

## SUPPLEMENTARY RESULTS GUIDE

### Uploading Supplementary Results

Under the **Upload Results** tab, a new button labeled **Upload Supplementary Results** has been added.

This button is positioned beside the **Download Custom Template** text, making it easy to locate and use.

The screenshot displays the BUSITEMA UNIVERSITY portal. The user is logged in as MR. ACMIS SUPPORT. The main navigation menu includes MY APPS, MY COURSES, MY TEACHING TIMET..., and MY ASSESSMENT. The current page is 'RESULTS UPLOAD & SUBMISSION'. The interface is divided into several sections:

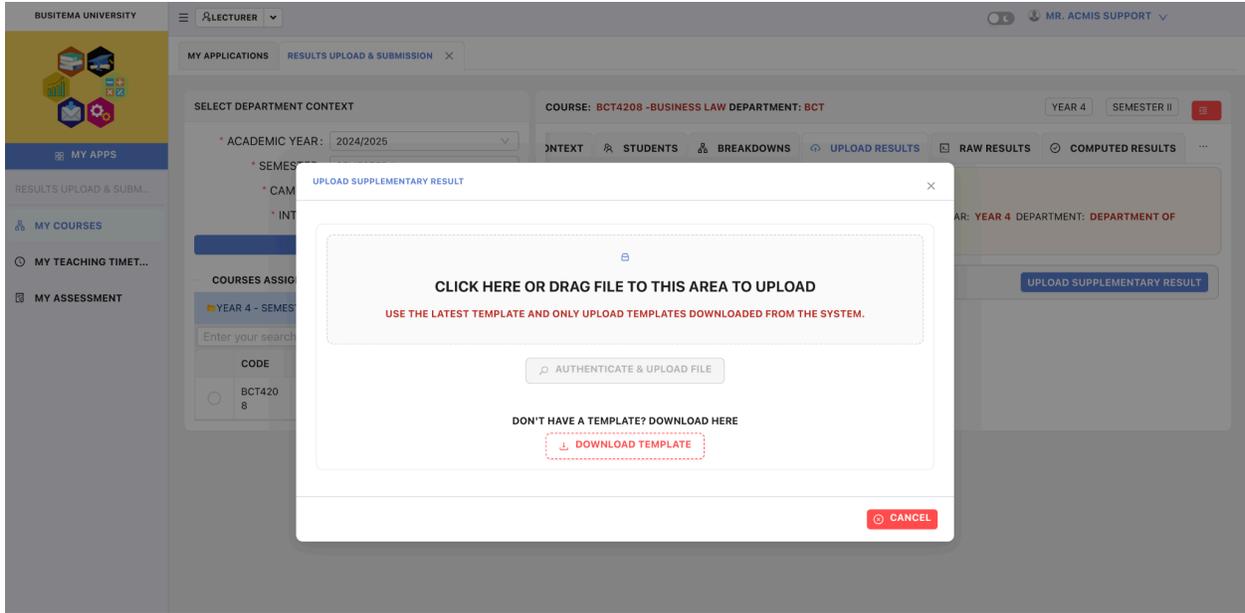
- SELECT DEPARTMENT CONTEXT:** Includes dropdowns for ACADEMIC YEAR (2024/2025), SEMESTER (SEMESTER II), CAMPUS (BUSITEMA), and INTAKE (AUGUST). A 'LOAD COURSES' button is present.
- COURSES ASSIGNED TO YOU:** Shows a table for 'YEAR 4 - SEMESTER II' with a search bar and a table containing one course entry.
- COURSE: BCT4208 - BUSINESS LAW DEPARTMENT: BCT:** Includes tabs for CONTEXT, STUDENTS, BREAKDOWNS, UPLOAD RESULTS, RAW RESULTS, and COMPUTED RESULTS.
- YOU ARE ABOUT TO UPLOAD RESULTS TO:** A summary box showing COURSE UNIT: BCT4208 - BUSINESS LAW, SEMESTER: SEMESTER II, STUDY YEAR: YEAR 4, and DEPARTMENT: DEPARTMENT OF COMPUTER ENGINEERING AND INFORMATICS.
- Actions:** A 'DOWNLOAD TEMPLATE' button and an 'UPLOAD SUPPLEMENTARY RESULT' button (highlighted with a red arrow) are located below the summary box.
- Upload Area:** A large dashed box contains the text 'CLICK HERE OR DRAG .FILE TO THIS AREA TO UPLOAD' and 'USE THE LATEST TEMPLATE AND ONLY UPLOAD TEMPLATES DOWNLOADED FROM THE SYSTEM.' Below this is an 'AUTHENTICATE & UPLOAD FILE' button.

