

Module Assessment and Reassessment Set-Up

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1. Introduction

This manual focuses on the set-up of the data needed for the module assessment and reassessment process, i.e. the set-up of the module assessment patterns in the MAV (Module Availability), MAP (Module Assessment Pattern) and MAB (Module Assessment Body) screens.

Within this document, references to:

- **initial assessments** are to the assessment components that a student must take as part of the module, that accompanies the teaching.
- **reassessments** are to the components that a student will sit again, either as:
 - referrals (2nd attempts, when the student has failed the module outright and is given a chance to pass the module – module result is capped at the pass rate), or as
 - deferrals (student submitted application for mitigation and is allowed to sit the component that mitigation was approved for as if for the very first time – module result is not capped).

2. Business Process Review

From February onwards

Colleges check and maintain the module assessment data for the next academic year (starting August) based on the module specification. The data needs to be accurate in time for the start of the module's teaching.

Mid-November

MAB record data relating to when an exam will be held needs to be up-to-date as the extract for the January exam period is made and relies on the MAB & SMO records.

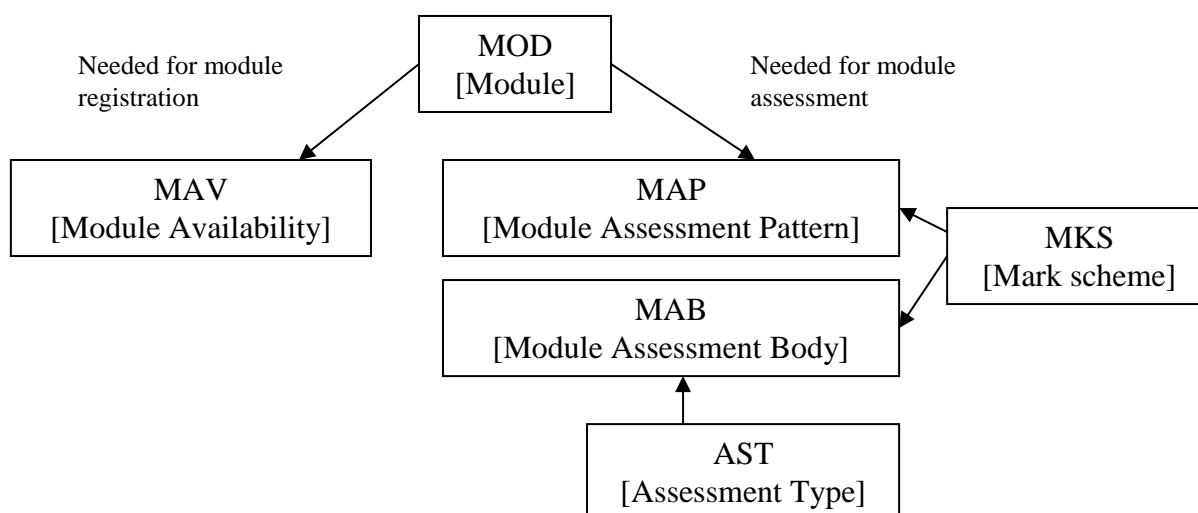
Mid- February

MAB record data relating to when an exam will be held needs to be up-to-date as the extract for the May exam period is made and relies on the MAB & SMO records.

3. Records relating to modules

3.1 Records relating to module data

A module record is made up of information in various different locations on the system, based around the top-level MOD [Module] record, with its underlying and related screens, as below.



MOD [Module] record contains the main module information such as module code, module title, credit value, etc.

MAV [Module Availability] record determines when a module is running and for which period.

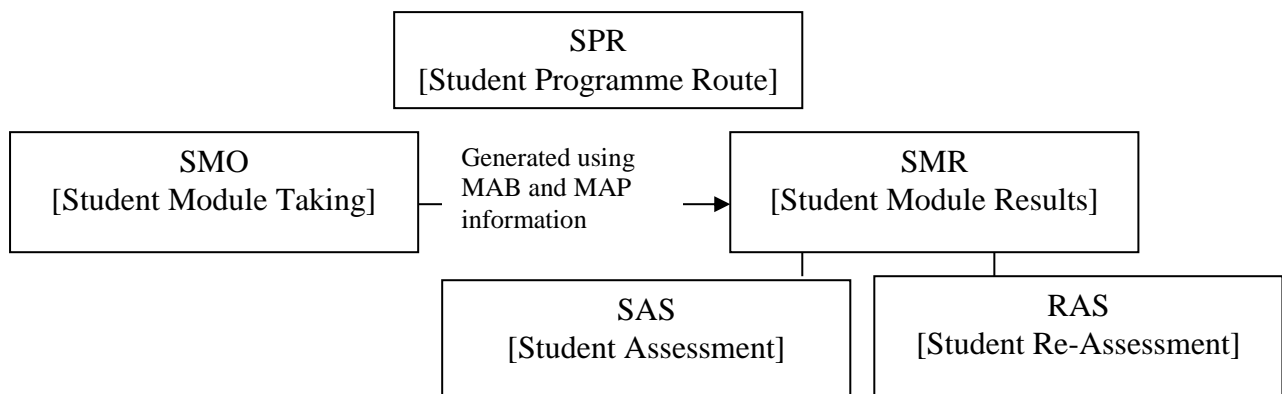
MAP [Module Assessment Pattern] and MAB [Module Assessment Body] records control the percentage split of the module into assessment components.

AST [Assessment Type] record is a general record determining the type of assessment your College uses.

MKS [Mark scheme] record keeps track of when a module is passed, when failed, and is also used in complex calculations. It basically interprets the meaning of a mark for a specific module.

These records relating to the module assessment process must be entered for each module prior to the beginning of any University assessment processes, i.e. without these records it is impossible to enter any module or assessment component results.

3.2 Records relating to module assessments



4. Checking module assessment data

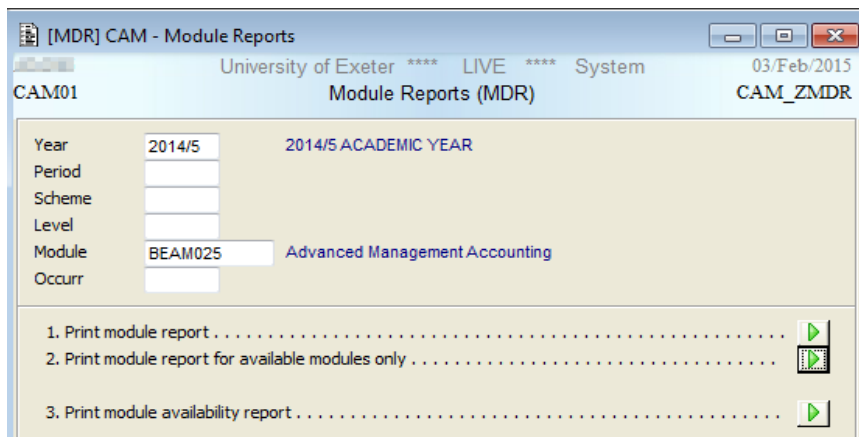
4.1 Generating a summary report — MDR screen

One way to check and maintain your module assessment data is to print off a summary report which will include the MAV (Module Availability) and MAB (Module Assessment Body) details, to help you to determine whether any updates are needed for the upcoming academic year.

1. Go to the MDR screen.
2. Complete the following fields (*italics* = optional):

Field name	Value to be entered
Year	Enter academic year in question (e.g. 2014/5)
<i>Period</i>	<i>Optional</i> (e.g. <i>TERM1</i>)
<i>Level</i>	<i>Optional</i> (e.g. <i>1, 2, M, etc.</i>)

Module	Specific module code or a group of modules (e.g. ARC1.*)
Occurr	Optional (A for Exeter, T for Tremough) – taken from MAV record



- Run option 2 “Print module report for available modules only” by clicking on the green arrow next to the option.

Sample output (pink = MAB details, green = MAV details)

Module	Module name	Type	Credits	Hours	MScheme	Tutor
BEAM025	Advanced Management Accounting		15.00		PGTMOD	

Topic	Subject	School
BEAM025	100 Management	University of Exeter Business School

Assessment Pattern Details			Mark Scheme	Re-assessment Mark scheme
BEAM025	ADVANCED MANAGEMENT ACCOUNTING		PGTCOM	PGTCOM
Seq	Type	Description	Due Week	Due Day
010	EXSBE	Summer Examination		
020	CWSBE	Group Presentation and Group Executive Report	80	
080	EXSBE	100% Reassessed Examination	20	
			100	

Availability Details															
Occur	Year	Period	Scheme	Level	Status	Location	Target	Actual	CIN	COUT	SP	EP	Day	Time	Credit
A	2014/5	TERM2	EX	M	A	EXA	120	75	0	0	Y	Y			15.00

5. Key screens and data

5.1 AST [Assessment Type] (information only)

This section is for information and guidance only. AST records were set up when SITS was implemented and will only need to be update as new departments/Colleges are created.

The Assessment Type is a general record, which contains information on a type of assessment.

For example, a 1000-word essay is a general type of assessment that could be used as a form of assessment for several modules. To view the Assessment Type screen:

- Go to the AST [Assessment Type] screen:

Field	Meaning
Code	A unique assessment type code. The code can contain up to 6 characters. Finish your codes by using your college/department acronym. Assessment types created by the central Exams office will start with EX-, so that we will be able to distinguish between exams, organised centrally and exams organised by colleges. All exams which are timetabled by the Exams Office should carry the AST code of EX followed by the College/Department code (e.g. EXARC).
Short/Long Name	Short and descriptive names for the assessment type.
Generate Due	Y or N. Complete with Y if you want the system to generate the due dates for you (due dates will be printed in reports and held on the student assessment records).
Dates Received	Y or N. Complete with Y if you want the system to generate dates received
Print Name	Y or N. Complete with Y if you want the names printed on the assessment forms.
Mark Scheme	To be completed if you wish to set a separate mark scheme per type of assessment (e.g. dissertations might be marked differently from essays)
Use Student Check Digit	Setting this to Y will generate check digits for the assessment mark entry process. If you do not wish to use check digits, this field needs to be set to N.
Mark Check Digit Type	Allows you to specify the type of check digit. Choices are full digit (F), no digit (N), integer (I), or decimal (D). If you do not wish to use check digits, this field needs to be set to N.
Grade from Mark	N or Y. If completed with Y the grade is automatically derived from the mark.
Available Sort	Allows you to select how you want reports to be sorted. Available options are candidate key, name and attempt number. To select a sort field, click on the field in the Available Sort column, specify whether you want the sort ascending or descending and click on the Select button.
Selected Sort	Represents the sort order selected in Available Sort.

There is only a need to set-up two AST records: one for centrally organised Exams and one for the other assessment types.

The reason why we need at least two AST records is because the Exam timetabling process needs to be able to distinguish between centrally organised Exams and other forms of assessment.

Needless to say that ensuring that your records are up-to-date is of huge importance for your student's exam timetable.

The screenshot shows the 'Assessment Type (AST)' form for 'COURSEWORK'. The 'Code' field contains 'CW', 'Short Name' is 'COURSEWORK', and 'Name' is 'COURSEWORK'. The 'In Use?' checkbox is checked. Other fields include 'Generate Due' (Y), 'Dates Received' (Y), 'Print Name' (Y), 'No of Exam Days' (empty), 'Mark Scheme' (empty), 'Use Student Check Digit' (N), 'Mark Check Digit Type' (N), and 'Grade from Mark' (Y). The 'Available Sort' list includes 'CANDIDATE KEY' and 'ATTEMPT', with 'ASCEND' selected. The 'Selected Sort' is 'NAME'.

Append Code with College/Discipline acronym

Append Short Name and Name with College/Discipline Name

The screenshot shows the 'Assessment Type (AST)' form for 'EXAMINATION'. The 'Code' field contains 'EX', 'Short Name' is 'EXAM', and 'Name' is 'EXAMINATION'. The 'In Use?' checkbox is checked. Other fields include 'Generate Due' (Y), 'Dates Received' (Y), 'Print Name' (Y), 'No of Exam Days' (empty), 'Mark Scheme' (empty), 'Use Student Check Digit' (N), 'Mark Check Digit Type' (N), and 'Grade from Mark' (Y). The 'Available Sort' list includes 'CANDIDATE KEY' and 'ATTEMPT', with 'ASCEND' selected. The 'Selected Sort' is 'NAME'.

Append Code with College/Discipline acronym

Append Short Name and Name with College/Discipline Name

5.2 MKS [Mark Schemes]

The mark scheme controls how the module is assessed in terms of which marks are regarded as a pass or fail mark. The mark scheme controls, for example, the fact that an undergraduate mark under 40 may be condoned or referred.

Each module has two mark schemes attached to it:

- Module mark scheme – receives signals from component mark scheme and calculated overall module result
- Component mark scheme – sends signals to module mark scheme

The mark scheme defined at **component level** is fairly simple and does not for example classify the mark or define a mark as being in the condonable range. The mark scheme defined at **module level** does.

Mark schemes control the outcome of a module mark e.g. is 40% a pass or if 30% is a fail is the module reassessed.

The mark schemes need to be set in SITS in the following records:

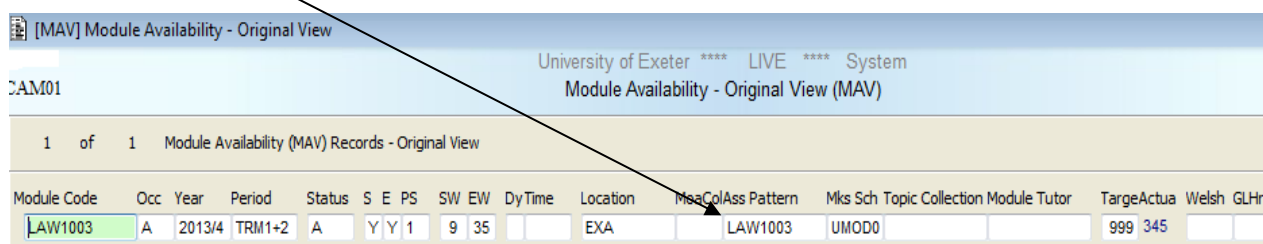
Screen	Field name	Mark scheme type
MOD	Marking Scheme	Module
MAV	Mks Sch	Module
MAP	Assess MKSCH Re-ass MKSCH	Component Component
More MAP Details	Module MKS	Module
MAB	Mrk Sch	Component

See the appendices 1 for the breakdown of how mark schemes affect marks/grades.

Information on mark schemes will be provided in the relevant sections of this document.

5.3 MAV [Module Availability]

The MAV [Module Availability] record does not only make a module available for an academic year and period, but also indicates how the module is assessed for that year by the presence of the value in the AssPattern field:



Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MksColAss Pattern	Mks Sch	Topic Collection	Module Tutor	TargeActua	Welsh	GLHr
LAW1003	A	2013/4	TRM1+2	A	Y	Y	1	9	35		EXA	LAW1003	UMOD0			999	345	

Important!

