Progression / Awarding processes

1.2b How to amend an award type / issue new award (post-exam board, once initial awarding processes have been done by College) — page 1 of 3   **Last updated January 2015**
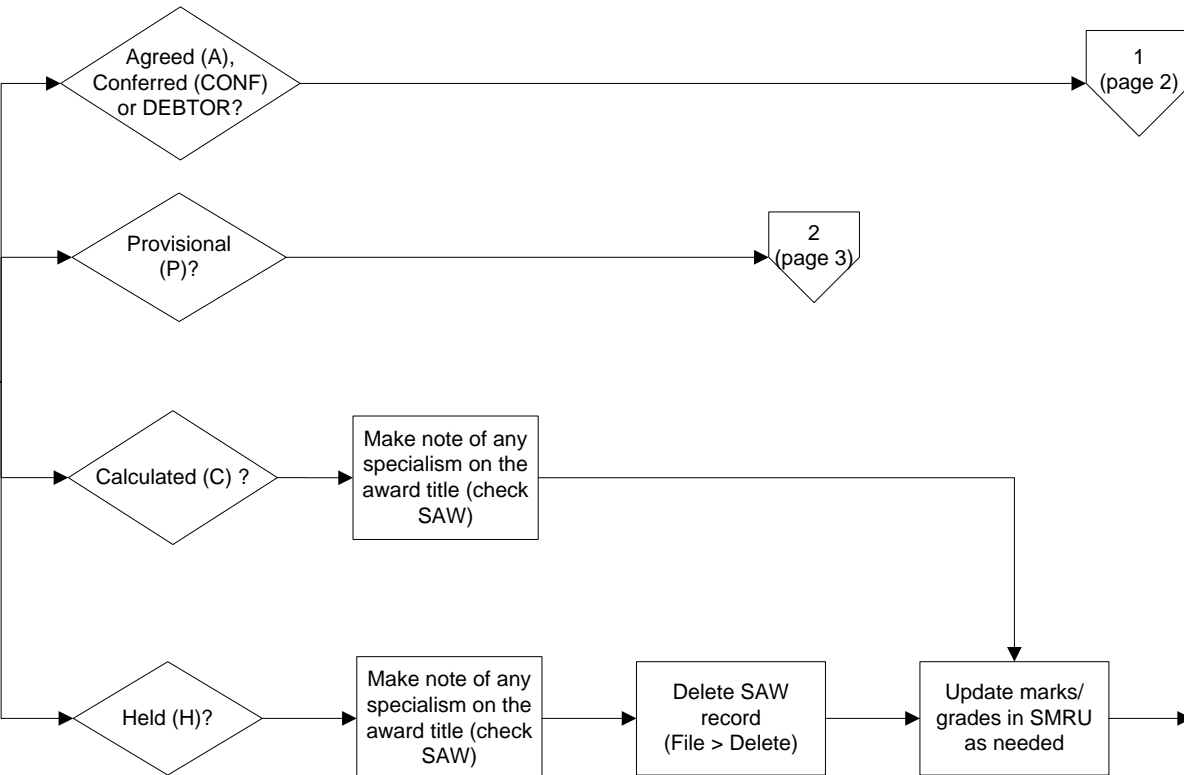
College

Decision to change award **type** only (e.g. Ordinary BA to BA Honours, PG Diploma to MSc)

For changes to the **title** of the award (e.g. to add "with proficiency", "with distinction", etc. — see process map entitled 'How to amend an award title"

Add reason for change/decision in SPI > Minutes field

Check SAW 'Award Status' field — is the value….

Agreed (A), Conferred (CONF) or DEBTOR? → **1 (page 2)**

Provisional (P)? → **2 (page 3)**

Calculated (C) ? → Make note of any specialism on the award title (check SAW)

Held (H)? → Make note of any specialism on the award title (check SAW) → Delete SAW record (File > Delete) → Update marks/grades in SMRU as needed

Online transcript automatically refreshed

Re-run PSA option 18 to calculate new award. If specialism noted, manually add to SAW ('Award Name' field)

