DIGITAL EXAM PROCESSING SYSTEM (iDEPS)

FOR

DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

USER MANUAL

FOR

SCHOOL/INSTITUTE ADMINISTRATORS

Table of Contents

Introduction	3
Login	3
-	
Update the Courses Details	4
Add, View, Delete or Update Course Grading Settings	6
Populating, Editing or Deleting Units	8
Adding, Editing or Deleting Semester Units	<u>9</u>
Managing Promotion of Students	10
Setting Unit Assessment Settings Based on Curriculum	11
Checking Academic Status for Students Upon Request	12
Printing of Transcripts	13
Printing of Progression Reports	14
Updating Semester Unit with Pass Mark and Grading Type	16
View Student's Results	18
Closing Remarks	20
	Introduction Login View the Departments in The School Update the Courses Details Add, View, Delete or Update Course Grading Settings Populating, Editing or Deleting Units Adding, Editing or Deleting Semester Units Managing Promotion of Students Setting Unit Assessment Settings Based on Curriculum Checking Academic Status for Students Upon Request Printing of Transcripts Printing of Progression Reports Updating Semester Unit with Pass Mark and Grading Type View Student's Results Closing Remarks

1.0 Introduction

iDEPS is an online examination processing system. You can access it from anaywhere 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 school administrator user.

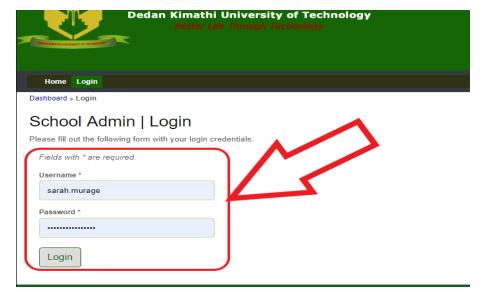
A school administrator performs the following operations in iDEPS;

- Populating units
- Adding units to semester
- Managing promotion of students
- Setting unit assessment settings based on curriculum
- Checking academic status for students upon request
- Printing of transcripts
- Printing of progression reports
- Updating courses with pass mark and grading type among other details.
- Setting course and unit grading settings based on curriculum

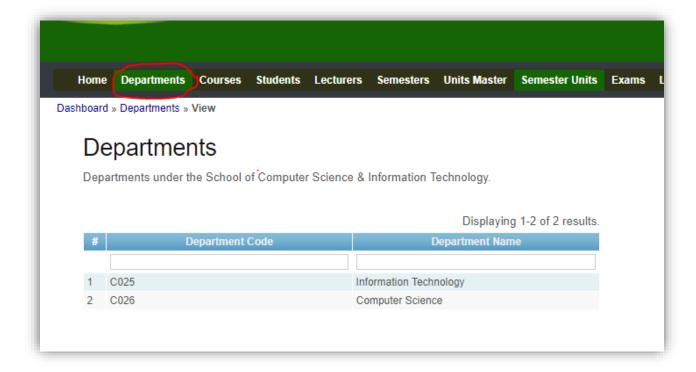
2.0 Login

School admin can access the system by via this link: https://exams.dkut.ac.ke/

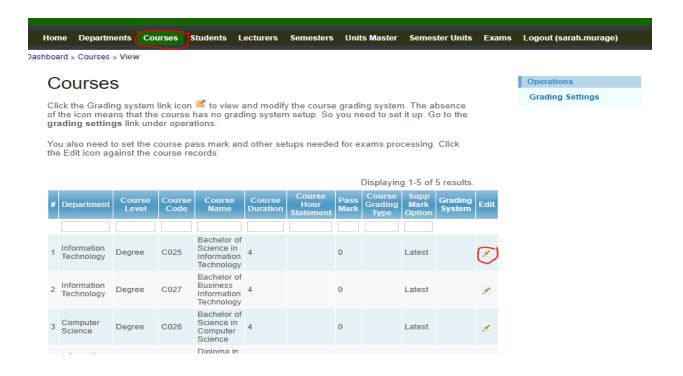
Select School Admin then login as shown below;