Never change a module assessment when students have previously been assessed on it. If this occurs it breaks the historical link to the previous students who have studied on the module and causes their data to become corrupt and incorrect.

Please refer to [section 6 — setting up module assessment patterns](#) for guidance on how to correctly change module assessments.

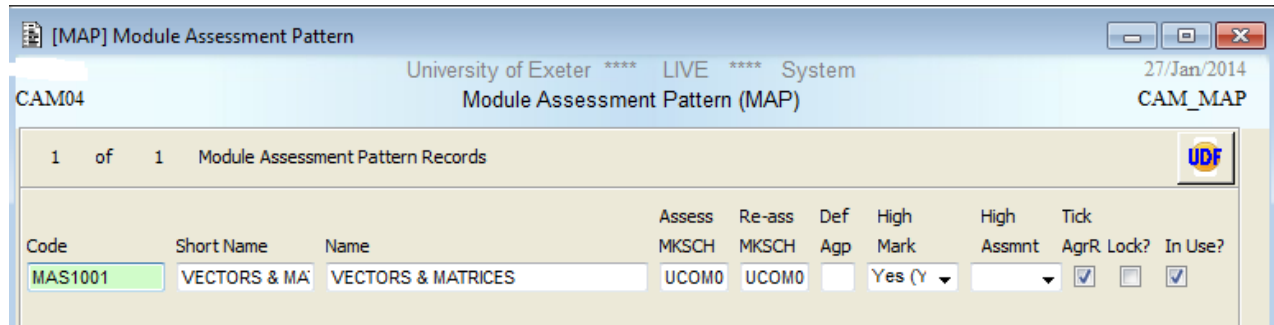
5.4 MAP [Module Assessment Pattern] and More MAP Details

MAP [Module Assessment Pattern]

The MAP [Module Assessment Pattern] record is the header record under which you can record exactly how the module is assessed.

To access the MAP [Module Assessment Pattern] record:

- go directly to MAP and retrieve your module code, or
- double-click on the value in the AssPattern field in MAV (this will ensure you are on the correct MAP record for the academic year in question).



The screenshot shows a software window titled "[MAP] Module Assessment Pattern". The window header includes "University of Exeter **** LIVE **** System" and the date "27/Jan/2014". Below the header, the record is identified as "CAM04" and "Module Assessment Pattern (MAP)". The main area displays "1 of 1 Module Assessment Pattern Records" and a table with the following data:

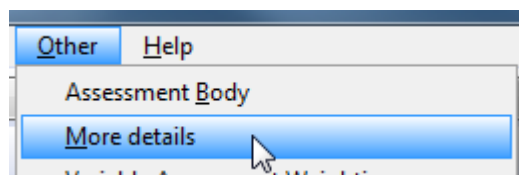
Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
MAS1001	VECTORS & MA	VECTORS & MATRICES	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The MAP most importantly contains details on which mark scheme will be used to determine grades to assign to component and module marks.

Details on how to complete this screen and the functions of each of the fields are included in section of this document — [6.2 Create an assessment pattern / change an assessment pattern — module has run in previous year.](#)

More MAP Details

A number of other pieces of information are recorded in MAP via the Other > More Details option and are necessary for the module set-up.



Module Assessment Pattern Properties for **MAS1001**

Module MKS: UMOD0 Student Check Digit: No (N) Max No RI items:

Print Name: Yes (Y) Mark Check Digit: No Digit Calc RI weighting:

Get grade from mark: Yes (Y) Use Synoptic CD: No Digit Modify RI weighting:

Module Pass Mark: Automatic RIs:

Re-assess mode: Use MAP (A) Sequential deferral: No (N) Grade exclusion: No (N)

Mark Scaling Coll.: Disable Assessment Question Entry:

Sort Options: RESULT, NAME, MARK, GRADE, ATTEMPT ASCEND

Select: Clear:

Sort Criteria: CANDIDATE KEY

Details on how to complete this screen and the functions of each of the fields are included in section of this document — [6.2 Create an assessment pattern / change an assessment pattern — module has run in previous year.](#)

MAPS (Assessment Properties Maintenance)

Instead of updating MAP and More Map Details on 2 separate screens, it is possible to update the content of both screens on one screen only — MAPS.

(Fields in green are ones from MAP, others are from MAP > More Details)

See information in MAP and More MAP Details sections above for guidance on how to complete these fields.

[MAPS] Module Assessment Pattern

**** Apollo Training Database **** 11/Feb/2014 CAM_MAP1

CAM04 Assessment Properties Maintenance (MAPS)

1 of 1 Module Assessment Pattern (MAP) Records

Code	Short name	Full name	In Use?
BEA2017	BEA2017	Intermediate Management Accounting	<input checked="" type="checkbox"/>

Module MKS: UMOD01 Tick module result:

Assessment MKS: UCOM01 Components=100%:

Re-assess MKS: UCOM01 Get grade from mark: Yes (Y)

Ass'ment Group: Use high mark: Yes (Y)

Module Pass Mark: Use high ass'ment:

Re-assess mode: Use MAP (A) Sequential deferral: No (N) Grade exclusion: No (N)

Mark Scaling Coll.: Disable Assessment Question Entry:

TUP Action: Sort order: C Lock?:

Sort options: NAME, RESULT, MARK, GRADE, ATTEMPT ASCEND

Select: Clear:

Sort criteria: CANDIDATE KEY

5.5 MAB [Module Assessment Body]

The MAB [Module Assessment Body] records represent the individual assessment components for a module, including the initial and reassessment components.

For example:

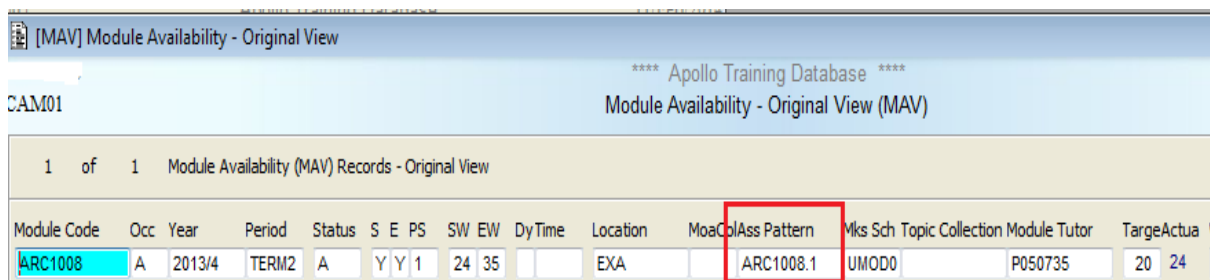
- A module is assessed by a laboratory session (20% of overall mark), a coursework essay (40%) and an examination (40%).
- Each of these components must have an entry in the MAB screen.
- Each MAB contributes its given percentage weighting to the overall mark for the module – these **must** total 100%..

When you print the MDR report ([see section 4](#)), you will see that for some modules, the information held in the MAB records will be out of date. In certain cases the percentage split will be wrong and in others the number of assessment components will be incorrect.

Accessing and maintaining the MAB record:

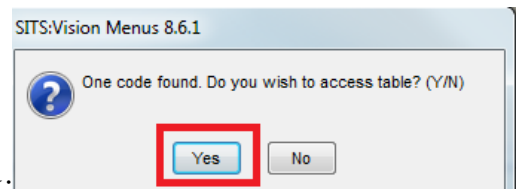
To access the correct MAB record for a given academic year, i.e. ensure that you are viewing the correct assessment pattern for a given academic year:

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

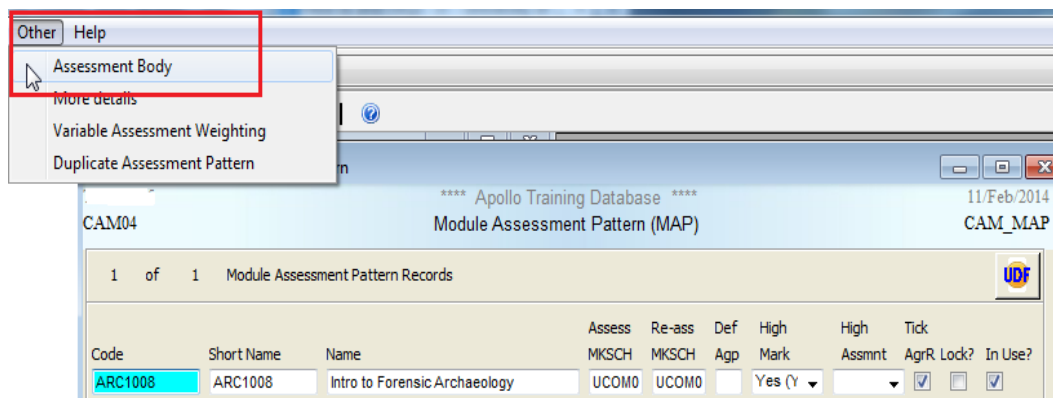


Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MoaCol	Ass Pattern	Mks Sch	Topic Collection	Module Tutor	TargeActua
ARC1008	A	2013/4	TERM2	A	Y	Y	1	24	35		EXA		ARC1008.1	UMOD0		P050735	20 24

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



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



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

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

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.

Details on how to complete this screen and the functions of each of the fields are included in section of this document — [6.2 Create an assessment pattern / change an assessment pattern — module has run in previous year.](#)

More MAB Details (MAB > Other > More Details)

This screen determines the sort order of students in SAS option 3 (mark entry screen).

Student Check Digit — set to N.

Mark Check Digit Form — set to N as marks are typed into the Mark Entry screen (option 3 in SAS).

Assessment Type field refers to whether the MAB record is an EX* type which is a centrally organised exam or a CW* type, which refers to any other type of assessment.

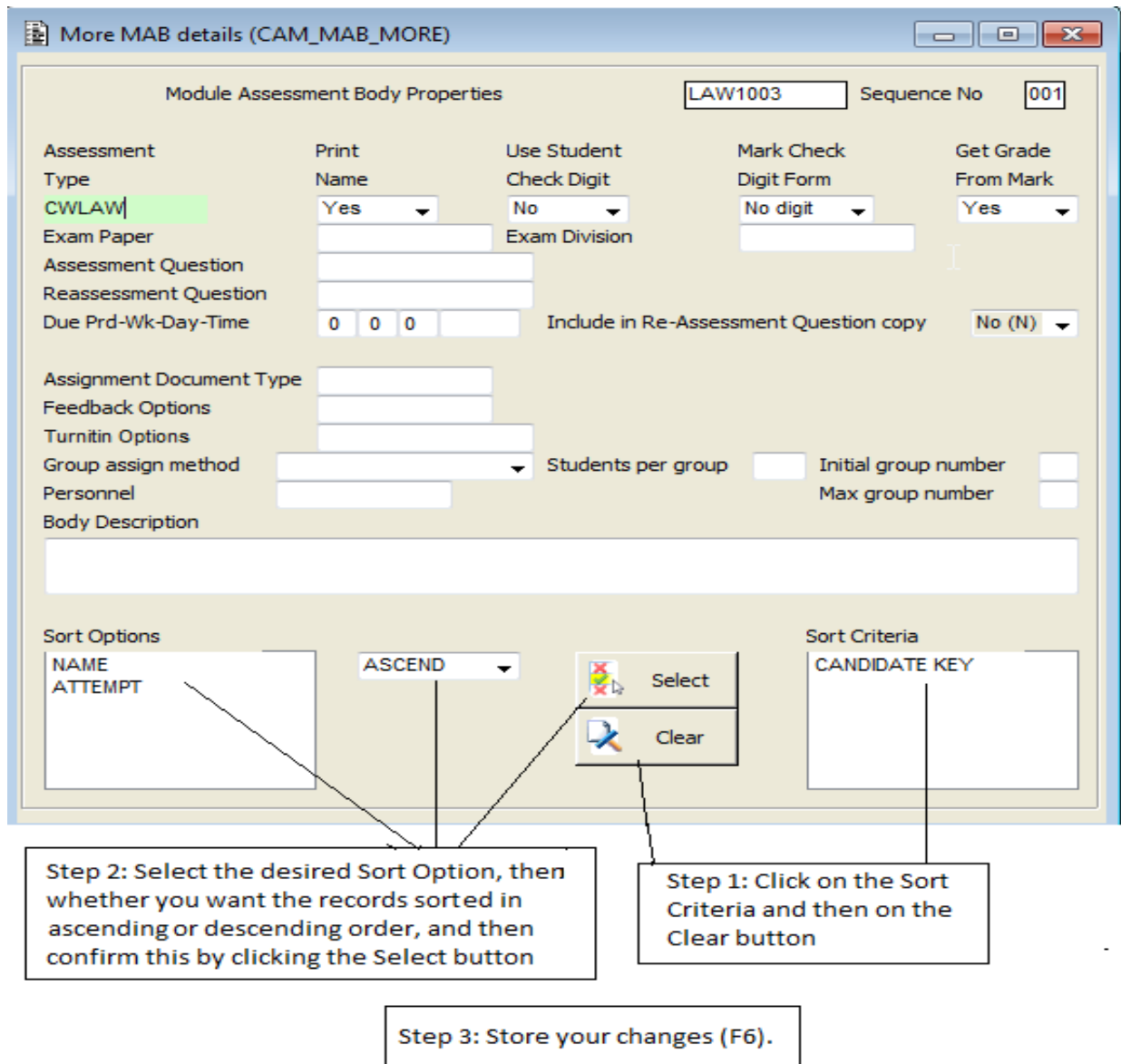
Print Name field can be set to N or Y and determines whether the name will be displayed when you are entering the marks and users can specify if they would like the Candidate or SPR number to be displayed on the Input Actual Marks screen (Student Assessments (SAS) Option 3). If this field is set to Y the SPR number is used (in conjunction with the name) and if it is set to N the candidate number is used. Past experience has taught us that making sure the name is printed allows College administrators to double-check the data by using both student number and name. You are therefore advised to set this field to Y.

Get Grade From Mark field should be set to Y, so that a grade is defaulted from the mark when you are entering marks.

Sort Options at the bottom of the screen will determine how the students are ordered when you **enter the marks (option 3 in SAS)**. It is advisable to consider in what form the marks will be given to you for inputting into SITS. It is for example possible that all centrally organised exam papers will be sorted by candidate number, whilst dissertation marks will be handed to you in alphabetical order. In the first case, data entry will be easier if the students are sorted by candidate number in the data entry screen, while in the latter case they are sorted alphabetically. By changing the sort order on MAB > More details it is possible to control the sort order for each assessment component.

To change the sort order (SAS option 3):

1. Click on the criteria in the Sort Criteria box and then click on the Clear button.
2. Select whether you want to sort by candidate key, name, result, mark or attempt (the last three options are not often used) in the sort options list by clicking on the option.
3. Select whether you want the sorting to take place in ascending or descending order by clicking on the drop down arrow
4. Click on the Select button.



