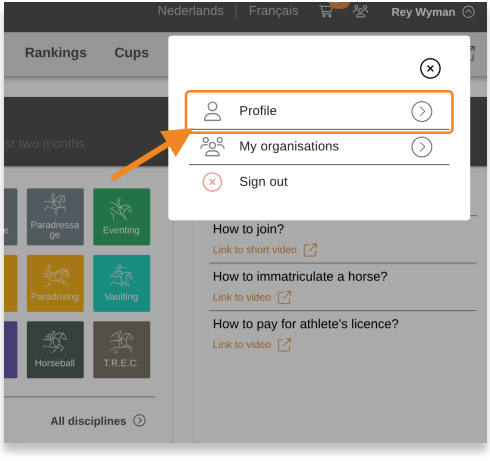
How to Enter an Exam Session's Results and Fill In Your Report

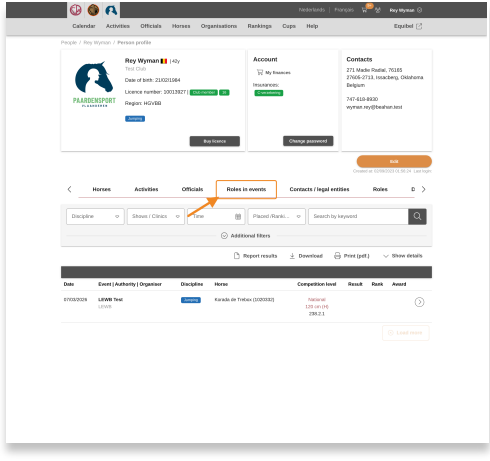
Step 1

Click your name in the upper-right corner and choose **"Profile"**.



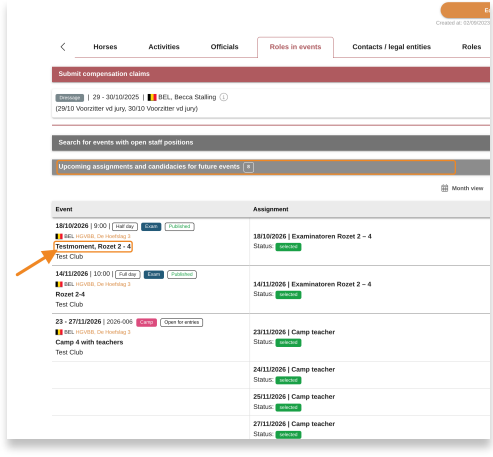
Step 2

Open the tab **"Roles in events"**. If you don't see it, use the arrow on the right of the tabs.



Step 3

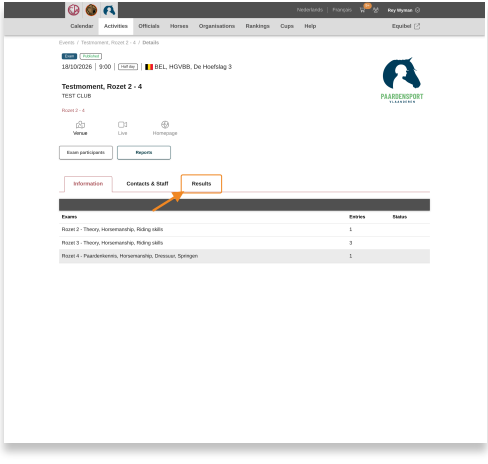
Open **"Upcoming assignments and candidacies for future events"** and click the name of the session.



How to Enter an Exam Session's Results and Fill In Your Report

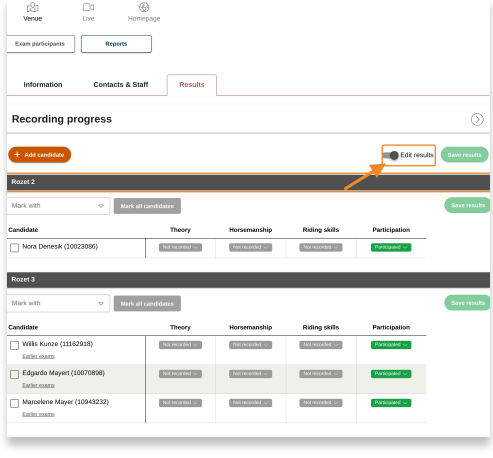
Step 4

Open the **"Results"** tab.