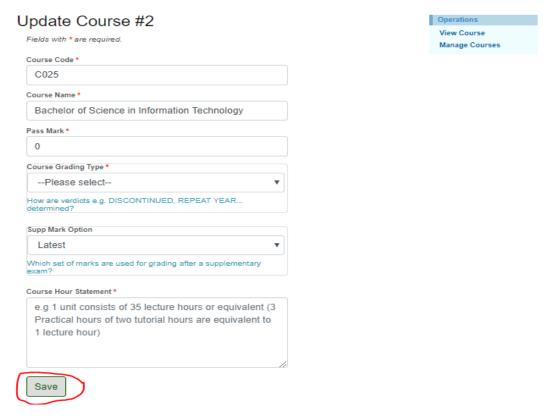
3.0 View the Departments in The School



4.0 Update the Courses Details



Select the course from the list to update details e.g. course pass mark

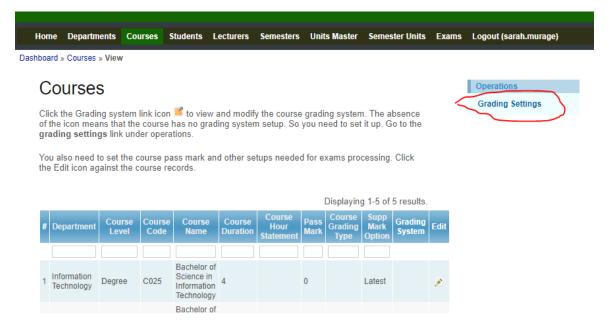


Key to Updating Course Details;

- 1. **Pass Mark** the course pass mark will be used to determine the reccommendation for students as to whether they have passed or failed the course, depending on the grading type used.
- 2. **Course Grading Type** some courses determine verdicts based on the number of units failed in a period of study while some use the average score for the year. Select the options here. Many use Fail Count.
- 3. **Supp Mark Option** select to specify which marks should be reported after supplementary examination results is it the original mark that led to the supplementary or the supplementary mark itself (latest). Default option is Latest.

NOTE: You MUST make these updates for other users to perform their operations.

5.0 Add, View, Delete or Update Course Grading Settings



Click the grading setting operating to view the course grading system

Manage Course Grading System

Go to Grading Setup under operations tab on the right to set a grading system for selected courses.

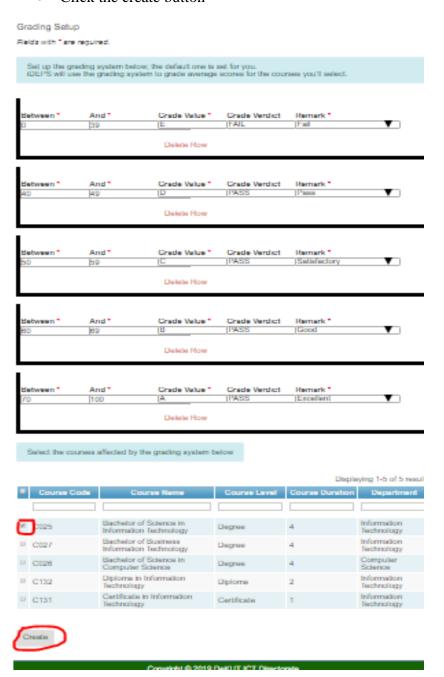


Displaying 1-10 of 25 results.

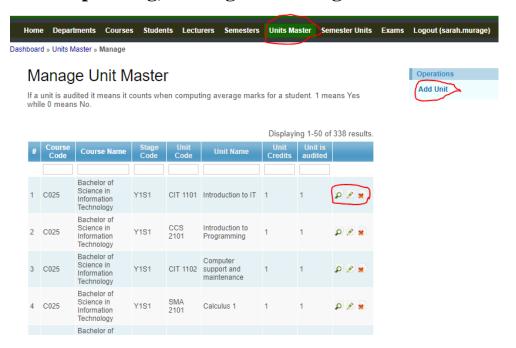
#	Course Code	Course Name	Between	And	Grade Value	Grade Verdict	Remark
1	C025	Bachelor of Science in Information Technology	0.0	39.0	Е	FAIL	Fail
2	C025	Bachelor of Science in Information Technology	40.0	49.0	D	PASS	Pass
3	C025	Bachelor of Science in Information Technology	50.0	59.0	С	PASS	Satisfactory
4	C025	Bachelor of Science in Information Technology	60.0	69.0	В	PASS	Good
		D 1 1 10:					

