

DIGITAL EXAM PROCESSING SYSTEM (iDEPS)

FOR

DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

USER MANUAL

FOR

EXAM COORDINATORS

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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 Examinations Coordinator.

An Exams Coordinator performs the following operations in iDEPS;

- Monitoring marks submitted by lecturers
- Checking students' academic status
- Changing a student's recommendation in the system (if need warrants)
- Downloading and printing of:
 - CMSs
 - Pass Lists
 - Award lists

2.0 Login

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

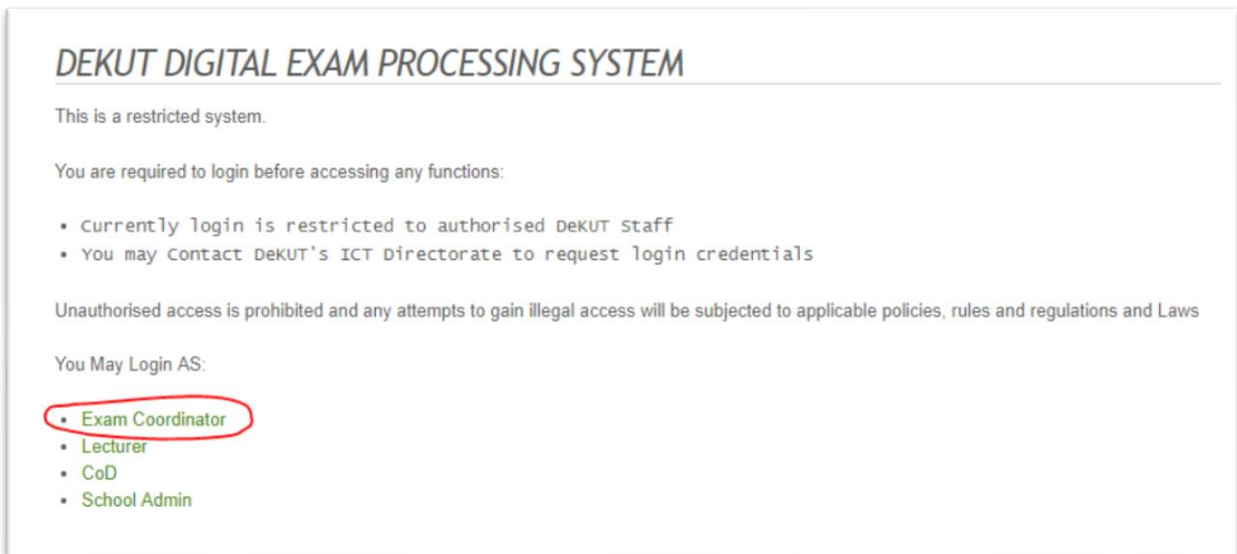


Figure 1.1: Landing Page

To access the **Exam coordinator** module, you need to login through the Exam coordinator login page.

Click on the Exam coordinator link to be redirected to the Exam coordinator login page.

The screenshot shows a web application interface for the Departmental Exam Coordinator. At the top, there is a dark green navigation bar with links for HOME, SEMESTERS, and LOGIN (highlighted in orange). Below the navigation bar, the breadcrumb "Dashboard » Login" is visible. The main heading is "Departmental Exam Coordinator | Login". A message states: "Please fill out the following form with your login credentials: Fields with * are required." The form contains two input fields: "Username *" and "Password *". A red bracket groups these two fields. Below the password field is a "Login" button, which is circled in red. On the right side of the page, there is a vertical sidebar with the word "Operations" in orange.

Figure 1.2: Login Page

Enter your **login credentials** and click **login** button to access the Exam Coordinator's module **Dashboard**.

The screenshot shows the dashboard of the Exam Coordinator. At the top, there is a dark green navigation bar with links for HOME, COURSES, STUDENTS, LECTURERS' UNITS, SEMESTERS, EXAMS, and LOGOUT (highlighted in orange). Below the navigation bar, the breadcrumb "Dashboard » John Wandeto" is visible. The main heading is "Exam Coordinator | Department of Information Technology". A message states: "Hello, [redacted]". Below the message is a table with three rows: "Coordinator Full Name" (with a redacted value), "Department Name" (Information Technology), and "School Name" (School of Computer Science & Information Technology). At the bottom of the page, there is a footer with the following text: "Copyright © 2019 DeKUT ICT Directorate. All Rights Reserved. Dedan Kimathi University of Technology. Email enquiries to: examsystem@dkut.ac.ke. Developed and maintained by DeKUTSys". On the right side of the page, there is a vertical sidebar with the word "Operations" in orange.

