

# **AwardSoft v15.2:**

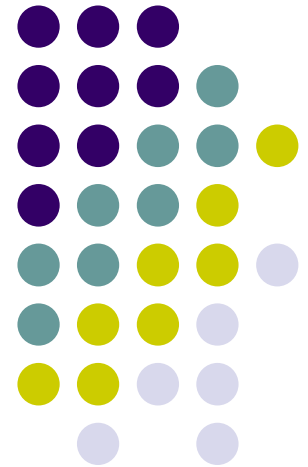
## **An Excel Workbook for**

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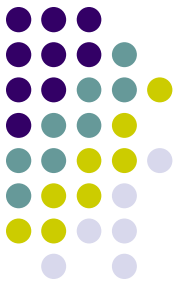
# **Preparation and**

# **Submission of Results**

**Office of the**  
**Controller of Examinations**  
**University of Agriculture Faisalabad**



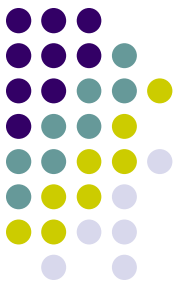
# Why to Undertake this Exercise?



To create awareness about

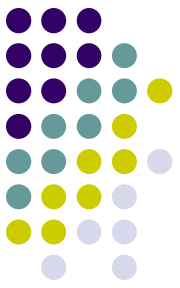
- what to do before preparing the award list?
- What problems are commonly faced in the preparation of award lists
- what are the rules to pass a course in different degree programs
- why there was a need to develop a universal award list in the name **AwardSoft v15.2** for preparation and submission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

# What to do before preparing the award list?



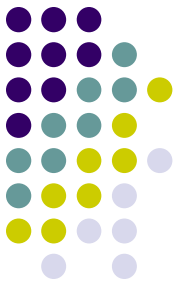
- **Answer books are to be carefully marked:** All questions be marked in **RED** ink. Blank spaces/sheets have to be crossed
- **Get the marked answer book seen by class students** as per rules
- **The results must be discussed and approved** by Departmental Board of Studies
- **Submit a result by yourself 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



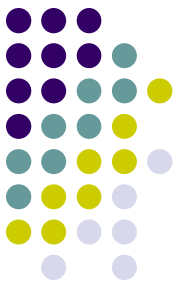
- **Issues with rounding of the marks:** Teachers round off the marks incorrectly resulting in mismatch of totals at Controller's office. This results in:
  - **Passing/failing of students by one mark:** A student is declared pass by teachers while he/she is actually fail as per rules. Mostly happens when a student is marginally pass in the lowest grades
  - **Missing grades with one mark:** Teachers 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



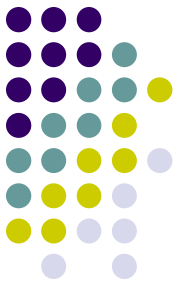
Rules	Theory	Practical	Total
	<b>60</b>	<b>20</b>	<b>80</b>
<b>Rule 1 (40 %) Passing marks</b>	24	8	32
<b>Pass Percentage</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>
<b>Rule 2 (50 %) Passing marks</b>	30	10	40
<b>Pass Percentage</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>
<b>Rule 3 (65%) Passing marks</b>	39	13	52
<b>Pass Percentage</b>	<b>65%</b>	<b>65%</b>	<b>65%</b>

