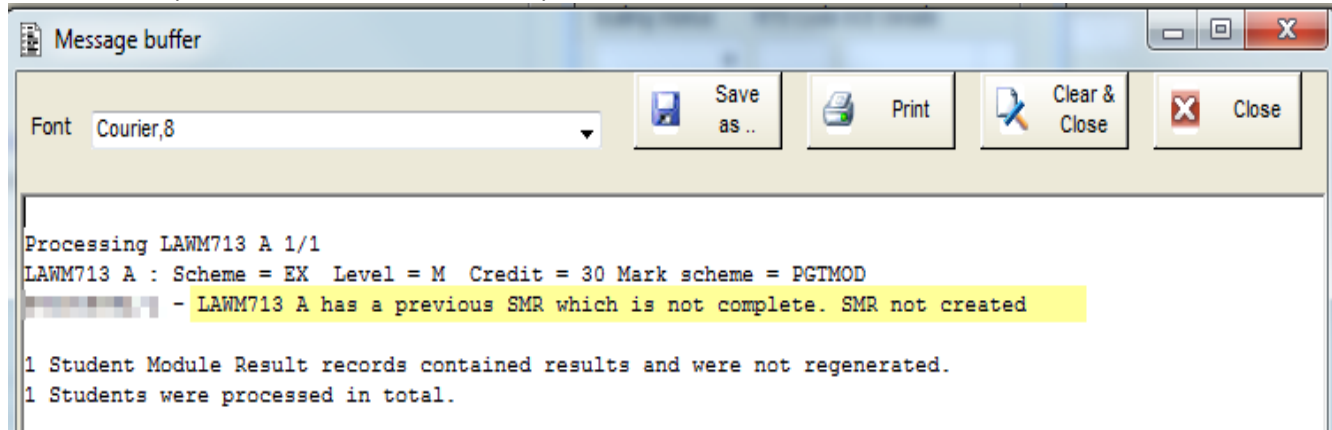


# Mark Entry

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## PROCESS MAPS AND USEFUL NOTES

The following are available on the available on the SITS website > [Course Notes](#) page:

- [Mark entry process map](#) (or in [Appendix 2](#)).

SMRU screen:

- [modifying and undoing calculated marks and grades](#) (process map)
- [complete process notes](#)

## MODULE ASSESSMENT SET UP — MAV, MAP AND MAB SCREENS

The **Module Availability (MAV) record** specifies which modules are running in which academic years. In order to register a student onto a module (in the SMO screen), a MAV record must exist in the appropriate year. If a student is not registered against a module, results cannot be entered against the student's record.

To determine if a module is running in a given year, go to the MAV screen and retrieve on the module code/prefix and/or academic year:

CAM01	Module Availability - Original View (MAV)													
1	of	0	Module Availability (MAV) Records - Original View											
Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MoaColAss Pattern	Mks Sch Topic	
PSY1202		2015/6												

Press F5 to retrieve:

CAM01	Module Availability - Original View (MAV)														
1	of	1	Module Availability (MAV) Records - Original View												
Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MoaColAss Pattern	Mks Sch Topic Collection	Module Tutor	TargeActua
PSY1202	A	2015/6	TERM2	A	Y	Y	1	24	35		EXA	PSY1202	UMOD0	P412197	325 308

Once the MAV has been set up, a **Module Assessment Pattern (MAP) record** is created which indicates the version of the module assessment pattern (e.g. a value that matches the module code implies that the module has always been assessed the same way whereas a .2 version implies that the module is being assessed differently than in previous years). The assessment pattern value is referred to as the MAP code.

The MAP code is present on the MAV record, in the Ass Pattern field. You can double-click on that value to access the MAP screen. See details in the section below entitled [Accessing the MAB record/Viewing the assessment components attached to a module.](#)

Based on the module descriptor, assessment components will be set up against the MAP code, in the **Module Assessment Body (MAB) screen.**

The records in the MAB screen represent the individual assessment components for a module, including the initial and reassessment components. Marks will be entered for these components.

For example:

- A module is assessed by a lab session (20% of overall mark), an essay (40%) and an exam (40%).
- Each of these components must have an entry in the MAB screen.
- Each MAB contributes its given percentage weighting to the overall mark for the module – these **must** total 100%.

If you think any changes are needed to the MAB record, check the following before making any changes:

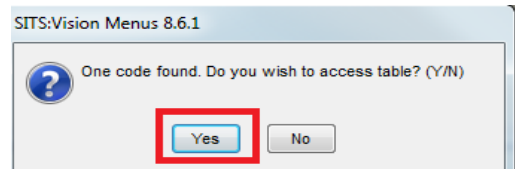
- [Change in module assessment set up after SMR records generated and/or marks have been entered](#) (within this document); or
- Module Assessment and Reassessment Set Up course notes on the [SITS Course Notes](#) page.

## Accessing the MAB record / Viewing the assessment components attached to a module

To access the correct MAB record for a given academic year, i.e. ensure that you are viewing the correct assessment pattern for a given academic year:

1. Retrieve the correct MAV record and then double-click on the value in the Ass Pattern field:

Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MoColAss Pattern	Mks Sch Topic Collection	Module Tutor	TargeActua
ARC1008	A	2013/4	TERM2	A	Y	Y	1	24	35		EXA	ARC1008.1	UMOD0	P050735	20 24



2. Say Yes to the message that appears in the dialog box:

You are brought to the Module Assessment Pattern (MAP screen) for the module. Then go to Other > Assessment Body.

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
ARC1008	ARC1008	Intro to Forensic Archaeology	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. You are brought to the Module Assessment Body (MAB):

Module assessment body (CAM\_MAB)

University of Exeter \*\*\*\* LIVE \*\*\*\* System 31/Jan/2014  
CAM04 Module Assessment Body (MAB) CAM\_MAB

1 of 2 Module Assessment Body (MAB) Records

MAP Code	Seq	Ass type	Agr	Mrk	Sch	Wt	Total	Qualify	Due	Exam	Hours	RI	Calc.	External Ref	Final?	Lock?		
MAP Code	Seq	Ass type	Agr	Mrk	Sch	Wt	Total	Mark	Set	Prd	Wk	Day	Paper	Group	Print Name	External Ref	Final?	Lock?
ARC1000B	020	EXARC	UCOMO	60	100					SUMMER		1.00		No (N)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Title		ARCEVI exam		Brief				Logging?		Use Mav?		Use AYW?						
ARC1000B	030	CWARC	UCOMO	40	100									Yes (Y)	<input type="checkbox"/>	<input type="checkbox"/>		
Title		ARCVI essay		Brief				Logging?		Use Mav?		Use AYW?						

In the example above the module ARC1000B is assessed by 60% exam and 40% essay. This will mean that for each student on the module SITS will allow two component marks to be entered.

Complete details on how to complete/maintain this screen and the functions of each of the fields are included in the Module Assessment and Reassessment Set Up course notes on the [SITS Course Notes](#) page.

## STUDENT MODULE RESULTS — SMR SCREEN

Students' results, as entered in the mark entry screens (SAS for initial assessments and RAS for reassessments), are held in the SMR screen. You can navigate directly to the SMR screen to perform a search:

[SMR] Student Module Result

\*\*\*\* Apollo Training Database \*\*\*\* 16/Oct/2013  
CAM04 Student Module Result Status (SMR) CAM\_SMR\_1

1 of 158 Module results

Student (SPR)	Year	Prd	Module	Occ	Level	CuCo	Mark	Gr	Mark	Gr	Crdts	Rlt	SAS	PRC	Pro	Scaling Status	RTS Code	SCE Details
6100	2013/4	TERM2	BEA1005	A	1	1	0							SAS			6100	01
6100	2013/4	TERM2	BEA1005	A	1	1	0							SAS			61007	01
61007	2013/4	TERM2	BEA1005	A	1	1	0							SAS			61007	01

You can also view an individual student's SMR record via SPR > Other > Module > Results.

## Fields within the SMR screen

Field name	Value / Description
Student (SPR)	Student SPR code
Year	Academic year module was taken in, as per the corresponding SMO record
Prd	Period the module ran in (e.g. TERM2, TRM1+2), , as per the corresponding SMO record
Module	Module code, , as per the corresponding SMO record
Occurrence	Normally A for Exeter or T for Tremough, as per the corresponding SMO record
Level	Level/stage of study of the <i>student</i> taking the module, as per the corresponding SMO record.
Atmpt Cu	Student's current attempt at the module: <ul style="list-style-type: none"> <li>• 1 = initial attempt (including deferred attempt)</li> <li>• 2 = second/referred attempt (for capped module result)</li> </ul>
Atmpt Co	Student's current completion rate for the module: <ul style="list-style-type: none"> <li>• 0 = no attempts completed for the module</li> <li>• 1 = 1 attempt completed at the module (either initial or deferred attempt — see Status SAS field to determine if initial or deferred)</li> <li>• 2 = 2 attempts completed at the module (referred attempt is 2<sup>nd</sup> attempt)</li> </ul>
Act Mark + Gr	The (actual) module mark and grade as calculated by SITS based on marks entered in SAS.
Agr Mark + Gr	The (agreed) module mark and grade as calculated by SITS based on marks entered in SAS or as modified in SMRU following academic discretion *  This is the mark and grade used for awarding/transcript purposes.  It may not always match the Actual Mark or Grade (and that's ok).
Crdts	Credits awarded for module.
Rlt	Final module result — pass (P) or fail (F) or deferral (D)
Status SAS	Where the results are sitting/were last processed: <ul style="list-style-type: none"> <li>• A = in SAS (initial attempt)</li> <li>• H = held</li> <li>• R = in RAS (as referred or deferred attempt)</li> </ul>
Status PRC	Current status of the process: <ul style="list-style-type: none"> <li>• A = completed</li> <li>• C = calculated</li> <li>• H = held</li> </ul>
Cur Pro	Current status of the module: <ul style="list-style-type: none"> <li>• SAS = module at initial status (at point of mark entry in SAS).</li> <li>• RAS = module at reassessment status (both deferral and referral — marks awaiting to be entered in RAS)</li> <li>• COM = module attempt completed (either attempt 1 or 2)</li> </ul>

\* Please note that it is possible to use the Actual and Agreed Mark and Grades to show where a Mark or Grade has been altered, either due to academic discretion, mitigation or academic misconduct, etc.

What is important to remember is that only the **Agreed Mark and Grade** are used for awarding students their degrees and for transcript purposes.

Details on how to alter Agreed Marks and/or Grades can be found in the section entitled [Changing marks via the SMRU screen](#).

## Examples of SMR records

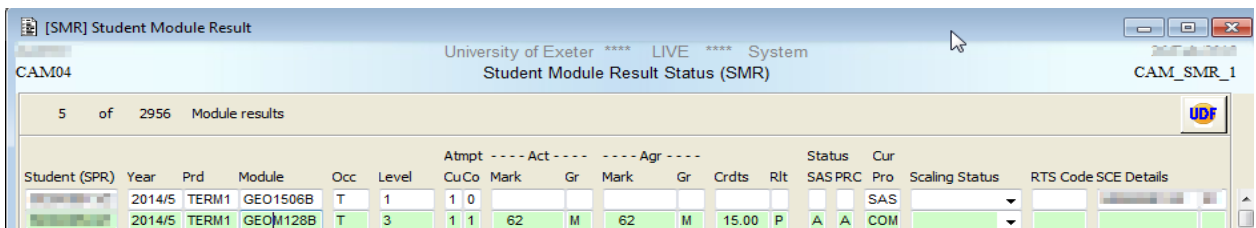
Examples of different SMR records and how to interpret them can be found in the [Understanding Student Module Result records](#) document on the [SITS How To and FAQs](#) page.

## Viewing the assessment component records

### Student Assessment Table [SAT]

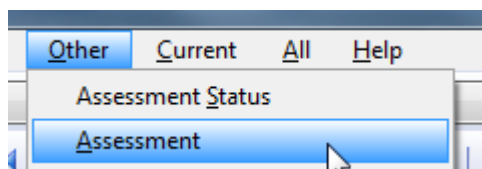
To view any entered **component** marks (only) for a student at their **initial** attempt:

1. Go to the SMR screen and retrieve the module(s) and/or student(s).

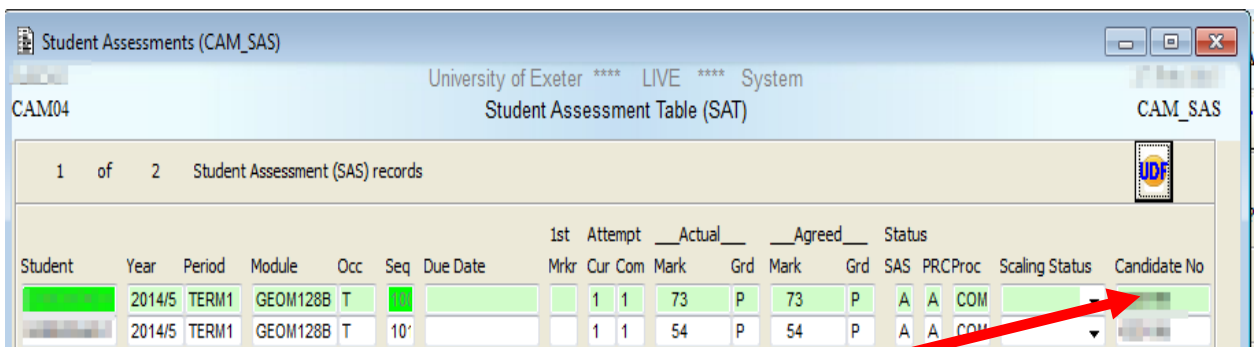


The screenshot shows the 'SMR Student Module Result' window for 'CAM04'. The title bar includes 'University of Exeter \*\*\*\* LIVE \*\*\*\* System' and 'CAM\_SMR\_1'. The main area displays a table of student records with columns: Student (SPR), Year, Prd, Module, Occ, Level, Atmpt, CuCo, Mark, Gr, Mark, Gr, Crdts, Rit, Status, Cur, SAS, PRC, Pro, Scaling Status, RTS Code, and SCE Details. Two rows are visible, both for '2014/5 TERM1 GEO1506B' and '2014/5 TERM1 GEOM128B'.

2. Highlight the SMR record you are interested in viewing assessment records for.



3. Select Other > Assessment.
4. This will take you to the Student Assessment Table (SAT):



The screenshot shows the 'Student Assessments (CAM\_SAS)' window for 'CAM04'. The title bar includes 'University of Exeter \*\*\*\* LIVE \*\*\*\* System' and 'CAM\_SAS'. The main area displays a table of student assessment records with columns: Student, Year, Period, Module, Occ, Seq, Due Date, 1st, Attempt, Actual, Agreed, Status, Mrkr, Cur, Com, Mark, Grd, Mark, Grd, SAS, PRC, Proc, Scaling Status, and Candidate No. Two rows are visible, both for '2014/5 TERM1 GEOM128B'. A red arrow points to the 'Candidate No' column in the first row.

This screen is useful for locating the student's candidate number for a given academic year, as students are issued with a new candidate number for each year of study.

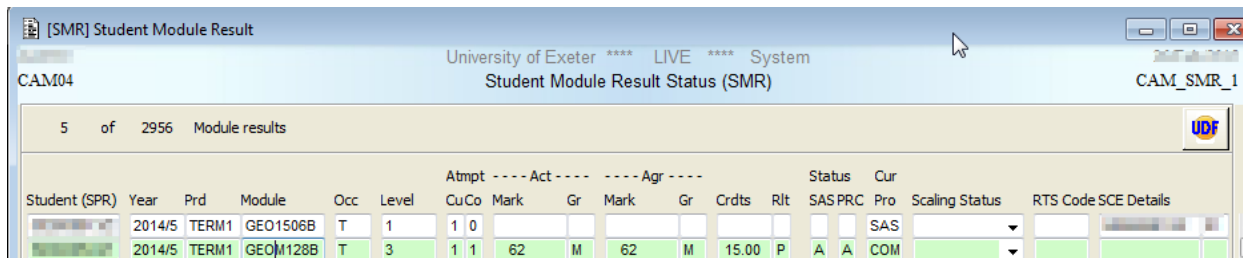
**Note:** You can also go directly to SAT, or from SPR go Other > Module > Assessments to view all assessments for that student.

