

Teacher Access Center

Final Exams

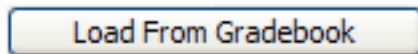
On your Home screen, click the **RC** link (RC Run 3 and 6 only).



Notice the additional column named **EX**. This is where the final exam grade will be recorded. It does not go on the **Scores** page.

Marks		
MP	SM	EX
<input type="text"/> ↓ Ovr: <input type="checkbox"/>	<input type="text"/> ↓ Ovr: <input type="checkbox"/>	<input type="text"/> ↓ Ovr: <input type="checkbox"/>
<input type="text"/> ↓ Ovr: <input type="checkbox"/>	<input type="text"/> ↓ Ovr: <input type="checkbox"/>	<input type="text"/> ↓ Ovr: <input type="checkbox"/>
<input type="text"/> ↓ Ovr: <input type="checkbox"/>	<input type="text"/> ↓ Ovr: <input type="checkbox"/>	<input type="text"/> ↓ Ovr: <input type="checkbox"/>

Click the **Load From Gradebook** button, as you would normally do for report cards.



In the **EX** column, type in the numeric grade that the student received on the final exam.

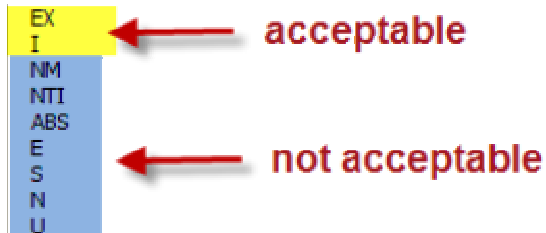
EX
<input type="text" value="75"/> ↓ Ovr: <input checked="" type="checkbox"/>
<input type="text" value="80"/> ↓ Ovr: <input checked="" type="checkbox"/>

Type an **I** for Incomplete for the final exam. Type an **EX** if the student is exempt from taking the exam. You can also use the drop down menu to choose **I** or **EX**. Be sure to follow your campus/department/grade level procedures regarding exam exemptions.

EX
<input type="text" value="75"/> ↓ Ovr: <input checked="" type="checkbox"/>
<input type="text" value="80"/> ↓ Ovr: <input checked="" type="checkbox"/>
<input type="text" value="EX"/> ↓ Ovr: <input checked="" type="checkbox"/>
<input type="text" value="I"/> ↓ Ovr: <input checked="" type="checkbox"/>

**DO NOT USE EX, NM, NTI, or ABS as a marking period grade.
DO NOT USE NM, NTI, or ABS, as a final exam grade.
Those letter codes are for the Scores page only.**

(ESNU can be used as a marking period grade only for courses that use a non-numeric grading scale.)



Enter **Conduct** and **Comments** as usual.
You must click the **Save** button before leaving the RC page.

Save