To add new grading system on courses:

- Select the grade setup option
- Set the grading's for the courses
- Check the courses you want to assign the grading system to.
- Click the create button

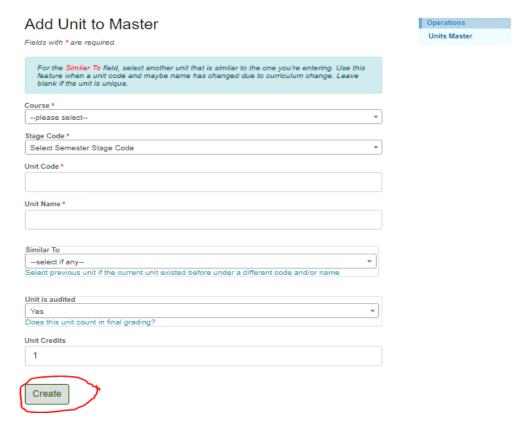


6.0 Populating, Editing or Deleting Units

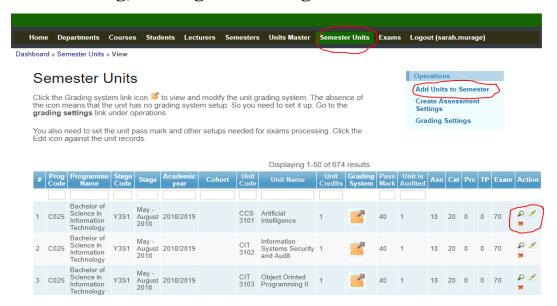


You can add, edit or delete a unit by clicking on the unit row icons

To add a unit, click the add unit option and fill out the form.

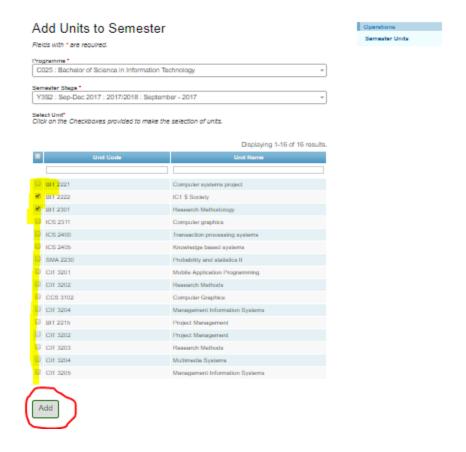


7.0 Adding, Editing or Deleting Semester Units



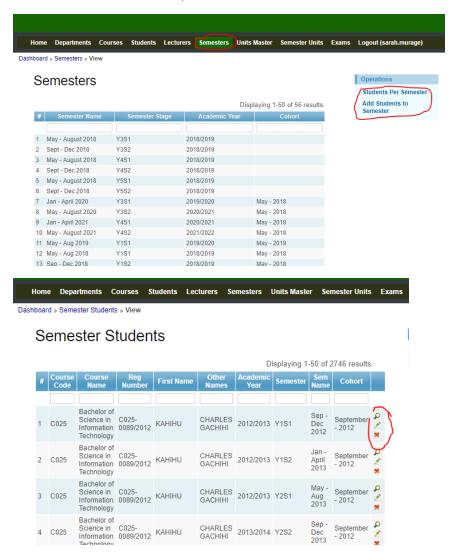
The school admin should choose the program and semester stage of the student's cohort to view the units he/she.

He/she should then check the units he/she want to add to semester and click the add button



8.0 Managing Promotion of Students

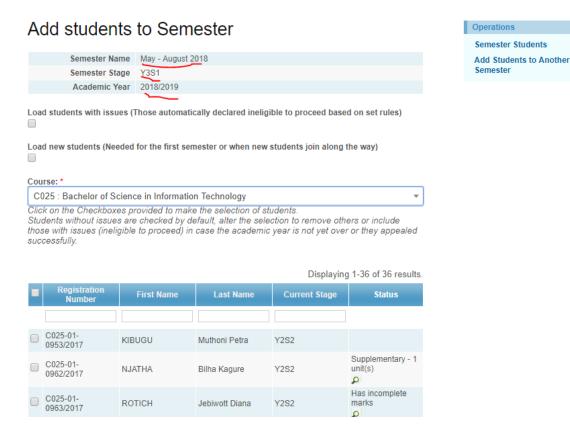
The school admin can add, edit or delete student to or on a semester