### Student Module Result 2 [SMR > Other > Assessment Status]

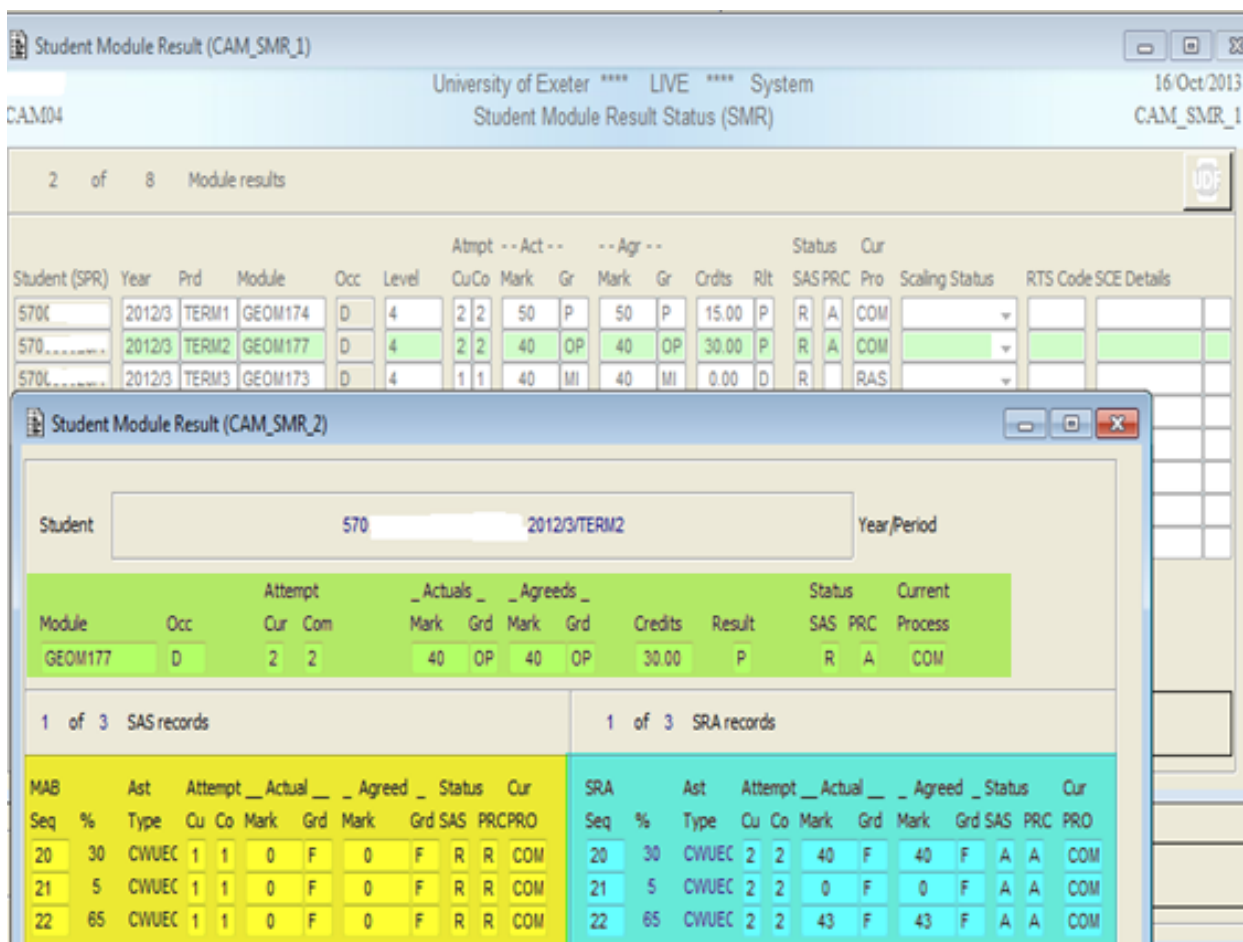
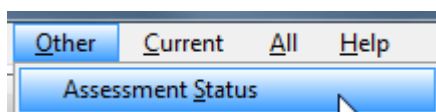


As well as viewing assessments through SAT you can also get a complete overview of the entire module (**all attempts**) by going to:

1. Go to the SMR screen and retrieve the module(s) and/or student(s).
2. Highlight the SMR record you wish to view.



3. Select Other > Assessment Status



- The **top line** will give you the overall module result information (i.e. SMR data). In the above example, the mark of 40% represents the final module mark after the 2<sup>nd</sup>/referred attempt.
- The **left-hand section** will display the initial assessment information (i.e. SAT data).
- The **right-hand section** will display the reassessment information (i.e. SRA data).

- In all instances, clicking on any component will display the component name in the white message line in the bottom left-hand corner.

## PREPARING TO ENTER MARKS (STEP 1)

### Recounting how many students are on a module — RMA<sup>1</sup>

Performing this task ensures that the number of students registered against the module in SMO matches the number of students registered against the module in MAV (Actual field). These numbers can differ if the MAV was created a certain way. It ensures that all the right students appear in the Mark Entry screen.

**Note:** The below task is not necessary unless you are generating SMR records (SAS option 1b) for students in a previous or future academic year as a nightly process updates the MAV Actual data for the current academic year based on the SMO records.

Before you start the mark entry process for a module, it is advisable to recount how many students are registered on a module. This will double-check that any students that have changed modules late in the day are on the modules they should be on in SITS.

**To recount the number of students on a module:**

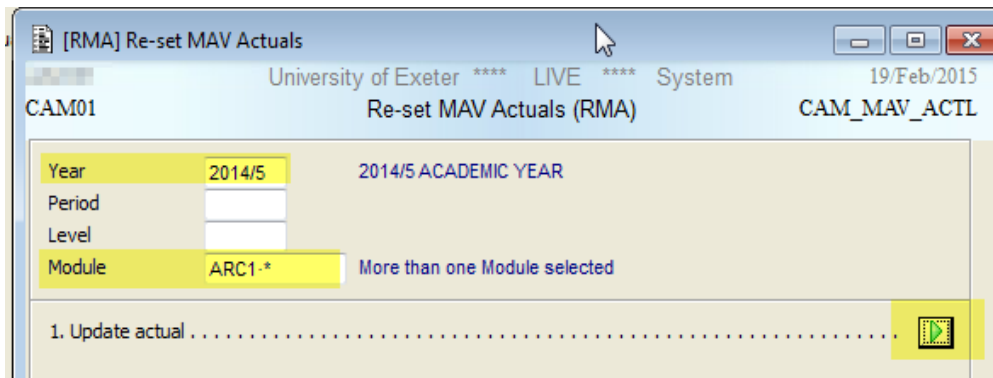
1. Go to the RMA screen.
2. Complete the following fields:

Field name	Value to be entered
Year	Current academic year (e.g. 2014/5)
Period	<i>Optional – enter period of module (TERM1, TERM 2, etc.)</i>
Level	<i>Optional – enter level of module (1 or 2, etc.)</i>
Module	Enter a module code OR use the goldstar to run on a group of modules (e.g. ARC.*)

The screenshot shows a software window titled "[RMA] Re-set MAV Actuals". The window header includes "University of Exeter \*\*\*\* LIVE \*\*\*\* System" and the date "19/Feb/2015". The main content area has a form with the following fields: "Year" (2014/5), "Period", "Level", and "Module" (ARC1001). Below the form is a button labeled "1. Update actual" with a play icon.

OR

<sup>1</sup> This section relates to step 1 on the Mark Entry process map in [Appendix 3](#).



3. Run the 'Update actual' option (click green arrow button).
4. The following message will appear in the message buffer once the operation is complete  
**MAV actual update finished.**
5. If there was a discrepancy between the total number of students attached to the module in SMO vs. the Actual field in MAV, the value in the Actual field will have been updated as needed.

It is possible to produce a list of actual module numbers via option 5 on the SRM screen (for more details see the section entitled 'Producing a report on module numbers' in the [Module Data Set Up](#) course notes).

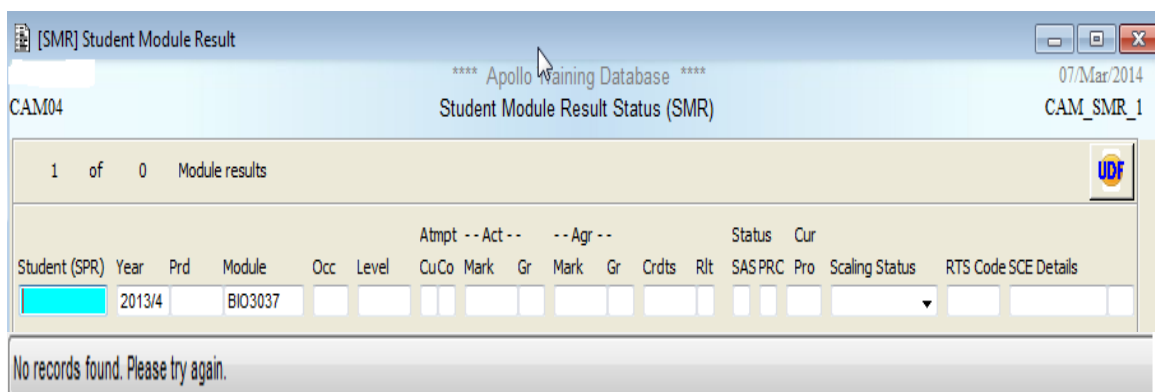
## CREATING THE SMR RECORDS — SAS OPTION 1B<sup>2</sup> (STEP 2)

In order to be able to enter module component marks for students (in SAS option 3), you must first generate the blank SMR [Student Module Result] records. SITS will generate the components to enter marks against based on the MAB record for this module.

### How to determine if the SMR records have been generated

When you try to retrieve on the module code and academic year in the SMR screen:

1. no records are retrieved — SMR records *have not been* generated.



2. records are retrieved (something appears on the screen) — SMR records *have been* generated.

<sup>2</sup> This section refers to step 2 on the Mark Entry process map in [Appendix 3](#).

\*\*\*\* Apollo Training Database \*\*\*\*  
07/Mar/2014  
CAM\_SMR\_1

CAM04 Student Module Result Status (SMR)

1 of 183 Module results

Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt -- Act --		-- Agr --		Status		Cur	RTS Code SCE Details							
						CuCo	Mark	Gr	Mark	Gr	Crdts	Rlt	SAS	PRC	Pro	Scaling Status				
	2013/4	TRM1+	BIO2071	A	2	1	0							SAS						
	2013/4	TRM1+	BIO2071	A	2	1	0							SAS						
	2013/4	TRM1+	BIO2071	A	2	1	0							SAS						

OR

\*\*\*\* Apollo Training Database \*\*\*\*  
CAM\_SMR\_1

CAM04 Student Module Result Status (SMR)

1 of 48 Module results

Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt -- Act --		-- Agr --		Status		Cur	RTS Code SCE Details							
						CuCo	Mark	Gr	Mark	Gr	Crdts	Rlt	SAS	PRC	Pro	Scaling Status				
	2013/4	TERM1	BIO2076	A	2	1	1	67	21	67	21	15.00	P	A	A	COM				
	2013/4	TERM1	BIO2076	A	2	1	1	62	21	62	21	15.00	P	A	A	COM				
	2013/4	TERM1	BIO2076	A	3	1	1	66	21	66	21	15.00	P	A	A	COM				

How to generate the SMR records to allow marks to be entered:

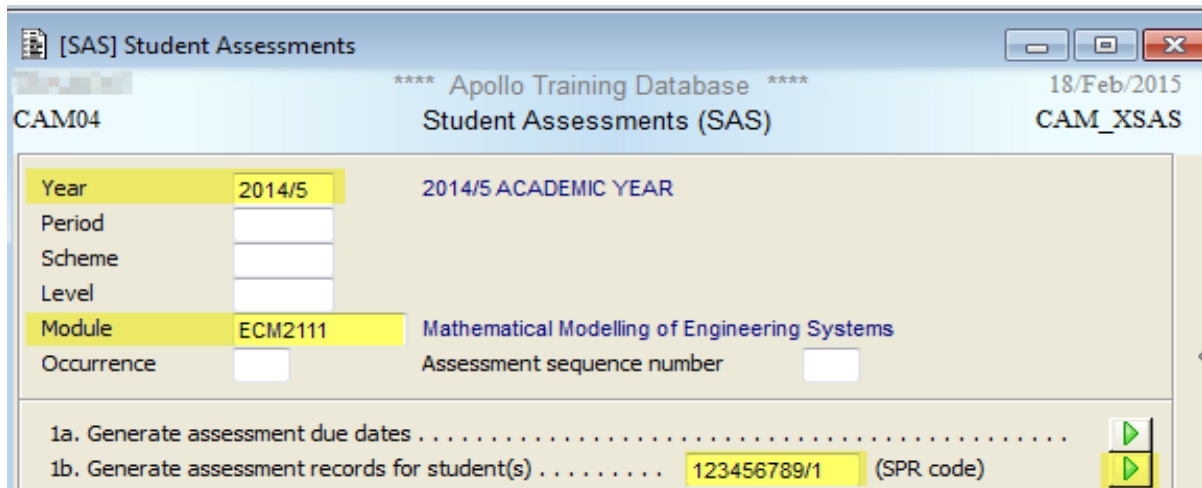
1. Go to the SAS screen.
2. Complete the following fields:

Field name	Value to be entered
Year	Current academic year (e.g. 2014/5)
Period	Optional – enter period of module (TERM1, TERM 2, etc.)
Level	Optional – enter level of module (1 or 2, etc.)
Module	Enter a specific module code or use the wildcards to run the process for a group of modules (e.g. ARC1Gold*)  <b>Note:</b> Do not run the process for all your College’s modules in one go as it will make the output report difficult to read
Occurrence (from MAV)	Optional – Gold*
Assessment Sequence Number	Optional – Gold* or specify a specific sequence number (refers to your MAB sequence number – see Assessment set-up process manual)

3. Run option 1b.

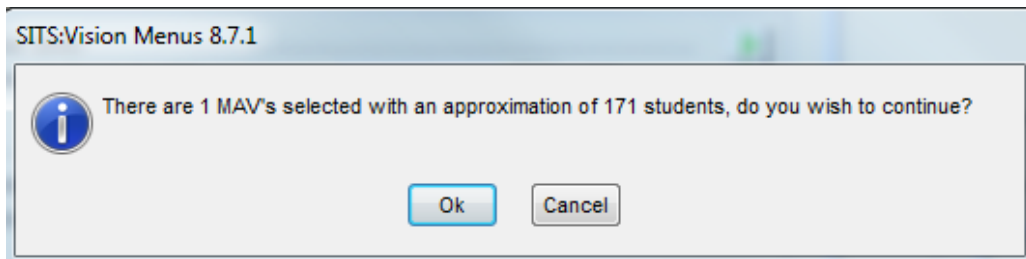


**Quick tip!** To only generate the SMR record for one specific student (e.g. student added to the module later, once SMR records generated for all other students), complete the white box in option 1b with the student’s SPR number and run option 1b.



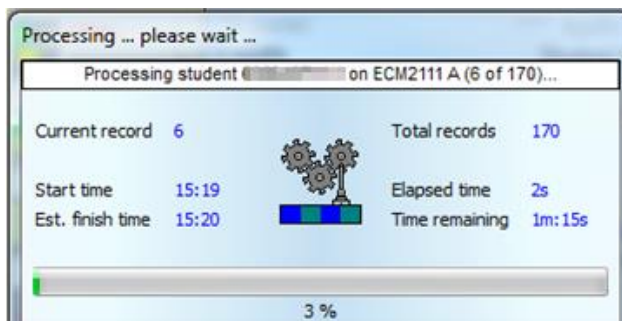
Enter the student number (SPR code with instance, e.g. /1) here if you want to generate the SMR records for **one student only**

- You will get a message similar to the one shown below, which informs you of how many MAV records are selected and how many students are enrolled on that module on SMO (or how many you are generating the records for):

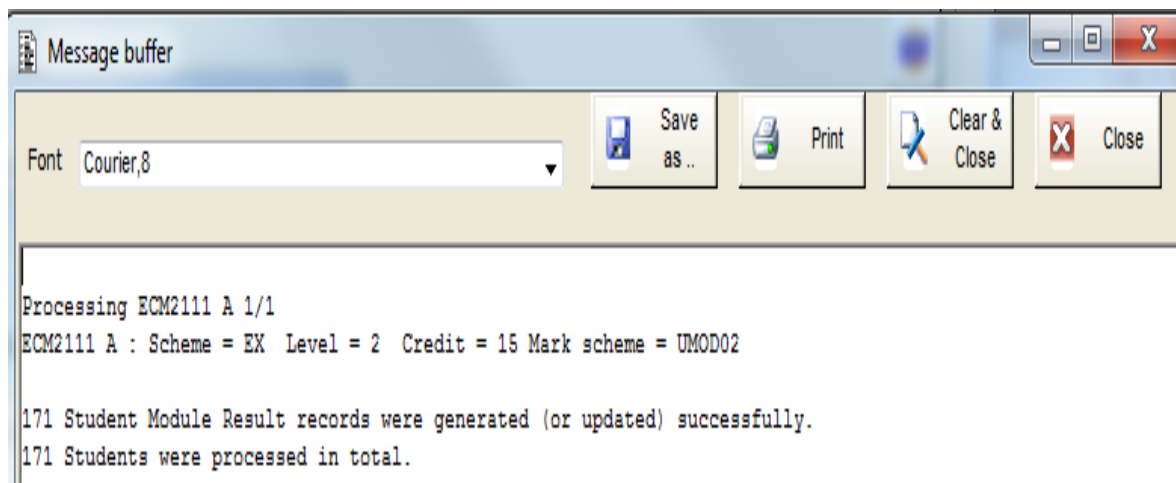


If the numbers displayed on this message are not equal to the number of students you have marks for, it is likely to be due to students having withdrawn or interrupted during the year (and who are still listed on the module in SMO).