# 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 students 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**

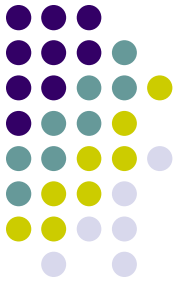
# Why we developed AwardSoft v15.2



- **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

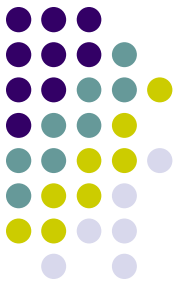


1	UG-3/PG-3/15.2	<b>CONTROLLER'S COPY-I</b>									
2		<b>UNIVERSITY OF AGRICULTURE, FAISALABAD</b>					<b>Grade</b>	<b># Students</b>	<b>Grade at</b>		
3	(To be used at						A	0	64		
4	end of semester)						B	0	52		
5	Passing Rule:	Major/Minor (FSc-BSc-MSc)		Pass %: 40%	Program	Morning & Evening	C	0	40		
6	Degrees covered:	Major & Minor courses offered for F.Sc. (Pre-Agri.); 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							D	0	32
7							F	0			
8	Department:	Enter Department			Degree:	M.Sc., M.Phil. & Ph.D.		<b>TOTAL</b>	0	0	
9	Course Title:	Enter Course Title			Section No:	None		<b>Grade Indication at</b>	<b>1</b>	<b>Marks</b>	
10	Course No.:	Enter Course Code		Winter Semester		Teacher's Name: Dr. M. Sajid Aqeel					
11	Credit Hours:	4(3-1)		Year, 2015-16		Ahmad					
12	Result Type	Theory & Practical		Theory		Practical	Total				
13	Student's Regd. No.	Student's Name	Mid 30%	Assig. 10%	Final 60%	Out of	Out of	Grade	Marks in words		
14			18	6	36	20	80				
15							0	F	Only Zero		
16							0	F	Only Zero		
17							0	F	Only Zero		
18							0	F	Only Zero		
19							0	F	Only Zero		
20							0	F	Only Zero		
21							0	F	Only Zero		
22							0	F	Only Zero		
23							0	F	Only Zero		

AwardList +

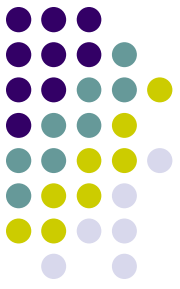
READY

# Things to consider while printing results using AwardSoft

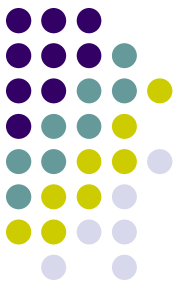


- AwardSoft does **NOT** round marks of any section. You have to do it at you own
- Sort students by their Registration numbers in ascending order in each discipline
- Locked cells cannot be selected. Hence print selection command will not work. Alternatively, you can print range e.g. Page 1 to 1, 1 to 2 ... to print pages containing data
- Do **NOT forget to sign** all pages of award list

# Security features of AwardSoft v15.2

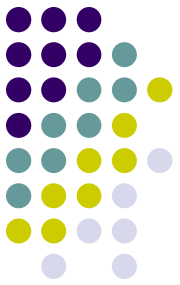


- **Copy paste** and **drag and drop** functions are totally **disabled**
- **Selection of cells** other than allowed to enter data is disabled
- **Automatic breakup of marks** to Mid, Assignment, Final and Practical depending upon credit hours selected
- **Data validation:**
  - **Marks higher than 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**



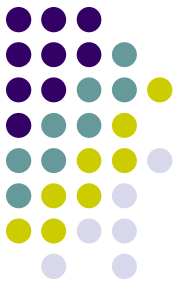
# Critical steps for proper validation

- **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

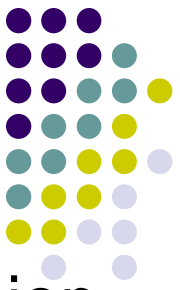
- **CREDIT HOURS**

- All validations runs on the proper selection therefore, must be selected carefully



# Still want to Copy/Paste data?

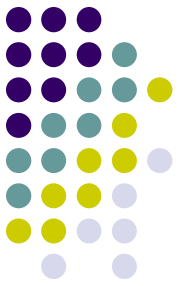
- Copy and pasting from Excel to Excel is disallowed to ensure integrity of formulas
- Sometimes, teachers wish to copy and paste data (e.g. Reg. No. and Student's names) from another document
- For example, they prepare draft result in another Excel workbook and then wish to paste it to AwardSoft
- 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](mailto: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 %**

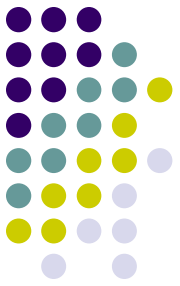
**Rule 3: Pass at 65 %**

**No result will be accepted without Regd. No.**

**Last date for receipt of results is:**

**18 January 2016**





**Thank You**