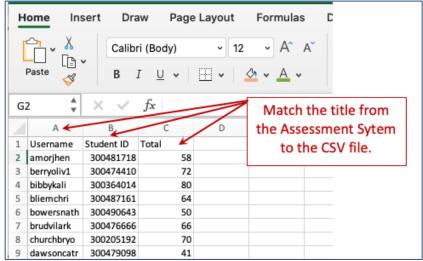
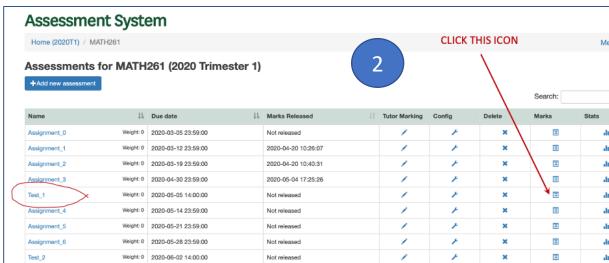
Assessment System 9 How does it work?

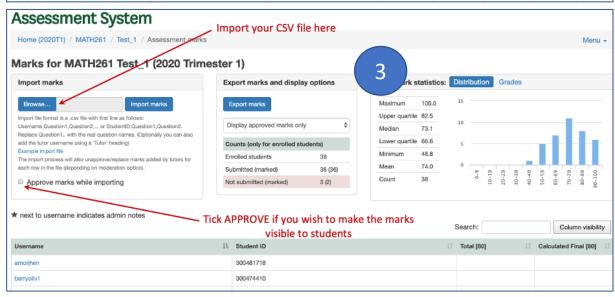
1. How to import Test marks?

Go to your course in the assessment system and import file format in a .CSV file with the first line as follows: Username, Student ID and Total.





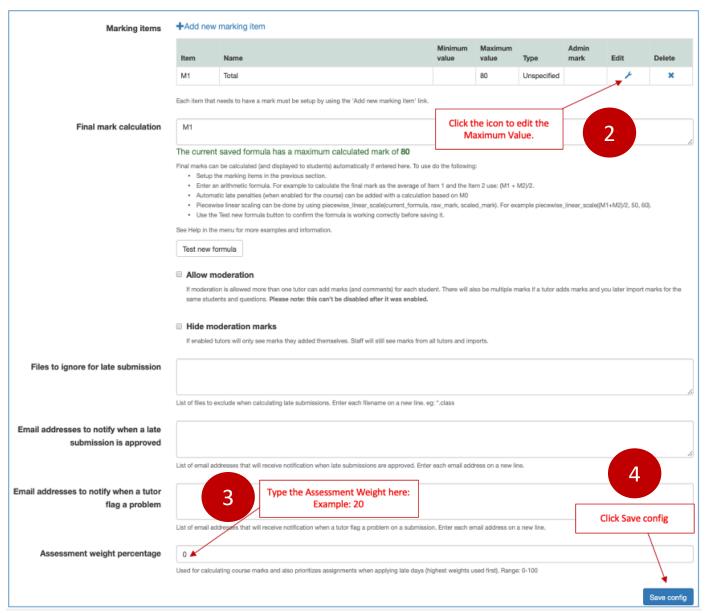




2. How to set-up the assessment weight and total?

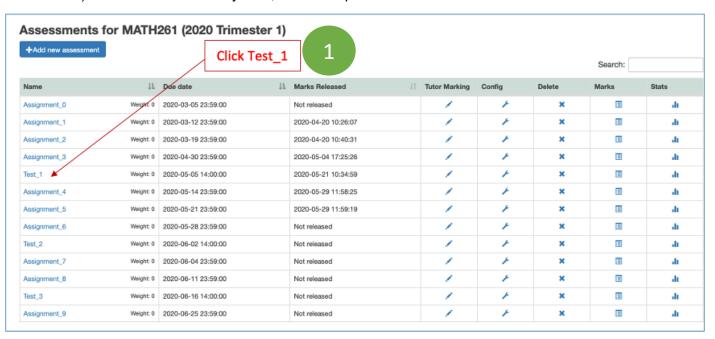
Go to **Config** icon and to **Marking**. In the **Marking items**, click **Edit**. Type the total in the **Maximum Value** and click **Save Item**.

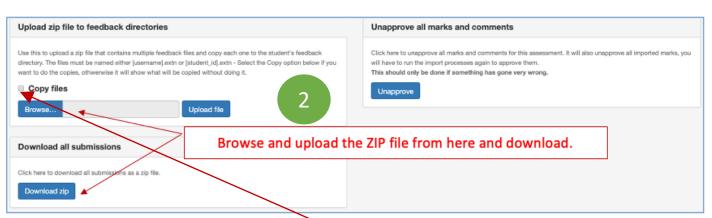




3. How to upload scanned Test script?

- a) Rename the individual scanned Test script into students ID.
- b) ZIP the group of files to create a single document.
- c) In the Assessment System, follow the picture below.





Important: To check if the ID filename of individual file is correct, do not tick the copy file. At the bottom, it will show if all filename are correct.

If mistake happen, go back to the original file and rename the Test script.

ZIP all the files again to create a single document, **Upload Files**, tick the **Copy files** and **Download Zip**.