- Click on the OK button. The following window will be displayed, as will the process status in the message line at the bottom of your screen.



- A message similar to the one displayed below will be shown:



The above message means that 171 SMR records are generated (171 students on the module).

**Note:** If you have already input results for one assessment component and are trying to regenerate the SMR records, you will notice that the bottom line will mention how many records could not be regenerated because they already exist and contain results. This process ensures that no previously entered results are being overwritten or deleted.

7. Click Clear & Close button to close the Message Buffer.

Your SMR records have now been created, allowing you to enter marks for these students.

## ENTERING MARKS — SAS OPTION 3 (STEP 3)<sup>3</sup>

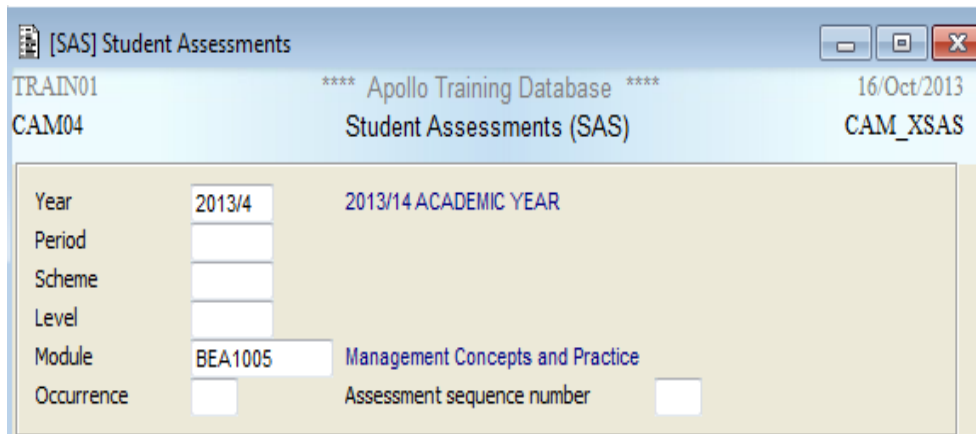
Once you have generated the SMR record, you can start entering component marks (based on the module set-up in MAB). A component = individual assessment (e.g. exam, essay, etc.)

### How to enter marks

1. Go to the SAS screen.
2. Complete the following fields:

Field name	Value to be entered
Year	Academic year (e.g. 2014/5)
Period	Optional – enter period of module (TERM1, TERM 2, etc.)
Level	Optional – enter level of module (1 or 2, etc.)
Module	Enter a specific module code or use the wildcards to run the process for a group of modules (e.g. ARC1.*)  <b>Note:</b> Do not run the process for all your College's modules in one go as it will make the output report difficult to read.
Occurrence (from MAV)	Optional - Gold*
Assessment Sequence Number	Optional - Gold* or specify a specific sequence number (refers to your MAB sequence number – see the Assessment set-up process manual)

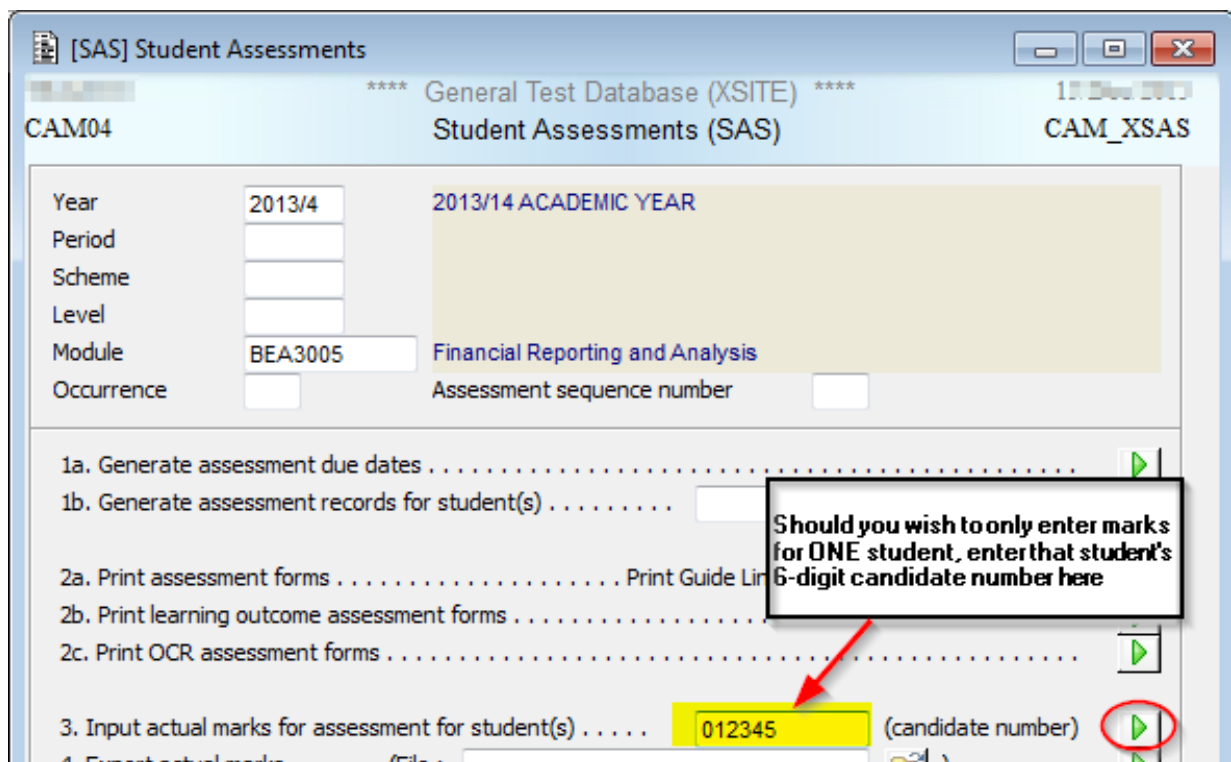
<sup>3</sup>This section refers to step 3 on the Mark Entry process map in [Appendix 3](#).



- Run option 3 [Input actual marks for assessment for all student(s)] by clicking on the green arrow.

**Note:** To enter marks for **one specific student**, complete the white box in option 3 with the student's 6-digit **candidate number** prior to running option 3.

A student's candidate number can be found in the SCN screen by entering the 9-digit student number (without the slash + instance). Ensure to select the candidate number for the correct academic year.



- A screen similar to this will appear (one window per assessment component):

Number of students to enter results for, for this component

Component sequence in MAB

Assessment name (in MAB)

Occurrence of module from SMO/MAV

1 of 12 Assessment 010 Examination (Term 1) Occurrence A

Student code	Name	Int	CD	--- Actual ---		Uncapped			
				Mark	Grade CD	Atp	Mark	Grd	Scaled
006170	.....			20	FC	1			
007218	.....			20	FR	1			
013581	.....			0	W	1			
014443	.....			0	I	1			
014506	.....			20	MI	1			
014527	.....			50	P	1			
015163	.....			70	P	1			

Student's current attempt (e.g. 1st or 2nd), as per the SMR record (Atpmt Cur field)

In the example above, students are displayed and sorted by their candidate number. You may change how students are displayed, as well as the sort order. See text below this image.

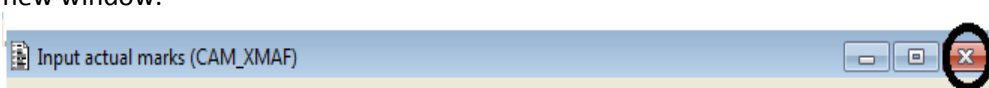
Mark that the student achieved on the assessment component. Always enter a mark out of 100%.

Grades attributed to the marks. Some grades are automatically populated (based on the mark scheme attached to the component on the MAB record) or are manually entered. See appendices 1 and 2 for details.

- The sort order of the list, as well as whether the candidate number/student number and/or student name appears or not, is determined by the set-up of your College's MAB record. See next section entitled [List and sort order of students in SAS option 3](#).
  - To move between fields, use the Tab key.
  - To go from one student record to another, use the Page-up and Page-down keys.
  - If a student is not listed in option 3 that are you are expecting to see:
    1. Check that the student is attached to the module in SMO (if not, attach the student to the module as needed).
    2. Run option 1b on the missing student (input student number in blank field).
5. In the Actual Mark and Grade fields, complete the students' marks for the selected component (enter a mark out of 100%).

**Note:** Ensure you are entering the correct component result for the correct component!

6. Store (F6) frequently to avoid losing your work.
7. When you are finished with one component and/or want to move to the next one, simply click on the X in the corner of the exam mark entry screen. This will bring up the next assessment component in a new window.



8. As long as you have not calculated the overall module result (Option 6 in SAS), it is possible to change any of the marks entered, by re-accessing option 3. Locate the component/student in question and amend the mark/grade as needed.

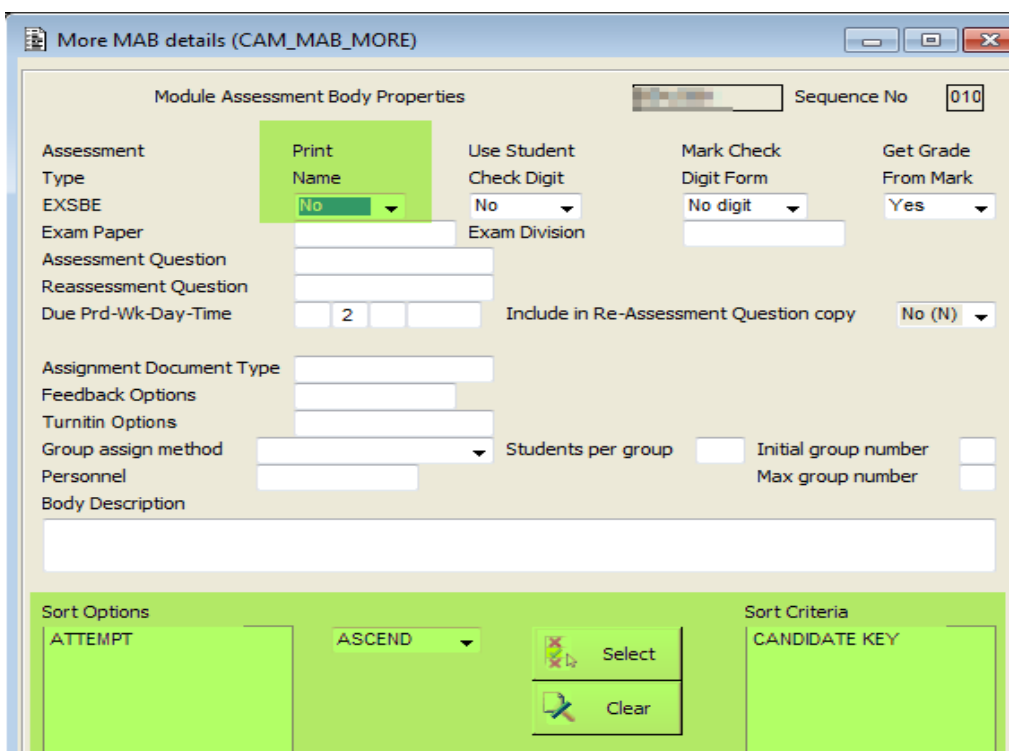


**Note:** If you generate SMR records before the candidate number has been generated (in early September), any students without a candidate number will show their student number under student code instead of their candidate number. This could have repercussions as students will not be listed correctly by candidate number, especially if the importing facilities (options 4 and 5) are used.

### List and sort order of students in SAS option 3

You may change the way students are displayed in SAS option 3 as well as the order in which they are displayed. You must specify how to display the students for each individual component.

1. Go to the MAB record for the module:
  1. Go to MAV.
  2. Double-click on the value in the Ass Pattern field for the year in question
  3. From the MAP screen, select Other > Assessment Body.
2. You are now in the MAB. Highlight the component in question then select Other > More Details. The below screen will appear.



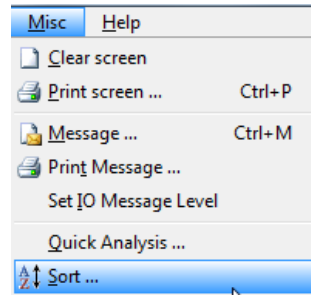
3. Update the Print Name and Sort Options/Sort Criteria fields as needed and then store your changes (F6). Possible combinations:

Print Name field	Sort Options/Sort Criteria (select one) field
Yes (SPR code will also be displayed)	- Candidate number (will not appear) - Name - Attempt  <b>Default sort order (if not specified) = Name order</b>

No  (candidate number will appear)	- Candidate number - Attempt (if this option is chosen, candidate numbers will be sub-sorted in name order)  <b>Default sort order (if not specified) = Candidate # order</b>
--	--

You may also change the order of the Sort Criteria by selecting Ascend or Descend in the drop down list between the Sort Options and Sort Criteria.

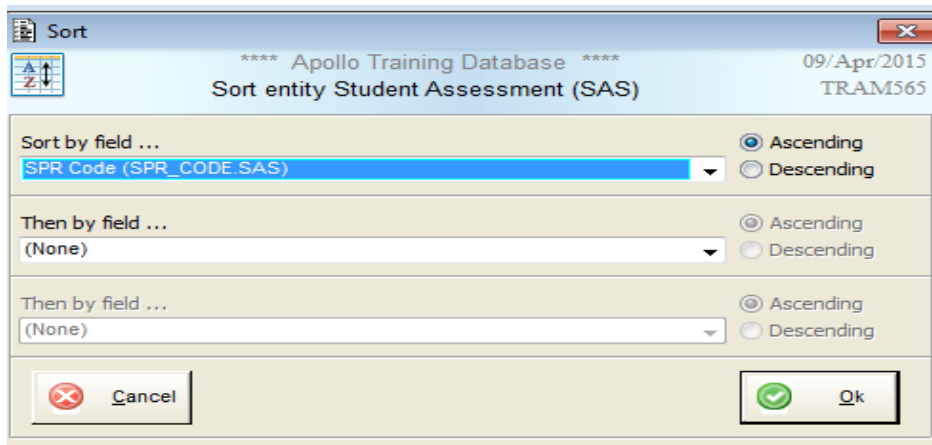
Alternatively, should the above options not be entirely suitable (i.e. will not sort the students in the desired order), you can sort the students within SAS option 3 by:



1. selecting Misc > Sort within the mark entry screen:

2. to then sort the students by:

- Name — select SPR\_CNAME from the dropdown list
- Student code — select SPR\_CODE.SAS from the dropdown list
- candidate number — select Student candidate number (SAS\_SCNC.SAS) from the dropdown list,



## CHECKING COMPONENT RESULTS (STEP 4)<sup>4</sup>

After you enter the component results into SAS option 3, you should check that they've been entered correctly, before you calculate the overall module result. There are different ways to produce a list of components results.

**1- Report that you can run from the MAV screen that you can view in Excel:**

<sup>4</sup> This section refers to step 4 on the Mark Entry process map in [Appendix 3](#).

<b>List of component results</b>	List of the final module and/or individual assessment marks, in candidate number order, run from MAV: <ul style="list-style-type: none"> <li>EX-MODMARKSA — module results not calculated — displays component results</li> </ul>
----------------------------------	---

## 2- Run option 11 in SAS to produce lists of marks that you've entered into SAS option 3:

- Option 11 will display component marks prior to calculation (SAS option 6).

The display and sort order of the above SAS reports can be altered as follows: MAV > double-click on value in Ass Pattern field > Say Yes > bring you to MAP > Go to Other > More Details > modify the Print Name fields and the Sort Options and Sort Criteria fields in the bottom of the screen. Details are in the Module Assessment and Reassessment Set Up notes on the [SITS Course Notes](#) website.

## CORRECTING COMPONENT MARKS/GRADES BEFORE THE MODULE RESULT IS CALCULATED (STEP 5)<sup>5</sup>

If you spot a data entry error or a correction is needed to a component mark and/or grade before you have calculated the module marks, i.e. the student is still visible in SAS option 3 as SAS option 6 has not yet been run, you can alter component mark and/or grade as needed by:

- returning to option 3 in the SAS screen
- locating the student/component in question
- changing the mark/grade as needed
- storing your changes (F6) before exiting option 3.



**Quick tip!** If you only want to bring up one student's record, enter the student's 6-digit candidate number in the allocated field before running option 3:

3. Input actual marks for assessment for student(s) . . . . . 012345 (candidate number)

## CALCULATING THE OVERALL MODULE MARK — SAS OPTION 6 (STEP 6)<sup>6</sup>

Based on the percentage split between the module assessment components (data which is kept in the MAB record – see the assessment set-up manual) and the mark schemes attached to the module, SITS will calculate the overall module result based on the component marks entered.

All component marks for an individual student must be entered in order to calculate/set the module results. It is also possible to set marks for only some students (do not have to wait for all marks for all students to be entered to calculate results — the students whose records are incomplete will simply remain in SAS option 3).