On adding student to a semester;

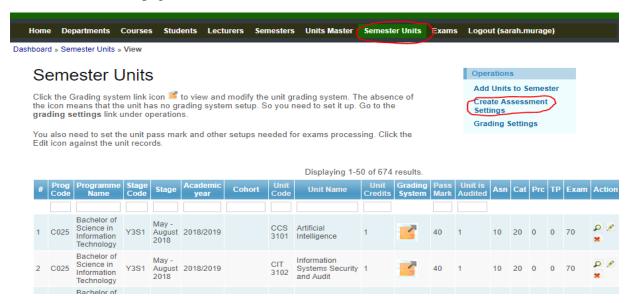
- > select the course
- check the load new student option to add a new student to the semester or check the load student with issues to promote students with issues to the semester
- > check the students you want to add on the semester and click the add button

NB-if the students are not new or with issues, they should be available on the previous semester for them to be seen on the semester the school admin want to add them to.

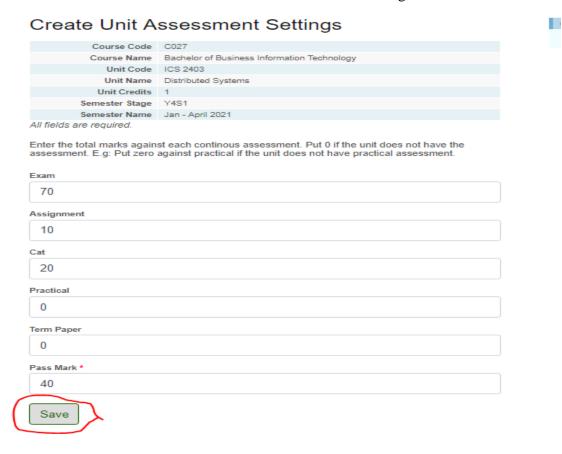


9.0 Setting Unit Assessment Settings Based on Curriculum

The school admin can edit or add unit assessment setting by clicking on create assessment setting on the semester unit page

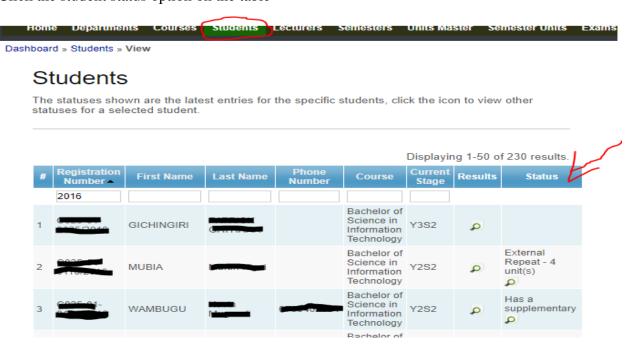


Then he/she can select the unit and edit the assessment setting.



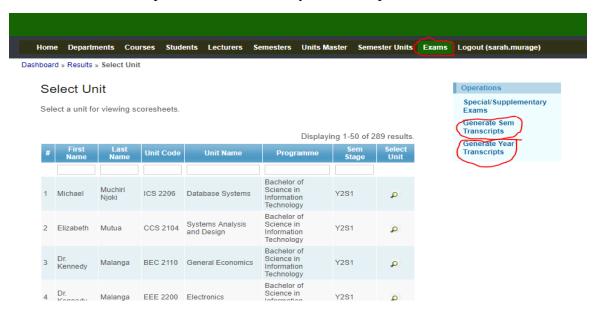
10.0 Checking Academic Status for Students Upon Request