### Using the Upload Supplementary Results Button

Once you click the **Upload Supplementary Results** button, a pop-up window will appear.

In this window, you can:

- **Download** the Supplementary Results upload template.
- **Upload** the completed template after filling in the required data.



## Supplementary Template Download Criteria

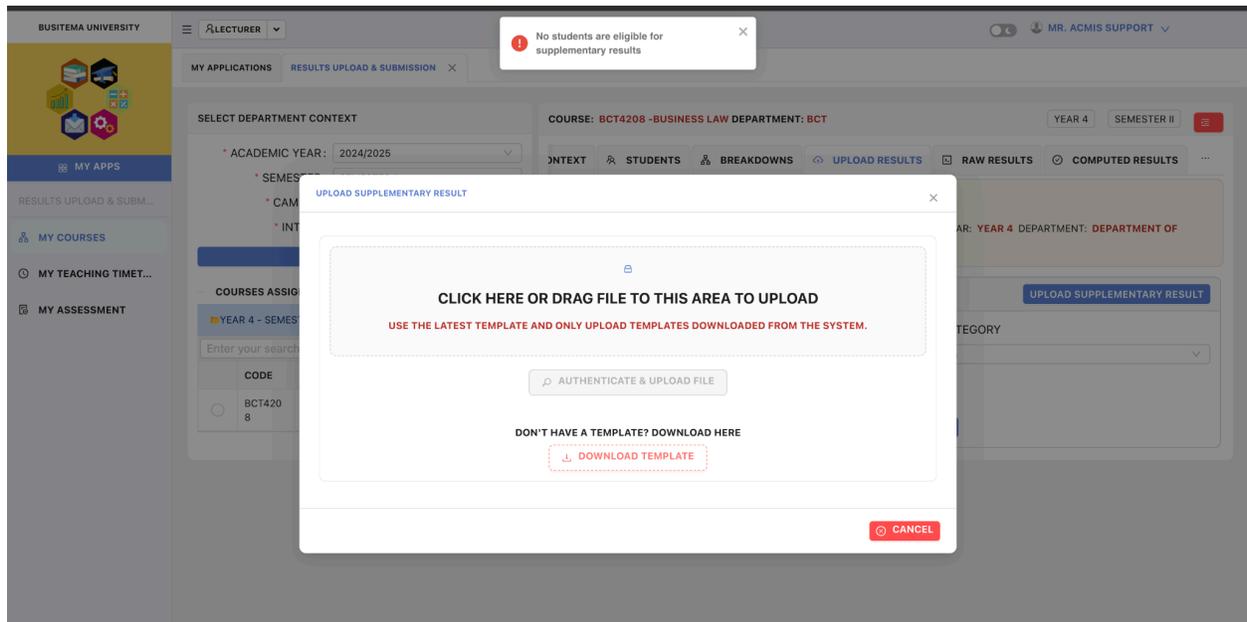
The **Supplementary Results template** will only be available for download if **all** the following conditions are met:

1. The course unit is in the **final year** of the programme.
2. The students' **initial results have been uploaded and processed**.
3. **At least one student has failed** the exam.
4. Students who failed have **one or fewer** supplementary results already uploaded.
5. The students **do not already have** supplementary results uploaded for the selected course unit.
6. The failing students have a **mark greater than 39 but less than the required pass mark**.
- 1.