<sup>5</sup> This section refers to step 5 on the Mark Entry process map in [Appendix 3](#).

<sup>6</sup> This section refers to step 6 on the Mark Entry process map in [Appendix 3](#).

## How to calculate the overall module result:

1. Go to the SAS screen.
2. Complete the following fields:

Field name	Value to be entered
Year	Academic year module taken in (e.g. 2015/6)
Period	Optional – enter period of module (TERM1, TERM 2, etc.)
Level	Optional – enter level of module (1 or 2, etc.)
Module	Enter a specific module code or use the wildcards to run the process for a group of modules (e.g. ARC1*)  <b>Note:</b> do not run the process for all your College’s modules in one go as it will make the output report difficult to read
Occurrence (from SMO)	Optional - Gold*
Assessment Sequence Number	Optional - Gold* or specify a specific sequence number (refers to your MAB sequence number – see the Assessment set-up process manual).

3. Run option 6, which will calculate the overall module result.



**Quick tip!** To only calculate a module result for one specific student, complete the white box in option 6 with the student’s candidate number before running option 6.

4. If all is well, you will see the message “No text available in message frame” in the message line at the bottom of your screen. Otherwise a dialog box may appear indicating whose results were calculated and whose weren’t. Please consult the section on error messages at the end of these notes for any

other messages, which might appear.

## CHANGING COMPONENT AND MODULE MARKS/GRADES AFTER SAS OPTION 6 HAS RUN (STEP 7)<sup>7</sup>

The process for changing the module and component marks and/or grades depends on:

- whether there is a change to the component mark or a change in the overall module result mark
- what stage the mark entry and calculation is at.
- why the change is needed (data entry error or other reason)

### Before you have calculated the module marks (student still in SAS option 3)

If you spot a data entry error or a correction is needed to a component mark and/or grade before you have calculated the module marks, i.e. the student is still visible in SAS option 3 as SAS option 6 has not yet been run, you can alter component mark and/or grade as needed by:

1. returning to option 3 in the SAS screen
2. locating the student/component in question
3. changing the mark/grade as needed
4. storing your changes (F6) before exiting option 3.



**Quick tip!** If you only want to bring up one student's record, enter the student's 6-digit candidate number in the allocated field before running option 3:

3. Input actual marks for assessment for student(s) . . . . . 012345 (candidate number) [Next]

### After you have calculated the module result (SAS option 6 was run)

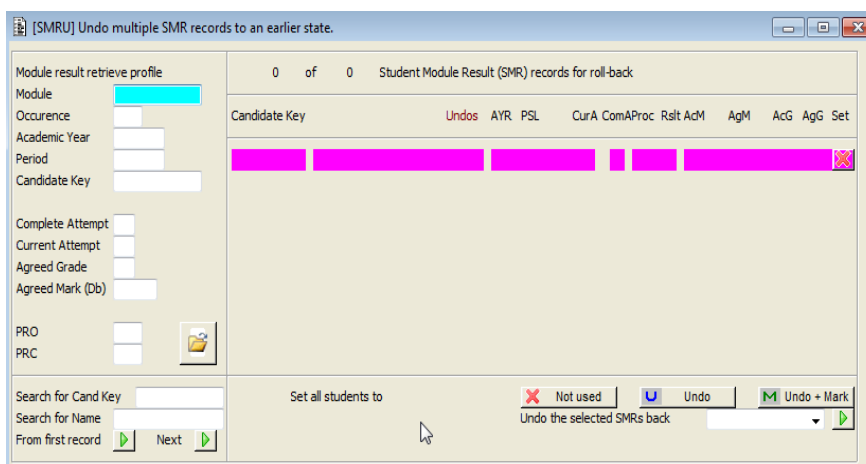
There are 2 options:

1. You must undo the current module result first, and then re-enter the correct mark. There are two ways of doing this:
  - **MRM** – Will delete all results records for individual or multiple student(s). You then need to start from scratch, and run option 1b on SAS to create a new SMR record, and then enter marks again. This option is the better one to use when you are new to the system, as it's clearer to the user what they have done. See 'How to delete an SMR record' on page 16.
  - **SMRU Undo option** – This screen 'rolls back' to the previous state. The screen does not actually tell you exactly what it has done; you will need to check the SMR record to check it has done what you want. You need to have a good understanding of all the status code on SMR to use this screen. Advisable only to use it once you are very familiar with the SMR and SAS screens.
2. You can modify the agreed component or module marks and/or grades — SMRU Modify option.

Changing marks via the SMRU screen:

<sup>7</sup> This section refers to step 7 on the Mark Entry process map in [Appendix 3](#)

1. Go to SMRU [SMR Undo]



2. Complete the following fields: (fields in *italics* are optional)

Field name	Value to be entered
Module	Module code
<i>Occurrence</i>	<i>Module occurrence (optional)</i>
Academic Year	Academic year module was taken in, e.g. 2013/4
<i>Period</i>	<i>Module period, e.g. TERM1 (optional)</i>
<i>Candidate Key</i>	<i>Student's candidate number (optional) — otherwise will retrieve records for all students registered on the module</i>

- Retrieve records (F5).
- See the following documents for instructions on how to modify or undo marks via the SMRU screen:  
[Modifying and undoing calculated marks — SMRU screen.](#)  
[Using the SMRU screen to modify or undo calculated marks — process notes](#)

Both of the above documents are found on the SITS website > How do I? > [How to and FAQs page](#)

**In all of the above scenarios**, if the change of mark and/or grade results in reassessment records needing to be created:

- Tab past the Minutes field to automatically create the Reassessment (SRA) records:

Process Module Results (CAM\_XSMR\_SLR1)

ZSITS \*\*\*\*\* General Test Database (PSITE) \*\*\*\*\* 02/Aug/2011  
 CAM04 Process Module Results CAM\_XSMR\_SLR1

1 of 1 Student Programme Route (SPR) records Module HIH3005 Occurrence A

Student	Name	Int	LS	CD	Agree? (Y/N)	Actual Mark	Actual Grade	Agreed Mark	Agreed Grade	CD	Uncapped Mark	Uncapped Grade	
				SK	N	35	FC	35	FR				
Programme	BA Economics w Euro Study												
Route	BA Economics with European Study												
Assessment	001	10,000 word dissertation										35	FC

Credit 0.00 Result F Attempt 1 Module Result 35 FC 35 FR

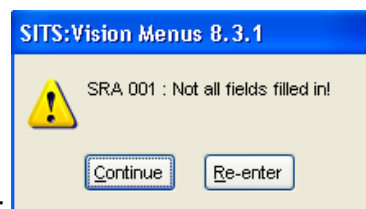
1 of 1 Exam Boa'd Minute records

Note Type  
 Minutes Explanation of change

Re-Assessment(s)

Seq	Atm	Type	Mks	Name	QMrk	Due Date	Wgt
001	2	DISHPS	UCOMD	10,000 word dissertation			100

2. Press F6 to Store.



3. If you see the below error message(s) just click Continue:

4. If you do not want a reassessment (RAS) record to be created as a result of a failure in the module, contact the It Help Desk to have the RAS record deleted, thereby completing the module (set to Status COM in SMR).

## WITHDRAWN STUDENTS — HOW TO ENTER MARKS/DEAL WITH RESULTS RECORDS

If a student withdraws from their studies, *depending on date that the withdrawal is effective from* (date will be indicated in the SPR notes field), the student's modules can either be:

- Marked as withdrawn (agreed grade of W applied), or
- Deleted from the student's record.

SMR records for withdrawn students need to be completed and calculated, the same as those of active students. **Their SMR records should not be left blank / in a SAS state.**

Until the student's enrolment status has officially changed on the SPR screen:

- Enter the results in SAS option 3 according to the result that the student received.
- Allow SITS to generate a grade based on the mark scheme attached to the module. The grade allocated to the module can be amended at a later date via SAS option 3 or via the SMRU screen.

## How to process based on the student's current enrolment status:

### RLF (withdrawn — no active study this year):

As the student has not had any period of active study this year, **delete all module records for the current academic year** — delete the SMR (via the MRM screen) and SMO records.

### RLE (withdrawn — active study this year):

1. Check the following fields in SPR:

- Start Date
- Notes (looking for effective date of withdrawal)

2. Is the student in their very first year of study<sup>8</sup> of a UG or PGT programme?

- Yes — go to step 3
- No — skip to step 4.

3. Is the student effective withdrawal/end date within the first 2 weeks of their start date?

- Yes — Remove all module records for the **current** academic year — SMO and SMR (via the MRM screen). No further action required, do not continue to step 4.
- No — go to step 4.

4. What term does the effective withdrawal/end date fall under?

- Within term 1 / by the end of term 1 / before the start of term 2: <sup>9</sup>
  - a. Delete all module records being taught in terms 2 and 3 (SMO and SMR records).
  - b. TERM1 / TRM1+2 / TRM123 / TRM1+3 modules — update the records as per step 5.
- Within term 2 / by the end of term 2 / before the start of term 3: <sup>2</sup>
  - Delete all term 3 module records (SMO and SMR records).
  - TERM2 / TRM1+2 / TRM123 / TRM2+3 modules — update the records as per step 5.
- Within term 3 / by the end of term 3: <sup>2</sup>
  - a. TERM 3 / TRM123 / TRM2+3 modules — update the records as per step 5.

---

<sup>8</sup> Search for all of the students' records in SPR — if the student is currently an undergraduate and left a UG programme last year, this record is NOT considered their first official year of study. Same logic for PGT student.

<sup>9</sup> Consider when the final assessment for the module is being taken before marking the module as withdrawn. For example, if the student's effective date is on the final day of term 1, mark the module as interrupted if the final exam isn't taking place until January, but don't mark it as withdrawn if the student submitted the final coursework assessment before withdrawing.



5. Update the affected modules as follows:


- SMO screen — update C/O field to W, for withdrawn.

Student (SPR)	Module	Occ	Year	Period	Scheme	Stage	C/O	Credit	E1	E2	AG	RTS	Sort Name
6100	BEA1005	A	2013/4	TERM2	EX	1	W	15.00					
6100.	BEA1005	A	2013/4	TERM2	EX	1	C	15.00					

- SMR records — enter the mark that the student achieved on the component (e.g. enter 0 if they didn't submit or enter the mark allocated) and ensure that the agreed module grade = W:
  - apply grade of W to all components in SAS option 3 (delete the auto-generated grade and replace by W) and calculate module via SAS option 6<sup>10</sup>

**or**

  - update agreed grade to W via SMRU screen if the module result has already been calculated.

 **Quick tip!** The grades across all of the components for the module will need to **match** (i.e. all be set to W), otherwise it may cause issues when you calculate the final module result via SAS option 6. This means you may have to modify the grade (to W) on components that were previously entered.

### Eligibility for lesser awards

Students who have withdrawn (whether voluntary or enforced) may have completed sufficient credits to receive a lesser award, and colleges should be issuing these awards as standard practice. Below are some of the more commonly used lesser awards:

Award	Total Credit Value for Award	Faculty	Classified?	Generated by PSA 18
Certificate of Higher Education	120	UG	No	No
Diploma of Higher Education	240	UG	No	No
Postgraduate Certificate	60	PGT	Yes	Yes
Postgraduate Diploma	120	PGT	Yes	Yes

A full list of eligible lesser awards for both UG and PGT students can be found in section [9 – Academic Credit Requirements for Award](#) of the [Credit and Qualifications Framework](#), with further details on classification rules

<sup>10</sup> Where the students' results are in the RAS screen, do the above but enter into RAS option 2 and calculate in RAS option 5a.

(where relevant) in section [9 – Classification of Awards](#) of the [Assessment, Progression and Awarding: Taught Programmes Handbook](#).

Certificates and Diplomas of Higher Education for undergraduate students are not automatically generated by running PSA option 18 in SITS (PG Cert/PG Dip awards are calculated by PSA option 18), and therefore need to be created manually. Full guidance on manually creating a lesser award can be found in the [Awarding a student a Certificate or Diploma of Higher Education](#) notes. Once the award has been created the normal awarding process can be followed.

## Print list of withdrawn students (optional)

To print a list of modules that your College's withdrawn students are registered for:

1. Go to SCE
2. Complete the following fields and **retrieve**:

Field name	Value to be entered
Acad Year	Current academic year, e.g. 2014/5
Enrolment status	RLE ·   RLF
Programme (near bottom of screen)	Specific programme code

3. From the All menu, choose Gen + Print Letters
4. In the Standard Letter Selection window, complete the letter code field with **EX-WITHINT** and hit the Tab key.
5. Print a list of students have withdrawn, the modules they were enrolled on and their candidate numbers, for each of their years of study on that programme.

## INTERRUPTED STUDENTS — HOW TO ENTER MARKS/DEAL WITH RESULTS RECORDS

If a student interrupts their studies, *depending on dates that the interruption will take place* (dates will be indicated in the SPR Notes field), the student's modules can either be:

- Completed as usual
- Deleted from the student's record
- Marked as interrupted (agreed grade of I applied) and superseded. Not all module records need to be identified as 'interrupted'. It all depends on *when* the student interrupted. For example, if a student completed term 1 and interrupted during the course of term 2:
  - The term 2 modules must remain on the student's record and will need to be identified as interrupted (as the student did not complete them).
  - The term 1 modules can remain as originally entered (i.e. without any interruption flags on them) as the module results can be retained for future awarding. If the student completed term 1, it is likely that they will return for the start of term 2 in the following academic year.

SMR records for interrupted students need to be completed and calculated, the same as those of active students. **Their SMR records should not be left blank / in a SAS state.**

Until the student's enrolment status has officially changed on the SPR screen:

- Enter the results in SAS option 3 according to the result that the student received.

- Allow SITS to generate a grade based on the mark scheme attached to the module. The grade allocated to the module can be amended at a later date via SAS option 3 or via the SMRU screen.

## How to process based on the student's current enrolment status:

### RHL I (interruption) or RHL M (medical interruption):

1. Check the following fields in SPR:
  - Start Date
  - Notes (looking for start date of interruption)
2. Is the interruption start date *before* the start of term **or** *on* the first day of term?
  - Yes — As the student has not had any period of activity, remove all module records for the **current** academic year covering the period of interruption<sup>11</sup> in SMO and SMR (via the MRM screen). No further action required, do not continue to step 3.
  - No (after start of term) — go to step 3.
  - Is the student in their very first year of study<sup>12</sup> of a UG or PGT programme?
    - Yes — go to step 4.
    - No — skip to step 5.
3. Is the student interruption start date within the first 2 weeks of their programme start date?
  - Yes — Remove all module records for the **current** academic year covering the period of interruption<sup>11</sup> in SMO and SMR (via the MRM screen). No further action required, do not continue to step 5.
  - No — go to step 5.
4. Which term does the interruption start date fall within?
  - Within term 1 / by the end of term 1 / before the start of term 2: <sup>13</sup>
    - a. Delete all module records being taught in terms 2 and 3 (SMO and SMR records).
    - b. TERM1 / TRM1+2 / TRM123 / TRM1+3 modules — update the records as per **step 6 – 8**.

---

<sup>11</sup> If the student is returning within the academic year, don't delete modules within the terms that they will be back for. For example, if the student is returning in term 2, don't remove the term 2 modules.

<sup>12</sup> Search for all of the students' records in SPR — if the student is currently an undergraduate and left a UG programme last year, this record is NOT considered their first official year of study. The same logic applies to PGT students.

<sup>13</sup> Consider when the final assessment for the module is being taken before marking the module as interrupted. For example, if the student's interruption start date is on the final day of term 1, mark the module as interrupted if the final exam isn't taking place until January, but don't mark it as interrupted if the student submitted the final coursework assessment prior to interrupting.

- Within term 2 / by the end of term 2 / before the start of term 3:<sup>13</sup>
  - a. Delete all term 3 module records (SMO and SMR records).
  - b. TERM2 / TRM1+2 / TRM123 / TRM2+3 modules — update the records as per **steps 6 - 8**.
- Within term 3 / by the end of term 3:<sup>13</sup>
  - a. TERM 3 / TRM123 / TRM2+3 modules — update the records as per **steps 6 - 8**.

5. SMO — update C/O field to I.

\*\*\*\* Apollo Training Database \*\*\*\*  
Student Module Taking (SMO)

CAM02

1 of 170 Module Taking Records

Student (SPR)	Module	Occ	Year	Period	Scheme	Stage	C/O	Credit	E1	E2	AG	RTS	Sort Name
600...	BEA1005	A	2012/3	TERM2	EX	1	I	15.00			NC		
600...	BEA1005	A	2012/3	TERM2	EX	1	C	15.00			NC		

6. SMR records — enter the mark that the student achieved on the component (e.g. enter 0 if they didn't submit or enter the mark allocated) and ensure that the agreed module grade = I:

- apply grade of I to all components in SAS option 3 (delete the auto-generated grade and replace by I) and calculate module via SAS option 6<sup>14</sup>

or

- update agreed grade to I via SMRU screen if the module result has already been calculated.