MABS (Module Assessment Body More Details)

Instead of updating MAB and More MAB Details on 2 separate screens, it is possible to update the content of both screens on one screen only, for each individual component contained in the MAB — MABS.

Guidance on how to complete these fields and the functions of each are included in section of this document — [6.2 Create an assessment pattern / change an assessment pattern — module has run in previous year.](#)

[MABS] Module assessment body more details

AMS565 University of Exeter **** LIVE **** System 30/Jan/2014
 CAM04 Module Assessment Body More Details (MABS) CAM_MAB1

1 of 3 Module Assessment Body records

Pattern Code: LAW1003 Sequence: 001 Assessment Name: Assessed Essay

Assessment Type: CWLAW CW LAW
 Mark Scheme Code: UCOM02 UCOM02
 RI Mark: Calc. Group:
 Enable Logging:
 Due Period-Wk-Day: 0 0 0 Due Time:
 Use Mav: Hours: 0.00
 Final assessment:
 Exam Paper:
 Paper Divisions:
 Assessment Question:
 Reassess. Question:
 Brief:
 Personnel:
 Assignment Doc Type:
 Feedback Options:
 Turnitin Options:
 Group assign method:
 External Reference: XXX333 Lock:
 Include in Re-Assessment Question copy: No (N)

Assessment Group:
 Weighting: 25
 Tot Shares: 100
 Qualifying Set:
 Minimum Qual. Mark:
 Print Name: Yes (Y)
 Use Student Check: No (N)
 Mark Check Digit: No Digit
 Grade from Mark: Yes (Y)
 Sort Order: C
 Students per group:
 Initial group number:
 Max group number:

NAME ATTEMPT ASCEND Select Clear CANDIDATE KEY

6. Setting up module assessment patterns / allocating them to modules

Owing to the fact each MAV record has a link to the records which define how the module is assessed it is possible to vary the way a module is assessed from year to year, without losing that information for historical records.

The code for **AssPattern**, to start off with is the same code as the module code. However, as your College uses SITS through the years, the same module maybe assessed differently. It is therefore suggested that if the way in which the module is assessed is different to use the module code followed by .1 (for version 1) as the AssPattern code & MAP code and then .2, .3 etc. (The AssPattern field on MAV looks to the MAP record.)

For example:

ARC2000, in 2011/2 is assessed by 50% exam and 50% coursework. The MAV looks as follows:

MAV	Occ	Year	MAP/AssPat
ARC2000	A	2011/2	ARC2000

The tutor for ARC2000 decides to change the assessment for 2012/3 to 40% exam and 60% coursework. The MAV looks as follows:

MAV	Occ	Year	MAP/AssPat
ARC2000	A	2012/3	ARC2000.1

You need to set up new MAP & MAB records with the corresponding codes (e.g. ARC2000.1). Section 9.1 provides instructions on how to do this.

Mark schemes should not change from year to year. Should you wish to change them but the assessments are not changing, seek advice from your SITS contact via SID@exeter.ac.uk.

6.1 Set up an assessment pattern for a new module — module running for the first time

The instructions below indicate how to create an assessment pattern and apply it to a module that has never run before.

1. Go to the MAP screen.
2. In the Code field, enter the module code. This will represent the version of the assessment pattern applied to the module.
3. Follow the instructions from [step 7 of section 6.2](#) below (page 18) onwards, i.e. populate all of the fields required in the MAP and other screens.
4. When you arrive at step 14 (MAV creation), you will need to create the MAV and enter your Assessment Pattern value (step 2 above) in the Ass Pattern field. For instructions on how to create MAV records, see the Module Data Set-Up notes on the [SITS website](#).

6.2 Create an assessment pattern / change an assessment pattern — module has run in a previous year

The instructions below indicate how to create a new assessment pattern and apply it to a module that has run in previous years.

1. Go to the MAP screen.
2. In the Code field, enter the module code followed by a gold star (e.g. BEA2003*) and retrieve (F5).

**** Apollo Training Database **** 14/Feb/2014
CAM04 Module Assessment Pattern (MAP) CAM_MAP

1 of 0 Module Assessment Pattern Records

Code	Short Name	Name	Assess	Re-ass	Def	High	High	Tick	In Use?
			MKSCH	MKSCH	Agp	Mark	Assmnt	AgrR Lock?	
BEA2003*									

- If more than one assessment pattern is attached to the module (as the module has been assessed differently over the years), multiple records will come up:

CAM04 Module Assessment Pattern (MAP) CAM_MAP

1 of 2 Module Assessment Pattern Records

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
BEA2003	MANAGEMENT /	MANAGEMENT ACCOUNTING	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BEA2003.1	MANAGEMENT /	MANAGEMENT ACCOUNTING	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Highlight the latest version (e.g. version .1 in the above example), hit F5 and select Retrieve, to isolate the .1 record on the screen.

CAM04 Module Assessment Pattern (MAP) CAM_MAP

2 of 2 Module Assessment Pattern Records

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
BEA2003	MANAGEMENT /	MANAGEMENT ACCOUNTING	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BEA2003.1	MANAGEMENT /	MANAGEMENT ACCOUNTING	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Re-retrieve confirmation

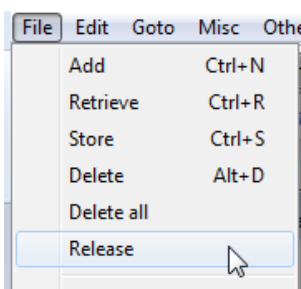
Re-retrieve current record or refresh all retrieved records?

CAM04 Module Assessment Pattern (MAP) CAM_MAP

1 of 1 Module Assessment Pattern Records

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
BEA2003.1	MANAGEMENT /	MANAGEMENT ACCOUNTING	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Select File > Release.



The below message will appear in the bottom of the screen (in the Message Line).

Control released; data available as default for new input.

This means that the alter the record on screen and that you will be altering a **copy** of it (not altering the original version .1 record)

- Change the version number in the Code field, i.e. increase it by one.

I want to create a new version, so will create a .2 version by simply deleting the 1 and replacing it by a 2.

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
BEA2003.2	MANAGEMENT	MANAGEMENT ACCOUNTING	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Make any other changes to the MAP as needed.

The fields serve the following functions:

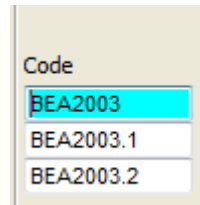
Field name	Description
Short Name	No need to edit unless the value was the same as the Code field (i.e. BEA2003.2) It can also represent the module code or the module name (no need to edit)
Name	Module title (no need to edit)
Assess MKSCH	Represents the principal component mark scheme. Ensure the value used is valid for the module's Faculty (e.g. use UCOM01 or UCOM02 for UG, PGTCOM for PGT, etc.)
Re-ass MKSCH	Represents the reassessment mark scheme. Controls which grades will be automatically assigned to reassessment component marks (e.g. P, FC, FR, F) will be based on this value. Ensure the value used is valid for the module's Faculty (e.g. use UCOM01 or UCOM02 for UG, PGTCOM for PGT, etc.)
Def Agp	Leave blank.
High Mark	This field is used in conjunction with the High Assmnt field (see next entry in table). T Values: <ul style="list-style-type: none"> Y (yes) = highest module result between initial and reassessment attempts is used. High Assmnt field must also be set to Y (or blank) for this to work. N (no) = leaves the module result achieved at <i>reassessment</i> intact (even if initial attempt higher). Recommended value is Y (default is also Y). Example (High Mark = Y):

	<ul style="list-style-type: none"> • If the reassessment module result is lower than the initial attempt module result, the initial module result will be used. • Final module result after referred attempt is 8% whereas the module result from the referred attempt would have been 0%. 																																																																																																																																																																																																														
	<table border="1"> <thead> <tr> <th colspan="2">Module</th> <th colspan="2">Occ</th> <th colspan="2">Attempt</th> <th colspan="2">--- Actuals ---</th> <th colspan="2">--- Agrees ---</th> <th colspan="2">Credits</th> <th colspan="2">Result</th> <th colspan="2">Status</th> <th>Current</th> </tr> <tr> <th>Module</th> <th>Occ</th> <th>Cur</th> <th>Com</th> <th>Mark</th> <th>Grd</th> <th>Mark</th> <th>Grd</th> <th>Mark</th> <th>Grd</th> <th>Credits</th> <th>Result</th> <th>SAS</th> <th>PRC</th> <th>Process</th> <th>COM</th> </tr> </thead> <tbody> <tr> <td>BUS2002</td> <td>A</td> <td>2</td> <td>2</td> <td>8</td> <td>FC</td> <td>8</td> <td>FC</td> <td>15.00</td> <td>P</td> <td>R</td> <td>A</td> <td>COM</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="10">1 of 4 SAS records</th> <th colspan="10">1 of 2 SRA records</th> </tr> <tr> <th>MAB</th> <th>Ast</th> <th colspan="2">Attempt</th> <th colspan="2">--- Actual ---</th> <th colspan="2">--- Agreed ---</th> <th>Status</th> <th>Cur</th> <th>SRA</th> <th>Ast</th> <th colspan="2">Attempt</th> <th colspan="2">--- Actual ---</th> <th colspan="2">--- Agreed ---</th> <th>Status</th> <th>Cur</th> </tr> <tr> <th>Seq</th> <th>%</th> <th>Type</th> <th>Cu</th> <th>Co</th> <th>Mark</th> <th>Grd</th> <th>Mark</th> <th>Grd</th> <th>SAS</th> <th>PRC</th> <th>PRO</th> <th>Seq</th> <th>%</th> <th>Type</th> <th>Cu</th> <th>Co</th> <th>Mark</th> <th>Grd</th> <th>Mark</th> <th>Grd</th> <th>SAS</th> <th>PRC</th> <th>PRO</th> </tr> </thead> <tbody> <tr> <td>020</td> <td>15</td> <td>CWSBE</td> <td>1</td> <td>1</td> <td>50</td> <td>P</td> <td>50</td> <td>P</td> <td>A</td> <td>A</td> <td>COM</td> <td>080</td> <td>15</td> <td>CWSBE</td> <td>2</td> <td>2</td> <td>0</td> <td>FC</td> <td>0</td> <td>FC</td> <td>A</td> <td>A</td> <td>COM</td> </tr> <tr> <td>021</td> <td>50</td> <td>CWSBE</td> <td>1</td> <td>1</td> <td>0</td> <td>FC</td> <td>0</td> <td>FR</td> <td>R</td> <td>R</td> <td>COM</td> <td>081</td> <td>85</td> <td>CWSBE</td> <td>2</td> <td>2</td> <td>0</td> <td>FC</td> <td>0</td> <td>FC</td> <td>A</td> <td>A</td> <td>COM</td> </tr> <tr> <td>022</td> <td>25</td> <td>CWSBE</td> <td>1</td> <td>1</td> <td>0</td> <td>FC</td> <td>0</td> <td>FR</td> <td>R</td> <td>R</td> <td>COM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>023</td> <td>10</td> <td>CWSBE</td> <td>1</td> <td>1</td> <td>0</td> <td>FC</td> <td>0</td> <td>FR</td> <td>R</td> <td>R</td> <td>COM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Module		Occ		Attempt		--- Actuals ---		--- Agrees ---		Credits		Result		Status		Current	Module	Occ	Cur	Com	Mark	Grd	Mark	Grd	Mark	Grd	Credits	Result	SAS	PRC	Process	COM	BUS2002	A	2	2	8	FC	8	FC	15.00	P	R	A	COM	1 of 4 SAS records										1 of 2 SRA records										MAB	Ast	Attempt		--- Actual ---		--- Agreed ---		Status	Cur	SRA	Ast	Attempt		--- Actual ---		--- Agreed ---		Status	Cur	Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO	Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO	020	15	CWSBE	1	1	50	P	50	P	A	A	COM	080	15	CWSBE	2	2	0	FC	0	FC	A	A	COM	021	50	CWSBE	1	1	0	FC	0	FR	R	R	COM	081	85	CWSBE	2	2	0	FC	0	FC	A	A	COM	022	25	CWSBE	1	1	0	FC	0	FR	R	R	COM													023	10	CWSBE	1	1	0	FC	0	FR	R	R	COM												
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High Assmnt	<p>This field controls whether or not the highest assessment marks are used when calculating the overall module result. It is used in conjunction with the High Mark field (above).</p> <p>When set to:</p> <ul style="list-style-type: none"> • (blank) — defaults to Y value. The High Mark field (above) must also be set to Yes. • Y — the highest assessment/reassessment marks will be used to calculate the module result. The High Mark field (above) must also be set to Yes. See screen shot in High Mark field. • N— the latest assessment/reassessment marks will be used to calculate the module result. The High Mark field (above) must also be set to No. • P — do not use (as value not in use). <p>Recommended value is Y (or blank).</p>																																																																																																																																																																																																														
TickAgr R	<p>Always tick this field.</p> <p>If left unticked, your module result will not calculate when you run SAS option 6.</p>																																																																																																																																																																																																														
Lock?	<p>Use is optional.</p> <p>Ticking this field will prevent users from editing the MAP unless the Lock box is unticked first.</p>																																																																																																																																																																																																														
In Use?	<p>Tick this field so that the MAP is always available in the selection list.</p>																																																																																																																																																																																																														

8. Once done, store your changes (F6). Check the Message Line at the bottom of your screen to ensure your changes were saved. 