Figure 1.3: Dashboard

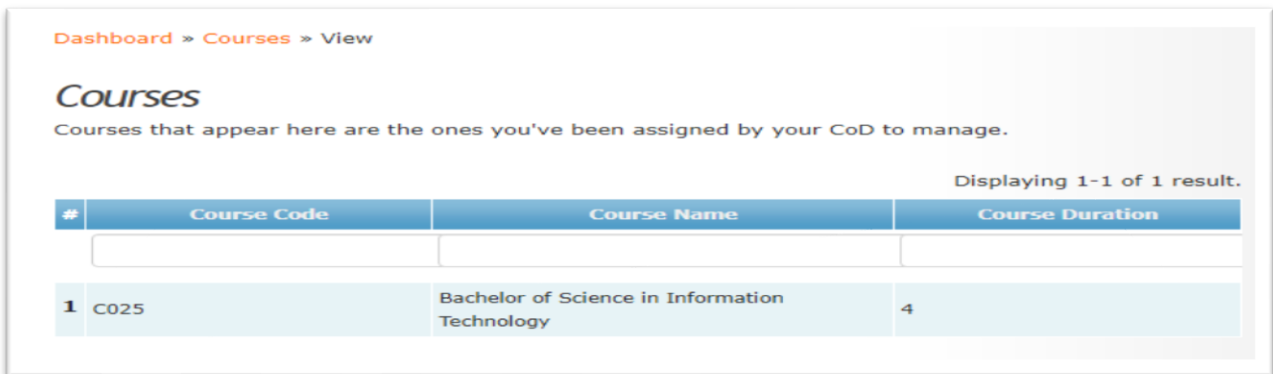
3.0 Main Operations

The main operations under exam coordinator modules can be seen in the navigation menu in figure 1.3 above. They include:

- ❖ Courses
- ❖ Students
- ❖ Lecturer units
- ❖ Semesters
- ❖ Exams

I. Courses

Under this operation/submodule, exam coordinator can only view courses that are under his/her department. See the below image for better understanding.



Dashboard » Courses » View			
Courses			
Courses that appear here are the ones you've been assigned by your CoD to manage.			
Displaying 1-1 of 1 result.			
#	Course Code	Course Name	Course Duration
1	C025	Bachelor of Science in Information Technology	4

