UNIVERSITY OF GHANA | School of Graduate Studies

UPLOAD & SUBMIT EXAMINER'S REPORT

Made Simple!

OPENING THE UPLOAD SECTION & ENTERING EXAMINATION SCORES

1 Open the Upload Section

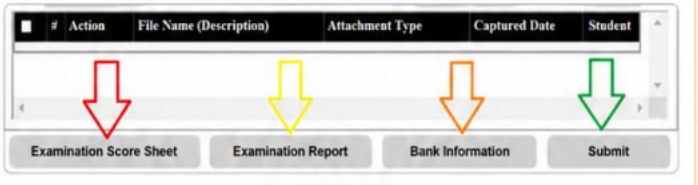
Click on **'Upload'** (indicated by the yellow arrow in **Picture 1**).



PICTURE 1

2 Open the Examination Score Sheet

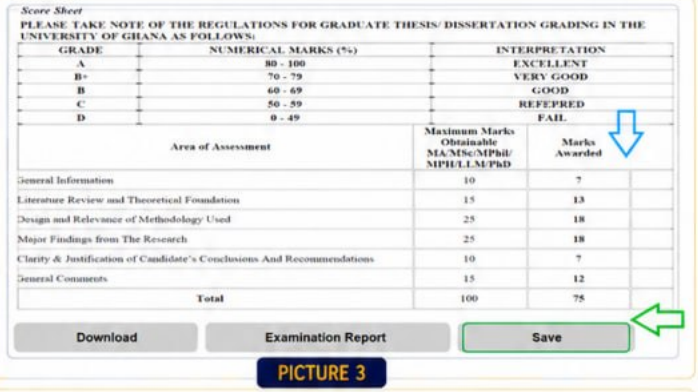
Click on **'Examination Score Sheet'** to open the Examination Score Sheet (as indicated by the red arrow in **Picture 2**).



PICTURE 2

3 Enter the Marks

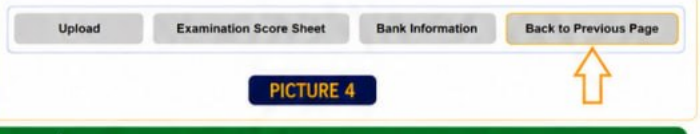
- Locate the **'Marks Awarded'** column (blue arrow).
- Enter the student's examination marks.
- Click **'Save'** (green arrow).



PICTURE 3

4 Return to the Previous Page

Click **'Back to Previous Page'** at the top of the screen to complete the process.



PICTURE 4

DONE! | Examination Scores Successfully Saved

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