



SMART SCHOOLZ HUB

Examinations, Results & Report Cards

A Practical User Guide for Nigerian Schools

For subject teachers, class teachers, exam officers, administrators, parents and students

SMARTER SCHOOL OPERATIONS. CLEARER ACADEMIC INSIGHT.



About This Guide

This document contains Volume 4 of the Smart Schoolz Hub user guide series. It is intended for subject teachers, class teachers, exam officers, administrators, parents and students, and other authorized staff. It explains the examination and result workflow described for Smart Schoolz Hub, from entering marks and rating student traits to reviewing results, publishing report cards and helping families check results online.

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Guide 4.0: How Teachers Enter Continuous Assessment (CA) & Exam Scores

Audience: Subject Teachers, Class Teachers and Exam Officers

The Results Engine module is described as calculating totals and applying the school's grading scale. Confirm your school's grading settings and score limits before entering marks.

Step 1: Navigate to the Class and Subject Score Sheet

1. Click Results Engine on the left navigation sidebar.
2. Select the academic term (for example, First Term).
3. Select the assigned class (for example, JSS 2) and arm (for example, Gold).
4. Select the subject you teach (for example, Mathematics).

Teacher note: Teachers should see only the classes and subjects assigned to them, subject to the school's role and access settings.

Step 2: Enter Scores

The score table is expected to list enrolled students in the selected class. Confirm the student's identity before entering each mark.

1. **CA column:** Enter the cumulative continuous assessment score, such as tests, quizzes and assignments (for example, 32 out of 40).
2. **Exam column:** Enter the terminal examination score (for example, 48 out of 60).
3. Review the displayed total, grade and subject remark, if these calculations are enabled in the school's configuration.
4. Observe score limits. If a mark exceeds the configured CA or examination maximum, the platform will automatically flag it and ask you to enter the correct score range.

Example	CA	Exam	Total
Student score	32 / 40	48 / 60	80 / 100

Step 3: Save Scores

1. Review the marks for omissions, typing errors and scores above the configured maximum.
2. For a subject not offering by a student, leave its space empty. The platform takes this intentional omission as subjects not offering by the students. The subjects will not appear in the final results of such students.
3. Click Save Scores.



4. If the term is still open for editing and your role allows it, follow the school's approved process to correct a score later.

Guide 4.1: How to Rate Cognitive, Psychomotor & Affective Traits

Audience: Class Teachers and Assistant Class Teachers

Access: Sidebar → Results Engine → Trait Ratings tab

Report cards may include non-academic observations to give a broader picture of a student's development. Apply the school's rating rubric consistently and base ratings on observed behaviour and performance.

1. Five-Point Rating Key

Ratings	Suggested interpretation
Excellent	Exemplary
Very Good	Very Commendable
Good	Commendable
Fair	Needs Improvement
Poor	Unsatisfactory

2. Example Trait Categories

Domain	Possible items
Behavioral (Affective) — character and social conduct	Punctuality and regularity; neatness and personal hygiene; politeness and respect; honesty and integrity; attentiveness; leadership and teamwork.
Psychomotor — physical and practical skills	Handwriting and presentation; sports and physical education; manual dexterity, arts and crafts; verbal fluency and public speaking; musical or creative skills.
Cognitive — learning behaviour (where configured)	Understanding, reasoning, participation, problem-solving and application of knowledge, according to the school's rubric.

3. Trait Rating Workflow

1. Open the Trait Ratings tab
2. Choose a student from the student selector.



3. Select the most appropriate rating for each applicable trait.
4. Review the ratings for fairness and consistency.
5. Click Save & Next students button to save the rating and continue.

Guide 4.2: How to Add Comments/Remarks, finalize, Lock & Publish Results

Audience: Exam Officers, Vice Principals, School Administrators, Class Teachers and Assistant Class Teachers

Step 1: How to Add Comments for Each Student & Lock Results

1. Click Results Engine from the left side bar.
2. Select Comments tab.
3. Click Comments Generator button to generate appropriate comments for each of your students.
4. Manually enter the comments for Class Teacher and school Head comments if you prefer manual entry.
5. Review each comment before saving.
6. To lock a result, click on Withhold Report button.
7. Enter the reason for withholding the result from the dialog box.
8. Click ok. A red Withheld Banner will display under the student's name.
9. Select Save Comments to save the comments and locked results.

