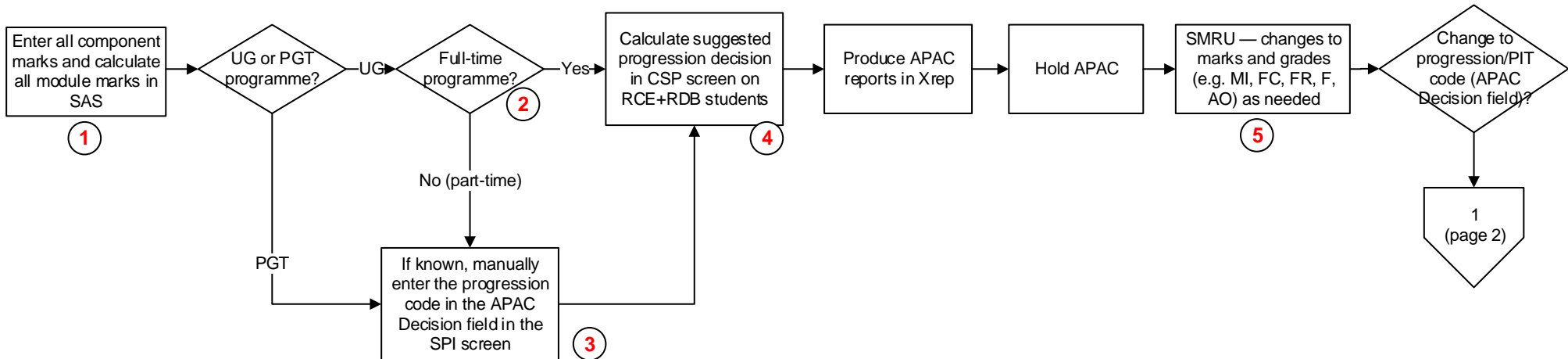


Detailed instructions on all of the processes documented below can be found in the Assessment, Progression and Awarding Committee (APAC) course notes on the SITS Course Notes website.



**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- 1 Interrupted and withdrawn student records need to be completed as well – see Mark Entry course notes for details.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 If you have part-time students on a full-time programme, follow the process for part-time students or amend the progression decision generated by the CSP process as needed.
- 3 Complete this step if you want the progression decision (PIT code) to appear on your APAC reports, otherwise you can manually enter the PIT codes in SPI screen (APAC Decision field) after the APAC has been held.
- 4 CSP process only works for non-finalist, full-time undergraduate students. This process adds the suggested progression code in the APAC Decision field in the SPI screen with one of the following values based on the student's SMR record: PP (pass progress) – DEF (Deferral, without attendance) – REF (Referral, without attendance) or HOLD (progression on hold — if marks missing and progression cannot be determined).
- 5 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 (based on grades of FR, F or MI).

Grades:

FC — condoned fail (UG and PGT from 2016/7)\*

FR — fail (refer) (UG only), generates reassessment (RAS) record after 1<sup>st</sup> attempt

F — fail (generates RAS for PGT at first attempt and fails student at 2<sup>nd</sup> attempt, outright fails UG)

OP — optional pass (concomitance) (PGT only until 2015/6 or for students re-sitting modules from previous years from 2016/7 onwards)\*

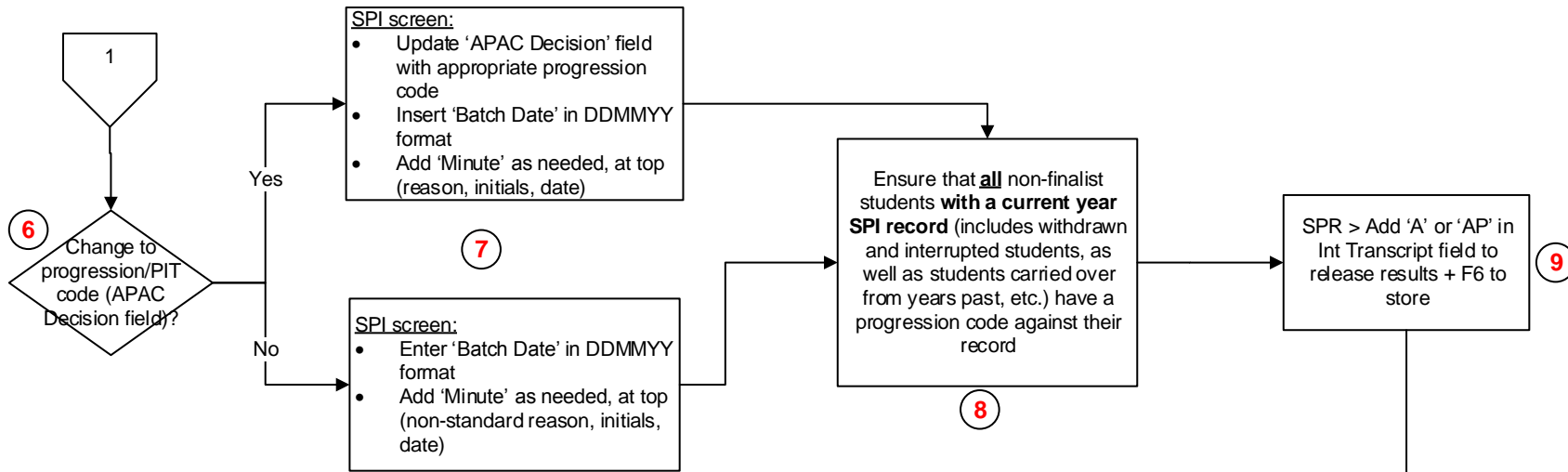
H — held (module outcome held, change once known)

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: [PGTMEC Mark Scheme](#)

College



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

- 6 Follow the Yes option if you have not yet added the progression (PIT) code to the SPI screen.
- 7 The PIT code entered in the SPI screen generates a message to the student which is visible when their transcript is viewed online (Student Record System).  
  
Example: Student with a PIT code of PP (progress pass) against their record will see a message letting them know that they have passed all of their assessments and will be progressing into the next academic year while student with REF will be notified that they have referred assessments to complete in August
- 8 To ensure you capture all students with a current year SPI record — retrieve records by searching on current academic year + 'Process Status' of Incomplete + equal to blank in 'APAC Decision' field — add appropriate PIT code and batch date as needed
- 9 Once flag is stored against record:
 

<ul style="list-style-type: none"> <li>• 15 minutes later — results email sent to student(s)</li> <li>• 30 minutes later — student(s) can access results on SRS</li> </ul>	<p>Flags:</p> <p>A = current year's results</p> <p>AP = current year + previous years' results</p>
--	--

Student Records

Occurs from August 1<sup>st</sup>

Should any changes to a student's progression decision (PIT code) be required from August 1<sup>st</sup>, please contact the Student Records team (sr-admin@exeter.ac.uk)