Figure 1.4: Courses

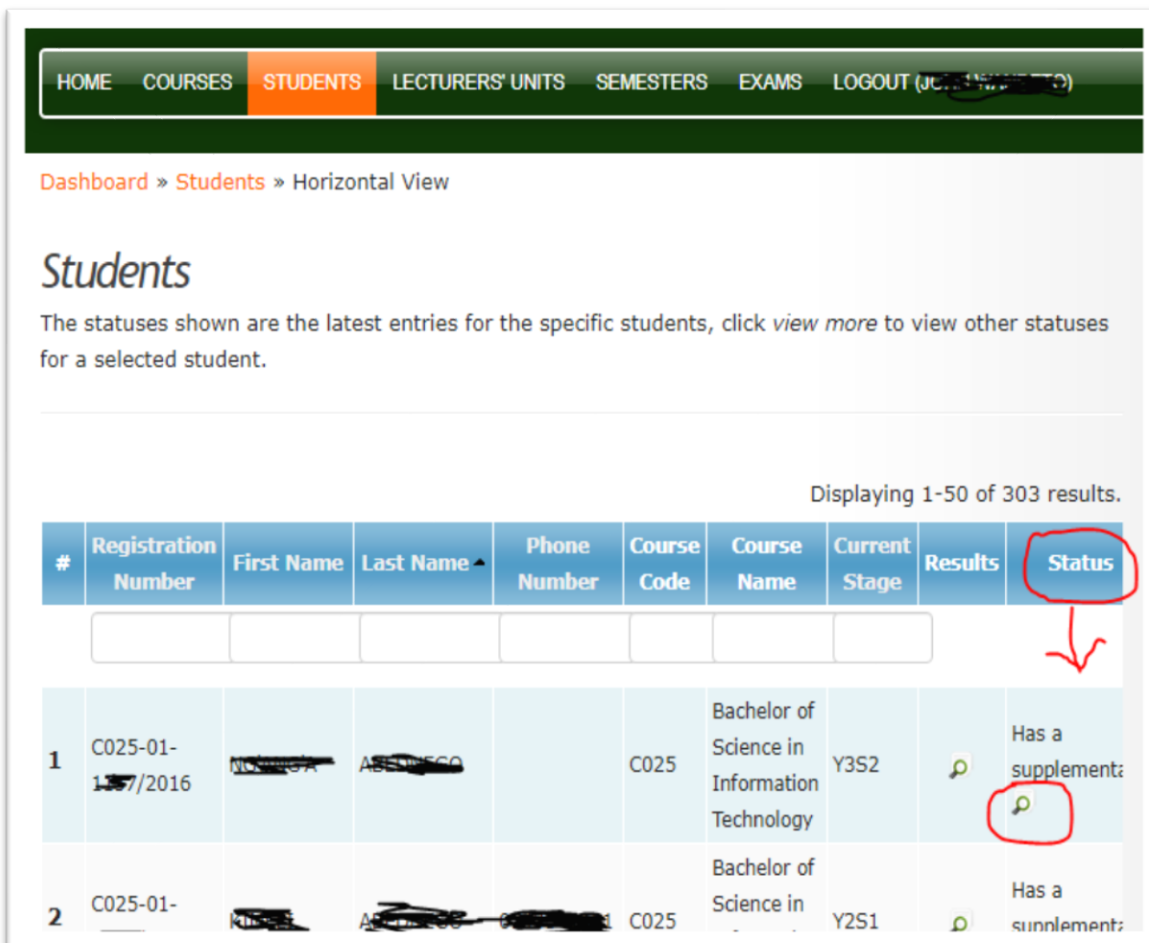
II. Students

Under this sub-module, a coordinator can do the following operations.

- ❖ View students' status
- ❖ Modify student's status

a. View students' statuses

To see students' statuses, click on the Students menu in the navigation bar. A list of students that lie under your department should appear as shown below.



Navigation bar: HOME COURSES **STUDENTS** LECTURERS' UNITS SEMESTERS EXAMS LOGOUT (JCS1111111111)

Breadcrumb: Dashboard » Students » Horizontal View

Students

The statuses shown are the latest entries for the specific students, click *view more* to view other statuses for a selected student.

Displaying 1-50 of 303 results.



#	Registration Number	First Name	Last Name	Phone Number	Course Code	Course Name	Current Stage	Results	Status
1	C025-01-137/2016	[REDACTED]	ASSINIGO		C025	Bachelor of Science in Information Technology	Y3S2		Has a supplement:
2	C025-01-	[REDACTED]	[REDACTED]	[REDACTED]	C025	Bachelor of Science in	Y2S1		Has a supplement:

Figure 2.1: Students

To track any change in student's status, click on the view icon (search icon) as circled in the above image. The history will appear as follows.

Dashboard » Student Statuses » C025-01-0000/2017 | Horizontal View

Statuses For: C025-01-0000/2017 | [REDACTED]

Latest status appears first. **NOTE:** You can only modify what you added!

Operations

- Student Statuses
- Students
- Update [REDACTED]'s Status**

Displaying 1-7 of 7 results.

#	Status	Datetime	Unit	Year of Study	Semester	Action
1	Has a supplementary	2019-08-01 10:48:00	EEE 2200 Electronics	Year 2	S1	
2	Has a supplementary	2019-08-01 10:48:00	BEC 2110 General Economics	Year 2	S1	
3	Has a supplementary	2019-08-01 10:48:00	CCS 2101 Data Structures and Algorithms	Year 2	S1	
4	Supplementary - 1 unit(s)	2019-07-29 09:20:00		1	All	
5	Has a supplementary	2019-07-16 17:51:00	SAS 1201 Probability and Statistics I	Year 1	S2	
6	Has a supplementary	2019-05-27 21:50:00	SAS 1201 Probability and Statistics I			
7	Supplementary - 1 units	2019-05-22 14:52:00		Year 1	All	

Act
Go t

Figure 2.2: Student status

b. Update/Modify student's status (if need warrants)

To modify a student's status, click on update [student's name] status link; the link circled in the figure 2.2 above. A new screen will appear where you be required to select the **status**, **year of study** and **semester** then click on **Create** button to update the student's status.