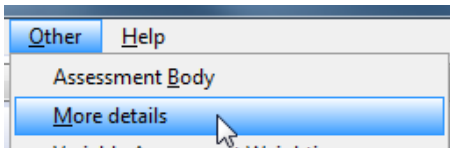
Please note that — if you were to clear your screen (F12) and re-retrieve on your module code followed by the gold star (e.g. BEA2003*):

- 3 records would appear for module BEA2003 — i.e. versions BEA2003, BEA2003.1 and the newly created BEA2003.2

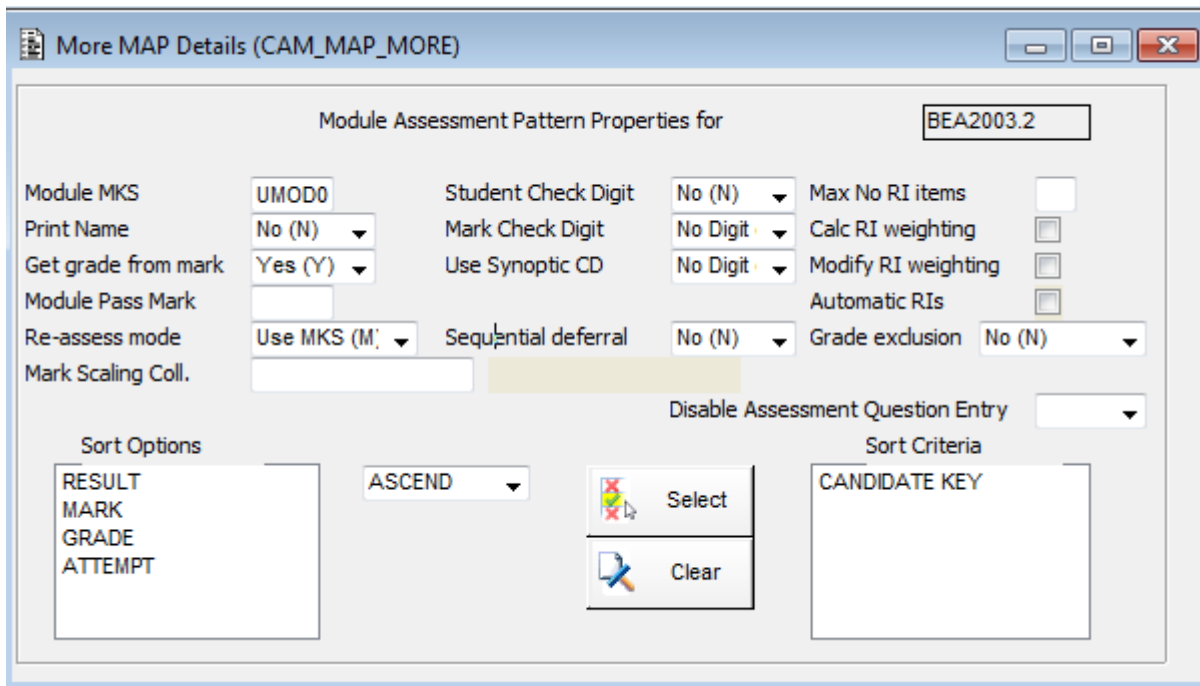


- by creating the .2 version via the File > Release method, you used the .1 version as a template for version .2 without altering .1.

9. With the newly created assessment pattern displayed, select Other > More Details.



You are brought to the **More MAP Details** record. It is important that this screen be completed (and correctly).

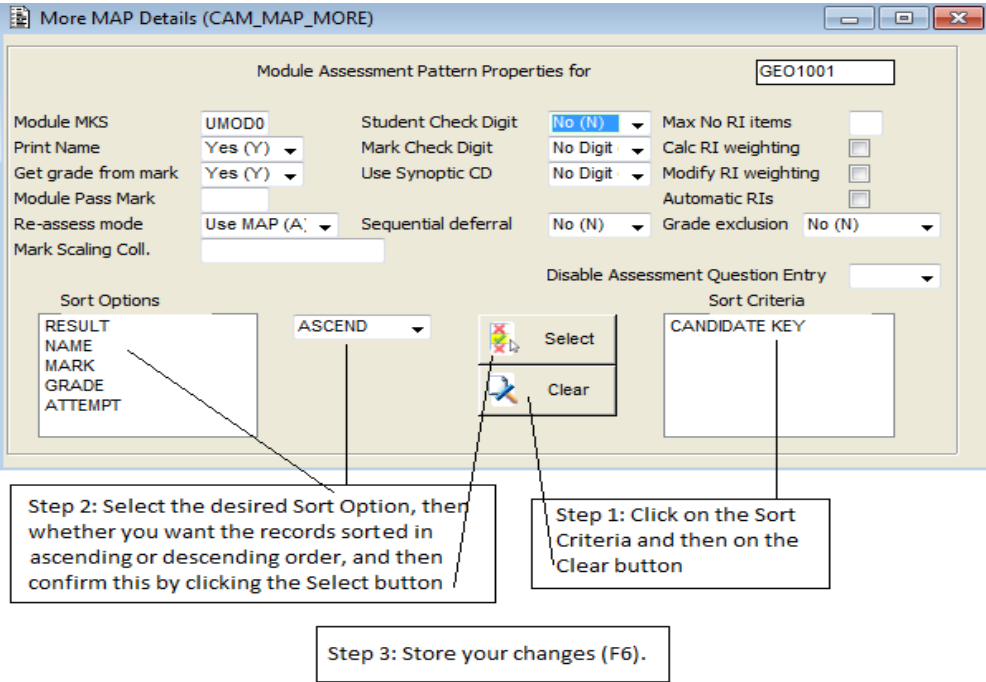


You must ensure that the appropriate fields have been completed:

Field name	Description
Module Assessment Pattern Properties for	Represents the Assessment Pattern version number that the record refers to (e.g. BEA2001.2, BIO2122.4). Non-editable.
Module MKS	Represents the mark scheme at a module level. Module level mark schemes dictate what grade (e.g. 2:1, Merit, MI, FR, FC, etc.) that a module result will be given (calculated by SITS), based on a combination of the final overall result as well as the grades attributed to the assessments at a component level.

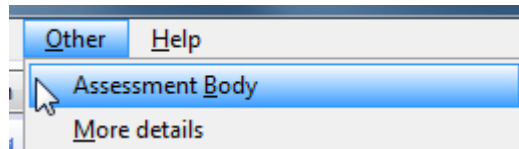
	This value should mirror the value displayed on the MAV record (e.g. UMOD01, UMOD02, PGTMFC, etc.).
Print Name	<p>Whether the student's name should appear on reports generated in SAS screen options 7, 11 and 14.</p> <p>Used in conjunction with the Sort Options and Sort Criteria fields, below.</p> <p>Valid values are Yes or No.</p>
Get grade from mark	<p>Set to Y (yes), so that a grade is defaulted from the mark when you are entering marks.</p> <p>This is a time saving option.</p>
Module Pass Mark	Leave blank as field not in use.
Re-assess mode	<p>The use of this field was introduced in December 2014.</p> <p>Default value is Use MAP (A), however a value of Use MKS (B) can now be used for the following module mark schemes: UMOD01, UMOD02 and PGTMFC.</p> <p><u>Value descriptions:</u></p> <ul style="list-style-type: none"> • Use MAP (A) — referrals and deferrals will follow the reassessment pattern. This means that where the student is deferred and the reassessment pattern is 100% exam, the student will be deferred at 100% exam as opposed to re-taking the component(s) that mitigation was approved on. • Use MKS (M) — referrals follow the reassessment pattern and deferrals will follow the initial assessment pattern (student will be deferred in the component(s) that mitigation was approved for. This is the recommended option. <p>If the reassessment pattern mirrors the initial assessment pattern, this field can be set to either value. The outcome will be the same.</p> <p><u>Recommendations for updating this field:</u></p> <ul style="list-style-type: none"> • All of your modules' reassessment patterns mirror the original — set to Use MKS (M). • Some of your reassessment patterns do not mirror the original and you are setting these to Use MKS (M) — set all of your records to Use MKS for consistency sake. <p>If you have not used Use MKS before, it is recommended to get in touch with your SITS support contact so that the implications can be explained fully.</p> <p>See section on Re-assess mode — Use MAP vs. Use MKS for details.</p> <p>Process maps illustrating the implication of Use MAP vs Use MKS on your reassessment records are available on the SITS Course Notes site > Process Maps section — see:</p> <ul style="list-style-type: none"> • How RAS records are created based on set-up of MAP More Details screen • Setting up reassessment patterns
Mark Scaling Coll.	Leave blank as field not in use.

Student Check Digit	Set to N. This is a time saving option, to avoid the completion of an additional field in other screens.
Mark Check Digit	Set to N.
Use Synoptic CD	Set to N.
Sequential deferral	<p>The use of this field was introduced in December 2014.</p> <p>Sequential deferral allows deferred assessments to be reassessed separately and then, only if the student still fails, continue with the remaining reassessments at another time.</p> <p>When sequential deferral is enabled on a module, the student is only deferred in the component that they received mitigation on, as opposed to being deferred on the deferred (MI) and referred (FR for UG / F for PGT) components.</p> <p>In order to activate sequential deferral, the Re-assess mode must be set to Use MKS (M), which has its own implications on reassessments.</p> <p>Process maps illustrating the implication of Use MAP vs Use MKS on your reassessment records are available on the SITS Course Notes site > Process Maps section — see:</p> <ul style="list-style-type: none"> • How RAS records are created based on set-up of MAP More Details screen • Setting up reassessment patterns <p>If sequential deferral is not enabled, a grade of MI against a component overrides the overall module grade. If the student has referral grades (FR or F) on any components, they will be overridden, causing the student to be deferred in all components, which is incorrect.</p> <p>See section on Sequential deferral for complete details.</p>
Max No RI items	<p>Governs reassessment pattern set up, in conjunction with other fields.</p> <p>Used when the reassessment pattern does not match the initial assessment pattern</p> <p>See Section 8 — Reassessment set-up for details on the use of these fields according to the type of reassessment pattern you must set up. If they are used inappropriately, it can generate incorrect reassessment records and/or have implications on the student's transcript.</p>
Calc RI weighting	<p>Governs reassessment pattern set up, in conjunction with other fields.</p> <p>If the reassessment pattern:</p> <ul style="list-style-type: none"> • Mirrors the initial assessment pattern — leave blank/unticked • is 100% reassessment (one component only) — leave blank/unticked. • Is completely different from the initial assessment pattern and not 100% reassessment — tick the box <p>See Section 8 — Reassessment set-up for details on the use of these fields according to the type of reassessment pattern you must set up. If they are used inappropriately, it can generate incorrect reassessment records and/or have implications on the student's transcript.</p>
Modify RI weighting	Leave blank/unticked.

Automatic RIs	<p>Governs reassessment pattern set up, in conjunction with other fields.</p> <p>If the reassessment pattern:</p> <ul style="list-style-type: none"> • Mirrors the initial assessment pattern — leave blank <p>Does not match the initial assessment pattern — tick and complete other fields as needed.</p> <p>See Section 8 — Reassessment set-up for details on the use of these fields according to the type of reassessment pattern you must set up. If they are used inappropriately, it can generate incorrect reassessment records and/or have implications on the student’s transcript.</p>
Grade exclusion	<p>Leave as N (default value) as this feature is not in use.</p>
Disable Assessment Question Entry	<p>Leave blank as field not in use.</p>
Sort Options Sort Criteria	<p>Determine how reports produced in SAS options 7, 11 or 12 will be sorted.</p> <p><u>To change the sort order (SAS options 7, 11 and 12):</u></p> <ol style="list-style-type: none"> 1. Click on the criteria in the Sort Criteria box and then click on the Clear button. 2. Select whether you want to sort by candidate key, name, result, mark or attempt (the last three options are not often used) in the Sort Options list by clicking on the option. 3. Select whether you want the sorting to take place in ascending or descending order by clicking on the drop down arrow. 4. Click on the Select button. 

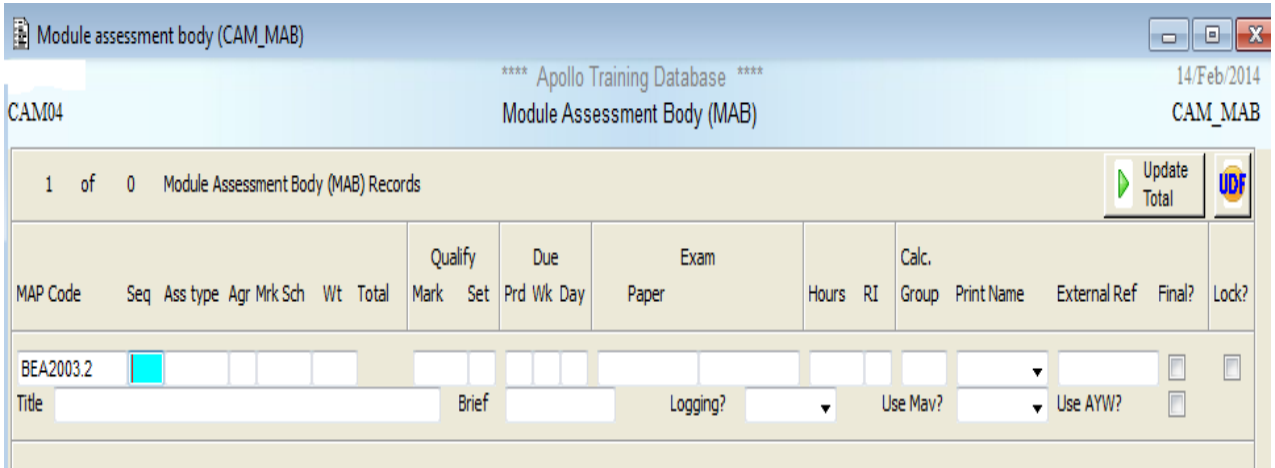
10. Close the screen once you’ve stored any required changes.

You are returned to the MAP screen.



Select Other > Assessment Body.

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



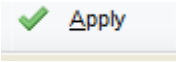
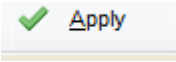
11. Your cursor will be immediately placed in the Seq field, where you can begin creating your assessment components.

Complete the fields in MAB as follows (mandatory fields are identified by an *):

Field Name	Description
MAP code	Non-editable. Represents the Assessment Pattern version number that the record refers to (e.g. BEA2001.2, BIO2122.4) as set up in MAP and listed in MAV.
Seq *	A unique sequence number identifying the assessment component. Each component will have its own number. Your department may have a coding system in place (e.g. 010 – 019 for exams, 011 to 019 for coursework, 080 onwards for reassessments), otherwise, you can use up to 3 characters (letters and/or numbers).
Ass Type *	Type of assessment. This refers to the AST [Assessment Type] records. This should be: <ul style="list-style-type: none"> EX + College code for centrally organised exams in the summer/winter/refdef periods, EO + College code for in-term summative exams organised by the Exams Office (i.e. not in the winter/summer/refdef exam periods) CW + College code for all other types of assessment (e.g. CWLAW for coursework law, EXARC for exams archeology, etc.). Hit F2 to retrieve a list. Note: Only Ass Types starting with EX* will be picked up for exam timetabling by the Exams Office in the summer/winter/refdef periods.