**Quick tip!** The grades across all of the components for the module will need to **match** (i.e. all be set to I), otherwise it may cause issues when you calculate the final module result via SAS option 6. This means you may have to modify the grade (to I) on components that were previously entered.

7. SMRS records — set Selection field to S (supersede modules so SITS ignores them in award calculations and identifies modules as such on transcripts/HEAR).

<sup>14</sup> Where the students' results are in the RAS screen, do the above but enter into RAS option 2 and calculate in RAS option 5a.

CAM01 Super Student Module Result (SMRS) CAM\_SMR\_3

1 of 170 Student Module Result (SMR) records (with SMRT) UDF

SPR Code		Candidate	
Module	BEA1005 Management Concepts and Practice	Sort name	
Occ	A	SCE Details	01
Year Start	2012/3	Year No.	2012
Year End	2012/3	Level Rank	02
Scheme	EX	No. of Prds	1
Stage	1	Registration	
Selection	S	Final assessment date	24/May/2013
Diet (PDT)	A3SBESBE10F1	Val body	
		PDM Seq.	020

## Print list of interrupted students (optional)

To print a list of modules that your College's interrupted students are registered for:

1. Go to SCE
2. Complete the following fields and **retrieve**:

Field name	Value to be entered
Acad Year	Current academic year, e.g. 2014/5
Mode of Attendance	INT.*
Programme (near bottom of screen)	Specific programme code

3. From the All menu, choose Gen + Print Letters.
4. In the Standard Letter Selection window, complete the letter code field with **EX-WITHINT** and hit the Tab key.
5. Print a list of students have interrupted, the modules they were enrolled on and their candidate numbers, for each of their years of study on that programme.

## EXPORTING MARK SHEETS AND IMPORTING MARKS INTO SITS

Instead of manually entering marks into SAS option 3, you may export a spreadsheet that academics can complete and then return to you, allowing you to import the results into SITS.

**Note:** It is important that the format of the exported file is not amended otherwise the import will fail.

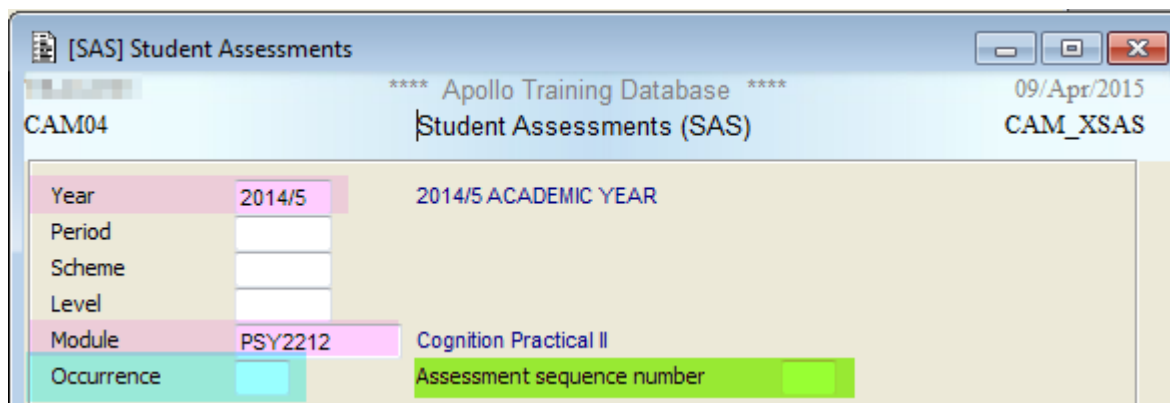
You must first export the mark sheet and then import the marks (once they've been inputted into the exported mark sheet).


### How to export a mark sheet and import new marks:

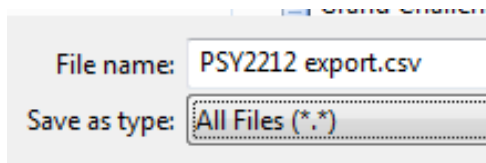
1. Go to the SAS screen > enter the academic year and module code.

If the module has multiple occurrences (Occ field in MAV) and you only want to export a mark sheet for one occurrence, complete the **Occurrence** field.

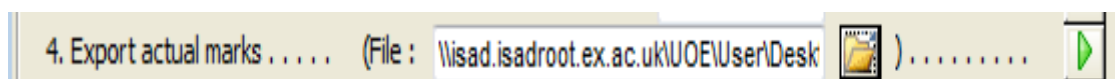
If you wish to restrict the export to one assessment, enter the MAB sequence number for that assessment in the **Assessment sequence number** field.



2. Ensure the gaps to enter marks are present in SAS option 3, i.e. SMR records have been created by running SAS > option 1b. For instructions on how to do this, see [Create SMR records — option 1b](#).
3. Go to Option 4 (Export actual marks...) and then:
  - a) click on the folder icon 
  - b) specify the save location (e.g. Desktop, My Documents)
  - c) name the file (File Name field) and delete the **\*.\*** extension in the file name, replacing it by a **.csv** extension.

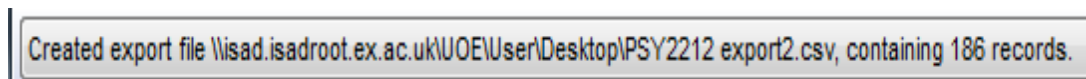


- d) click the Save button
4. When returned to the SAS screen, click on Run (green arrow) on the end of option 4.



The message line at the bottom of the screen will display the export's progress and, once completed, will indicate where the export file has been created and how many records were generated.

In the example below, 186 records were created as there are 93 students on the module and 2 assessment components in MAB —  $93 \times 2 = 186$ ). If component marks have already been input against some records, these will be included in the count.



5. Open the exported file via Excel. It will look like this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Year	Period	#Module	Occ	#Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key	Component Name	SPR Number	Candidate Number (SAS)	Candidate Number (RAS)
2017/8	TRM123	#PYCM030	A17	#PYCM030	#100	#68		#	55	P		#68	Essay (3000 words)	68	#0	#
2017/8	TRM123	#PYCM030	A17	#PYCM030	#100	#68		#	65	P		#68	Essay (3000 words)	68	#0	#
2017/8	TRM123	#PYCM030	A17	#PYCM030	#100	#68		#	56	P		#68	Essay (3000 words)	68	#0	#
2017/8	TRM123	#PYCM030	A17	#PYCM030	#100	#66		#	53	P		#66	Essay (3000 words)	66	#0	#
2017/8	TRM123	#PYCM030	A17	#PYCM030	#100	#68		#	56	P		#68	Essay (3000 words)	68	#0	#
2017/8	TRM123	#PYCM030	A17	#PYCM030	#100	#68		#	65	P		#68	Essay (3000 words)	68	#0	#
2017/8	TRM123	#PYCM030	A17	#PYCM030	#100	#66		#	0	F		#66	Essay (3000 words)	66	#0	#

- Column D (Occ) — the occurrence of the module, as per MAV.
- Column F (#Ass#) — the assessment sequence number attached to the component in MAB.
- Column H (Name) — student’s name.
- Column J (Mark) — enter a **whole** number out of 100.
- Column K (Grade) — no need to populate (unless you need to input a grade that you would normally manually enter (e.g. MI, W, I) as SITS will populate the grade according to the component mark scheme attached to the module.
- Column N (Component Name) — component title as per MAB, attached to the sequence number.
- Column O (SPR Number)
- Column P (Candidate Number SAS) and Column Q (Candidate Number RAS) — student’s candidate number (SCN) for the given academic year based on the current SAS/RAS records.

**Important note!**

- **Do not delete/amend any columns or pre-populated data from the file (otherwise it will not import properly)! See next section entitled [Adding new columns to the exported mark sheet](#) for instructions as needed or see instructions in step 6.**
- If you do make any changes (following the guidance below), ensure that you re-save it as a csv file.

6. If entering marks on behalf of academics:

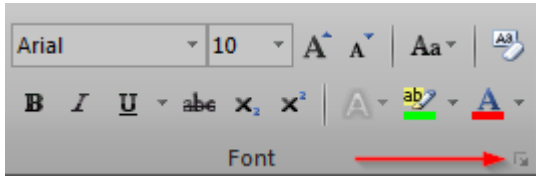
- You can enter marks directly into the marks column (J).
- Ensure you are entering them for the correct assessment and that you enter whole numbers only, out of 100%.
- Ensure to save your changes in .csv format.

7. If you are sending the file to an academic (for them to input their marks directly into the Mark column):

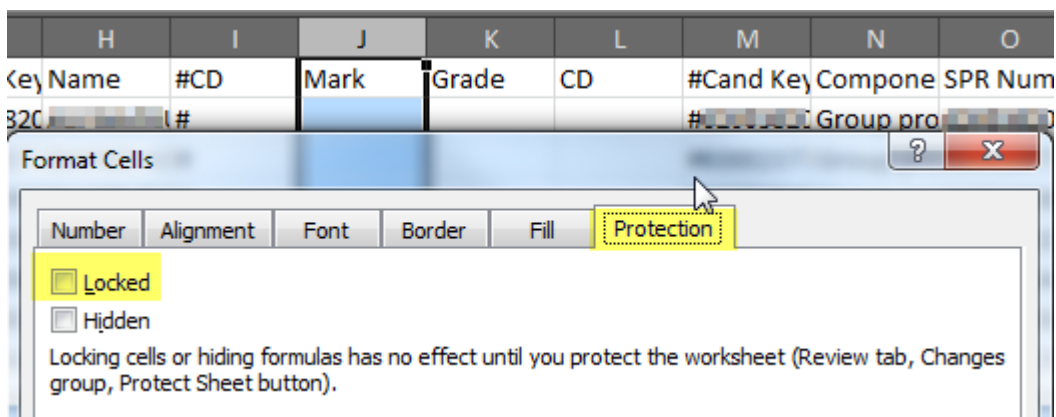
- You may want to sort the data by assessment number (i.e. MAB sequence number), then by student number, then hide column H containing the student name.
- You may also want to lock the spreadsheet (this is optional) so that they can only add values to the Mark column.

To lock the spreadsheet so that only marks can be entered (and date in other columns cannot be amended), do the following:

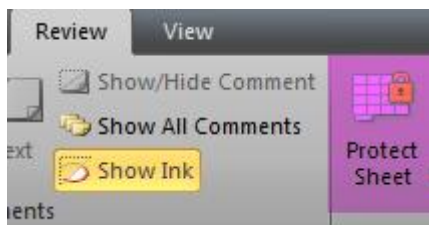
- a) Highlight the Mark column (J).
- b) Click the Expand button at the bottom right of the Font section of the Home tab, and then click Protection tab:



- c) Ensure the Locked check box is **unticked** and click OK:



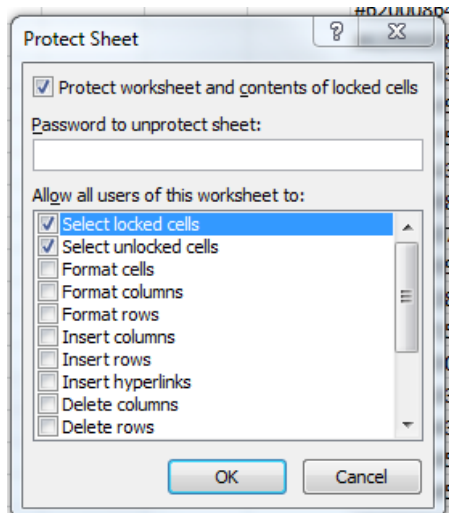
- d) Go to the Review tab and select Protect Sheet (to lock the file you must protect the sheet):



Click OK to only activate protection.

Should you wish to password protect the protection feature (i.e. so the worksheet cannot be 'unprotected' without entering a password), enter a password to protect the sheet before clicking OK. Ensure it's a password that the entire admin team knows!






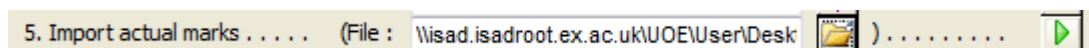
- e) Save the file as an Excel workbook (.xlsx) because csv files do not “remember” the locking and password protection.

**Your spreadsheet is now ready for academics to enter marks in column J (Mark). They must enter those marks as integers (i.e. whole numbers) only, out of 100%.**

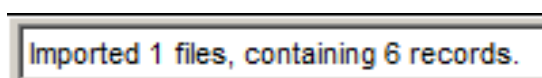
8. If you sent the spreadsheet to an academic, you will need to do the following before importing it into SITS (depending on the actions taken before you sent it to the academic):
  - a. Unprotect the sheet (Review tab > click on Unprotect Sheet icon).
  - b. Unlock the file (Home tab > Font section > click on Expand button in bottom right > Protection tab > ensure Locked is unticked > click OK).
  - c. Unhide the Name column (column H).
  - d. Convert it back to a .csv file.
9. The file is now ready to re-import into SITS.

## Importing the mark sheet in to SITS

1. Go to the SAS screen > in Option 5 (Import actual marks) > hit the folder icon , find your exported file that now contains marks and run the process (click on the green arrow).



2. After the file has been imported it is important to check the message line (bottom of the screen) to see if there were any errors with importing the file.
  - a. Marks were imported successfully:



(no errors mentioned — in the above example, 6 individual marks were listed in the spreadsheet so 6 marks were imported).

- b. Some records imported but not all of them (the most common reason for records not to be imported is that they already exist in the database):

Imported 1 files, containing 10 records. (232 errors)

- c. One or more errors with importing the file and no file was imported:

No files imported. (242 errors)

**Please note that:**

The import will **not** overwrite any marks that have:

- been manually entered into SITS
- have been imported on a previous occasion (so all corrections need to be made in SAS option 3)

Marks that already exist in SITS will be returned as an error; so in fact you might be showing errors on your import where there are no errors.

3. Marks should now be in SAS option 3. Check for any gaps.

Grades will have been automatically allocated based on the component mark scheme attached to the component. You may have to alter the Grade in certain cases, for example:

- a. interrupted student — the grade of P/FC/FR/F that SITS automatically allocated based on the component mark scheme will have to be **manually altered to I**.
  - b. withdrawn student — the grade of P/FC/FR/F that SITS automatically allocated based on the component mark scheme will have to be **manually altered to W**.
  - c. student who had mitigation application/deferral approved — the grade of P/FC/FR/F that SITS automatically allocated based on the component mark scheme will have to **be manually altered to MI**.
4. Once all of the component marks have been correctly input/imported, calculate the module via SAS option 6.

## **Adding new columns to the exported mark sheet**

If you want to add additional columns to the mark sheet (option 4 export), consider this.

If the columns/fields that you wish to add do not exist in SITS (e.g. a column for a 2<sup>nd</sup> marker's result):

If the new columns are inserted (post-export)...:

- After the existing columns (so added from column R) and the data is left in (columns not removed before importing into SITS) — the import will work.

- Next to the Mark column and left in for the import — the import will not work (as you can't alter existing columns/alter their order)
- Next to the Mark column but removed before the import — the import will work.

If the columns/fields that you wish to add exist in SITS:

You may add fields that exist in the following screens: STU, SPR, MAV and MAB.

Get in touch with your SITS contact via [sr-admin@exeter.ac.uk](mailto:sr-admin@exeter.ac.uk) to discuss.

## EXPORT MARKS FROM ELE GRADEBOOK AND CREATE A MARK IMPORT FILE FOR SITS

More academic colleagues are moving to marking electronically using Turnitin Grademark functionality provided through ELE or marking assignments (e.g. quizzes or examinations) directly in ELE. Unfortunately there is no way currently to take marks directly from ELE/Turnitin Grademark and import directly to SITS.

To facilitate the import of ELE/Turnitin marks to SITS we can use the [ELE Gradebook to SITS Format Converter](#), developed by Paul Thornton in Exeter IT, which allows the insertion of the mark from ELE into the SITS mark import template if you follow the steps below.

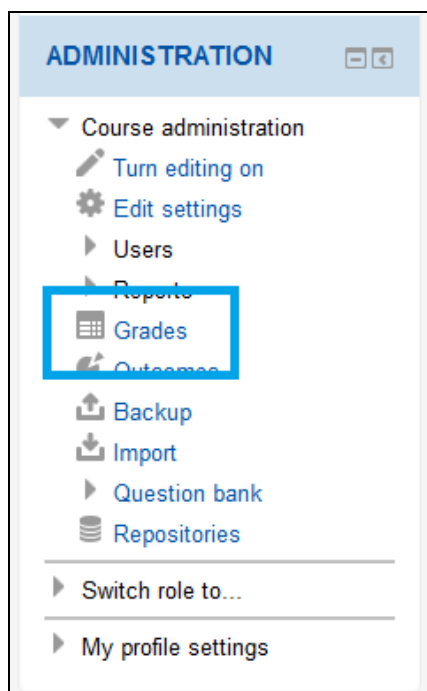
It is good practice to ensure that the module code and the academic year are included in the name of the assessment on ELE, and that the name of the assessment matches what is in SITS (which in turn should be a faithful copy of what's on the module descriptor). This will allow you to easily identify an assessment in ELE and the corresponding assessment in SITS.

