

More information — refer to the numbers against the process steps above:

- 1 Interrupted and withdrawn student records need to be completed as well – see Mark Entry course notes for details.
- 2 Run PSA option 18:
 - on a programme or individual student basis.
 - to create the SAW record and to calculate the award (award status in SAW = C).

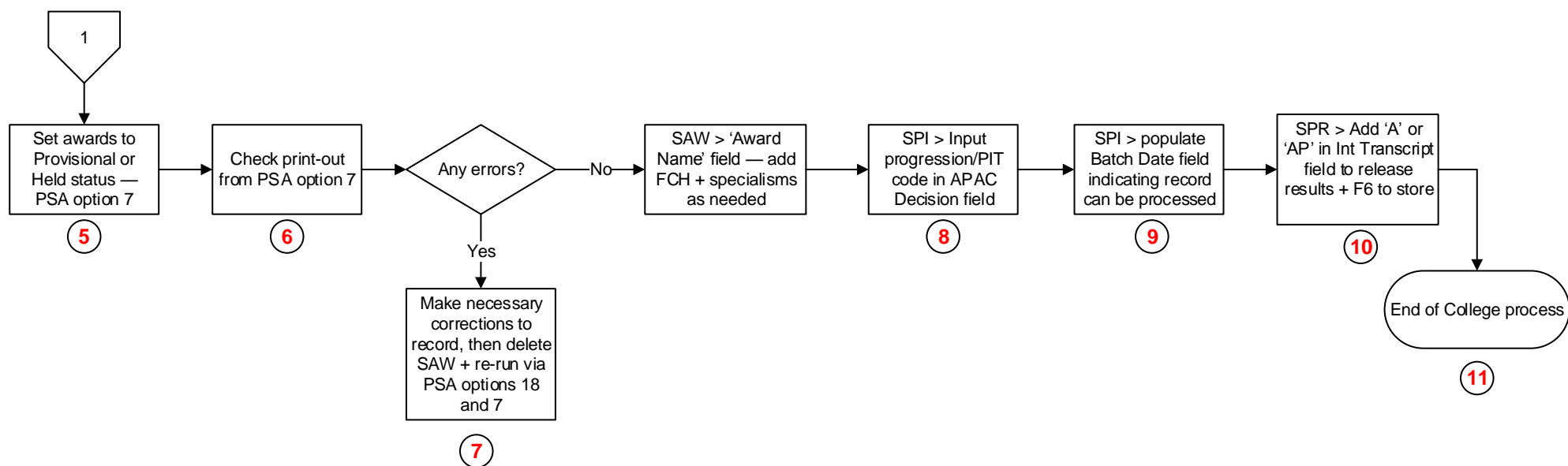
PSA option 18 can be run multiple times and as long as the award status = C (i.e. option 18 is the only option that has been run in PSA). The award record will be refreshed with the latest SMR data each time.
- 3 The APAC reports will display the Award Title from SAW (produced when PSA option 18 run) for finalists. The PIT code from the SPI record will not be displayed for finalists. Should the information displayed be incorrect, make the required changes to the students' records (e.g. change marks, re-run PSA option 18) and then re-run the reports. Xrep troubleshooting guide available on the SITS Course Notes website > Additional information section
- 4 As a result of decisions taken at the APAC, ensure that all students have the correct marks and grades against each module, which will generate reassessment records where appropriate.

Grades:

- FC — condoned fail (UG and PGT from 2016/7)*
- FR — fail (refer) (UG only), generates reassessment (RAS) record after 1st attempt
- F — fail (generates RAS for PGT at first attempt and fails student at 2nd attempt, outright fails UG)
- OP — optional pass (condonement) (PGT only until 2015/6 or for students re-sitting modules from previous years from 2016/7 onwards)*
- H — held (module outcome held, change once known)
- MI — mitigation (apply to component that student has had deferral approved for and grade of MI will then override entire module).
- AO — alleged offence (holds the module while outcome determined, must update the grade once decision made as AO should NOT remain against the student's record)

*Note: For details on the use of grades of OP vs FC for PGT students see the following document on the SITS Course Notes page: [PGTMFC Mark Scheme](#)

Detailed instructions on all of the processes documented above can be found in the Assessment, Progression and Awarding (APAC) Processes course notes on the SITS website.



College

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- 5** Running PSA option 7 will set the SAW status to Provisional (P) unless you specify that an award should be held (H) due to failure, referrals/deferrals or because the award has not been confirmed.

It is important that ALL finalists have a SAW record as the recommended award (even if student not being awarded and SAW is held) is used to determine eligibility for the Graduation ceremony. It should accurately reflect what the student is **currently** eligible for (e.g. no award, Ordinary, full award), **even if** they are not being awarded now – these SAW records are set to H (held).

This is the point at which the date of Senate is added (where student being awarded) and the award classifications are confirmed.
- 6** It is worth casting a final look over the students' awards (comparing them to APAC reports) to ensure that there are no errors (e.g. wrong award, incorrect classification, award meant to be held).
- 7** Once PSA option 7 has been run, if any corrections are needed, the award record must be deleted, re-calculated (option 18) and reset to provisional/held status (option 7).
- 8** A complete list of [progression decisions / PIT codes](#) and when to use them can be found on the SITS website > [Module Results Online](#) page.
- 9** Batch dates must be in DDMMYY format. It is advised that you input the date that the PIT code was confirmed. It can be today or in the near future, but must never be in the past.

The presence of a batch date alerts the Student Records team that the student's record is ready for them to process. Students being awarded (PC PIT code) will be processed the day after the batch date.
- 10** When flag stored against record:

 - 15 minutes later — results email sent to student(s)
 - 30 minutes later — student(s) can access results on SRS
- 11** **Important!** From this point, any changes made to SAW and SPI records by Colleges may not be picked up by Student Records. If any changes are required, please see the process maps that detail how to amend awards.

Flags:
 A = current year's results
 AP = current year + previous years' results