

REGISTRATION OF RESULTS IN OSIRIS:



STEP 1: USE THE PARTICIPANTS LIST PROVIDED BY THE EXAMINATIONS OFFICE

- If you do not have the correct list, please contact the **Examinations Office**.
- For individual results, you may also use the **Digital Assessment Form**.



STEP 2: ENTER THE TEST DATE AND RESULTS

- You can **change everything that is indicated in red**, please do not change anything else. We use these lists to import grades directly into Osiris. Making changes other than indicated makes it impossible to import the file.
- The order in which students are listed is **not** important, you may add/remove students if applicable.
- Make sure you **use the correct grading scale indicated in green**: grades with one decimal (1-DEC) or Pass/Fail (P/F).
- For projects, assignments etc. please enter the **completion date as the test date**.

	A	B	C	D	E
1	Course	202012345			Time
2	Name	Examinations Office			
3	Academic year	2020			
4	Test	TEST 1	Result registration in Osiris		
5	Block	2A		Grading scale 1-DEC	
6	Opportunity	1 (change if applicable)			
7					
8	Student number	Name	Test date	Grade	
9	2342341	Johnson, Omar	19-3-2021	8,7	
10	2134790	Smith, Claire	19-3-2021	9,0	
11	1984212	Sun, Nathan	19-3-2021	5,1	
12					



STEP 3: INCLUDE YOUR SIGNATURE

- You can sign either **digitally** or by hand, in the Excel file or in a separate PDF.



STEP 4: SEND TO THE EXAMINATIONS OFFICE

PRACTICAL TIPS

- **Prefer to use your own list with formulas, subgrades, additional notes etc.?**
No problem. All you have to do in the end is copy the student names, numbers (without 's') and results from your list to the list provided by the Examinations Office, enter the test date, sign and return it. If preferred, you may remove the student names and numbers that were already on the list and replace them by the ones from your list.
- **Forgot a grade or need to make a correction?**
Resend the list including signature and highlight the new/corrected grade(s).
- **Want to register grades under codes of previous years?**
Send an email with the correct course code and year to the Examinations Office. We will send you a participants list in the correct format for the registration.
- The Examinations Office will register all results (except for results with a Pass/Fail scale) in Osiris **with one decimal**. The final grades per study unit will be **automatically rounded** by Osiris to whole and half grades (except the 5.5).