To import ELE marks to SITS you need to first of all extract the marks from ELE. To do so follow these steps:

1. Navigate to the relevant module in [ELE](#).

The screenshot shows the University of Exeter ELE system interface. At the top, there is a navigation bar with links for Library, Student Resources, Careers, and Quick Links. Below this, a breadcrumb trail reads 'Home > Courses > Search > GEO2441'. The main content area displays 'Search results: 1' for the query 'GEO2441'. The result is for the module '(GEO2441) Remote Sensing For Environmental Management', categorized under Geography. A list of lead tutors is provided: Karen Anderson, James Duffy, Julian Evans, Steve Hancock, Sally Rancecroft, Amanda Scott, and Joanne Wood. A search bar at the bottom of the results area shows the search term 'GEO2441' and a 'Go' button.

2. Click on the module to access the module content and the administration suite, then click on Grades in Administration.



3. Clicking on Grades takes you to the Grade administration section, from which you can export a file containing students' marks for a given assessment by clicking on the Export tab. The file must be created in plain text format, and you can select as many assessments to export as you like. Until you are comfortable with the export, it is recommended that you select only one assessment at a time, by clicking Select all/none and then ticking the relevant assessment. In the Export format options, ensure that the Separator is set to Tab, then click Download.

View Setup Scales Outcomes Letters **Export**

OpenDocument spreadsheet **Plain text file** Excel spreadsheet XML file

▼ Grade items to be included

Analysis Write Up

Fact Sheet

FactSheet

LIDAR write up

LiDAR Report RESUB

Course total

Select all/none

▼ Export format options

Include feedback in export

Grade export display types  Real  Percentage  Letter

Grade export decimal points 2 ▼

Separator  Tab  Comma  Colon  Semicolon

Download

4. On clicking Download a dialogue box will appear asking whether you want to open or save the file. Save the file. The file will be saved according to your browser settings (for example, my files are saved to my Downloads folder). I suggest that you create a folder on a relevant drive and move all such ELE exports to that folder (for example, I have a folder on the CLES Education N Drive that I use for this purpose); that way you are storing all the exports in one place.
5. Once you have created the ELE export file, you need to convert it using the [ELE Gradebook to SITS Format Converter](#).

**ELE Gradebook To SITS Format Convertor** (Last modified 08/01/2016)

**When exporting the ELE gradebook please ensure to select "Plain text file" format and specify "Tab" as the separator character.**

Please select the ELE gradebook CSV file you wish to upload and process below.

No file selected.

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- Click Browse to locate and select the ELE file that you have just exported from ELE, then click on Process File. This process generates a link to a csv file (or files if you ticked more than one assessment in Step 3).

**ELE Gradebook To SITS Format Convertor** (Last modified 11/01/2016)

The following assignments were found in the exported ELE gradebook CSV file:

**1. Turnitin Assignment 2: FactSheet (Real)**

35 submissions extracted.

[Download CSV file containing submissions for Excel processing into SITS importation format.](#)

[Go back and process another file](#)

- Click on the link to the csv file and you will again be asked whether you want to open or save the csv file. Choose save and then move the file to the same location as the original ELE export. (It is good practice to include the module code in the name of the assessment when setting up the assessment in ELE because the code will then be included in the filename of the csv export file; this is particularly important in the case of ELE courses that are linked to multiple modules.)
- Open the file, and you will see a number of columns identifying the student, including the assessment mark (Grade column) and the SPR code; the SPR code column will very occasionally contain multiple values where a student has multiple active records (multiple records will be bar-separated (i.e. separated by the | character)). Simply delete the incorrect SPR code.
- The process for uploading marks into SITS via a marks template is described in the '[Importing mark sheet in to SITS](#)' section above. You must ensure that you have exported the mark sheet from SITS (described in section 1) for the correct assessment records so that they match the assessment against which marks are recorded in ELE.

We need to adapt the process slightly to transfer the mark from the ELE export file into the SITS import file; to do this we need to create a primary key in the ELE export that matches the primary key in the SITS import. The primary key in the SITS import is the candidate key preceded by #, for example #64xxxxxx/1.

- In the ELE export file add a blank column in front of the Grade column and name that column SITS primary key. In cell G2 use the CONCATENATE syntax. This essentially creates a value that is the SPR code preceded by #. Copy the formula down to the final record. This process of using CONCATENATE and VLOOKUP syntaxes to create a SITS import file can also be used for assessments that are marked using Question Mark Perception (QMP).

=concatenate("#",J2)							
C	D	E	F	G	H	I	J
Username	College	Discipline	Email Address	SITS primary key	Grade	Join Code	SPR Code
	College of Life & Environmental Sciences	Geography	@exeter.ac.uk	=concatenate("#",J2)	62	640	640
	College of Life & Environmental Sciences	Geography	@exeter.ac.uk		58	640	640

- Then in the SITS import file create a VLOOKUP statement that links to the new primary key in the ELE export file.

GEO2441 - seq 011.csv - Microsoft Excel

Formula bar: =VLOOKUP(G2,'GEO2441 - turnitin-assignment-2-factsheet-real.csv'!\$G:\$H,2,FALSE)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Year	Period	#Module	Occ	#Map	#Ass#	#Cand Key	Name	#CD	Mark	Grade	CD	#Cand Key	Component Name	SPR Number	Candidate Number
2	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	62			#640	Factsheet	640	#01
3	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	58			#640	Factsheet	640	#01
4	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#630		#	68			#630	Factsheet	630	#02
5	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	68			#640	Factsheet	640	#01
6	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	55			#640	Factsheet	640	#01
7	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#630		#	73			#630	Factsheet	630	#01
8	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#630		#	0			#630	Factsheet	630	#01
9	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	62			#640	Factsheet	640	#01
10	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	68			#640	Factsheet	640	#01
11	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	82			#640	Factsheet	640	#01
12	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	72			#640	Factsheet	640	#01
13	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	65			#640	Factsheet	640	#01
14	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	68			#640	Factsheet	640	#01
15	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#630		#	52			#630	Factsheet	630	#01
16	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#620		#	65			#620	Factsheet	620	#02
17	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	75			#640	Factsheet	640	#01
18	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	55			#640	Factsheet	640	#01
19	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	65			#640	Factsheet	640	#01
20	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	68			#640	Factsheet	640	#01
21	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	58			#640	Factsheet	640	#01
22	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	55			#640	Factsheet	640	#01
23	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	78			#640	Factsheet	640	#01
24	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	72			#640	Factsheet	640	#01
25	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	75			#640	Factsheet	640	#01
26	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	65			#640	Factsheet	640	#01
27	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	72			#640	Factsheet	640	#01
28	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	#N/A			#640	Factsheet	640	#01
29	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	62			#640	Factsheet	640	#01
30	2015/6	TERM1	#GEO2441	T	#GEO2441	#011	#640		#	65			#640	Factsheet	640	#01

- Essentially the VLOOKUP statement searches for the #SPR\_CODE value in the ELE import file and, if it finds a match, copies the value from column 2 (the Grade column) into the SITS import file. Copy the formula down to the final record but ensure that you do not overwrite any extant values (for example, 0 indicating withdrawn or interrupted or actual marks that may have already been processed). You can do this by applying a filter and showing only blanks or by copying and pasting the contents of the cell to all blank cells in the Mark column.
- You need to check values that are equal to 0 – is that genuinely a mark of 0 from ELE or is that an Excel error because the mark is blank against the student in the ELE export file (perhaps because of an outstanding plagiarism query)? If the mark is genuinely 0, leave it in place. If it's not 0, delete from the SITS import file so you don't inadvertently import it into SITS.
- You need to check where the mark returned equals #N/A – this is an Excel error that most likely indicates that the student in the SITS import file does not exist in the ELE export file. Delete the value of #N/A and then investigate why the student is not in the ELE export (for example, the student may simply not have submitted the assessment).
- Once you are satisfied that the marks are correct, you can import the file to SITS as described in the Import

- Import to SITS in this way removes significant potential for human error that occurs during manual processing of marks, but does not remove the need to check that you are recording the correct marks against students' records.

## DELETING STUDENT MODULE RESULT (SMR) RECORDS — MRM SCREEN

You may need to delete SMR records for a number of reasons (e.g. the student decides to change modules after SMR records generated, need to move student to another module occurrence, etc.).

### Important reminders:

- **DO NOT delete SMR records from the SMR screen.** This will leave records hanging in SITS.
- Always delete a SMR record (via the steps below), BEFORE deleting the SMO record.

### How to delete an SMR record for a student:

- Go to the MRM screen.
- It is very important** that you complete the following fields to retrieve the desired record only:

Field name	Value to be entered
Student	Complete with the student's SPR number
Year	Academic year (e.g. 2012/3)
Period	Optional — period module is running in (TERM1, TRM1+2, etc.).
Module	Module code
Occ (from SMO)	Optional — module occurrence (usually A)

1 of 0 Module Result Records

Student	Year	Period	Module	Occ	---Actual---	---Agreed---	Attempt					
Mark	Grd	Mark	Grd	Credit	Res	Cur	Com	RTS				
5700	2012/3		GEOM174									

MSC Sustainable Development (DL) - C - MSC Sustainable Development (Distance Based) - C

- Delete all SMR (including related SAS, SRA and SAL records) . . . . .
- Keep SMR records that have no corresponding SMO record . . . . .
- Keep SMR records where SMR, SAS and SAL are blank and no SRA or SAN exist . . . . .

- Retrieve (F5).
- Check that the correct record(s) have been retrieved** (e.g. correct module, year, student (student's name appears in bottom of screen)).

### Warnings:

- This is important as you cannot undo this process — the records will be permanently deleted.



- b. If you retrieve multiple records and run the process, **all records on screen will be deleted**, i.e. running it on the below will delete all records, not only LAWM008:

1 of 8 Module Result Records

Student	Year	Period	Module	Occ	---Actual---		--Agreed--		Credit	Res	Attempt		RTS
					Mark	Grd	Mark	Grd			Cur	Com	
6200	2012/3	TERM1	LAWM008	A	64	M	64	M	15.00	P	1	1	
620	2012/3	TERM1	LAWM060	A	60	M	60	M	15.00	P	1	1	
620	2012/3	TRM2+	LAWM640	A	51	P	51	P	60.00	P	1	1	
621	2012/3	TERM1	LAWM648	A	56	P	56	P	15.00	P	1	1	

5. Click on the green arrow on line 1 — Delete all SMR. You will be asked whether you are sure, allowing you to back out of the process at this particular point.

1 of 1 Module Result Records

Student	Year	Period	Module	Occ	---Actual---		--Agreed--		Credit	Res	Attempt		RTS
					Mark	Grd	Mark	Grd			Cur	Com	
5700	2012/3	TERM1	GEOM174	D	21	F	21	F	0.00	F	2	1	

SITS:Vision Menus 8.5.1

Are you sure?

Yes No

MSC Sustainable Development (DL) - C - MSC Sustainable Development (Distance Based) - C

- 1. Delete all SMR (including related SAS, SRA and SAL records) . . . . .
- 2. Keep SMR records that have no corresponding SMO record . . . . .
- 3. Keep SMR records where SMR, SAS and SAL are blank and no SRA or SAN exist . . . . .

6. By clicking 'Yes' you will then be asked whether you want to print the details, print if you want to keep a record of it.
7. The SMR and the underlying records have now been permanently deleted.
8. **If the student is also to be removed from that module**, you will also need to delete the SMO record.

This can be done by using File > Delete in SMO when the appropriate student record/module is selected.

**Note:** Don't forget to advise Exams Office of any changes near the exam timetable creation time.

## CHANGE IN MODULE ASSESSMENT SET-UP AFTER SMR RECORDS GENERATED AND/OR MARKS HAVE BEEN ENTERED

Sometimes, once the SMR records have been generated:

- academics decide to change the module assessment set-up after you have started entering marks (any changes to the way in which a module is assessed should be approved by the Accreditation Committee)
- there was an error in the module set-up
- a student was on an incorrect MAV occurrence or assessment group.

Unfortunately there is no quick and easy way of dealing with these changes. You cannot simply amend the MAV/MAB records as the changes will not carry over to the SMR records.

Steps to follow:

1. Remove/delete the existing SMR records for that module (see page 33 — [Deleting Student Module Result records](#)).
2. Amend the MAB records for the module (refer to [Module Assessment & Reassessment Set-up](#) notes to correctly update methods of assessments)
3. Regenerate the SMR records (SAS option 1b — see page 10 for instructions)
4. Re-enter the marks via SAS option 3 (see page 13 for instructions).

## STUDENT CANDIDATE NUMBER (SCN) — HOW TO LOCATE

A student receives a new candidate number each academic year. To find a student's candidate number

1. Go to SCN [Student Candidate Number]
2. Complete one or more of the following fields:

Field name	Value to be entered
Student	Student's 9 character long student number (without the /1 or /2, etc.)
Name	Student's surname followed by Gold*
Year	Desired academic year (e.g. 2013/4)

3. Retrieve (F5). This will give you the student's candidate number.

Note: You can also find a student number by searching on a 6-digit candidate number.

## REPORTS

### Component and module results

Reports that you can run from the MAV screen:

<b>List of Marks</b>	List of the final module and/or individual assessment marks, in candidate number order, run from MAV:
----------------------	---

	<ul style="list-style-type: none"> <li>• EX-MODMARKSA (module results not calculated — displays component results)</li> <li>• EX-MODMARKS (module results calculated — displays component <b>and</b> module results)</li> </ul>
--	---

You can also run **options 11 or 12 in SAS** to produce lists of marks that you've entered into SAS option 3:

- Option 11 will display component marks prior to calculation (SAS option 6).
- Option 12 displays calculated results with component results.

The display and sort order of the above SAS reports can be altered as follows: MAV > double –click on value in Ass Pattern field > Say Yes > bring you to MAP > Go to Other > More Details > modify the Print Name fields and the Sort Options and Sort Criteria fields in the bottom of the screen. Details are in the Module Assessment and Reassessment Set Up notes on the [SITS Course Notes](#) website.

## Module statistics

These reports are run via MAV once the marks for the entire module have been set in SITS:

- PG — EX-MODSTATPG (need to open via Excel)
- UG — EX-MODSTATP (prints directly from SITS) **or** EX-MODSTATEP (opens via Excel)

## Student Candidate Number (print list of candidate numbers by programme)

Run report EX-CANDLST from SPR. See <http://as.exeter.ac.uk/it/systems/sits/howdoi/reports/> for an example of the report's output.

## Interim transcripts

See the reports & how to pages on the SITS website for full instructions & examples — <http://as.exeter.ac.uk/it/systems/sits/howdoi/moduleresultson-line/>

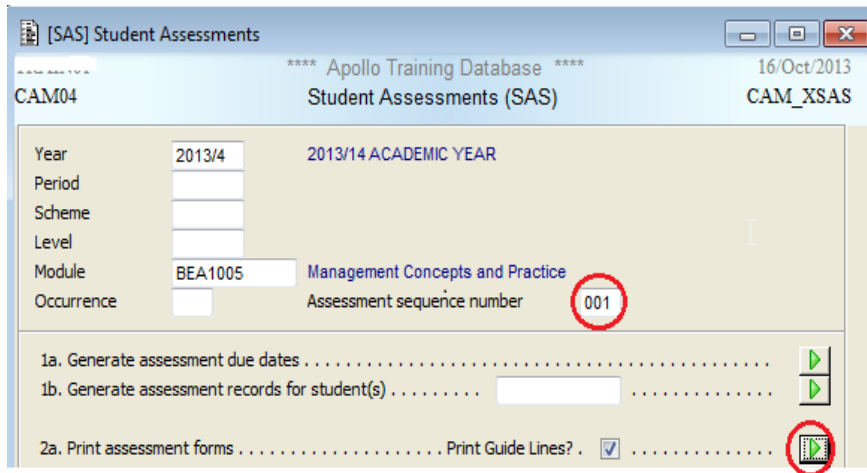
## PRINTING/PRODUCING MARK SHEETS

Blank mark sheets, for your academics to complete, can be produced in several ways. These are:

1. **Excel (recommended option)** – there is a standard letter in the system, which will create a mark sheet in Excel format (one sheet per module, with components listed horizontally).
  - The report is run from MAV and the letter code is EX-MARKSHEET. The output looks like this:

Printed 17/Oct/2013					
Tutor:					
Module Code:	BEA1005				
Module Name:	Management Concepts and Practice				
Academic Year:	2013/4				
Semester:	TERM2				
StudentNo	Surname	Forename	CandNo	Examination 80%	Group Case Study 20%

2. **Report** – Running option 2a on the SAS screen will produce a mark sheet that prints out of the system directly (one sheet per module component).
- You must have created the SMR records first (SAS option 1b)
  - You must specify the assessment sequence number you are producing the mark sheet for (assessment sequence number can be found in MAB).