Update Status For C025-01-0219/2017 [REDACTED]

Current Stage: Y2S1

Use this feature to update recommendations for students. An example is when a student successfully appeals against a deregistration decision and instead has to sit for a supplementary. Note that other statuses can be changed directly in the results followed by running of the CMS. Example changing exam from C.cat, or X, or Y to S to make them special exam following departmental meeting.

Select the appropriate **status** then select the specific year of study affected by the recommendation as the **Origin**.

Fields with * are required.

Status *

Select appropriate status ▼

Year of Study *

Select year of study ▼

Semester *

Select Semester ▼

Create

Figure 2.3: Update Status

III. Lecturer units

Here, a coordinator can see lecturers' units with their submission statuses.

Note: A tick mean the unit's marks have been submitted while an **X** means no mark submitted for that unit.

Dashboard » Lecturer Units » Horizontal View

Lecturers' Units

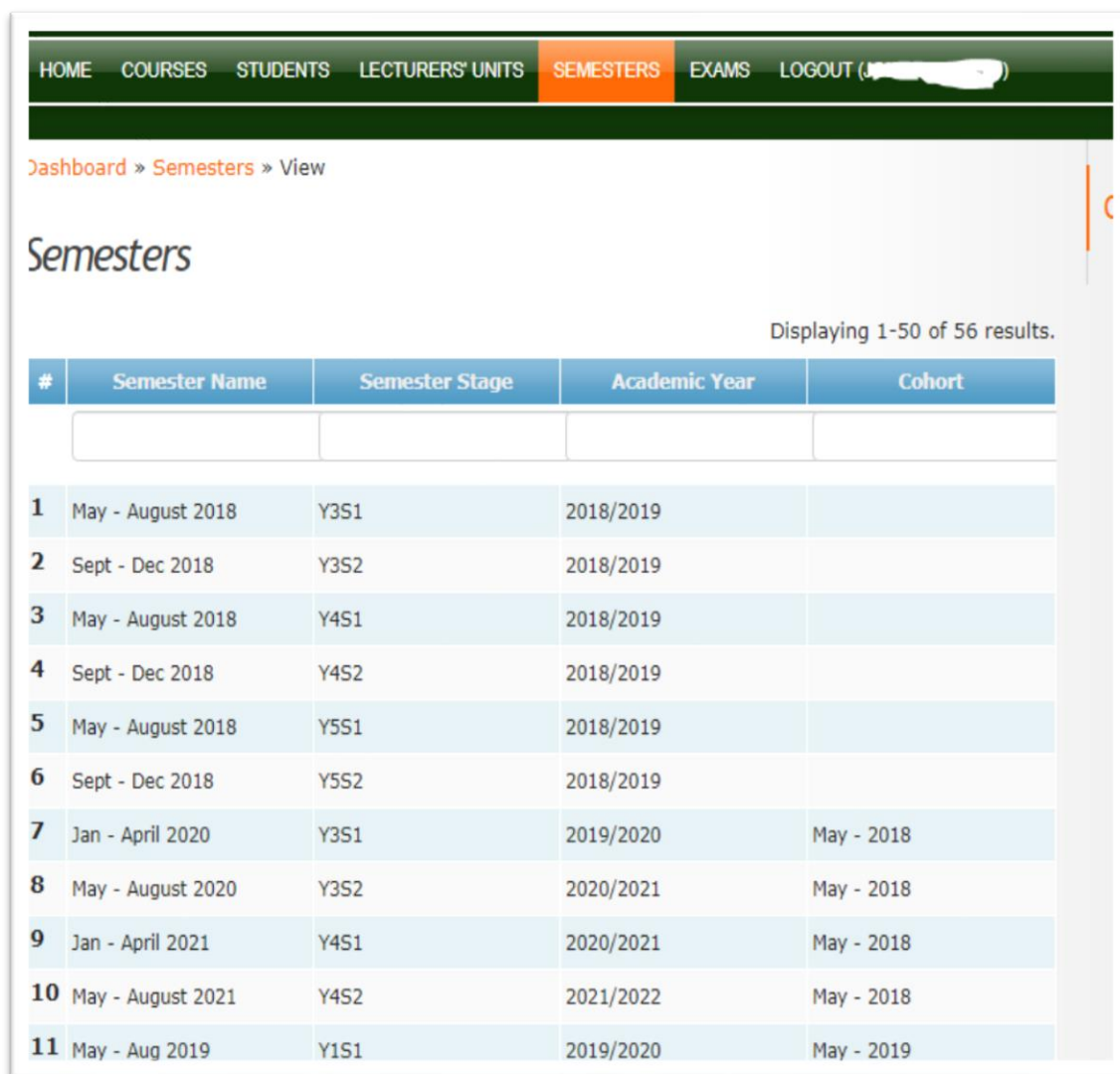
Displaying 1-50 of 192 results.