	<p>Take-away exams:</p> <ul style="list-style-type: none"> • If you have a ‘take away’ exam that will be occurring during the SUMMER (for June exam), WINTER (for January exam) or REFDEF (for reassessment exam), ensure that the assessment type has a prefix of EX*. • This is so that consideration can be given to leaving a free ‘slot’ for the students to collect the paper. • If, for example, Colleges want students to collect a paper first thing on a Monday morning and thus not be timetabled for a written exam at that time then Colleges MUST use the EX* code and then advise the Exams Office on their timetabling return that it is to be put in the appropriate slot. 																				
Agr	<p>This field is only used if some students on the module will be assessed differently to others, e.g. Erasmus students.</p> <p>You can use up to any 2 characters (numbers and/or letters), except for the value of NA</p> <p>Refer to the section on assessment groups (7.1) as to how this field is used.</p>																				
Mrk Sch *	<p>Component mark scheme code. Determines which grade will automatically be applied by SITS to a component mark in SAS option 3.</p> <p>Ensure that you are using a code suitable to the module’s Faculty, e.g. UCOM01/02 for UG and PGTCOM for PGT) to ensure that the grades applied to the components are correct and so that they are compatible with the module mark scheme on MAV.</p> <p>Most commonly used:</p> <table border="1"> <thead> <tr> <th>Faculty</th> <th>Mark scheme</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td rowspan="3">UG only</td> <td>UCOM01</td> <td>Automatic condonement on failed component</td> </tr> <tr> <td>UCOM02</td> <td>Automatic referral on failed component</td> </tr> <tr> <td>UCOMNR</td> <td>Failure, i.e. no condonement, no referral</td> </tr> <tr> <td>PGT only</td> <td>PGTCOM</td> <td>Generic (use for most modules unless the mark schemes below are more appropriate).</td> </tr> <tr> <td rowspan="3">UG or PGT</td> <td>PFCOM</td> <td>Pass or fail component — numerical mark not entered, only P or F.</td> </tr> <tr> <td>PFCOM1</td> <td>Pass or fail component — numerical mark not entered, only P or F.</td> </tr> <tr> <td>PFCBM</td> <td>Pass or fail component — numerical mark not entered, only P or F. If PFCBM component failed, reassessment record will not be generated, even if student fails module overall.</td> </tr> </tbody> </table> <p>For details on how grades are applied to marks for the above mark schemes, see the appendices.</p>	Faculty	Mark scheme	Description	UG only	UCOM01	Automatic condonement on failed component	UCOM02	Automatic referral on failed component	UCOMNR	Failure, i.e. no condonement, no referral	PGT only	PGTCOM	Generic (use for most modules unless the mark schemes below are more appropriate).	UG or PGT	PFCOM	Pass or fail component — numerical mark not entered, only P or F.	PFCOM1	Pass or fail component — numerical mark not entered, only P or F.	PFCBM	Pass or fail component — numerical mark not entered, only P or F. If PFCBM component failed, reassessment record will not be generated, even if student fails module overall.
Faculty	Mark scheme	Description																			
UG only	UCOM01	Automatic condonement on failed component																			
	UCOM02	Automatic referral on failed component																			
	UCOMNR	Failure, i.e. no condonement, no referral																			
PGT only	PGTCOM	Generic (use for most modules unless the mark schemes below are more appropriate).																			
UG or PGT	PFCOM	Pass or fail component — numerical mark not entered, only P or F.																			
	PFCOM1	Pass or fail component — numerical mark not entered, only P or F.																			
	PFCBM	Pass or fail component — numerical mark not entered, only P or F. If PFCBM component failed, reassessment record will not be generated, even if student fails module overall.																			
Wt *	The percentage of the overall module mark which this component is worth.																				

	<p>All the components defined for one module assessment pattern must add up to 100%.</p> <p>Zero may be used for assessments which do not contribute to the overall percentage mark. This is usually required for attendance elements.</p> <p>The percentage has to be a whole number.</p>
Qualify Mark	<p>Populate if students have to achieve a minimum mark on individual component(s) in order to pass the module overall, in addition to passing the module.</p> <p>Example, if student has to achieve a minimum mark of 40% on the component to pass the module overall, enter 40 into the Qualify Mark field.</p>
Qualify Set	<p>Populate if students have to achieve a cumulative minimum mark on two or more component(s) in order to pass the module overall, in addition to passing the module.</p> <p>Use a 2-character value to group values together and the minimum mark would correspond to the value on the Qualify Mark field (above).</p>
Due - Prd	Not used – leave blank
Due - Wk	Not used – leave blank
Due - Day	Not used – leave blank
Exam Paper	<p>Populate with the following only if the exam is to be timetabled by the Exams Office in the winter/summer/refdef periods:</p> <ul style="list-style-type: none"> • SUMMER (May exam), • WINTER (January exam) • REFDEF (for reassessment/August exam) •
Exam Divisions	<p>Usually can be left blank apart from when two exams need to be scheduled in the same period, i.e. a module has two exams either in the Summer, Winter or REFDEF period.</p> <p>For example, an A would be placed next to the first exam and a B next to the second exam.</p>
Hours	<p>For exam components, the length of the exam is entered here, in the format hh:mm (hours:minutes) e.g. a one and a half hour exam would be entered as 01:30 (1 hour 30 mins), NOT 1.5 for example.</p> <p>Again, this is used by Exams for timetabling. If any of this information is incorrect amend the information and email the Exams office asap (examsadmin@ex.ac.uk).</p> <p>Note for <u>take away exams</u> — if you have a ‘take away’ exam please enter the number of hours the student has to complete the exam, e.g. one day = 24:00 and one week = 168:00</p>
RI	<p>This is used when the reassessment is different to the original method of assessment.</p> <p>Value of up to 2 characters can be used.</p> <p>See section on setting up reassessments for full details on its use.</p>
Calc Group	<p>Calculation Groups can be set-up to group one or more assessments together (for example, all examinations or all pieces of coursework). During the module results calculation process, they will be used to calculate averages for each group that will be stored against the module result in the SRG table.</p>

	Get in touch with your SITS contact for more details.
Print Name	Whether the student's name should appear in the mark entry screen. Complete in conjunction with MAB > More Details as well (section 5.5).
Final? *	This should be ticked if the component is considered to be the 'final assessment' for HESA purposes, i.e. the final assessment to be completed by the student.
Title *	A short text description of the assessment. This will appear on mark sheets, mark entry screens and student transcripts so it needs to make sense/be descriptive, the format should be consistent for all of your modules (e.g. use of lower and upper case) and be error-free!
In Class Test Type (UDF 2)	Populate this field for any in-term summative exams (i.e. not sat in winter/summer/refdef periods) organised by the Exams Office. Select one of the following values: <ul style="list-style-type: none"> • ONLINE_ELE — online exam on ELE • ONLINE_OTHER — online exam hosted on other system • ONLINE_QM — online exam hosted on Question Mark • WRITTEN — written and/or essay exam • WRITTENMCQ — written exam, multiple choice question only • WRITTENSHORTANS — written exam, short answer • WRITTEN_AND_MCQ — written and multiple choice questions <div style="text-align: center;">  </div> Click  once you have made your selection to return to MAB.

12. If you have multiple assessment components, select **File > Add** for each one and repeat the above (step 11) for each assessment component. Ensure to store your changes (F6) when you are done.
13. Close the MAB screen (you will be returned to the MAP screen) and then close the MAP screen. Close the MAP screen to return to MAV.
14. In the MAV screen, retrieve the entry for the relevant module/occurrence and academic year that you wished to alter the assessment pattern for.

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 Collection	Module Tutor	Target
BEA2003	A	2015/6	TERM1	A	Y	Y	1	9	20		EXA	BEA2003.1	UMOD0	P050981	999

Reminder — if the SMR records have already been generated for the module, you will need to delete the SMR records via MRM and then re-generate them in SAS option 3, to ensure that the new assessment components are reflected against the student's record.

If the MAV record has not been created for the given academic year, create it following the Module Data Set-Up notes on the [SITS Course Notes](#) page.

- In the Ass Pattern field, update the version to the one you just created and save your change (F6).

In the above example, change BEA2003.1 to BEA2003.2.

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 Coll
BEA2003	A	2015/6	TERM1	A	Y	Y	1	9	20		EXA	BEA2003.2	UMOD0

6.3 Re-using a previous assessment pattern

You can re-use a previously used assessment pattern if **every aspect** of the previous version is suitable/does not have to be changed.

This eliminates the need to create a brand new assessment pattern and reduces the amount of steps needing to be undertaken.

Example:

ARAM111 has had 4 individual assessment patterns associated to it since 2005/6.

In 2012/3, the module assessment pattern must change from version .4¹ and you determine that version .1 would be suitable.

CAM01	Module Availability - Original View (MAV)												
1 of 7 Module Availability (MAV) Records - Original View													
Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MoaColAss Pattern	Mks Sch Topic
ARAM111	A	2012/3	TERM2	A	Y	Y	1	24	35		EXA	ARAM111.4	PGTMO
ARAM111	A	2010/1	TERM1	A	Y	Y	1	10	20		EXA	ARAM111.4	PGTMO
ARAM111	A	2009/0	TERM2	A	Y	Y	1	24	35		EXA	ARAM111.4	PGTMO
ARAM111	A	2008/9	SEM1	A	Y	Y	1	9	24		EXA	ARAM111.3	PGTMO
ARAM111	A	2007/8	SEM2	A	Y	Y	1	26	47		EXA	ARAM111.3	PGTMO
ARAM111	A	2006/7	SEM2	A	Y	Y	1	26	47		EXA	ARAM111.1	PGTMO
ARAM111	A	2005/6	SEM2	A	Y	Y	1	26	47		EXA	ARAM111	PGTMO

If version .1 corresponds **exactly** (including the reassessment pattern) to how you wish it to be assessed in 2012/3, you may re-use version .1.

To determine that the previous version is an exact match to how the 2012/3 version will be assessed check that these values in these fields/screens do not need to be changed:

¹ Before changing a module assessment pattern, you must check whether the SMR records have been generated. If they have, the SMR records must be deleted and re-generated after the assessment pattern has changed — see the Mark Entry training notes on the [SITS website](#) for more details.

- ✓ Mks Sch field on MAV
- ✓ MAP screen (all fields)
- ✓ More MAP details screen — Module MKS, Re-Assess Mode, Max No RI Items, Calc RI Weighting, Modify RI Weighting and Automatic RIs fields.
- ✓ MAB screen — no changes will be made to any of the fields except for MAP Code, Print Name and External Ref.

The above must be an **exact** match because historical assessment patterns should not be altered. If any changes are brought to version .1 in 2012/3, they would also be applied to the .1 version in 2006/7.

How to change the assessment pattern to a previous one:

Once you have determined that you can re-use a previous assessment pattern:

1. Go to MAV and retrieve the module code and academic year in question.
2. Alter the version # in the AssPattern field as needed.
3. Save your changes (F6).
4. The appropriate MAV, MAP, More MAP Details & MAB records were associated to the module.

6.4 Editing MAB

Changes that can be made to the MAB fields (without creating a new version)

As long as this is a new assessment pattern (students have never been attached to this version) and the SMR (Student Module Result records) have not yet been generated, it is possible to:

1. Amend the percentage information for a MAB as long as when you store the record the total adds up to 100%.
2. Amend the Mark Sch field and the AssType.
3. Amend the title of the assessment

If you want to amend the sequence numbers or add a new assessment component you will need to add a new record and delete the obsolete record.

To add an assessment component:

1. From the File menu, choose Add.
2. Complete these fields as indicated in [section 6.2](#), step 11
3. Once you have entered the details above, remember to **Store** (F6).

To delete an assessment component:

Note: You must not delete assessment components on MAB records where students have previously been assessed on them.

1. Click on the Assessment component you want to delete.
2. From the File menu, choose Delete.
3. Prior to storing your changes (F6), you will need

7. Complex assessment set-up

7.1 Assessment groups

It is possible that certain groups of students on a module will be assessed differently from others.

Example — exchange students:

- Their period of study (here) may end prior to the start of the May exam period which will require them to complete different assessments (e.g. not an exam).

In order to ensure that SITS can cope with this variation on the same module, you will need to set up assessment groups on the same module via the Agr field in MAB (Module Assessment Body) and the AG field in SMO (Student Module Taking).

How to set up an assessment group:

An Erasmus student takes a module, which is normally assessed with 60% exam in May and 40% essay. Because the student leaves before the May exam takes place, it has been agreed that the student will submit one essay, counting for 100% of the total module mark.

1. Navigate to the MAB record relevant to the module's assessment pattern:
 - a. start from MAV > retrieve the module
 - b. double-click on the value in the Ass Pattern field
 - c. from MAP, select Other > Assessment Body to arrive at the MAB
2. In MAB, create a record (File > Add) to reflect how the Erasmus student will be assessed but, to distinguish this assessment group from the rest of the cohort, place a value in the Agr field.

You can use up to any 2 characters (numbers and/or letters), **except for** the value of NA (as this is reserved for students taking the module on a non-assessed basis — see the Module Registration course notes on the [SITS website](#) for full details).

In the example below, a value of E has been placed in the Agr field for the Erasmus assessment group.

MAP Code	Seq	Ass type	Agr	Mrk Sch	Wt	Total	Qualify	Due	Exam	Hours	RI	Calc.	Print Name	External Ref	Final?	Lock?
BEM3016.3	010	EXSBE		UCOM0	60	100			WINTER	2.00		No (N)				
BEM3016.3	020	CWSBE		UCOM0	40	100						No (N)				
BEM3016.3	071	EXSBE	E	UCOM0	100	100			WINTER	2.00		No (N)				

3. You must now link the assessment group (value = E) to the student's record. Go to the SMO screen and retrieve the student's SMO record (input student number and module code).

4. Add the value from the Agr field in MAB (E in our Erasmus example above) to the AG field.

Student (SPR)	Module	Occ	Year	Period	Scheme	Stage	C/D	Credit	E1	E2	AG	RTS	Sort Name	SCE Details	Entry Date	Registration Status	Diet	Seq
6	BEM3016	A	2013/4	TERM1	EX	1	0	15.00			E				28/Aug/2013			
5*****1	BEM3016	A	2013/4	TERM1	EX	4	0	15.00							14/Jan/2014			

5. When the Student Module Result (SMR) records are generated via SAS option 1b (see the Mark Entry course notes on the [SITS website](#) for further information), SITS will create the correct assessment records for each student, based on which assessment group they belong to (linking the AG field on SMO to the Agr field on MAB).

Example — how the assessment group set up affects the students’ module result (SMR) records

Below are two students on the same module, but one with a value in the AG field on SMO and one without.

After generating the SMR records (SAS option 1b)², the following SMR records will appear:

1. For the student with an empty AG field on SMO and empty Agr field on MAB — assessment is 60% exam and 40% coursework):

MAB Seq	%	Type	Ast	Attempt	Actual	Agreed	Status	Cur
010	60	EXSBE		1	0			SAS
020	40	CWSBE		1	0	64	P	SAS

2. For the student with an E in the AG field in SMO and E in Agr field in MAB — assessment is via 100% exam:

² The MAB and SMO records need to be linked prior to generating the SMR records, otherwise the correct component(s) will not appear in SAS option 3 (mark entry screen).

Student Module Result (CAM_SMR_2)														
Student												Year/Period		
BEM3016												2013/4/TERM1		
Module	Occ	Attempt		_ Actuals _		_ Agreeds _		Credits	Result	Status		Current		
BEM3016	A	Cur	Com	Mark	Grd	Mark	Grd			SAS	PRC	Process		
		1	0									SAS		
1 of 1 SAS records							1 of 0 SRA records							
MAB	Ast	Attempt		_ Actual _		_ Agreed _		Status	Cur					
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO			
071	100	EXSBE	1	0	60	P				I	SAS			

7.2 Best X out of Y assessments make up the final module mark

Certain Colleges assess a module by allowing the mark to be composed out of the best X out of Y assessment marks.

Example 1: A student submits 4 essays, but only the best 3 make up the final module mark.

Example 2: A module is assessed by 10 assessments of which a student chooses 4.