Run PSA option 7 when exam board approves calculated award

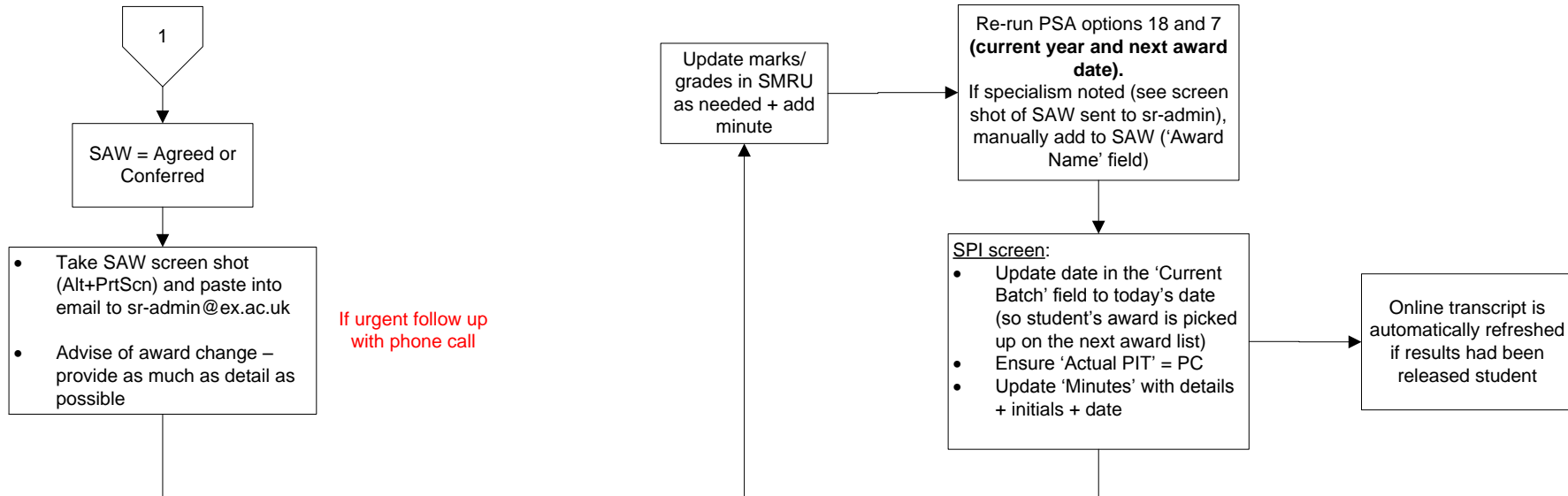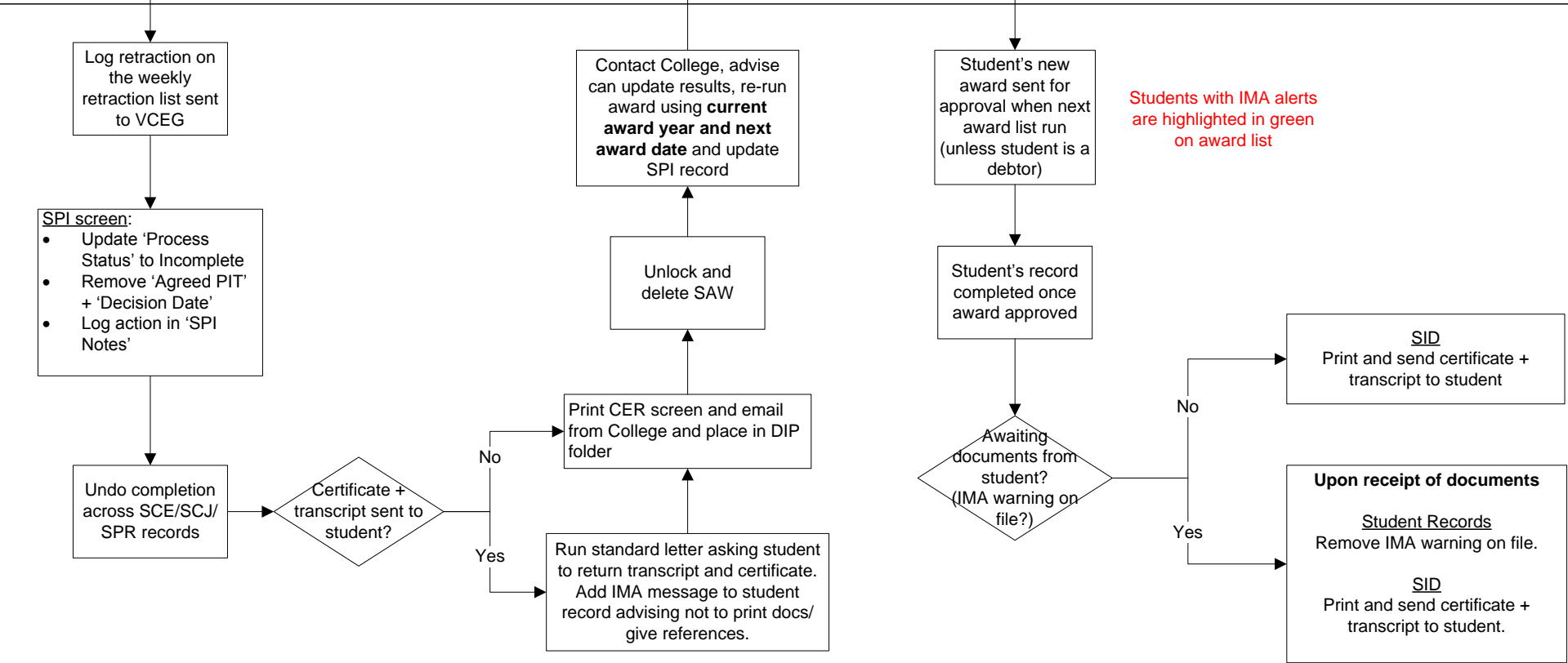**Do not ask the student to return any documents — the Student Records team will ask the student to do so as needed**

