# Completing Marksheets

The person responsible for completing marksheets at the relevant partner should complete every box in the mark column.

- **If a student does not submit** a 0 should be entered into the “Mark” column and select the NS option in the drop down box in the “Grade” column.

- **If a student submits but receives no marks for their work** a 0 should be entered into the “Mark” column and select the F option in the drop down box in the “Grade” column.

- **If a student submits and receives a mark** please ensure this is entered into the “Mark” column. This is the **only** time that the “Grade” column should be left blank.

The marksheet should then be sent through to the UEL administrator, along with any additional marksheets as early as possible to allow any issues to be resolved before the board.

***Example***

| #Ass# | #Cand Key | Name | #CD | Mark | Grade | CD | #Cand Key |
|---|---|---|---|---|---|---|---|
| #001 | #0123456/1 | BLOGGS | # | 0 | F | CWRK1 100% | #0123456/1 |
| #001 | #0123457/1 | PATEL | # | 0 | NS | CWRK1 100% | #0123457/1 |
| #001 | #0123458/1 | HUSSAIN | # | 46 | | CWRK1 100% | #0123458/1 |
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