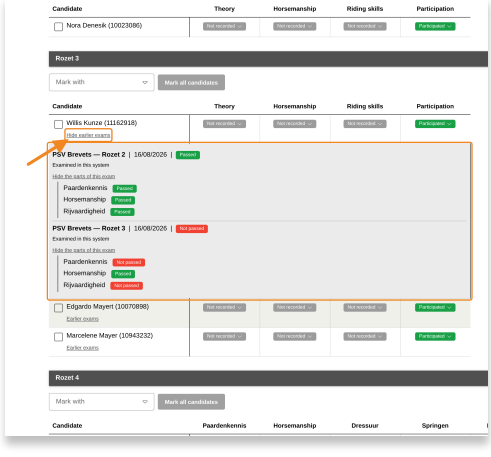
Step 5

Check that **"Edit results"** is switched on. Each exam has its own table, with a row per candidate and a column per part.



Step 6

To see what a candidate has taken before, click **"Earlier exams"** under their name. Each earlier exam shows its date and outcome.

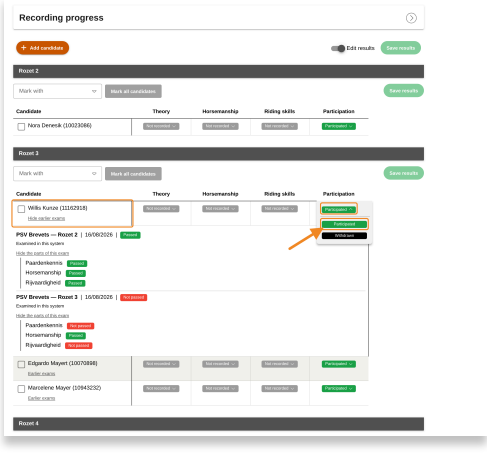


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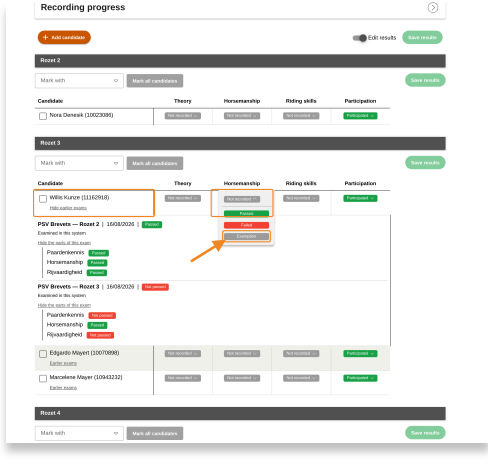
Step 7

Under **"Participation"**, choose **"Participated"** or **"Withdrawn"** for each candidate.



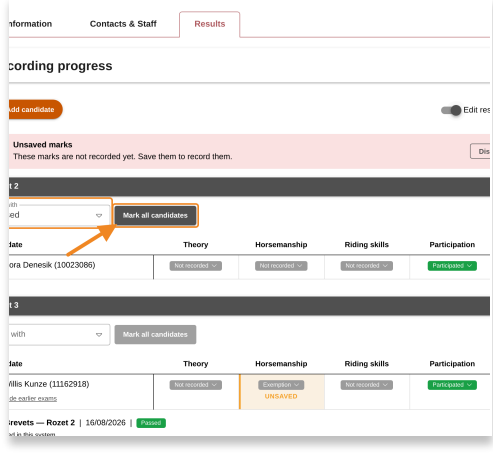
Step 8

Choose each part's result in its cell. At a resit, a part the candidate passed before can get **"Exemption"**.



Step 9

Same result for many candidates? Choose it under **"Mark with"** and click **"Mark all candidates"**.

