Year	2017/2018

**KEY:**  
**S** - Special Exam | **X** - Absconded Exam | **Y** - Irregularity

You can use the highlighted fields to update marks.

#	Reg No.	First Name	Other Names	Stage	Cat Marks	Exam Marks	Total(%)	Grade	
1	C027-01- <del>2016</del>	WAWERU	Lillian Wangari	Y3S2	22.5	40.00	63	B	  
2	C027-02- <del>2015</del>	MWANGI	James Mbuthia	Y3S2	25.8	40	66	B	  

Use any of the following options to submit scoresheet apart from the **save and submit** option discussed above. Confirm the prompts then click the download icon when it appears to download the scoresheet. From then you can only view marks but no modifications. The update and view icons against a submitted unit become invisible.

#	Prog Code	Programme Name	Unit Code	Unit Name	Academic Year	Semester Stage	Add,View,Submit
1	C027	Bachelor of Business Information Technology	HBC 2223	Portfolios and Investment Analysis	2017/2018	Y3S2	  

OPERATIONS

Update Marks

Download Score Sheet

**Submit Score Sheet**

Special/Supplementary Exams


Dashboard » Exam Marks » HBC 2223

## Exam Marks for HBC 2223





Course Code	C027
Course Name	Bachelor of Business Information Technology
Unit Code	HBC 2223
Unit Name	Portfolios and Investment Analysis
Semester Stage	Y3S2
Academic Year	2017/2018

As the note states, the update and submit icons for a submitted unit are now invisible. Click the download icon to download the scoresheet.

**NOTE:** Once the submission is done you'll no longer be able to modify the results. The *add marks* and *submit scoresheet* buttons do not appear for units whose scoresheets have already been submitted.

Scoresheet for **HBC 2223 | Portfolios and Investment Analysis** has been submitted successfully. Click the link icon  to download the scoresheet *(The link will disappear when you leave or refresh the page)*

Displaying 1-50 of 386 results.

#	Prog Code	Programme Name	Unit Code	Unit Name	Academic Year	Semester Stage	Add,View,Submit
1	C027	Bachelor of Business Information Technology	HBC 2223	Portfolios and Investment Analysis	2017/2018	Y3S2	
2	C027	Bachelor of Business Information Technology	HBC 2223	Portfolios and Investment Analysis	2017/2018	Y3S2	  

## 5.0 Closing Remarks

Thank you for using iDEPS. Be sure to reach the system administrator via [examsystem@dkut.ac.ke](mailto:examsystem@dkut.ac.ke) for enquiries, complaints or compliments. This document will be updated and made available to you whenever the system is updated. You'll be able to access this copy from your dashboard. We hope your work is now enhanced. Thank you.