#	First Name	Last Name	Unit Code	Unit Name	Academic Year	Semester	Sem Name	Prog Code	Programme	Submission
1	Jane	Kuria	CCS 2101	Data Structures and Algorithms	2018/2019	Y2S1	Jan - April 2019	C025	Bachelor of Science in Information Technology	
2	Michael	Muchiri Njoki	ICS 2206	Database Systems	2018/2019	Y2S1	Jan - April 2019	C025	Bachelor of Science in Information Technology	
3	Elizabeth	Mutua	CCS 2104	Systems Analysis and Design	2018/2019	Y2S1	Jan - April 2019	C025	Bachelor of Science in Information Technology	

Figure 3.1: Lecturers Units

IV. Semester

All the available semesters appear under this menu. See the figure below.



#	Semester Name	Semester Stage	Academic Year	Cohort
1	May - August 2018	Y3S1	2018/2019	
2	Sept - Dec 2018	Y3S2	2018/2019	
3	May - August 2018	Y4S1	2018/2019	
4	Sept - Dec 2018	Y4S2	2018/2019	
5	May - August 2018	Y5S1	2018/2019	
6	Sept - Dec 2018	Y5S2	2018/2019	
7	Jan - April 2020	Y3S1	2019/2020	May - 2018
8	May - August 2020	Y3S2	2020/2021	May - 2018
9	Jan - April 2021	Y4S1	2020/2021	May - 2018
10	May - August 2021	Y4S2	2021/2022	May - 2018
11	May - Aug 2019	Y1S1	2019/2020	May - 2019

Figure 4.1: Semesters

V. Exams

Much work under the Exam Coordinator module is done here. This operations' menu allow exam coordinators download a number of available documents as s/he needs. The figure below shows a list of downloadable documents.

