


Exact - How to Add Comments and Edit Typed/Written Dictation Data Values

In Exact, you can leave comments on students work and edit the values for the Written and Typed Dictation, and even upload images of written work as evidence.

1 Click on the **Sittings**  button from the home screen. All existing sittings are displayed within the Sittings List.

2 Find the sitting which contains the pupils you want to edit the data for or leave comments for. Click the **Progress** button to the right of the sitting name.



The screenshot shows a modal window titled 'Admin' with two sections. The top section is 'Comment' with a text input field and 'Cancel' and 'Save' buttons. The bottom section is 'Data values' with a text input field and a 'Save' button. Below this are two sections: 'Typed Dictation Data values' and 'Written Dictation Data values'. Each section has two input fields: 'Words' and 'Spelling Errors'. The 'Typed' section shows 'Words Typed' as 120 and 'Spelling Errors Typed' as 0. The 'Written' section shows 'Words Written' as 500 and 'Spelling Errors Written' as 0. There is an 'Upload' button and a note: 'Accepted file formats are .jpg, .png, .gif. File should be no larger than 4mb.' At the bottom right are 'Cancel' and 'Save' buttons.

3 You will now view the students who have been assigned to the sitting. To add a comment or change the data values for the **Typed** or **Written Dictation** tasks, click on the **Edit** button alongside the name of the student to wish to review.



The screenshot shows a modal window with a table of student names and their associated data values. The table has columns for 'Name', 'Typed Words', 'Typed Spelling Errors', 'Written Words', and 'Written Spelling Errors'. The 'Edit' button is visible next to the student names. At the bottom right are 'Cancel' and 'Save' buttons.

4 You can now add comments relating to the student in the **Comment** box. You also can edit the **Typed** and **Written Dictation Data values**. These options are only available for students who have completed either or both of the Written Dictation and Typed Dictation parts of Exact.

Admin

Comment

Please edit the comment for the current candidate, click **Save** to keep any changes or **Cancel** to discard them.

Data values

Please update the dictation test default values to reflect the candidate's actual test performance.

Typed Dictation Data values

Words Typed	<input type="text" value="129"/>
Spelling Errors Typed	<input type="text" value="0"/>

Written Dictation Data values

Words Written	<input type="text" value="500"/>
Spelling Errors Written	<input type="text" value="0"/>

File uploaded: [Written_Image.png](#)

Accepted file formats are .jpg, .png, .gif. File should be no larger than 4mb.

An image can also be upload as evidence of the candidate's written work. The accepted image formats are: .jpg, .png and .gif. The files must be no larger than 4MB in size.

5 To save the information you have entered, click on **Save** button.

If the Typed Dictation and Written Dictation parts were not selected when the sitting was created, then the **Data values** options will not be available.