Note: At the moment this functionality is only available for the overall module result mark, i.e. for one assessment component worth 100% of the module mark. It is therefore not possible to have the following scenario automatically calculate in SITS: a module which is assessed by 60% exam, 40% coursework, with the coursework mark being the average of the best 3 out of 4 essays.

Step 1: Complete the MAP [Module Assessment Pattern] as for any other module

Step 2: In MAP via Other > go to Assessment Body. You need to set-up as many MAB records as the maximum number of assessments a student could take (e.g. 10), irrespective of how many will contribute towards the final mark, and attach the weighting based on the maximum number of component marks — e.g. 10 components with 10% weighting each.

Step 3: In order for SITS to only use a limited amount of assessments for the actual calculation, you will need to amend the Variable Assessment Weighting screen. In MAP, via Other, go to Variable Assessment Weighting. Add a sequence number for each MAB record (the sequence numbers do not need to be the same numbers, but there need to be the same number of Variable Assessment Weighting records as there are MAB records for that module) and complete with the correct weighting. (see worked out examples below)

Step 4: After you have generated the module's SMR records, you will need to enter a mark for each assessment component. In certain cases this could be a mark of 0.

Example 1 – Best 3 out of 4:

The maximum number of assessments a student could take is 4, however the 3 best marks will be used. So for the module we have set-up 4 MAB records, each weighted at 25%:

[MAB] Module assessment body

University of Exeter **** LIVE **** System 31/Jan/2014

CAM04 Module Assessment Body (MAB) CAM_MAB

4 of 1 Module Assessment Body (MAB) Records

MAP Code	Seq	Ass type	Agr	Mrk Sch	Wt	Total	Qualify	Due	Exam	Hours	RI	Calc.	Print Name	External Ref	Final?	Lock?
							Mark	Set	Prd Wk Day			Group				
BEE6027	020	CWSBE		PGTCO	25								Yes (Y)		<input type="checkbox"/>	<input type="checkbox"/>
Title Essay 1																
Brief																
Logging?																
Use Mav?																
Use AYW?																
BEE6027	021	CWSBE		PGTCO	25								Yes (Y)		<input type="checkbox"/>	<input type="checkbox"/>
Title Essay 2																
Brief																
Logging?																
Use Mav?																
Use AYW?																
BEE6027	022	CWSBE		PGTCO	25								Yes (Y)		<input type="checkbox"/>	<input type="checkbox"/>
Title Essay 3																
Brief																
Logging?																
Use Mav?																
Use AYW?																
BEE6027	023	CWSBE		PGTCO	25								Yes (Y)		<input type="checkbox"/>	<input type="checkbox"/>
Title Essay 4																
Brief																
Logging?																
Use Mav?																
Use AYW?																

The variable assessment weighting record is set-up as follows (note the sequence numbers match those on the MAB record):

Variable assessment weighting (CAM_MAP_VAW)

4 of 0 Variable Assessment Weighting records for BEE6027

Sequence Number	Assessment Group	Assessment Type Coll.	Weighting %
020			34
021			33
022			33
023			

In total there are 4 records, of which only the first 3 have a weighting different from 0. The other record has no weighting attached.

When we come to enter the marks for a student, we will need to enter a mark against each assessment component. When the overall module result is calculated the lowest mark will not count towards the overall module result, which is the result we were aiming for

Example 2 – best 4 out of 10:

The maximum number of assessments a student could take is 10. So for the module, we have set-up 10 MAB records, each weighted at 10%:

[MAB] Module assessment body
 University of Exeter **** LIVE **** System
 CAM04
 Module Assessment Body (MAB)
 31/Jan/2014
 CAM_MAB

1 of 10 Module Assessment Body (MAB) Records

MAP Code	Seq	Ass type	Agr	Mrk Sch	Wt	Total	Qualify Mark	Set	Due Prd	Wk	Day	Exam Paper	Hours	RI	Calc. Group	Print Name	External Ref	Final?	Lock?
PSY6004	001	CWPSY		PGTCO	10				0	0	0					Yes (Y)			
Title Interviewing Skills Brief Logging? Use Mav? Use AYW?																			
PSY6004	002	CWPSY		PGTCO	10											Yes (Y)			
Title Infant Research Brief Logging? Use Mav? Use AYW?																			
PSY6004	003	CWPSY		PGTCO	10											Yes (Y)			
Title Connectionist Modelling Brief Logging? Use Mav? Use AYW?																			
PSY6004	004	CWPSY		PGTCO	10											Yes (Y)			
Title Cognitive Processes I Brief Logging? Use Mav? Use AYW?																			
PSY6004	005	CWPSY		PGTCO	10											Yes (Y)			
Title Cognitive Processes II Brief Logging? Use Mav? Use AYW?																			
PSY6004	006	CWPSY		PGTCO	10											Yes (Y)			
Title Questionnaire Design Brief Logging? Use Mav? Use AYW?																			
PSY6004	007	CWPSY		PGTCO	10											Yes (Y)			
Title Qualitative Methods I Brief Logging? Use Mav? Use AYW?																			
PSY6004	008	CWPSY		PGTCO	10											Yes (Y)			
Title Qualitative Methods II Brief Logging? Use Mav? Use AYW?																			
PSY6004	009	CWPSY		PGTCO	10											Yes (Y)			
Title Ethological Methods Brief Logging? Use Mav? Use AYW?																			
PSY6004	010	CWPSY		PGTCO	10											Yes (Y)			
Title Psychometrics Brief Logging? Use Mav? Use AYW?																			

The variable assessment weighting record is set-up as follows (note the sequence numbers match those on the MAB record):

Variable assessment weighting (CAM_MAP_VAW)

1 of 10 Variable Assessment Weighting records for PSY6004

Sequence Number	Assessment Group	Assessment Type Coll.	Weighting %
001			25
002			25
003			25
004			25
005			
006			
007			
008			
009			

In total there are 10 records, of which only the first 4 have a weighting different from 0. The other 6 records have no weighting attached.

When we come to enter the marks for a student, we will need to enter a mark against each assessment component. The components the student has chosen not to take will be entered with a 0 mark. When the overall module result is calculated the marks of 0 (a total of 6 of them) will not count towards the overall module result, which is the result we were aiming for.

8. Reassessment set-up

Module reassessment set-up is both determined by the mark scheme and by the module re-assessment set-up:

1. The mark scheme controls whether a component will be reassessed at all (automatically).
2. The module reassessment set-up controls how a module will be reassessed. These notes cover the module reassessment set-up.

When a student fails or defers a module, it is possible to reassess them in a number of ways. The student can either be reassessed:

- in the **individual assessment(s)** that s/he **deferred or had mitigating circumstances for** – with the reassessed mark(s) being used in the new module result calculation (**reassessment same as original assessment**).
- in the **individual assessment(s)** that s/he **failed** – with a capped re-assessment mark being used in the new module result calculation (i.e. all referred modules having maximum mark of 40) (**reassessment same as original assessment**)
- by a **new piece of work**, the result of which replaces the initial module result – the mark that the student achieves for the re-assessment becomes the mark they attain for the overall module (regardless of marks for previously passed assessments or attempts). In other words, they are re-assessed at 100%. This mark could be capped at 40 for a referred re-assessment or left as it stands for a deferred re-assessment. (**synoptic reassessment / 100% reassessment**)
- by **one or many reassessments -- do not need to necessarily mirror the original assessment** pattern. For example, the original assessment of the module was by 25% exam, 25% presentation and 50% project. The reassessment for this module is 60% exam and 40% essay. (**completely new/different reassessments**)

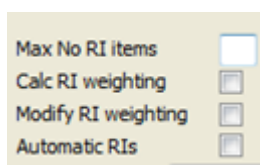
8.1 Reassessment same as / mirrors original assessment

This is the easiest method in terms of setting it up in SITS as there is no need to specify anything other than the initial assessment components on the MAB record.

For each failed/deferred component, SITS will automatically generate a reassessment record that will mirror the initial record.

Important notes:

- Do **not** tick/complete the following fields in MAP > More Details:
 1. Max No RI items
 2. Calc RI weighting
 3. Modify RI weighting
 4. Automatic RIs.



- These functions are only used to control reassessments that **do not match** the initial assessment pattern.

- If these fields are ticked/completed, it will generate incorrect reassessment records and have implications on the student's results and transcript.
- An incorrect reassessment record can be identified as having a sequence number attached to it that that is **not** present on the MAB record (this is usually sequence number 900).

For details on the **Re-assess mode** and **Sequential deferral** fields and how to complete them, see **section 9**.

8.2 Synoptic reassessment — one piece of work worth 100%

If a module is reassessed by a synoptic reassessment, the following records need amending:

1. Go to MAP [Module Assessment Pattern] and retrieve the MAP for the module reassessed via a synoptic reassessment:

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
CHE2003	PHYSICAL CHEM	PHYSICAL CHEMISTRY	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Via the Other menu, go to More Details:
3. Tick the **Automatic RIs field** (this will generate the reassessment records automatically when the student's SMR records are confirmed).

Module Assessment Pattern Properties for CHE2003

Module	MKS	UMOD0	Student Check Digit	No (N) ▼	Max No RI items	<input type="checkbox"/>
Print Name	Yes (Y) ▼		Mark Check Digit	No Digit ▼	Calc RI weighting	<input type="checkbox"/>
Get grade from mark	Yes (Y) ▼		Use Synoptic CD	No Digit ▼	Modify RI weighting	<input type="checkbox"/>
Module Pass Mark					Automatic RIs	<input checked="" type="checkbox"/>
Re-assess mode	Use MKS (M) ▼	Sequential deferral	No (N) ▼		Grade exclusion	No (N) ▼
Mark Scaling Coll.						

For details on the **Re-assess mode** and **Sequential deferral** fields and how to complete them, see [section 9](#). They play an important role in the creation of reassessment records when the student has a deferral.

4. **Store** your changes (F6) and close the screen.
5. Still in MAP [Module Assessment Pattern], via the Other menu go to Assessment Body:

MAP Code	Seq	Ass type	Agr	Mrk	Sch	Wt	Total	Qualify	Due	Exam	Hours	RI	Calc.	Group	Print Name	External Ref	Final?	Lock?
CHE2003	002	EXCHE	UCOM0			80			2	SUMMER	2.00			Yes (Y) ▼			<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHE2003	010	CWCHE	UCOM0			20								Yes (Y) ▼			<input type="checkbox"/>	<input type="checkbox"/>
CHE2003	080	EXCHE	UCOM0			100				REFDEF	2.00	X					<input type="checkbox"/>	<input type="checkbox"/>

- Via the File menu, choose Add and a new line will appear.
- Complete the **Seq field** with a number between 001 and 999 that has not been used in this screen yet. In the example above, I have used 080. It is sensible to use a similar sequence number (e.g. from 050 onwards) for all reassessment records.
- Complete the **Ass Type** field with one of the assessment types set-up for your Colleges' needs. In the example above this is EXCHE (Exam Chemistry). Remember that the assessment type of EX... will be used in the reassessment timetabling exercise.

- Complete the **Wt** field (% Weighting) with 100, as this reassessment will replace the original reassessment in full.
- Complete the **Mark Sch** field with the appropriate mark scheme for your College and the type of assessment.
- If the assessment type is an exam, complete the **Paper** field with REFDEF and the **Hours** field with the length of the exam (e.g. 2 hours = 02:00, 1 hour 30 minutes = 01:30, 2 hours 45 minutes = 02:45, etc.).
- Complete the **RI id** with a unique letter. In the example above I have used X. It is sensible to use the same unique letter/letters for all reassessments.
- Complete the **Title** field with a concise and explanatory description of the reassessment (this will appear on the student's transcript).
- **Store** your changes (F6).

This has completed the set-up of the MAP [Module Assessment Pattern] and MAB [Module Assessment Body] records ready for the reassessment process. The appropriate re-assessment records will be generated when the overall module result is calculated.

8.3 Completely new/different reassessment(s)

Modules can be set up in a way that the reassessment pattern is completely different from the original assessment.

This could be the case for example where an original assessment (e.g. laboratory series) cannot be repeated.

1. Go to MAP [Module Assessment Pattern] and retrieve the MAP for the module reassessed via a different reassessment:

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agg	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
CHE2003	PHYSICAL CHEM	PHYSICAL CHEMISTRY	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Via the Other menu, go to More Details:
3. Complete the following fields:
 - a. **Max No RI items** with the number of new re-assessments you will be setting for your student (3 reassessment components in the above example).
 - b. Tick the **Calc RI weighting** to automatically calculate the weight of the reassessment components.

- c. Tick the **Automatic RIs** field (this will generate the reassessment records automatically when the student's SMR records are confirmed).

More MAP Details (CAM_MAP_MORE)

Module Assessment Pattern Properties for CHE2003

Module MKS	UMOD0	Student Check Digit	No (N) ▾	Max No RI items	3
Print Name	Yes (Y) ▾	Mark Check Digit	No Digit ▾	Calc RI weighting	<input checked="" type="checkbox"/>
Get grade from mark	Yes (Y) ▾	Use Synoptic CD	No Digit ▾	Modify RI weighting	<input type="checkbox"/>
Module Pass Mark				Automatic RIs	<input checked="" type="checkbox"/>
Re-assess mode	Use MKS (M) ▾	Sequential deferral	No (N) ▾	Grade exclusion	No (N) ▾
Mark Scaling Coll.					

For details on the **Re-assess mode** and **Sequential deferral** fields and how to complete them, see [section 9](#). **They play an important role in the creation of reassessment records when the student has a deferral.**

4. **Store** your changes (F6) and close the screen.
5. Still in MAP [Module Assessment Pattern], via the Other menu go to Assessment Body:

[MAB] Module assessment body

AM565 University of Exeter **** LIVE **** System 31/Jan/2014
CAM04 Module Assessment Body (MAB) CAM_MAB

5 of 2 Module Assessment Body (MAB) Records Update Total UDF

MAP Code	Seq	Ass type	Agr	Mrk	Sch	Wt	Total	Qualify	Due	Exam	Hours	RI	Calc.	Group	Print Name	External Ref	Final?	Lock?
CHE2003	002	EXCHE		UCOM0		80			2	SUMMER	2.00			Yes (Y) ▾			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title Exam													Brief	Logging? ▾	Use Mav? ▾	Use AYW? <input type="checkbox"/>		
CHE2003	010	CWCHE		UCOM0		20								Yes (Y) ▾			<input type="checkbox"/>	<input type="checkbox"/>
Title Continuous													Brief	Logging? ▾	Use Mav? ▾	Use AYW? <input type="checkbox"/>		
CHE2003	080	EXCHE		UCOM0		50				REFDEF	2.00	X		▾			<input type="checkbox"/>	<input type="checkbox"/>
Title Referred examination													Brief	Logging? ▾	Use Mav? ▾	Use AYW? <input type="checkbox"/>		
CHE2003	081	CWCHE		UCOM0		20						Y		▾			<input type="checkbox"/>	<input type="checkbox"/>
Title Referred essay													Brief	Logging? ▾	Use Mav? ▾	Use AYW? <input type="checkbox"/>		
CHE2003	082	CWCHE		UCOM0		30						Z		▾			<input type="checkbox"/>	<input type="checkbox"/>
Title Referred presentation													Brief	Logging? ▾	Use Mav? ▾	Use AYW? <input type="checkbox"/>		

- In MAB [Module Assessment Body] you will need to add a new record for each separate reassessment component (3 new components in the example above).
- Via the File menu, choose Add and a new line will appear.