Click the student status option on the table

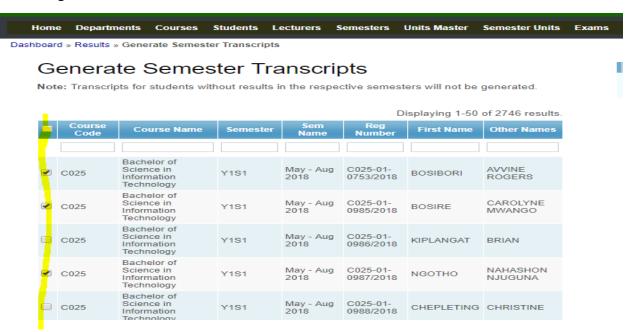


11.0 Printing of Transcripts

The school admin can print the semester and year transcripts of the students

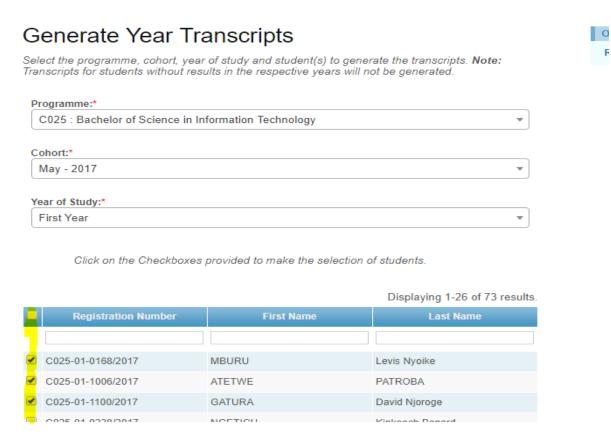


The school admin can check the student he/she wishes to generate their semester transcripts and click the generate button

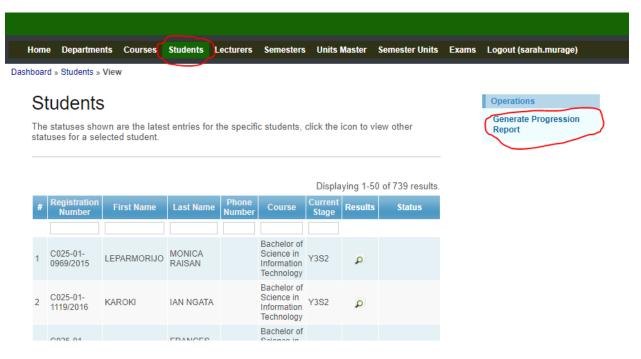


On generating the year transcript the user must select the program, cohort and year of study of the student, then check the students in the list and click the generate button

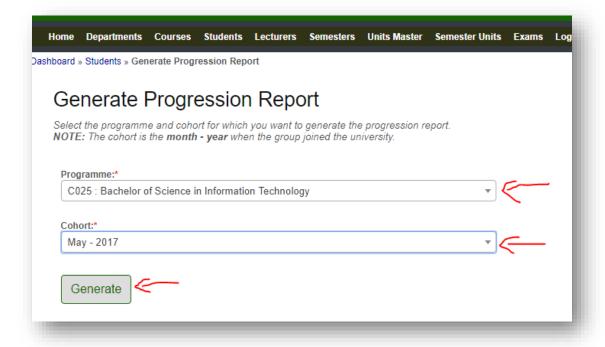
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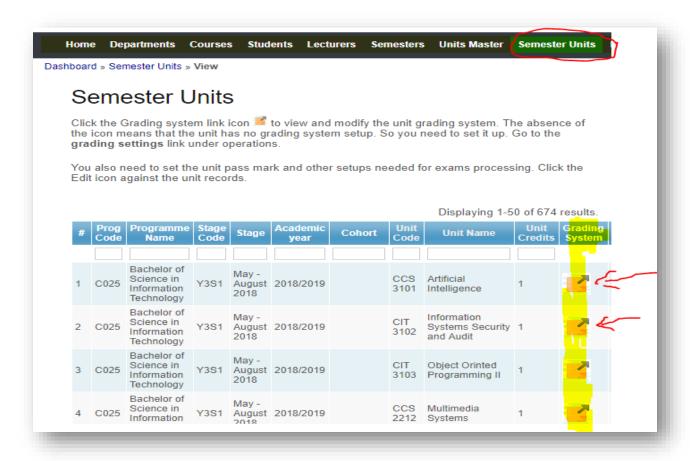
12.0 Printing of Progression Reports



The school admin should select the program and the cohort and click the generate button to get the progression report

