IMPORTANT NOTES ON USING THE GRADE ENTRY SYSTEM
http://twcweb.twc.edu.hk/GES

Logon
Please use your TWC outlook logon name and password. Academic staff must activate the account in PowerCAMPUS before access the Grade Entry System (GES).

Grade Entry
The mark sheets are course based. “A+, A, B+, B, C+, C, D+, D and F” are course grades. For simple pass and fail courses, “P” or “F*” are to indicate pass or fail respectively. The Grade Table on the top right hand corner of mark sheets are for special remarks. Please note that:

1. Heads and EOs can:
   - view/edit all the courses offered by their own department.
   - view the mark sheets of those GE Courses with their students.

2. The course instructor(s)/users can:
   - View/edit the mark sheets of their courses.
   - Enter grades directly into the system; or download the mark sheets in excel format for grade entry and then upload.
   - Edit and re-submit grades freely before the closure of the system.
   - Click the “Help” button on the top right corner to view the grade entry steps.

3. Please do NOT:
   - Make changes to the class list. The system will reject uploads if there is discrepancies. (Please contact AS to verify the student status).
   - Upload excel mark sheet with a blank field. (The mark sheet has to be consolidated if there are multiple instructors for the course).
   - Input Final Grades as they will be generated automatically.

4. PEC Master Mark Sheets/Tables
   - Are by programme and by cohort.
   - show all the courses taken by the students in that semester.
   - can be generated after the closure of the system for grade entry
   - show registered and “unofficially withdrawn” students, but NOT those “Officially Withdrawn” or have not registered for any courses
   - Can be printed by ticking the box on the top of the column

ALL grade changes after the closure of the system will have to be processed through AS by the Grade Amendment Form.