- Complete the **Seq** field with a number between 001 and 999 that has not been used in this screen yet. In the example above, I have used 080, 081, 082. It is sensible to use a similar sequence number (e.g. from 050 onwards) for all reassessment records.
- Complete the **Ass Type** field with one of the assessment types set-up for your College's needs. In the example above these are EXCHE (Exam Chemistry) and CWCHE (Coursework Chemistry). Remember that the assessment type of EX... will be used in the reassessment timetabling exercise.
- Complete the **Wt** field (% Weighting) with 100, as this reassessment will replace the original reassessment in full.
- Complete the **Mark Sch** field with the appropriate mark scheme for your College and the type of assessment.
- If the assessment type is an exam, complete the **Paper** field with REFDEF and the **Hours** field with the length of the exam (e.g. 2 hours = 02:00, 1 hour 30 minutes = 01:30, 2 hours 45 minutes = 02:45, etc.).
- Complete the **RI id** with a unique letter. In the example above I have used X, Y and Z. It is sensible to use the same unique letter/letters for all reassessments.
- Complete the **Title** field with a concise and explanatory description of the reassessment (this will appear on the student's transcript).
- Repeat for the other reassessment components.
- **Store** your changes (F6).

This has completed the set-up of the MAP [Module Assessment Pattern] and MAB [Module Assessment Body] records ready for the reassessment process.

9. Re-assess mode and sequential deferral features on MAP > More MAP Details – introduced in December 2014

The following features were introduced in December 2014 to help deal with deferrals.

9.1 Re-assess mode — Use MAP vs. Use MKS

Changes have been brought to certain mark schemes in order to allow deferrals to be dealt with by SITS in the proper way where the module is reassessed differently than the original assessment pattern, avoiding the need for manual intervention in the form of moving students to different module occurrences, for example.

The current default value in the Reassess Mode field in the MAP More Details screen is Use MAP, however it is now recommended that the Use MKS value is used going forward.

Compatible mark schemes

The changes have been applied to the following mark schemes (component/module level):

Compatible	Not compatible
UCOM01 / UMOD01 (UG – automatic condonement)	UCOMNR / UMODNR (UG fail – no referral)
UCOM02 / UMOD02 (UG – automatic referral)	PFCOM / PFMOD / PTMOD1 (UG/PGT – pass/fail only)
PGTCOM / PGTMFC (PGT – generic, condonement)	PGTMNC (PGT – no condonement)

What effect does Use MAP vs Use MKS have on the reassessment patterns?

Process maps illustrating the implication of Use MAP vs Use MKS on your reassessment records are available on the [SITS Course Notes site](#) > Process Maps section — see:

- How RAS records are created based on set-up of MAP More Details screen
- Setting up reassessment patterns

9.2 Sequential deferral — deferred and failed component(s) on same module

Deferrals vs referrals

- **A deferral (MI)** allows the student to re-sit the component, as if for the very first time. The overall module result is not capped.
- **A referral (FR for UG and F for PGT)** allows the student to re-sit the component or an alternative reassessment (this depends on the reassessment pattern), but the overall module result will be automatically capped by SITS at the module's pass rate.

Background – what is sequential deferral and why is it needed?

Students can be offered a deferral (MI) on one component and outright fail another (grade FR for UG / F for PGT).

Student Module Result (CAM_SMR_2)												
Student												- 2013/4/TR
Module	Occ	Attempt		_ Actuals _		_ Agreeds _						
		Cur	Com	Mark	Grd	Mark	Grd					
GEO1308	A	1	1	20	MI	20	MI					
1 of 3 SAS records												
MAB	Ast	Attempt		_ Actual _		_ Agreed _		Status	Cur			
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO	S
001	45	EXGEO	1	1	32	FR	32	FR	R	R	COM	
002	45	EXGEO	1	1	0	MI	0	MI	R	R	COM	
003	10	CWGE	1	1	60	P	60	P	A	A	COM	

As a result, depending on the reassessment set up, one or more reassessment records are generated by SITS.

The way that these reassessment records are generated will depend on whether **sequential deferral** has been enabled or not:

- **Enabled** – student is only deferred in the component(s) that mitigation was approved for, at the original weighting. The reassessment pattern is ignored.
- **Not enabled** – the grade of MI overrides the entire the entire module, deferring the student in the failed components as well, at the original weightings, whereas these should be 2nd / capped attempts.

Which component/module mark schemes is sequential deferral compatible with?

Compatible	Not compatible
UCOM01 / UMOD01 (UG – automatic condonement)	UCOMNR / UMODNR (UG fail – no referral)
UCOM02 / UMOD02 (UG – automatic referral)	PFCOM / PFMOD / PTMOD1 (UG/PGT – pass/fail only)
PGTCOM / PGTMFC (PGT – generic, condonement)	PGTMNC (PGT – no condonement)

How to enable/disable sequential deferral

1. Go to the MAV screen and retrieve the module. Double-click on the value in the Ass Pattern field for the current academic year (GEO1308.2 in the example below).

[MAV] Module Availability - Original View

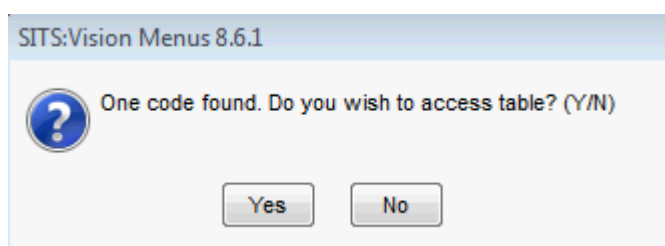
**** Apollo Training Database ****

CAM01 Module Availability - Original View (MAV)

1 of 4 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	Target	Actual
GEO1308	A	2014/5	TRM1+;	A	Y	Y	1	9	20		EXA	GEO1308.2	UMOD0			999	3
GEO1308	A	2013/4	TRM1+;	A	Y	Y	1				EXA	GEO1308.2	UMOD0			999	277
GEO1308	A	2012/3	TRM1+;	A	Y	Y	1	9	35		EXA	GEO1308.1	UMOD0			999	224
GEO1308	A	2011/2	TRM1+;	A	Y	Y	1	10	35		EXA	GEO1308	UMOD0			999	253

2. Click Yes to the following dialog box:



3. You are brought to the Module Assessment Pattern (MAP) screen. Go to the **Other menu** and select **More Details**.

Module Assessment Pattern (CAM_MAP)

**** Apollo Training Database ****

M04 Module Assessment Pattern (MAP)

07/Dec/2014 CAM_MAP

1 of 1 Module Assessment Pattern Records

Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmnt	Tick AgrR	Lock?	In Use?
GEO1308.2	GEO1308	Methods and Concepts in Geography	UCOM0	UCOM0		Yes (Y)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

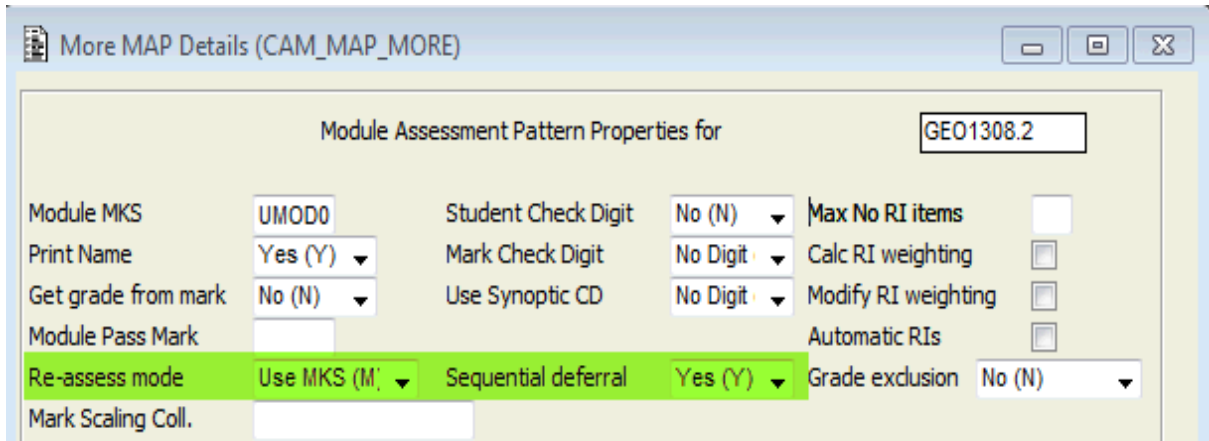
4. You are brought to More MAP Details screen.

In order to enable sequential deferral, you must updated 2 fields:

1. Re-assess mode – set to Use MKS (M) *
2. Sequential deferral – set to Yes (Y) , Select Yes (Y) in the **Sequential Deferral** field.

*** Important note:**

In order to enable sequential deferral, the 'Re-assess mode' field must be set to Use MKS, however, setting this field may have an effect on your reassessment patterns, i.e. if students are reassessed at 100% reassessment (one component) or by completely new reassessments (different from original assessment pattern), your students will be deferred in the original assessments and not according to the reassessment pattern.



5. Store your changes (F6).

How does SITS generate the reassessment records when there is a deferral and referral on the same module?

Sequential deferral is NOT enabled

As deferrals (MI) take precedence in SITS, the **failed** component (which should be a referral/2nd attempt at a capped mark) is also set up as a first attempt.

This means that the student would re-sit both components and SITS would **not** cap the module result because it sees both components as a first attempt (deferral), due to an overall module grade of MI.

In the example below, both reassessment components (right-hand side of screen) are set up as Attempt Current 1, which means that the overall module result will not be capped at the pass rate.

Module	Occ	Attempt Cur	Attempt Com	--- Actuals --- Mark	--- Actuals --- Grd	--- Agrees --- Mark	--- Agrees --- Grd	Credits	Result	Status SAS	Current PRC	Process
BEE2020	A	1	1	21	MI	21	MI	0.00	D	R		RAS

1 of 2 SAS records													1 of 2 SRA records												
MAB	Ast	Attempt	Actual	Agreed	Status	Cur							SRA	Ast	Attempt	Actual	Agreed	Status	Cur						
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO	Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO		
012	40	CWSBE	1	1	0	MI	0	MI	R	R	COM	012	40	CWSBE	1									RAS	
020	60	EXSBE	1	1	35	FR	35	FR	R	R	COM	020	60	EXSBE	1									RAS	

This is incorrect and unfair to students who passed the module the first time or have been referred as it allows the student another uncapped attempt at the entire module. The **referred (FR) element** should not be **uncapped**, it should not be a first attempt (**Attempt Cu = 1**).

Furthermore, the student should complete their first true attempt at the module before a referred attempt can be considered by an examination board. The student could pass the above module by achieving a mark of 48% on the coursework element worth 40%, which would not require the student to sit the referral.

Unless a student is required to pass a specific component in order to pass the module (this is set up in the MAB record – the Qualify Mark field is populated), it is possible for a student to pass the module overall, even with a failed component.

Example – student can pass module with failed component:

The screenshot shows a window titled "Student Module Result (CAM_SMR_2)". It contains a form for student details and a table of assessment results. The student's name is redacted. The module is BEA3001, occurring in attempt 1 of 1. The overall result is Pass (P) with 30.00 credits. Below this, there are sections for SAS records (1 of 3) and SRA records (1 of 0). The SAS records table shows three components: 040 (37% FR), 060 (60% P), and 061 (46% P).

Module	Occ	Attempt	Cur	Com	_ Actuals _		_ Agreeds _		Credits	Result	Status	Current
					Mark	Grd	Mark	Grd			SAS	PRC
BEA3001	A	1	1		40	3	40	3	30.00	P	A	A

MAB	Ast	Attempt	Actual	Agreed	Status	Cur					
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
040	80	EXSBE	1	1	37	FR	37	FR	A	A	COM
060	10	DTSBE	1	1	60	P	60	P	A	A	COM
061	10	DTSBE	1	1	46	P	46	P	A	A	COM

Sequential deferral is enabled

Sequential deferral allows deferred assessments to be reassessed separately and then, only if the student still fails, continue with the remaining reassessments at another time.

When sequential deferral is enabled on a module, the student is only deferred in the component that they received mitigation on, as opposed to being deferred on the deferred (MI) **and** referred (FR) components.

Example – referral is ignored and student is only deferred in MI component:

Student Module Result (CAM_SMR_2)

Student: [REDACTED] - 2013/4/TRM1+2 Year/Period

Module	Occ	Attempt		_ Actuals _		_ Agrees _		Credits	Result	Status		Current Process
		Cur	Com	Mark	Grd	Mark	Grd			SAS	PRC	
GEO1308	A	1	1	20	MI	20	MI	0.00	D	R		RAS

MAB	Ast	Attempt	Actual	Agreed	Status	Cur					
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
001	45	EXGEO	1	1	32	FR	32	FR	R	R	COM
002	45	EXGEO	1	1	0	MI	0	MI	R	R	COM
003	10	CWGE	1	1	60	P	60	P	A	A	COM

SRA	Ast	Attempt	Actual	Agreed	Status	Cur					
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
002	45	EXGEO	1								RAS

This allows the student to complete their first attempt before a referral is even considered as a student can pass a module despite having a failed component.

In the example above, the student would need to achieve a minimum mark of 43% on the deferred component in order to pass the module overall (at 40%). If the student passes the module overall, there is no need to be referred in the failed (FR) component.

What if the student will still fail the module regardless of whether the student passes/scores full marks on the deferred element?

In this example, even if the student achieves 100% on both deferred components, the student will still fail the module.

If the module is non-condonable or if the student failed other modules, the student will be required to be referred in the module (and possibly be held ref/def all year).

It is therefore pointless to defer the student.

Module	Occ	Attempt		--- Actuals ---		--- Agrees ---		Credits	Result	Status		Current Process
		Cur	Com	Mark	Grd	Mark	Grd			SAS	PRC	
BEA2001	T	1	1	19	MI	19	MI	0.00	D	R		RAS

MAB	Ast	Attempt	Actual	Agreed	Status	Cur					
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
001	10	EXSBE	1	1	25	MI	25	MI	R	R	COM
002	40	EXSBE	1	1	40	P	40	P	A	A	COM
003	10	EXSBE	1	1	0	MI	0	MI	R	R	COM
004	40	EXSBE	1	1	0	FR	0	FR	R	R	COM

SRA	Ast	Attempt	Actual	Agreed	Status	Cur					
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
001	10	EXSBE	1								RAS
003	10	EXSBE	1								RAS

How can I identify students who have been referred and deferred on the same module?