The output looks like this:

Module	BEA1005	/ A	Total number	158
Title	Management Concepts and Practice			
Tutor				
Year	2013/14 ACADEMIC YEAR			
Period	Spring Term			
Assessment	001	80%	Examination	Due Date
University of Exeter				
Candidate Number	Name	Ckd	Mrk	Grd
000283				
000388				
000588				

3. **Write your own Standard Letter** to create a unique mark sheet for your College (you will need to attend a reporting training session to be able to create your own reports).

## HESA REQUIREMENTS

In order to comply with the HEFCE 13 month rule we need to capture vital information about whether a student has completed the 'Final Assessment' (FA). This change will have an impact on the way Colleges process some of their module data, which is outlined below. In brief Colleges will now be asked to identify the 'Final Assessment' for each module in the MAB screen and to complete SMR UDF 3 and 4 where appropriate. More detailed description of this change is outlined below. Student Records/Exeter IT will be responsible for completing SMR UDF 1 and 2.

In preparation for this change Colleges should have hopefully already gone through their Assessment Patterns and for each module indicate on the Module Assessment Body (MAB) Screen what is considered the 'Final Assessment'. In terms of HESA this is generally considered to be the last assessment taken by the student chronologically:

Module Assessment Body (MAB)																					
MAP Code	Seq	Ass type	Agr	Mrk Sch	Wt	Total	Qualify Mark	Set	Due Prd	Wk	Day	Exam Paper	Divisions	Hours	RI	Calc. Group	Print Name	External Ref	Final?	Lock?	
HIH1000.1	001	EXHPS		UCOM0	20	100						SUMMER		1.00		Y				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title Exam																					
HIH1000.1	002	CVHPS		UCOM0	20	100										Y				<input type="checkbox"/>	<input type="checkbox"/>
Title First 2,000 word essay																					
HIH1000.1	003	CVHPS		UCOM0	20	100										Y				<input type="checkbox"/>	<input type="checkbox"/>
Title Second 2,000 word essay																					
HIH1000.1	004	CVHPS		UCOM0	20	100										Y				<input type="checkbox"/>	<input type="checkbox"/>
Title Third 2,000 word essay																					
HIH1000.1	005	PRHPS		UCOM0	20	100										Y				<input type="checkbox"/>	<input type="checkbox"/>
Title Presentations																					

In SMR we have set up 3 UDF fields to assist with the task of correctly assigning the right module outcome for each module a student has taken (i.e. whether the student successfully completed the module or not):

**User Defined Fields Screen (MEN\_YUDF)**

AM565 University of Exeter \*\*\*\* LIVE \*\*\*\* System 23/Oct/2018  
 MAS01 Student module result (SMR) User Defined Fields. MEN\_YUDF

1	13-month FA deadline	<input type="text"/>
2	Actual FA submission date	<input type="text"/>
3	Attempted FA?	<input type="text"/>

Field Name	Name	Description/Populated by
UDF 1	Final Submission Date	<p>The final date for which a student can attempt the 'Final Assessment'. This date is 13 months after they have commenced their study for a particular academic year.</p> <p>The initial date for when a student commenced their study is worked out by using the HESA COMDATE in SCJ and then for every</p>

		<p>subsequent year a student is here this will be incremented by a year. The final submission date will be populated in this field against every SMR record a student has taken in the current HESA academic year by a nightly script.</p>
UDF 2	Submitted Date	<p>For modules where is it possible that a mark will not have been entered into SITS by the 13 month date (i.e. postgraduate dissertations) we will use the fact that the student has submitted the 'Final Assessment' as evidence that they have completed the module. This information will be extracted from BART and imported into this field.</p> <p>It is expected that using this method this will be the exception rather than the rule and Academic Systems must be informed if there are any modules apart from postgraduate dissertations that need to be included in the BART extract.</p>
UDF 3	Attempted FA at 1 <sup>st</sup> Attempt?	<p>Where a student has gained a mark of 0 for the 'Final Assessment' at the first attempt (i.e. the module is at SAS status) but the student has actually attempted the assessment Colleges should populate this field with a 1. This is so we know the student has completed the module as defined by HEFCE.</p> <p>Where the 'Final Assessment' is a straight Pass/Fail assessment if a student has an F at the first attempt but the student has actually attempted the assessment Colleges should populate this field with a 1. This is so we know the student has completed the module as defined by HEFCE.</p>

## APPENDIX 1 — MARK SCHEMES

### General UG component mark scheme: UCOM01 (automatic condonement) and UCOM02 (automatic referral)

\* UCOM01 default

\*\* UCOM02 default

#### Initial assessment

This table outlines which grade SITS will automatically assign to a **component** mark when entered in SAS option 3, based on the component mark scheme assigned to each individual component in the MAB screen.

Mark entered in SAS option 3	Default grade assigned by SITS	Meaning	Details
40-100	P	Pass	
0-39 *	FC	Fail (condoned)	
0-39 **	FR	Fail (refer)	If module is failed overall, student offered 2 <sup>nd</sup> attempt at module, based on reassessment pattern set up, for capped module mark of 40%.

#### Reassessment

This table outlines which grade SITS will automatically assign to a **component** mark when entered in RAS option 2, based on the component mark scheme assigned to the assessment pattern in the MAP screen > Re-ass MKSCH field.

Mark entered in RAS option 2	Default grade assigned by SITS	Meaning	Details
40-100	P	Pass	
0-39 *	FC	Fail (condoned)	
0-39 **	FR	Fail (refer)	If this was the student's deferred attempt (chance to sit assessment again for uncapped mark) — grade of FR will be applied to component as student allowed 2 <sup>nd</sup> attempt at module if failed overall.
0-39 **	F	Fail — Credits not awarded to student	If this was the student's referred (2 <sup>nd</sup> ) attempt (chance to resit assessment for capped mark) — grade of F will be applied to the component (no condonement, no reassessment).

For a list of grades that can be **manually** applied to component/module results, Appendix 2.

## General UG module mark scheme: UMOD01 (automatic condonement) and UMOD02 (automatic referral)

\* UMOD01 default

\*\* UMOD02 default

### Initial assessment

This table outlines which grade SITS will automatically assign to a **module** mark when the result is calculated in SAS option 6, based on a combination of the component mark schemes assigned in MAB as well as the module mark scheme assigned to the module in the MAV screen.

Module result as calculated by SAS option 6	Grade	Meaning	Details	Notes
70-100	1	First Class Pass	Module completed and student awarded credits	
60-69	21	Second Class Div I Pass		
50-59	22	Second Class Div II Pass		
40-50	3	Third Class Pass		
0-39	FC *	Fail (condoned)		A maximum of 30 credits per year can be condoned if the student's overall credit-weighted average is 40+.  If the component mark scheme is set to UCOM02 on all components on MAB, this will override UMOD01 and module result will be treated as UMOD02.
0-39	FR **	Fail (Refer)	Result is treated as a fail and will go into reassessment	If this was the student's deferred attempt (chance to sit assessment again for uncapped mark) — grade of FR will be applied to component as student allowed 2 <sup>nd</sup> attempt at module if failed overall.

### Reassessment

This table outlines which grade SITS will automatically assign to a **module** result when calculated in RAS option 5a, based on the component mark scheme assigned to the assessment pattern in the MAP screen > Re-ass MKSCH field.

\* UCOM01 default

\*\* UCOM02 default



Module result as calculated by RAS option 5a	Default grade assigned by SITS	Meaning	Details	Notes
40-100	P	Pass	Module completed and student awarded credits	
0-39 *	FC	Fail (condoned)	Module completed and student awarded credits	A maximum of 30 credits per year can be condoned if the student's overall credit-weighted average is 40+.
0-39 **	FR	Fail (refer)	Module completed and student is <b>not</b> awarded credits	If this was the student's deferred attempt (chance to sit assessment again for uncapped mark) — grade of FR will be applied to component as student allowed 2 <sup>nd</sup> attempt at module if failed overall. Reassessment record will need to be created in next academic year.
0-39 **	F	Fail — Credits not awarded to student	Module completed and student is <b>not</b> awarded credits	If this was the student's referred (2 <sup>nd</sup> ) attempt (chance to resit assessment for capped mark) — grade of F will be applied to the component (no condonement, no reassessment).

For a list of grades that can be **manually** applied to component/module results, Appendix 2.

## NEW PGT MARK SCHEMES – COMPONENT MARK SCHEMES

### PCOM01 (automatic condonement) and PCOM02 (automatic referral)

\* PCOM01 default

\*\* PCOM02 default

#### Initial assessment

This table outlines which grade SITS will automatically assign to a **component** mark when entered in SAS option 3, based on the component mark scheme assigned to each individual component in the MAB screen.

Mark entered in SAS option 3	Default grade assigned by SITS	Meaning	Details
50-100	P	Pass	
0-49	FC *	Fail (condoned)	
0-49	FR **	Fail (refer)	If module is failed overall, student offered 2 <sup>nd</sup> attempt at module, based on reassessment pattern set up, for capped module mark of 50%.

For a list of grades that can be **manually** applied to component results, see the Mark Entry notes on the [SITS > Course Notes](#) site.

#### Reassessment

This table outlines which grade SITS will automatically assign to a **component** mark when entered in RAS option 2, based on the component mark scheme assigned to the assessment pattern in the MAP screen > Re-ass MKSCH field.

Mark entered in RAS option 2	Default grade assigned by SITS	Meaning	Details
50-100	P	Pass	
0-49	FC *	Fail (condoned)	
0-49	FR **	Fail (refer)	If this was the student's deferred attempt (chance to sit assessment again for uncapped mark) — grade of FR will be applied to component as student allowed 2 <sup>nd</sup> attempt at module if failed overall.
0-49	F **	Fail — Credits not awarded to student	If this was the student's referred (2 <sup>nd</sup> ) attempt (chance to resit assessment for capped mark) — grade of F will be applied to the component (no condonement, no reassessment).

For a list of grades that can be **manually** applied to component results, see the Mark Entry notes on the [SITS > Course Notes](#) site.

## NEW PGT MARK SCHEMES – MODULE MARK SCHEMES

### PMOD01 (automatic condonement) and PMOD02 (automatic referral) — New PGT module mark scheme

\* PMOD01 default

\*\* PMOD02 default

#### Initial assessment

This table outlines which grade SITS will automatically assign to a **module** mark when the result is calculated in SAS option 6, based on a combination of the component mark schemes assigned in MAB as well as the module mark scheme assigned to the module in the MAV screen.

Module result as calculated by SAS option 6	Grade	Meaning	Details	Notes
70-100	D	Distinction	Module completed and student awarded credits	
60-69	M	Merit		
50-59	P	Pass		
0-49	FC *	Fail (condoned)		A maximum of 45 credits per year can be condoned for a Masters award if the student's overall credit-weighted average is 50+.  If the component mark scheme is set to PCOM02 on all components on MAB, this will override PMOD01 and module result will be treated as PMOD02.
0-49	FR **	Fail (Refer)	Result is treated as a fail and will go into reassessment	If this was the student's deferred attempt (chance to sit assessment again for uncapped mark) — grade of FR will be applied to component as student allowed 2 <sup>nd</sup> attempt at module if failed overall.

For a list of grades that can be **manually** applied to module results, see the Mark Entry notes on the [SITS > Course Notes](#) site.

### Reassessment

This table outlines which grade SITS will automatically assign to a **module** result when calculated in RAS option 5a, based on the component mark scheme assigned to the assessment pattern in the MAP screen > Re-ass MKSCH field.

\* PCOM01 default

\*\* PCOM02 default

Module result as calculated by RAS option 5a	Default grade assigned by SITS	Meaning	Details	Notes
50-100	P	Pass	Module completed and student awarded credits	
0-49 *	FC	Fail (condoned)	Module completed and student awarded credits	A maximum of 45 credits per year can be condoned for a Masters award if the student's overall credit-weighted average is 50+.
0-49 **	FR	Fail (refer)	Module completed and student is <b>not</b> awarded credits	If this was the student's deferred attempt (chance to sit assessment again for uncapped mark) — grade of FR will be applied to component as student allowed 2 <sup>nd</sup> attempt at module if failed overall. Reassessment record will need to be created in next academic year.
0-49 **	F	Fail — Credits not awarded to student	Module completed and student is <b>not</b> awarded credits	If this was the student's referred (2 <sup>nd</sup> ) attempt (chance to resit assessment for capped mark) — grade of F will be applied to the component (no condonement, no reassessment).

For a list of grades that can be **manually** applied to module results, see the Mark Entry notes on the [SITS > Course Notes](#) site.

### **UG and PGT component mark schemes: PFCOM (pass/fail only, no numerical mark entered)**

#### Initial assessment or reassessment

This table outlines which grade SITS will automatically assign to a **component** mark when entered in SAS option 3, based on the component mark scheme assigned to each individual component in the MAB screen.

Grade entered in SAS option 3	Meaning
P	Pass
F	Fail

For a list of grades that can be **manually** applied to module results, see the Mark Entry notes on the [SITS > Course Notes](#) site.

## APPENDIX 2 — LIST OF COMPONENT AND MODULE GRADES (MANUAL ENTRY)

When entering component marks into SAS option 3 or RAS option 2a, SITS will automatically assign a grade based on the component mark scheme that is associated to the component in the Module Assessment Body (MAB) record or in the MAP screen. See the 'Module Assessment and Reassessment Set-Up' notes on the [SITS > Course Notes](#) site for details.

When calculating a module result at initial assessment (SAS option 6) or reassessment (RAS option 5a), SITS will automatically assign a grade to the module result based on a combination of the component grades and mark scheme attached to the module in the MAV screen. See the 'Module Assessment and Reassessment Set-Up' notes on the [SITS > Course Notes](#) site for details.

These automatically allocated grades are listed in Appendix 1 (above), according to the mark schemes.

**It is possible to override the grade assigned by SITS either in SAS option 3 or once the module result has been calculated, via the SMRU screen.** Here is a list of valid grades that can be manually applied:

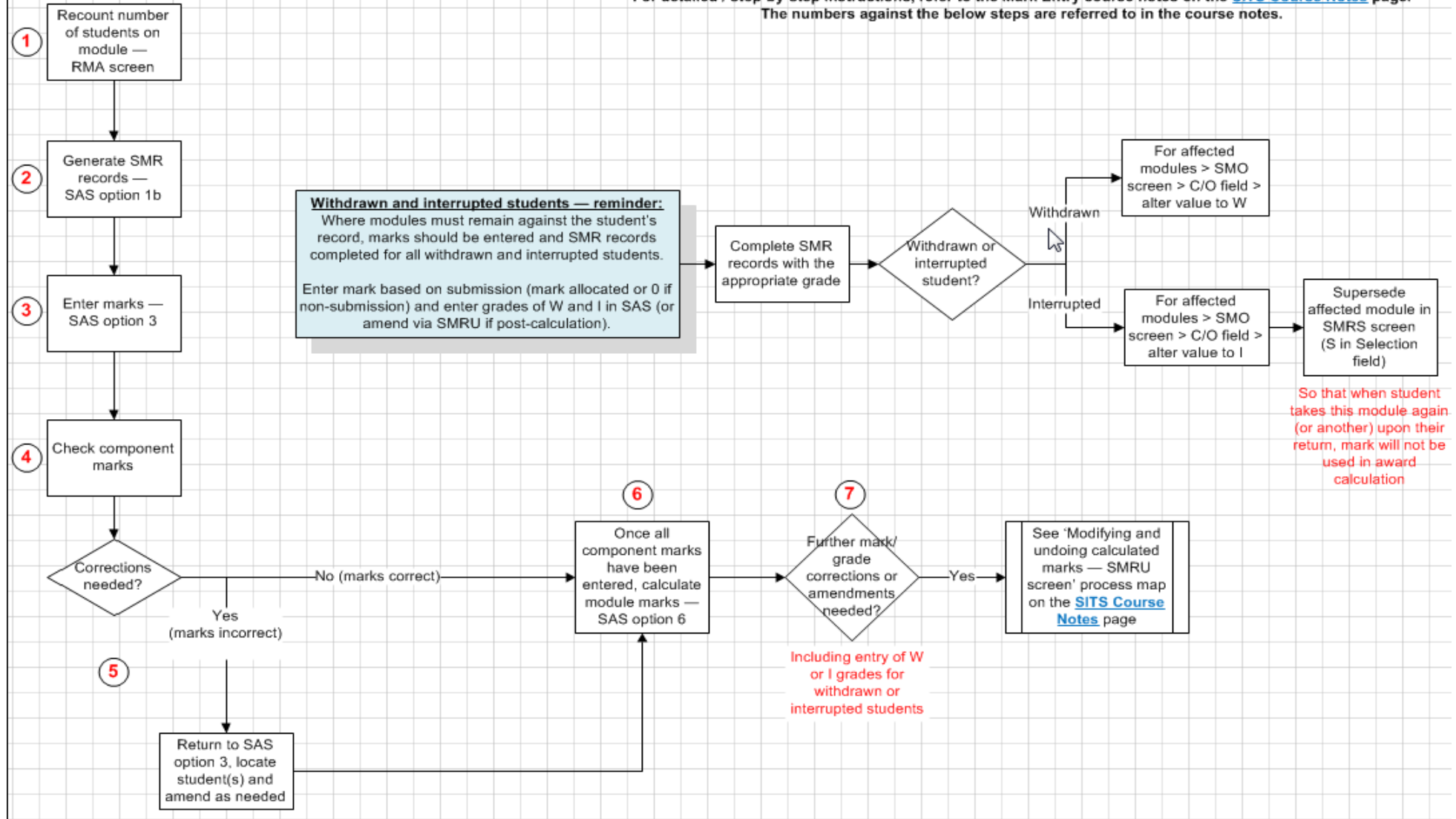
Grade	Meaning	Details/when used
AB	Absent	Student did not show up for an assessment (e.g. exam, group presentation).
AO	Alleged Offence	Student is suspected of/being investigated for an academic offence such as plagiarism, cheating, etc.  AO is a holding grade and should <b>never be left against a student's record</b> . Once the outcome of the investigation is known, the grade should be amended to reflect the module outcome (e.g. F, FR, FC, etc.)
F	Fail	Student will not be awarded the credits and a reassessment record will <b>not</b> be created.
FC	Fail Condoned	Used at UG level only, at component level.  Used at UG and PGT level, at module level.