Step 2: Review Class Statistics and Rankings

1. Click Results Engine from the left side bar.
2. Select Broadsheet & report cards.
3. Check the calculations against school policy and the marks entered.
4. **Overall average:** Confirm how the platform calculates each student's average, including how missing or unoffered subjects are handled as explained in Guide 4.0 above.
5. **Class position:** Review the ranking and any tie-handling rules used by the school.
6. **Subject statistics:** Check highest and lowest marks, where displayed, for accuracy and appropriate context.

Step 3: How to Publish, Generate & Print Results

1. Click Results Engine from the left side bar.
2. Select Broadsheet & report cards.
3. Complete the academic review, confirm all required marks and ratings are entered, and obtain the school's approval.
4. Click on Finalize & Publish button at the top the Broadsheet to publish the class report cards.



5. Click Download whole class button to download the class report cards in PDF.
6. To download individual student card in PDF, move to the front of the student's row and select download icon. This PDF can be sent to the parent/guardian of such student.
7. To print individual student card, move to the front of the student's row and select printer icon.

Report Card Information to Check

Section	Information that may appear
School header	School crest/logo, name, motto, address, phone and email.
Student biodata	Admission number, full name, class, arm, term, session, sex and passport photograph.
Attendance	Days school opened, days present and days absent.
Academic table	Subjects, CA, examination score, total, grade, class average and subject position, according to configuration.
Overall summary	Grand total, percentage average, class position and total number of students.
Traits and sign-off	Behavioural/psychomotor ratings, authorized signatures, school stamp and next-term resumption date, where configured.
School Signature	Image signature of head of the school: Principal or Headteacher.

Guide 4.3: How Parents and Students Check Results Online

Audience: Parents, Students and School Administrators

Access: Public result page pattern supplied: `https://smartschoolzhub.com/results/[your-school-slug]`

If the school's public Result Checker is enabled, parents and students may be able to view results online using the details issued by the school. Share only the correct school-specific result page.

Step 1: Issue or Reset a Result PIN

1. Click Students from the left sidebar.
2. Access the student's profile by clicking directly on the student name.
3. Locate the Result Checker PIN area at the bottom of the page.
4. Click on Show button to see the Checker PIN.
5. Use the platform's approved method to generate the PIN to the parent or student using the Reset PIN button.
6. Share the PIN privately. Do not post PINs in public groups or on social media.
7. If a PIN is lost or suspected to be exposed, follow the platform's reset process.



8. Inform tell the parent that the old PIN may no longer work and share the newly generated PIN.

Step 2: Check the Result

There are three ways to check result on the platform:

- Platform Homepage Result Checker
 - School's public result-checking page
 - Parent Portal
1. Use any of the above ways to check result.
 2. Enter the requested student identifier (such as full name or admission number) and Result PIN.
 3. Select the correct academic session and term.
 4. Click the result-checking button shown on the page.

Step 3: View, Download or Print

1. Confirm that the student name and academic period are correct before viewing or downloading.
2. Use the available PDF download or print option.
3. Store the report card securely and avoid forwarding it to people who are not authorized to receive it.

Summary Checklist: Examinations & Results Workflow

Phase	Action item	Handled by
Two weeks before exams	Confirm subject assignments, assessment structure and score limits.	Vice Principal / Academic Lead
Exam week	Conduct examinations and mark scripts.	Subject Teachers
After exams	Enter CA and examination marks; check missing entries and score limits.	Subject Teachers
After exams	Rate applicable cognitive, psychomotor and affective traits.	Class Teachers
Review week	Inspect averages, rankings, remarks and report-card data.	Head of School / Exam Officer
Publication day	Approve final results; lock and publish.	Authorized School Administrator
Distribution	Print report cards or issue result-checking details through approved channels.	Administration / Bursary



Need Help?

Need assistance? Contact your Smart Schoolz Hub support through the contacts below or visit the platform's Help Centre.

Smart Schoolz Hub

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