



SCALING OF LARGE UNITS

INSTRUCTIONS FOR USE OF STANDARD SPREADSHEET TEMPLATE

The spreadsheet template is designed to be very simple to use. Data can only be entered into the “Scaling” sheet within the Excel file, and cell protection has been set so that only the Turquoise shaded cells therein may be edited.

To use the spreadsheet:

- The student numbers, surnames, initials and raw final grades should be pasted into the turquoise area in the appropriate columns. Students awarded a deferred exam should be entered with a ‘D’ in the marks column, whilst nil raw marks should be recorded as ‘0’.
- The required mean and standard deviation should be entered into the “Target Mean” and “Target Standard Deviation” cells. It is suggested that the mid point of the indicated range for the parameters be entered, thus for a mean of range 66 to 67, enter 66.5, and so forth. This allows for rounding of the final marks, which may change the parameter values ultimately achieved.
- Any manual adjustment it is desired to make to a particular student’s mark, for instance in the event of a “special consideration” case, should be entered as positive or negative amount in the adjustment column. Note that these adjustments should only be whole numbers.
- The mean and standard deviation in the ‘Final’ column indicate the parameters finally achieved. A frequency count by grades is provided.

The second page of the spreadsheet labelled “Exams Office Submission” can be transferred to another spreadsheet by copying the contents of those rows having student numbers and marks, and pasting the resultant values into the desired spreadsheet. Any zero marks will appear as blanks and should be inserted manually into this target sheet before submission.