


## Using An “I” In Secondary Report Cards

If you wish to assign an “I” this can only be done prior to the last reporting period for a course. An “I” cannot be given as a Final mark.

An “I” will automatically be assigned in an interim reporting period if the mark given is less than 50%.

If you wish to give an “I” without assigning a percentage it **must be placed in the Mark column**, not the Alpha!



Mark	Alpha	Int Avg	Exam	Final
I				

Mark	Alpha	Int Avg	Exam	Final
I		25		

If you get the results shown in the second example above just ignore it, this won't show anywhere.