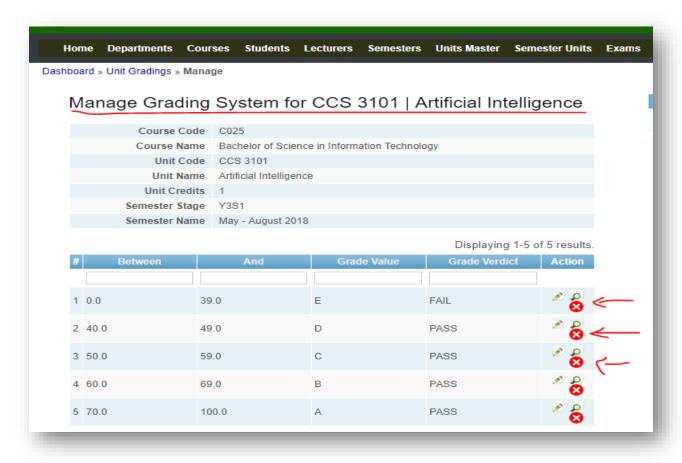


13.0 Updating Semester Unit with Pass Mark and Grading Type

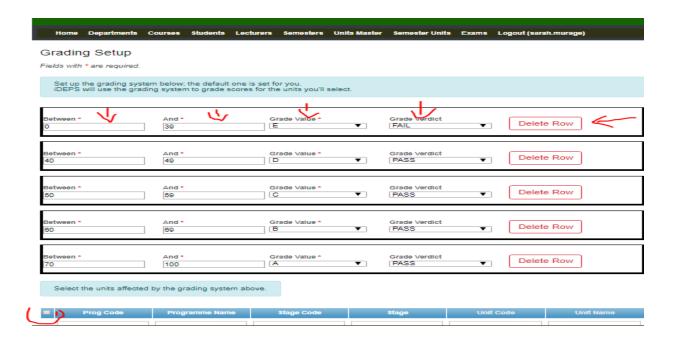


Also update every unit to have the correct pass mark as well as stating whether or not unit is audited – whether it counts in computations or not.

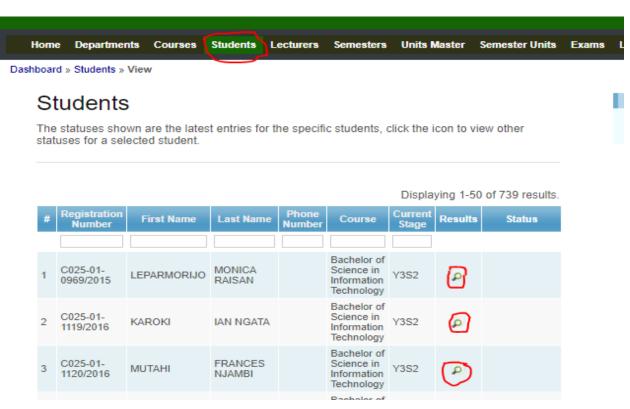
The school admin should select the unit to view, add, edit or delete the grading system of the unit



To add grading system, the school admin should set the grading's and check the units he/she want to assign the grading system to and click the create button.



14.0 View Student's Results



Navigate to students and select the student you want to view the results from the student table

Dashboard » Results » Student Results »

Results For:

Latest results appear first.

Current Stage:

Displaying 1-40 of 40 results.

#	Unit Code	Unit Name	Semester	Cat Marks	Exam Marks	Attempts	Total(%)	Grade	Supp/Special Results
1	1	Management Information Systems	Y3S2	0	54.00	1	54	С	
2	1	Computer Graphics	Y3S2	0	52.00	1	52	C	
3	1	Research Methods	Y3S2	0	53.00	1	53	C	
4	1	Mobile Application Programming	Y3S2	0	47.00	1	47	D	
5	1	Calculus II	Y2S2	0	44.00	1	44	D	
6	1	Object Oriented Analysis and Design	Y2S2	0	59.50	1	60	С	
7	1	Digiat Logic	Y2S2	0	50.00	1	50	C	
8	1	Application Programming II	Y2S2	0	53.00	1	53	С	
9	1	Logic Programming	Y2S2	0	52.00	1	52	C	
10	1	Design and Analysis of Algorithms	Y2S2	0	50.00	1	50	С	
11	1	Probability and Statistics II	Y2S1	0	40.00	1	40	D	

14.0 Closing Remarks

Thank you for using iDEPS. Be sure to reach the system administrator via 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 plus accompaying video tutorial from your dashboard. We hope your work is now enhanced. Thank you.