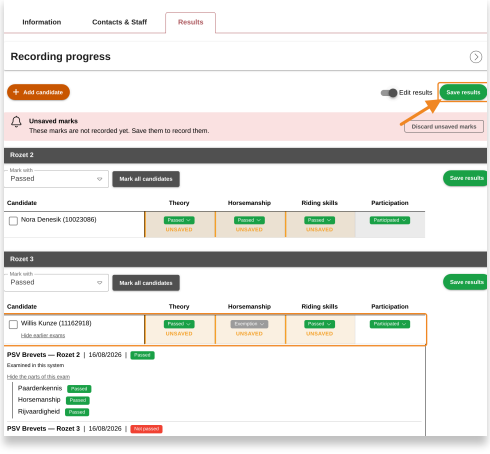


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How to Enter an Exam Session's Results and Fill In Your Report

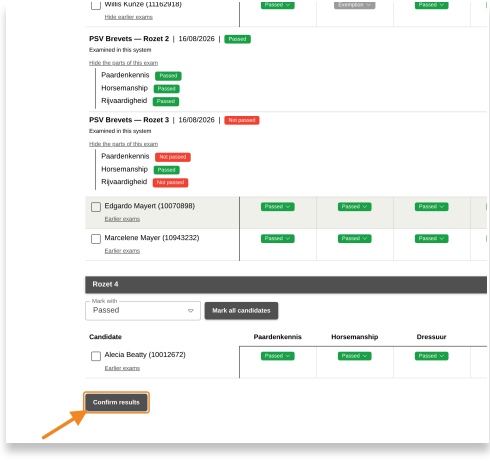
Step 10

Click **"Save results"**. Until you do, nothing is recorded — changed cells say **"Unsaved"**.



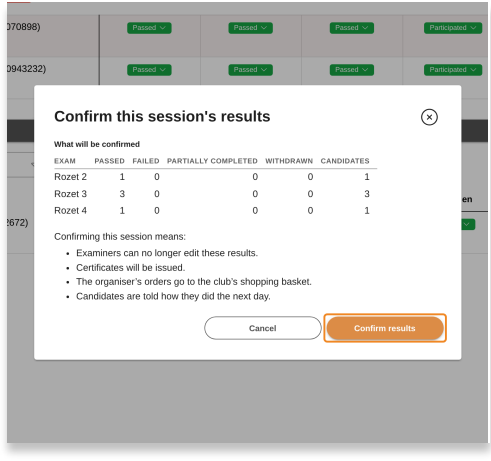
Step 11

When **"Recording progress"** shows nothing outstanding, click **"Confirm results"** at the bottom of the page.



Step 12

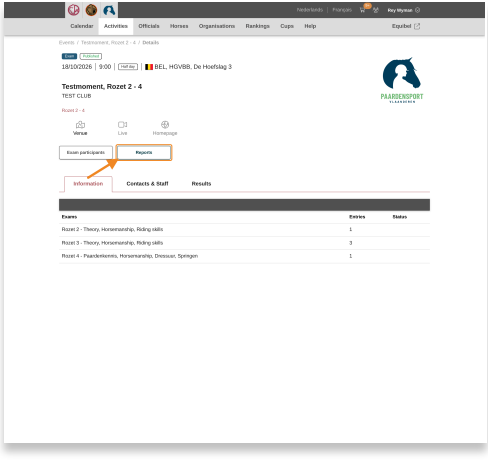
Check the numbers per exam and click **"Confirm results"**. The session is closed; you can no longer change its results.



How to Enter an Exam Session's Results and Fill In Your Report

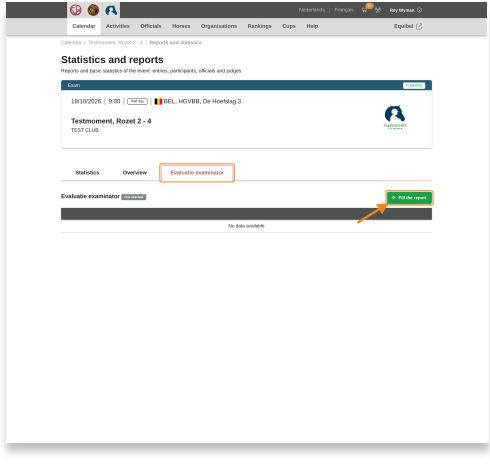
Step 13

For your report, go back to the session's page and click **"Reports"**.



Step 14

Open the tab with the report's name and click **"Fill the report"**.



Step 15

Answer the questions and click **"Submit response"**. **"Save draft"** keeps your answers to finish later.