Student Records

Student Records email address = sr-admin@ex.ac.uk

Send award for approval when appears on next award list

Progression / Awarding processes

1.2b How to amend award type / issue new award (post-exam board, once initial awarding processes have been done by College) — page 2 of 3   **Last updated January 2015**

College

1

SAW = Agreed or Conferred

- Take SAW screen shot (Alt+PrtScn) and paste into email to sr-admin@ex.ac.uk
- Advise of award change – provide as much as detail as possible

If urgent follow up with phone call

Update marks/ grades in SMRU as needed + add minute

Re-run PSA options 18 and 7 **(current year and next award date).**
If specialism noted (see screen shot of SAW sent to sr-admin), manually add to SAW ('Award Name' field)

SPI screen:
- Update date in the 'Current Batch' field to today's date (so student's award is picked up on the next award list)
- Ensure 'Actual PIT' = PC
- Update 'Minutes' with details + initials + date

Online transcript is automatically refreshed if results had been released student

Student Records

Log retraction on the weekly retraction list sent to VCEG

SPI screen:
- Update 'Process Status' to Incomplete
- Remove 'Agreed PIT' + 'Decision Date'
- Log action in 'SPI Notes'

Undo completion across SCE/SCJ/ SPR records

Certificate + transcript sent to student?

No → Print CER screen and email from College and place in DIP folder

Yes → Run standard letter asking student to return transcript and certificate. Add IMA message to student record advising not to print docs/ give references.

Contact College, advise can update results, re-run award using **current award year and next award date** and update SPI record

Unlock and delete SAW

Student's new award sent for approval when next award list run (unless student is a debtor)

Students with IMA alerts are highlighted in green on award list

Student's record completed once award approved

Awaiting documents from student? (IMA warning on file?)

No → SID
Print and send certificate + transcript to student

Yes → **Upon receipt of documents**

Student Records
Remove IMA warning on file.

SID
Print and send certificate + transcript to student.

Progression / Awarding processes

1.2b How to amend award type / issue new award (post-exam board, once initial awarding processes have been done by College) — page 3 of 3   **Last updated January 2015**

College

2

Decision to change award title or type (e.g. Ordinary to Honours, PG Dip to MSc)

Add reason for change/decision in SPI > Minutes field

Check SAW 'Award Status' field — is the value….

Provisional (P)?

SPI – 'Current Batch' date = today's date or later?

Yes
(today or later / in the future)

No
(yesterday or earlier / in the past)

Make note of any specialism on the award (check SAW)

Update marks/grades in SMRU as needed + add minute

Re-run PSA options 18 and 7 (with next award date). If specialism noted, manually add to SAW ('Award Name' field)

SPI screen:
- Update date in the 'Current Batch' field to today's date (so student's award is picked up on the next award list)
- Ensure 'Actual PIT' = PC
- Update 'Minutes' with details + initials + date

Take screen shots of SAW and SPI screens and email it to sr-admin — advise that you wish to re-run award and why

Online transcript automatically refreshed

Student Records

Student Records email address
=
sr-admin@ex.ac.uk

Delete SAW record

Undo steps already taken to complete record (SPI/SPR/SCE/SCJ) and remove from award list or log retraction

Contact College, advise can update results, re-run award and update SPI

Send award for approval when appears on next award list