		Student is awarded the credits.
FR	Fail Referred	<p>Used at UG level only, at component and/or module level. If applying at a module level, you also need to specify which components should be referred, so that SITS knows how to create the reassessment records/how to refer the student.</p> <p>If the module is failed overall (less than 40%), student offered 2<sup>nd</sup> attempt at module, based on reassessment pattern set up, for capped module mark of 40%.</p> <p>Student is not awarded the credits.</p>
H	Held	<p>Used to hold the module outcome if awaiting other results. Credits are withheld. Grade will need to be updated once the outcome is known.</p> <p>Example: You do not wish to apply a grade of FC to a PGT module in June until the dissertation result is received in October, at which point you can determine whether the module can truly be condoned (FC).</p>
I	Interrupted	<p>Placed against component and module marks if student has interrupted his/her studies while enrolled on the module. You may have to apply the grade of I against all components in order for it to be applied at a module level.</p> <p>Student will be awarded/not awarded the credits, according to whether the module is passed or failed.</p> <p>Module should also be superseded in SMRS (apply a value of S to the Selection field for the module/year in question).</p>
LS	Late Submission	Used to highlight a late submission. This is rarely used.
MI	Mitigation	<p>Placed against a <b>component</b> that the student has had a deferral approved for. Student is able to re-take the deferred component as if for the very first time, for an uncapped module result.</p> <p>The presence of a grade of MI against one or more components will override the entire module result.</p> <ul style="list-style-type: none"> <li>• UMOD01/UMOD02 and PGMFC mark schemes — will automatically defer the student (create a RAS/SRA record at attempt 1) according to the module assessment/reassessment set up,</li> <li>• Other module mark schemes — will defer the student if the module is failed overall.</li> </ul>
NS	Non Submission	Used if the student does not submit an assessment.
NT	Not Taken	<p>Can only be used in conjunction with certain mark schemes and can only be used at a component level.</p> <p>Used when a student has not taken an assessment due to failing another component. The placement is this grade will automatically generate a reassessment record (at attempt 1) when the module result (SAS) is calculated.</p>

OP	Optional Pass	<p>Used at PGT level only. Means that the module is being condoned. This grade will only be used in the exceptional instances where the PGTMOD marks scheme is applied (refer to <a href="#">PGMFC Mark Scheme</a> for exception details)</p> <p>Applied at a module level to condone a module if the result is between 40 – 49, thereby awarding the credits to the student.</p>
W	Withdrawn	<p>Placed against component and module marks if student has withdrawn from his/her programme of studies while enrolled on a module.</p> <p>Student will be awarded/not awarded the credits, according to whether the module is passed or failed.</p> <p>You may have to apply the grade of W against all components in order for it to be applied at a module level.</p>

### APPENDIX 3 — MARK ENTRY PROCESS MAP

For detailed / step-by-step instructions, refer to the Mark Entry course notes on the [SITS Course Notes](#) page. The numbers against the below steps are referred to in the course notes.





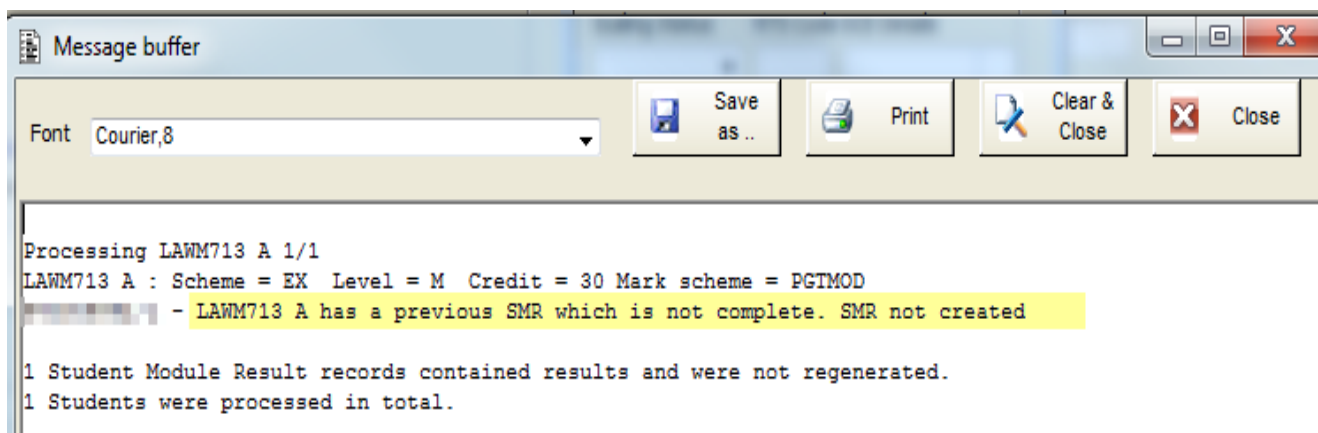
**SAS option 1b**

Unable to generate SMR record for a student

**Explanation:** The SMR record can only be generated for a student who also has a SMO (module taking) record for that module.

**Solution:** Check that all the information on the student’s SMO record is as you would expect. For example, check the academic year field, check the occurrence of the module and ensure that the selection criteria at the top of the SAS screen correspond with the fields on the SMO record. Also ensure that if you have entered a particular assessment group in the SMO for that student (i.e. value in the AG field), that an entry for that group exists in the MAB record (Agr field). For more details on assessment groups, see the Module Assessment and Reassessment Set Up course notes on the [SITS Course Notes](#) site.

Module has a previous SMR which is not complete. SMR not created

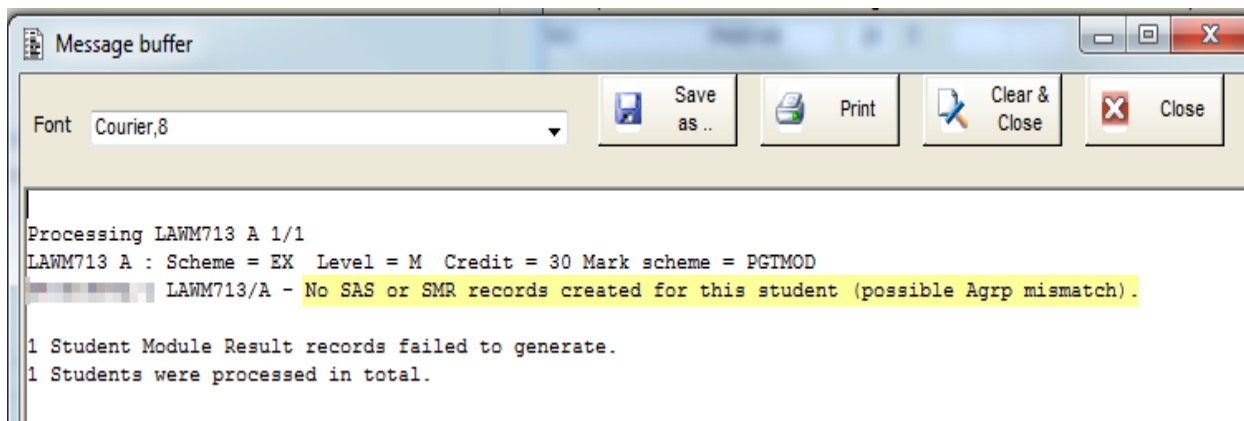


**Explanation:** There is a SMR record for this module and student in a previous year that has not been completed, i.e. in the SMR screen, the Cur Pro field is set to SAS or RAS for this student/module, instead of COM.

:AM04 Student Module Result Status (SMR)														
1 of 1 Module results														
Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt		Act		Agr			Status	Cur Pro
						CuCo	Mark	Gr	Mark	Gr	CrDts	Rlt		
	2014/5	TERM3	LAWM713	A	1	1	0							SAS

**Solution:** Complete the SMR record via the SAS or RAS screens as appropriate.

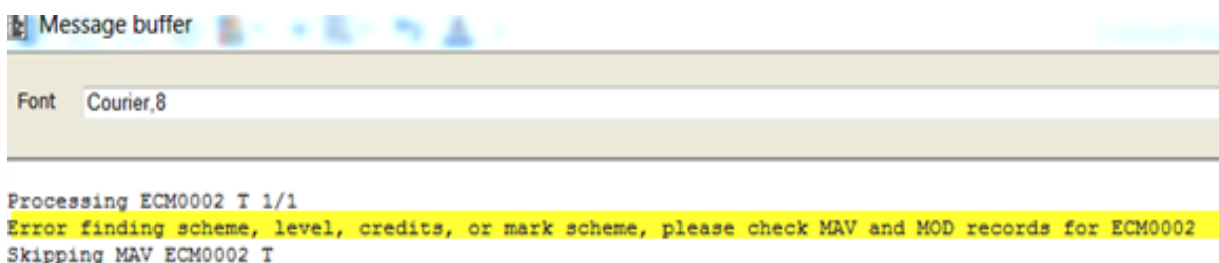
No SAS or SMR records created for this student (possible Agrp mismatch)



**Explanation:** There is a mismatch between the SMO record and MAB record in terms of the assessment group. The SMR record can't be generated because SITS is unsure as to what components to generate for the student. Either the student has been allocated to an assessment group on SMO that does not exist in MAB or the student has not been assigned to an assessment group in SMO (or been assigned to the wrong one) — does not correspond to MAB record.

**Solution:** Check the AG field in the SMO screen for that student and compare against the Agr field in the MAB record and updated as appropriate. For more details on assessment groups, see the Module Assessment and Reassessment Set Up course notes on the [SITS Course Notes](#) site.

Error finding scheme, level, credits or mark scheme, please check MAV and MOD records for XXX



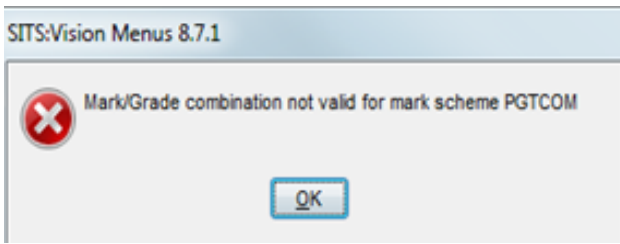
**Explanation:** Check the MAV record and ensure that there is a mark scheme noted against it and correct as needed.

**Solution:** If the MAV is correct, contact the [Student Records team](#). It may be that a field was not correctly populated on the MOD screen when the record was created.

### SAS option 3

Mark/Grade combination not valid for mark scheme

The following message appears when you enter a grade against a mark in SAS option 3.



**Explanation:** The combination of mark and grade is not a valid combination for this module.

**Possible solutions:**

1. Check appendices 1 and 2 of this document and look up valid grade combinations for the mark scheme mentioned in the error message.
2. If the Grade field is not populating automatically or not allowing you to input a valid grade, ensure that the Get Grade from Mark field is set to Yes in the following screens:
  - MAP > More Details (or MAPS)
  - MAB > More Details (or MABS)

If in doubt (or the above does not resolve the issue), get in touch with your SITS support contact.

## SAS options 4 or 5

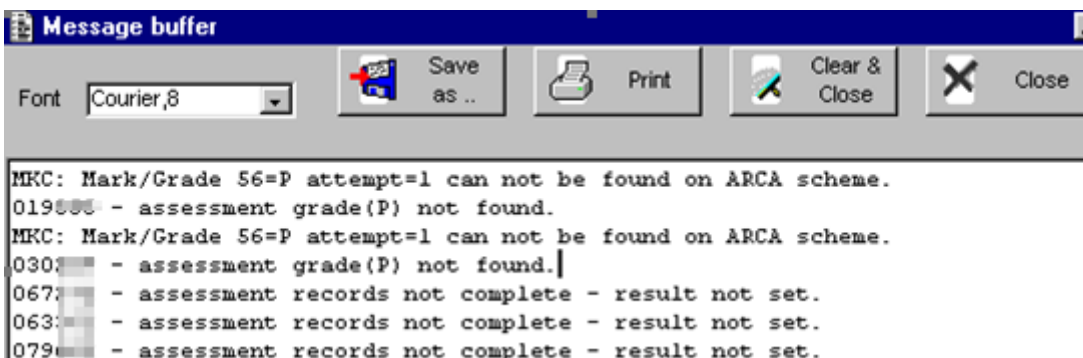
“Programme ‘CAM XSAS IMP’ not available. \$Status=0” error message

**Explanation:** You do not have access to those options.

**Solution:** Log a SID call, selecting the following category and sub-category: Software & Applications > SITS & SRS Request Form (in question 1, specify that your existing access needs to be amended). Request access to options 4 and 5 in the SAS screen.

## SAS option 6

MKC: Mark/Grade 56=P attempt=1 cannot be found on XXX scheme or ..... – assessment grade (P) not found



**Explanation:** Since you have entered the mark, the component mark scheme relating to the module has changed. The combination you have entered is no longer a valid combination for the student of

whom the candidate number is shown in the error message. Or the component and module mark schemes are clashing.

**Solution:** Report the issue to your SITS support contact for resolution.

Assessment records not complete – result not set

**Explanation:** One or more component marks are missing for the students listed. All component results must be entered in order for a module result to calculate.

**Solution:** Enter the marks for the component(s) for the student(s) and re-run option 6.

Assessment records not inputted – result not set

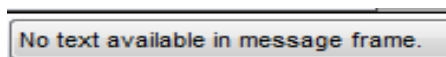
**Solution:** In SAS option 3, for the students mentioned in the error message, delete the mark and grade. Store your changes, then re-enter them, store your changes again and try to re-calculate the module result (SAS option 6).

AST does not require logging

**Explanation:** This message is triggered by the creation of a reassessment record for a student when the module result is set. It appears if the generate due dates field on the AST record is set to off for that particular type of assessment.

**Solution:** This is not an error message as such and can be ignored.

Nothing happens when option 6 run— “No text available in message frame” appears in the Message Line



**Explanation:** The Tick AgrR box on the relevant MAP record has not been ticked which means that the module result cannot be calculated by running option 6.

Code	Short Name	Name	Assess	Re-ass	Def	High	High	Tick	Lock?	In Use?
			MKSCH	MKSCH	Agp	Mark	Assmnt	AgrR		
LAWM713	LAWM713	NATO Legal Advisors Course	PGTCO	PGTCO		Yes (Y)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

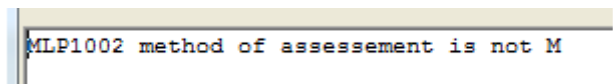
**Solution:** Tick the Tick AgrR box, store your changes and re-run option 6 again.

Warning '0120' on field 'SRA\_NAME' – (sub) field too large, field value shortened to fit

**Explanation:** SITS uses the MAB\_NAME field (the description field on MAB [Module Assessment Body]) as the description for the SRA [Student Re-assessment record]. The MAB\_NAME field is 120 characters long, whilst the SRA\_NAME field is 50 characters long. SITS will shorten the name to fit.

**Solution:** You will either need to shorten the MAB description text, change the SRA description manually to make it more significant, or leave as is.

Method of Assessment is not M



**Explanation:** The Assessment Method field on MOD is blank.

Assmn't Pattern	<input type="text" value="MLP1002"/>	Introduction to the Lusophone World	Assmn't Method	<input type="text"/>
Marking Scheme	<input type="text" value="UMOD01"/>	GENERIC UG Mod MKS (CONDONEMENT)	Print result of	<input type="text" value="Module (M)"/>

**Solution:** Contact the [Student Records team](#) and request that the Assmn't Method field be updated to Module.

Assmn't Pattern	<input type="text" value="MLP1002"/>	Introduction to the Lusophone World	Assmn't Method	<input type="text" value="Module (M)"/>
Marking Scheme	<input type="text" value="UMOD01"/>	GENERIC UG Mod MKS (CONDONEMENT)	Print result of	<input type="text" value="Module (M)"/>