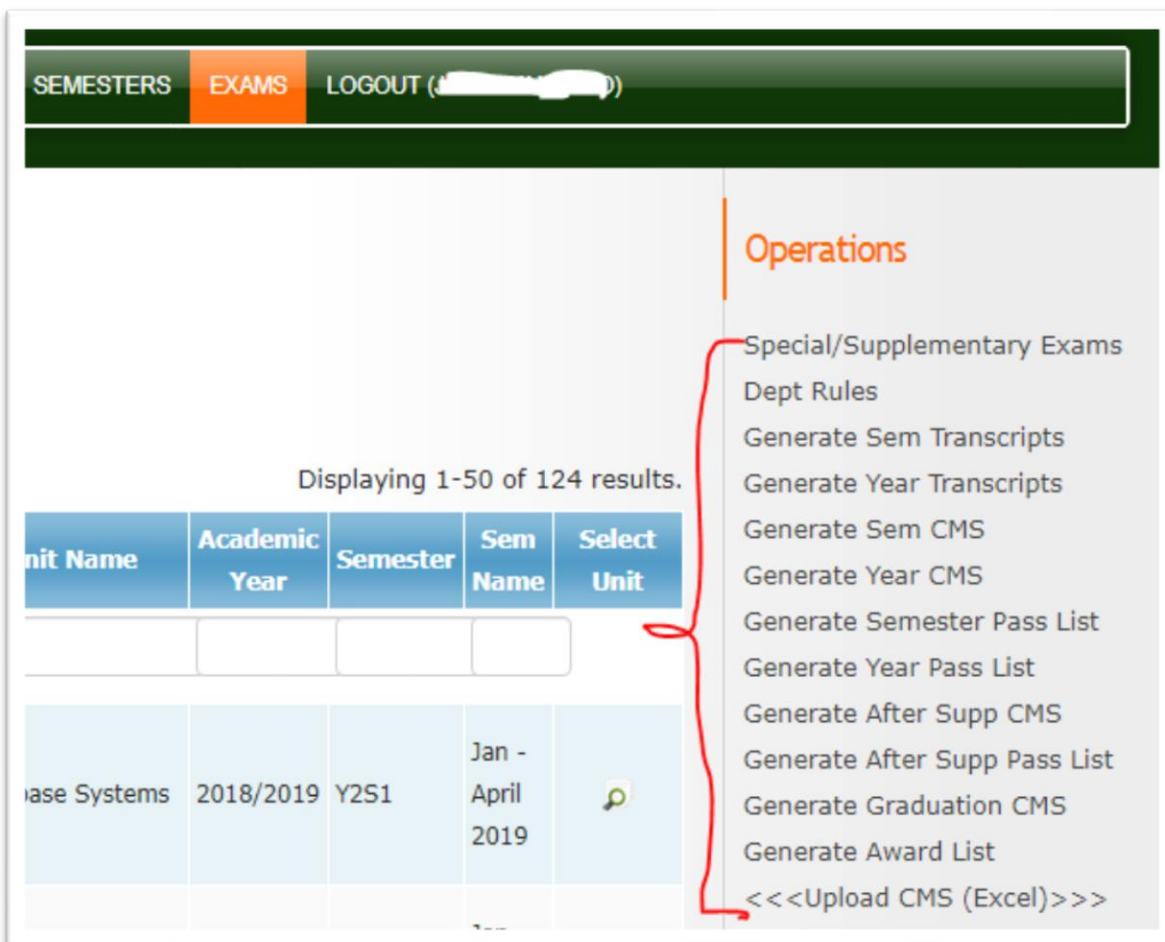


Figure 5.1: Exam Operations

Exam Coordinator can download:

- ❖ CMS
- ❖ Transcripts
- ❖ Pass List

a. Downloading CMS

There are a number of CMS that can be downloaded: Semester CMS (Generate Sem CMS), year CMS (Generate Year CMS), After supplementary CMS (Generate After Supp CMS) and Graduation CMS (Generate Graduation CMS).

The procedures for downloading these documents.

i. Downloading Semester CMS

- Click on Generate Sem CMS
- From a list of semesters, select a semester by clicking on the action button then confirm the action by clicking ok on the confirmation dialog.

Dashboard » Exams » Generate Semester CMS

Displaying 1-29 of 29 results.



No.	Course Code	Course Name	Academic Year	Stage	Semester	Action
1	C025	Bachelor of Science in Information Technology	2018/2019	Y1S2	Sep - Dec 2018	
2	C025	Bachelor of Science in Information Technology	2018/2019	Y1S1	May - Aug 2018	

Figure 5.2: Generate semester CMS

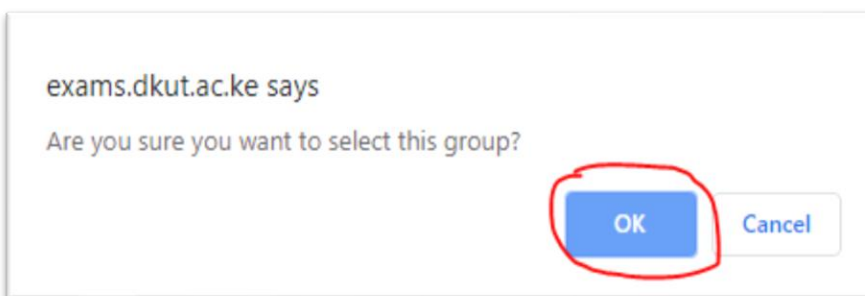


Figure 5.3: Confirm Selection

- Click on the download button to download semester CMS.

