AwardSoft v15.2: An Excel Workbook for Preparation and Submission of Results

Office of the Controller of Examinations
University of Agriculture Faisalabad
Why to Undertake this Exercise?

To create awareness about

- what to do before preparing the award list?
- What problems are commonly faced in the preparation of award lists
- what are the rules to pass a course in different degree programs
- why there was a need to develop a universal award list in the name AwardSoft v15.2 for preparation and submission of results
What to do before preparing the award list?

- **Answer books are to be carefully marked:** All questions be marked in RED ink. Blank spaces/sheets have to be crossed.

- **Get the marked answer book seen by class students** as per rules.

- **The results must be discussed and approved** by Departmental Board of Studies.

- **Submit a result by yourself in sealed envelop(s):** Do not assume that the student will get the marks changed at Controller’s Office at its own. We are custodian of results that the teachers have submitted.

- **Marks are NOT reassigned:** Once the award list is received at Controller’s Office, no requests by teachers to change/re-assign marks from theory to practical or *vice versa* are entertained.
Common mistakes made by teachers during preparation of award lists

- **Issues with rounding of the marks**: Teachers round off the marks incorrectly resulting in mismatch of totals at Controller’s office. This results in:
  - **Passing/failing of students by one mark**: A student is declared pass by teachers while he/she is actually fail as per rules. Mostly happens when a student is marginally pass in the lowest grades
  - **Missing grades with one mark**: Teaches assign higher grades (e.g. A) while they are graded differently by Controller Office

- **Enter marks higher than assigned to specific portion**: e.g. 6 marks for assignment instead of 4 in a 3 CH course

- **Incorrect shifting of marks**: from individual questions to the summary sheet on first page

- **Incorrect totals**: Many times the totals are incorrectly made when calculated manually

- **Grace Marks**: The teachers grant grace marks to students but are not reflected/adjusted anywhere in answer sheets
Passing rules for various degree Programs

- All degree programs are based on **THREE** passing rules
  - **Rule 1:** Pass at 40% applies to:
    - Major/Minor courses offered to FSc, BSc and MSc
  - **Rule 2:** Pass at 50% applies to:
    - Major/Minor courses offered to MSc(H), MPhil, MS, PhD, MBA, MCom
    - Deficiency courses offered to MSc, MSc(H), MPhil, MBA, MCom
  - **Rule 3:** Pass at 65% applies to:
    - Deficiency courses offered to PhD
Example: Pass percentages for a 4(3-1) course

<table>
<thead>
<tr>
<th>Rules</th>
<th>Theory</th>
<th>Practical</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 1 (40 %) Passing marks</td>
<td>24</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td>Pass Percentage</td>
<td>40%</td>
<td>40%</td>
<td>40%</td>
</tr>
<tr>
<td>Rule 2 (50 %) Passing marks</td>
<td>30</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td>Pass Percentage</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Rule 3 (65%) Passing marks</td>
<td>39</td>
<td>13</td>
<td>52</td>
</tr>
<tr>
<td>Pass Percentage</td>
<td>65%</td>
<td>65%</td>
<td>65%</td>
</tr>
</tbody>
</table>
A student MUST get passed in Theory and Practical parts separately

- A student must be pass in THEORY (Mid + Assignment + Final) and PRACTICAL separately: If a student obtains higher marks in theory but is fail in practical, he would be declared FAIL even if he/she obtains marks more than pass marks in cumulative.
- Rounding should not be practiced for individual sections. However, TOTAL MARKS can be rounded.
- A student declared pass by teacher due to rounding of individual sections may be declared fail at Controller’s office.
- Absent in Mid, Final or Practical but scoring cumulatively passing marks is declared FAIL.
Why we developed AwardSoft v15.2

- To facilitate teachers in preparing results as per UAF rules
- To provide a uniform platform for all degree programs being offered at UAF on a single excel worksheet
- To avoid complications that arise due to incorrect submission of results by the teachers
- To import data directly from this workbook to our results database at Controller’s Office
- For encryption to ensure the integrity of calculations. The formulae in the award are hidden and cannot be viewed or edited by users
# A Screenshot of AwardSoft v15.2

**UNIVERSITY OF AGRICULTURE, FAISALABAD**

<table>
<thead>
<tr>
<th>Grade</th>
<th># Students</th>
<th>Grade at</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0</td>
<td>64</td>
</tr>
<tr>
<td>B</td>
<td>0</td>
<td>52</td>
</tr>
<tr>
<td>C</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL | 0 | 0 |