1. In the SMR screen, retrieve your department's module records. You can retrieve on:
 - the module prefix (e.g. PSY*) and relevant academic year, **or**
 - the module prefix (e.g. PSY*) + relevant academic year + MI in the Agreed Grade field (to reduce the number of records retrieved)
2. Run report **EX-DF+OTHGRD** on all of the retrieved SMR records (All > Gen + Print Letters).

It will list the records where student has agreed module grade of MI + other components with grades of FC, FR, or F at attempt 1 (SAS). It is intended to identify deferrals that should be referred instead as student cannot pass the module regardless of the deferral (MI) outcome.

3. Here is the sample output from this report:

Student Number	Surname	Forename	Academic	Module Code	Agreed Mark	Agreed Grade	Number of MI components	Number of FR/F	Number of FC/OP components
			2014/5	BEE2026	0	MI	1	1	0
			2014/5	BEE2006	19	MI	1	0	1

4. Upon investigation of the above, should it be decided that the student should be **referred in the module *instead of deferred*** in one or more components:
 - Go to the SMRU screen and perform a modify (M) + To Previous State operation on the student. For guidance on using the SMRU screen, refer to the notes on the [SITS website](#).
 - Alter the **agreed grades**³ on the MI component to FR (UG) or F (PGT). SITS will therefore generate the appropriate reassessment components according to the module's set up. The student will therefore be referred instead of deferred.

³ Students can only see the agreed marks and grades, and these are the ones used in progression/award calculations by SITS.

CAM04 Process Module Results CAM_XSMR_SLR1

1 of 1 Student Programme Route (SPR) records Module BEA2001 Occurrence T

Student	Name	Int LS CD	Agree? (Y/N)
	BA Business & Accounting with Industrial Exp.		
	BA Business and Accounting with Industrial Experience		

Assessment	Mark	Grade	Actual		Agreed		Uncapped	
			Mark	Grade	Mark	Grade	Mark	Grade
001 Test term 1	25	MI	25	FR				
002 January exam	40	P	40	P				
003 Test term 2	0	MI	0	FR				

Credit 0.00 Result F Attempt 1 Module Result 19 MI 19 FR

1 of 1 Exam Board Minute records

Note Type

Minutes Changed MI grades to FR as student cannot pass module regardless of deferra outcome - AM 071214

Seq	Atm	Type	Mks	Name	QMrk	Due Date	Due Time	Wgt
080	2	EXSBE	UCOM0	Reassessment examination - term 1				50
081	2	EXSBE	UCOM0	Reassessment examination - term 2				50

- Add a minute documenting what you changed and why.
- Here is the end result:

Module	Occ	Attempt	Cur	Com	--- Actuals ---		--- Agrees ---		Credits	Result	Status	Current											
BEA2001	T	2	1		Mark	Grd	Mark	Grd	0.00	F	R	RAS											
1 of 4 SAS records						1 of 2 SRA records																	
MAB	Ast	Attempt	Actual	Agreed	Status	Cur	SRA	Ast	Attempt	Actual	Agreed	Status	Cur										
Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO	Seq	%	Type	Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
001	10	EXSBE	1	1	25	MI	25	FR	R	R	COM	080	50	EXSBE	2								RAS
002	40	EXSBE	1	1	40	P	40	P	A	A	COM	081	50	EXSBE	2								RAS
003	10	EXSBE	1	1	0	MI	0	FR	R	R	COM												
004	40	EXSBE	1	1	0	FR	0	FR	R	R	COM												

Qualify Mark

What is Qualify Mark?

Qualify Mark can be applied to a component in MAB (or a group of components using Qualify Set) and represents the minimum mark that the student must achieve for the component in order to pass the module overall.

If the student does **not** achieve the Qualify Mark on the component (or set) and is attached to an automatic referral mark scheme, the student will automatically be referred, despite passing the module overall.

Qualify Mark set up against a component – example:

If the student does not achieve a result of at least 40% on the highlighted component, the student will be referred in the module (if attached to an automatic referral mark scheme such as UCOM02), even if the module is passed overall.

Module assessment body (CAM_MAB)											
TRAM565						**** Apollo Training Database ****					
CAM04 Module Assessment Body (MAB)											
1 of 2 Module Assessment Body (MAB) Records											
MAP Code	Seq	Ass type	Agr	Mrk Sch	Wt	Total	Qualify Mark	Set	Due Prd	Wk Day	Exam Paper
BEA2001.10	002	EXSBE		UCOM0	25	100					
Title		January exam				Brief				Logging?	
BEA2001.10	004	EXSBE		UCOM0	75	100	40				
Title		Summer exam				Brief				Logging?	

Is there a need to defer the student if the Qualify Mark is not achieved?

This depends on whether the module is condonable or not, as well as how the student has performed on other modules.

If a Qualify Mark was applied to a component and the student fails the component that Qualify Mark was applied to, there may not be a need to defer the student in another component.

- a) Module is non- condonable (student must pass it to progress/be awarded on programme of study)

Using the example above (BEA2001.10), as the student **MUST** be referred in the summer exam (seq 004, 75% EXSBE) **regardless** of the outcome of the deferred component (as the minimum mark **MUST** be achieved to pass the module), there is no point in deferring the student, as the student **must** re-sit the component (for the chance at a capped module result).

A referral is necessary regardless of the outcome of the deferred component.

1 of 2 SAS records											
MAB	Seq	%	Ast Type	Attempt Cu	Actual Co	Agreed Mark	Status Grd	Cur SAS	PRC	PRO	COM
002	25	EXSBE	1	1	25	MI	25	MI	R	R	COM
004	75	EXSBE	1	1	25	FR	25	FR	R	R	COM

If sequential deferral:

- **is enabled** and the student was only being deferred in the deferred component:

1. Go to the SMRU screen and perform a modify (M) + To Previous State operation on the student. For guidance on using the SMRU screen, refer to the notes on the [SITS website](#).
 2. Alter the **agreed grades⁴** on the MI component to FR (UG) or F (PGT). SITS will therefore generate the appropriate reassessment components according to the module's set up. The student will therefore be referred instead of deferred.
- **is NOT enabled** and the reassessment pattern:
 - a. Mirrors the original assessment pattern:

Manually change the Attempt Cu field for each component in the SRA (reassessment) screen from 1 to 2, so that the module result will be capped, since it will have to ultimately be. This way, the student can re-take both assessments at the same time.

How to manually change the Attempt Cu field:

1. Go to the SRA screen — this is where all of the reassessment components are listed.
2. Retrieve the reassessment record by searching on the student number and module code.
3. Change the value in the Atmp Cu field for all reassessment components from 1 to 2.
4. Store (F6) your changes.

Before:

(Reminder: When sequential deferral is not enabled, the grade of MI overrides the FR and defers the student in all failed components).

CAM04		Student Re-assessment Table (SRA)																			
2 of 2 SRA records																					
Student	Year	Period	Module	Occ	Seq	Mab	Due Date	Due Time	Grp	Wrk Ass Mks	Atmp	---Act---	---Agr---	Qual	Status	Cur	Perc/Pr				
										Type Sch	Cu	Co	Mark	Gr	Mark	Gr	Mark	SAS	PRCPro	Weight	
	2013/4	TRM1	BEA2001	T	001	002				EXSI UCO	1									RAS	25
	2013/4	TRM1	BEA2001	T	002	004				EXSI UCO	1			40						RAS	75

⁴ Students can only see the agreed marks and grades, and these are the ones used in progression/award calculations by SITS.

After:

CAM04 Student Re-assessment Table (SRA)

2 of 2 SRA records

Student	Year	Period	Module	Occ	Seq	Mab	Due Date	Due Time	Grp	Type	Sch	Wrk	Ass	Mis	Atmp	---Act---	---Agr---	Qual	Status	Cur	Perc/Pr			
															Cu	Co	Mark	Gr	Mark	Gr	Mark	SAS	PRCPro	Weight
	2013/4	TRM1-	BEA2001	T	001	002				EXSI	UCO				2							RAS	25	
	2013/4	TRM1-	BEA2001	T	002	004				EXSI	UCO				2			40				RAS	75	

Student Module Result (CAM_SMR_2)

Student: [REDACTED] Year/Period: [REDACTED]

Module	Occ	Attempt	Cur	Com	_ Actuals _		_ Agrees _		Credits	Result	Status	Current	
					Mark	Grd	Mark	Grd			SAS	PRC	Process
BEA2001	T	2	1		25	MI	25	MI	0.00	D	R	C	RAS

1 of 2 SAS records

MAB	Seq	%	Ast	Type	Attempt	Actual	Agreed	Status	Cur				
					Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
	002	25	EXSBE	1	1	25	MI	25	MI	R	R	COM	
	004	75	EXSBE	1	1	25	FR	25	FR	R	R	COM	

1 of 2 SRA records

SRA	Seq	%	Ast	Type	Attempt	Actual	Agreed	Status	Cur				
					Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
	002	25	EXSBE	2									RAS
	004	75	EXSBE	2									RAS

The module result will therefore be capped if the student passes the module:

Student Module Result (CAM_SMR_2)

Student: [REDACTED] Year/Period: [REDACTED]

Module	Occ	Attempt	Cur	Com	_ Actuals _		_ Agrees _		Credits	Result	Status	Current	
					Mark	Grd	Mark	Grd			SAS	PRC	Process
BEA2001	T	2	2		40	3	40	3	30.00	P	R	A	COM

1 of 2 SAS records

MAB	Seq	%	Ast	Type	Attempt	Actual	Agreed	Status	Cur				
					Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
	002	25	EXSBE	1	1	25	MI	25	MI	R	R	COM	
	004	75	EXSBE	1	1	25	FR	25	FR	R	R	COM	

1 of 2 SRA records

SRA	Seq	%	Ast	Type	Attempt	Actual	Agreed	Status	Cur				
					Cu	Co	Mark	Grd	Mark	Grd	SAS	PRC	PRO
	002	25	EXSBE	2	2	65	P	65	P	A	A	COM	
	004	75	EXSBE	2	2	52	P	52	P	A	A	COM	

b. Is by 100% reassessment **or** by completely new/different reassessment:

1. Go to the SMRU screen and perform a modify (M) + To Previous State operation on the student. For guidance on using the SMRU screen, refer to the notes on the [SITS website](#).

2. Alter the **agreed grades**⁵ on the MI component to FR (UG) or F (PGT). SITS will therefore generate the appropriate reassessment components according to the module's set up. The student will therefore be referred instead of deferred.

b) Module is condonable (student can fail it and still progress/be awarded):

If the examination board deems that the student can be condoned despite the failure in the Qualify Mark component, there is no need to make any changes to the student's record.

The student can continue with the deferral, in the hopes of achieving a higher mark.

If the student chooses not to sit the deferral, remove the grade of MI from the component via the SMRU screen – perform a modify (M) + To Previous State operation on the student. For guidance on using the SMRU screen, refer to the notes on the [SITS website](#).

⁵ Students can only see the agreed marks and grades, and these are the ones used in progression/award calculations by SITS.

Appendix 1 — Mark schemes

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

* 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 nd attempt at module, based on reassessment pattern set up, for capped module mark of 40%.

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
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 nd attempt at module if failed overall.
0-39 **	F	Fail — Credits not awarded to student	If this was the student's referred (2 nd) 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.

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

* 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)		
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 nd 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.

* 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 not 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 nd 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 not awarded credits	If this was the student's referred (2 nd) 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.

UCOMNR (automatic failure, no referral, no condonement) — UG component mark scheme

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.

This component mark scheme would be used in conjunction with the UMODNR module mark scheme.

Mark entered in SAS option 3	Default grade assigned by SITS	Meaning
40-100	P	Pass
0-39	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.

UMODNR (automatic failure, no referral, no condonement) — UG module mark scheme

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.

When using a module mark scheme of UMODNR, the component mark scheme used would be UCOMNR.

Module result as calculated by SAS option 6	Grade	Meaning	Details
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	Result is treated as an outright failure. It will NOT go into reassessment.
0-39	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.

PGTCOM — General PGT component mark scheme

Initial assessment and 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.

Mark entered in SAS option 3	Default grade assigned by SITS	Meaning	Details
50-100	P	Pass	
0-49	F	Fail	If module is failed overall (less than 40%), student offered 2 nd attempt at module, based on reassessment pattern set up, for capped module mark of 40%.

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

PGTMFC — General PGT module mark scheme

This mark scheme must be applied to modules commencing in 2016/7 where a condonable grade (FC) should be applied. This mark scheme is to be used as a replacement for PGTMOD.

Initial assessment and reassessment

This table outlines which grade SITS will automatically assign to a **module** mark when the result is calculated, 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 or RAS option 5a	Default grade assigned by SITS	Meaning	Details	Notes
70-100	D	Distinction	Module is completed and student awarded credits	
60-69	M	Merit		
50-59	P	Pass		
0-49	FC	Fail (condoned)	Module is completed and student awarded credits — see Notes column.	A maximum of 45 credits are condonable (FC). Exam Board may choose to refer the student in the failed components by altering the module grade to F in SMRU.

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

PGTMOD — only to be used in exceptional instances

For modules commencing in 2016/7, use the **PGTMFC** mark scheme. PGTMOD is only to be used in **exceptional** instances details of which can be found in the [PGTMFC Mark Scheme](#) notes.

Initial assessment and reassessment

This table outlines which grade SITS will automatically assign to a **module** mark when the result is calculated, 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 or RAS option 5a	Default grade assigned by SITS	Meaning	Details	Notes
70-100	D	Distinction	Module is completed and student awarded credits	
60-69	M	Merit		
50-59	P	Pass		
40-49	OP	Optional Pass (condonement)	Module is completed and student awarded credits — see Notes column.	A maximum of 45 credits are condonable (OP). Exam Board may choose to refer the student in the failed components by altering the module grade to F in SMRU.
0-39	F	Fail	Module completed, student not awarded credits.	

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

PGTMNC (automatic failure, no referral, no condonement) — PGT module mark scheme

Initial assessment

PGTMNC is used in conjunction with a PGTCOM component mark scheme. It is used for a module that is non condonable, for all students attached to it as a grade of OP (optional pass, see PGTMFC above) is not an eligible grade on this mark scheme.

This table outlines which grade SITS will automatically assign to a **module** mark when the result is calculated, 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 or RAS option 5a	Default grade assigned by SITS	Meaning	Details	Notes
70-100	D	Distinction	Module is completed and student awarded credits	
60-69	M	Merit		
50-59	P	Pass		

0-49	F	Fail	After 1 st attempt — reassessment record created After 2 nd attempt — module completed, student not awarded credits.	This mark scheme does not allow for condonement (grade = FC/OP) if the module result is within the condonement range.
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For a list of grades that can be **manually** applied to module results, see the Mark Entry notes on the [SITS > Course Notes](#) site.

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

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.