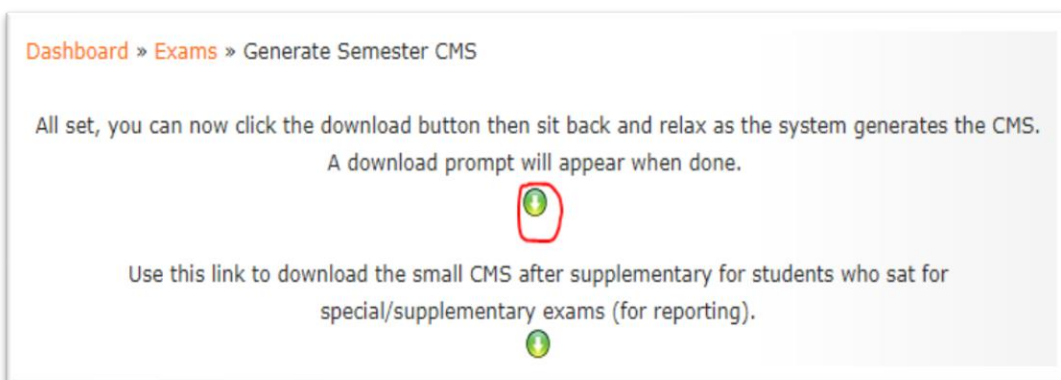


Figure 5.4: Download Buttons

ii. **Downloading Year CMS**

- Click on Generate Year CMS Link.
- Select the program, Cohort and Year of study then click on Generate button to generate the CMS.

Dashboard » Exams » Generate Year CMS

Generate Year CMS

Select the programme, cohort, and year of study for which you want to generate the CMS.

NOTE: The cohort is the *month - year* when the group joined the university.

Also note that the system computes recommendations based on set department rules. Confirm that the rules are set before initiating the generation.

Programme:*

Select Programme ▼

Cohort:*

Select Cohort ▼

Year of Study:*

Select Year ▼

Generate

Figure 5.5: Generate Year CMS

- Click on download button to download the generated CMS.

iii. Downloading After Supplementary CMS

- Click on Generate After Supp CMS
- Repeat 2nd and 3rd process in the above procedure to generate After Supp CMS.

iv. Downloading Graduation CMS

- Click on Generate Graduation CMS link from operations' list
- Select Program and Cohort the click on Generate button to generate Graduation CMS.

Generate Graduation CMS

Select the programme and cohort for which you want to generate the CMS.
NOTE: The cohort is the **month - year** when the group joined the university.

Programme:*

Select Programme ▼

Cohort:*

Select Cohort ▼

Generate

Figure 5.6: Generate Graduation CMS

- Click on download button to download the generated CMS.

b. Downloading Transcripts

From the operations' list, a coordinator can download both semester and year transcripts.

i. Downloading Semester Transcript

- Click on Generate Sem Transcripts
- Select the students whose transcripts you indent to download and click on Generate button at the bottom of the page.

Generate Semester Transcripts

Note: Transcripts for students without results in the respective semesters will not be generated.

Displaying 1-50 of 980 results.

	Course Code	Course Name	Semester	Sem Name	Reg Number	Student Name
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	C025	Bachelor of Science in Information Technology	Y1S1	May - Aug 2018	C025-01-0753/2018	BOSIBORI AVVINE ROGERS
<input checked="" type="checkbox"/>	C025	Bachelor of Science in Information Technology	Y1S1	May - Aug 2018	C025-01-0985/2018	BOSIRE CAROLYNE MWANGO

Figure 5.7: Generate Semester Transcripts

ii. Downloading Year Transcript

- Click on the Generate Year CMS link.
- Select Program, Cohort and year of study.

Generate Year Transcripts

Select the programme, cohort, year of study and student(s) to generate the transcripts. **Note:** Transcript for students without results in the respective years will not be generated.

Programme:*

C025 : Bachelor of Science in : ▼

Cohort:*

May - 2017 ▼

Year of Study:*

First Year ▼

Figure 5.8: Generate Year Transcript

- Repeat the step two in the above procedure.

c. Downloading Pass Lists

Three types of Pass Lists can be downloaded under Exams Menu. These include

iii. Semester Pass List

- Click on Generate Sem Pass List
- Select Program, Cohort, Year of Study and Semester and finally click on Generate button to download the Pass List.

Dashboard » Exams » Generate Semester Passlist

Generate Semester Passlist

Select the programme, cohort, academic year, and semester for which you want to generate the passlist.

NOTE: The cohort is the *month - year* when the group joined the university.

Also note that the system computes recommendations based on set department rules. Confirm that the rules are set before initiating the generation.