**Course Information**

- *Passing Rule*: Major/Minor (FSc-BSc-MSc)
- *Pass %*: 40%
- *Program*: Morning & Evening
- *Degrees covered*: Major & Minor courses offered for F.Sc. (Pre-Agr.), B.Sc. (H); M.A./M.Sc. (two year), and BSc(H) courses (with course code below 700) being offered to MSC(H) as deficiency

<table>
<thead>
<tr>
<th>Department</th>
<th>Enter Department</th>
<th>Degree</th>
<th>Enter Course Title</th>
<th>Winter Semester</th>
<th>Teacher's Name: Dr. M. Sajid Aqeel Ahmad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M.Sc., M.Phil. &amp; Ph.D.</td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>4(3-1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2015-16</td>
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</tbody>
</table>

**Result Type**

- Theory & Practical

<table>
<thead>
<tr>
<th>Student's Regd. No.</th>
<th>Mid 30%</th>
<th>Assign 10%</th>
<th>Final 60%</th>
<th>Out of 20</th>
<th>Out of 80</th>
<th>Grade</th>
<th>Marks in words</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>18</td>
<td>6</td>
<td>36</td>
<td>20</td>
<td>80</td>
<td>F</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>F</td>
<td>Only Zero</td>
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<td>0</td>
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<td>Only Zero</td>
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<td>0</td>
<td>0</td>
<td>F</td>
<td>Only Zero</td>
</tr>
</tbody>
</table>

**AwardList**

- **READY**
  - Word
  - Excel
  - PDF
  - XPS
Things to consider while printing results using AwardSoft

- AwardSoft does **NOT** round marks of any section. You have to do it at your own.

- Sort students by their Registration numbers in ascending order in each discipline.

- Locked cells cannot be selected. Hence print selection command will not work. Alternatively, you can print range e.g. Page 1 to 1, 1 to 2 … to print pages containing data.

- Do **NOT** forget to sign all pages of award list.
Security features of AwardSoft v15.2

- **Copy paste** and **drag and drop** functions are totally disabled
- **Selection of cells** other than allowed to enter data is disabled
- **Automatic breakup of marks** to Mid, Assignment, Final and Practical depending upon credit hours selected
- **Data validation:**
  - Marks higher than assigned to a section cannot be entered. A warning is displayed
  - Cells containing incorrect values is immediately highlighted red (Only in case of copy and pasting data)
- **Automatic grading** of students depending upon credit hours and degree rules selected
- **Printing disabled**: if some critical information is missing
- **Summary of grades** obtained by students at the bottom of each page
- **Highlighting of top two grades** (A and B) if missing by 1 or 2 marks
- **Preparation of results** of large class on a single sheet (up to 502)
How to enter data in AwardSoft

- Follow simple steps
  1. Select a **passing rule** from drop down list (**CRITICAL** step)
  2. Type in **department name, major, course number and course title**
  3. Select a **degree program** and **section** from dropdown list. If not listed, you can manually type it
  4. Select **credit hours** from drop down list (**CRITICAL** step)
  5. Select **semester** and **year** from drop down list
  6. Type in **Teacher’s name**
  7. **Adjust marks** to indicate the top two grades (2, 1, or 0 for no indication) **optional**
  8. **Start typing results data**
Critical steps for proper validation

**PASSING RULE**
- Must be selected properly according to degree program (e.g. MSc, MPhil or PhD)
- Do not prepare result of MSc (2 year) and MPhil or PhD on a single sheet. A MPhil & PhD student needs 50% marks to pass as compared to 40% for MSc

**CREDIT HOURS**
- All validations runs on the proper selection therefore, must be selected carefully
Still want to Copy/Paste data?

- Copy and pasting from Excel to Excel is disallowed to ensure integrity of formulas.
- Sometimes, teachers wish to copy and paste data (e.g., Reg. No. and Student’s names) from another document.
- For example, they prepare draft result in another Excel workbook and then wish to paste it to AwardSoft.
- Follow following two steps:
  1. Copy data from Excel, paste it to Notepad.
  2. Copy from Notepad and past to AwardSoft.
- The cells deviating from normal values will immediately turn RED indicating they be redressed before proceeding further.
Suggestions?

- Results will be accepted ONLY on the latest version of AwardSoft or that developed by Computer Science or at LMS available at UAF website.
- The workbook has been tested and verified by our technical staff for possible errors.
- The AwardSoft contains security features; please do not try to cracks the security features.
- Please contact us immediately if you need help for result preparation.
- If you have any suggestions for its improvement, please communicate by email at: controller.examinations@uaf.edu.pk
Please make sure to
Submit Award Lists Separately
Rule-wise

Rule 1: Pass at 40 %
Rule 2: Pass at 50 %
Rule 3: Pass at 65 %

No result will be accepted without Regd. No.

Last date for receipt of results is:

18 January 2016
Thank You