## Error Message for Unmet Criteria

If any of the above criteria are **not met**, the following error message will be displayed:

**"No eligible supplementary students found."**

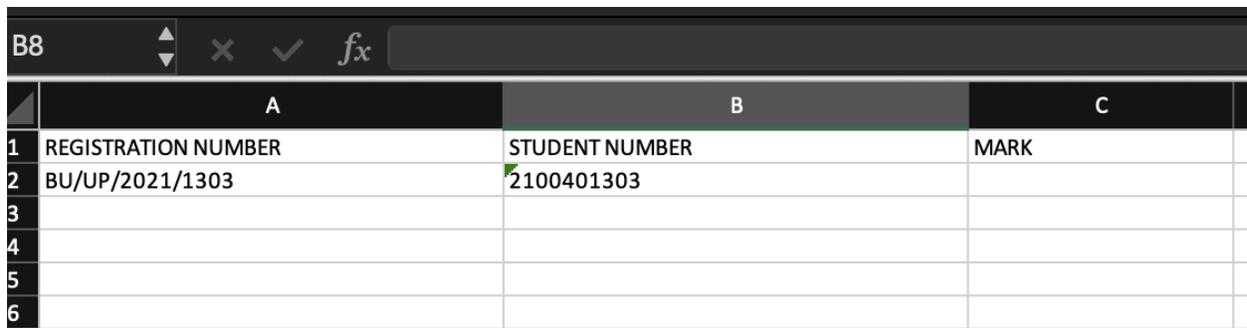


## Supplementary Template Format

The **Supplementary Results template** includes the following columns:

- **Student Number**
- **Registration Number**
- **Mark**

Ensure that you enter the correct information in each column before uploading the file.



The image shows a screenshot of an Excel spreadsheet. The active cell is B8, as indicated by the formula bar. The spreadsheet has three columns: A, B, and C. Column A is labeled 'REGISTRATION NUMBER', column B is labeled 'STUDENT NUMBER', and column C is labeled 'MARK'. The first row (row 1) contains the headers. The second row (row 2) contains the values 'BU/UP/2021/1303' in column A and '2100401303' in column B. The third row (row 3) is empty. The fourth row (row 4) is empty. The fifth row (row 5) is empty. The sixth row (row 6) is empty.

	A	B	C
1	REGISTRATION NUMBER	STUDENT NUMBER	MARK
2	BU/UP/2021/1303	2100401303	
3			
4			
5			
6			

## Uploading the Supplementary Template

Once the template is **populated and uploaded**, the system will automatically mark the result as having a **supplementary entry**.

Two new columns will appear on the results display:

- **HAS SUPPLEMENTARY** – Indicates whether the student has a supplementary result.
- **S.M.** – Displays the **Supplementary Mark** entered.

The screenshot shows the 'COMPUTED RESULTS' table for course BCT4208 - BUSINESS LAW. The table includes the following data:

S/N	Is Incomplete	Has Supplementary	S.M.	Current Approval Level	C.I	F.M	ACTION
4	YES	NO	--	LECTURER	34	75	ACTIONS
5	YES	NO	--	LECTURER	31	78	ACTIONS
6	YES	NO	--	LECTURER	34	74	ACTIONS
7	YES	NO	--	LECTURER	34	77	ACTIONS
8	YES	NO	--	LECTURER	36	79	ACTIONS
9	YES	YES	50	LECTURER	21	45	ACTIONS

## Final Approved Supplementary Results

Once the supplementary result is **approved** at a level where **Final Result** is set to **YES**, the following will occur:

- The student's result will appear as **50**.
- The remark will be set to **RS** (Retake-Supplementary).

YEAR 4 - SEMESTER II		2024/2025				
CODE	TITLE	MARK	CU	GRADE	GD POINT	REMARK
BCT4208	BUSINESS LAW <span style="color: green;">CORE</span>	50.0	3	D	2.0	RS
SEMESTER REMARK: NP			CTCU: 164 GPA: 2.00		CGPA: 3.19	