Programme:*

Select Programme ▼

Cohort:*

Select Cohort ▼

Year of Study:*

Select Year ▼

Semester*

Select Semester ▼

Generate

Figure 5.9: Generate Semester Passlist

iv. Year Pass List

Similar to the above procedure only that semester is not needed.

Dashboard » Exam Marks » Generate Year Passlist

Generate Year Pass List

Select the programme and cohort to generate the passlist.

NOTE: The cohort is the *month - year* when the group joined the university.

Also note that the system computes recommendations based on set department rules. Confirm that the rules are set before initiating the generation.

Programme:*

Select Programme ▼

Cohort:*

Select Cohort ▼

Year of Study:*

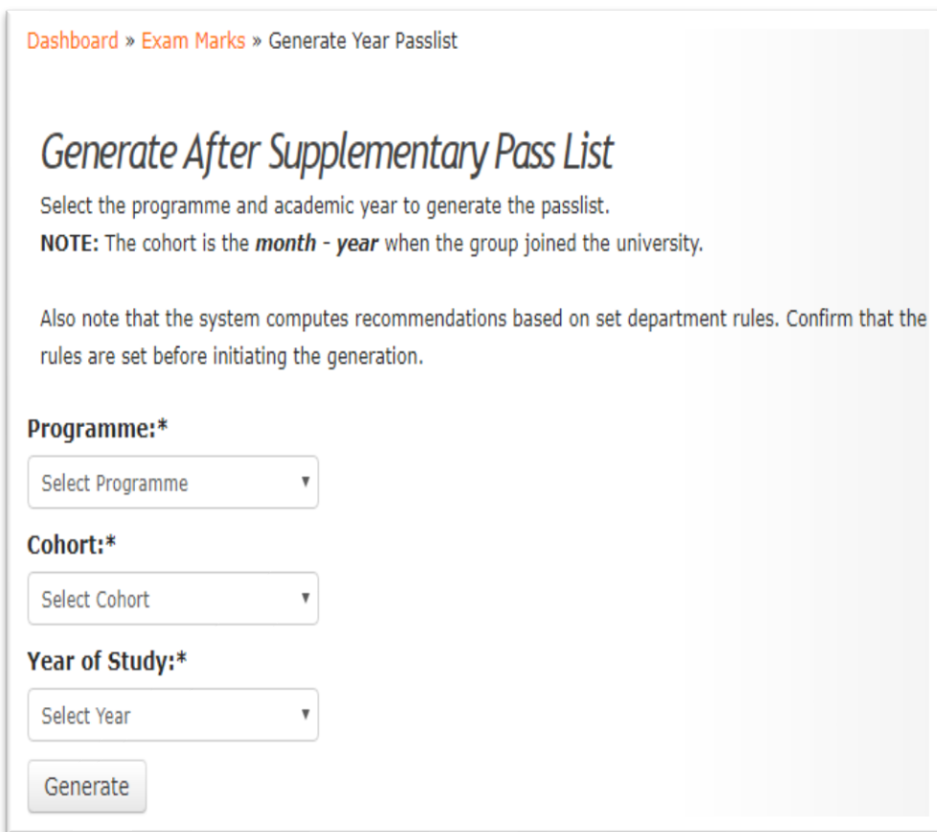
Select Year ▼

Generate

Figure 5.10: Generate Year Passlist

v. *After Supplementary Pass List*

Repeat a) procedure to download After Supplementary Pass List.



The screenshot shows a web application interface for generating a passlist. At the top, a breadcrumb trail reads 'Dashboard » Exam Marks » Generate Year Passlist'. The main heading is 'Generate After Supplementary Pass List' in a large, italicized font. Below the heading, there is a instruction: 'Select the programme and academic year to generate the passlist.' followed by a **NOTE:** 'The cohort is the *month - year* when the group joined the university.' Another note states: 'Also note that the system computes recommendations based on set department rules. Confirm that the rules are set before initiating the generation.' The form contains three dropdown menus: 'Programme:*' with 'Select Programme' as the placeholder, 'Cohort:*' with 'Select Cohort' as the placeholder, and 'Year of Study:*' with 'Select Year' as the placeholder. Each dropdown has a small downward arrow icon. At the bottom of the form is a 'Generate' button.

Figure 5.11: Generate After Supplementary Passlist

4.0 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 from your dashboard. We hope your work is now enhanced. Thank you.