Intra and End of Year Processing on SITS: Check List

YYYY/Y+1 Academic Year

The academic year runs from 1st August YYYY to 31st July YYYY+1.

We need to ensure that the following is occurring/has occurred on St George's student record system SITS to ensure that:

- Data on our student record system is entered accurately and in a timely fashion
- We can focus on providing quality data both internally and externally
- Our processes for checking the quality of data become more frequent and robust
- Institutionally we meet our statutory requirements and mitigate against institutional risk of providing inaccurate/poor data
- information related to enrolment, results, progression and completions are locally managed and accurately recorded and returned

Please note that the activities outlined below should be occurring already during the academic cycle.

Student Enrolment Checks

Enrolments (SCE):

Within 21 days of a course start date there should be <u>no</u> students with an enrolment status of "RN" for 'Ready to Enroll'.

The Academic Registrar is to be informed of students to be withdrawn from their programme of study as a result of non-engagement at the end of week 6 of the course start.

Student Module Registration Checks

Student Enrolment Status (SCE) and Module Registrations (SMO):

All fully registered students should have corresponding module registrations (SMO) that match the year of enrolment and conversely non-active students should not have module registrations as follows:

Status Code	Status Code Meaning	Module Registrations
RE	Fully Registered	Y
RX	No Show	N
RP	Result Pending	N
RR	Resit without attendance	N (should have open SMR from previous academic year)

Student Assessment and Result Checks

Student Module Result (Assessment) Records Generated (SMR)

Student Module Result records (SMR) should have been generated for all current module registrations (SMO) within 4 weeks of the module start and/or by the end of teaching whichever is earliest.

SST: SITS Intra and End of Year Processing
Author(s): Head of Records and Reporting
Date: 15/01/2024

- This can be done via the SITS SAS screen using Option 1b (subject to ensuring that the assessment pattern is correct and that the assessment deadlines have been entered into MAD).
- The total number of SMR records should be approximately the same as the total current SMO records.

Assessment and Module Results Entered on SITS (SMR)

Assessment marks/grades should be entered onto SITS for all students as and when they are provided and at the latest prior to the BoE.

- At a BoE a mark/grade must be provided for all students registered to the module without exception.
- Outstanding resits from the previous academic year must be reviewed alongside 1st sit results.
- Within 5-10 days (subject to size) of a BoE all module results presented should be processed on SITS.
- Confirmation of awards and results should not occur until such time as this can be corroborated on SITS.

Based on enrolment status post-BoE results should be as follows:

Student Status	Assessment Result Status	Overall Module Result Status	Note
RE	Marks/grades entered for all components	"COM" where passed or attempts exhausted "RAS" where resit/reattempt permitted	Processed results will not remain in "SAS"
RR	Marks/grades entered for all components in RAS	"COM" where passed or attempts exhausted "RAS" where additional resit/reattempt permitted	Processed results will only remain in "RAS" when additional resit permitted
RI	-Mark of zero and grade of "WI" where expected to reattempt module in its entirety on return -Mark of zero and grade of "MN" if interrupting during assessment period and/or until the resit or assessment period only	"COM" where required to re-attempt a module and its assessments in their entirety "RAS" where resit/reattempt permitted	Processed results will not remain in "SAS"
X	Mark of zero and grade of "W" for un-attempted assessments	"COM"	Processed results will not remain in "SAS"

Impact on HESA

SST: SITS Intra and End of Year Processing
Author(s): Head of Records and Reporting
Date: 15/01/2024

- Module results records are required for HESA – we cannot have blank SMR records for modules taught and assessed within the current academic year.
- If module runs are set-up correctly for spanning modules (teaching occurs over 2 academic years) and assessment deadlines exist for all modules as expected in SITS it will be easier institutionally to identify results that will fall outside of the current-HESA reporting parameters.
- Where a module started in the current academic year but the final assessment is not expected until the next academic year and/or will not be ratified until after the HESA cutoff point (**15th September**) the assessment deadlines must exist in SITS:
    - This can be done via SITS SAS screen by running option 1a) then entering the appropriate data in the **MAD** (Module Assessment Dates) table.

Student Progression and Completion Checks including Awards

Progressions and Completions

All students should be progressed or completed within 10 days of the BoE except where awaiting decision from resit/September board. This will enable students to enroll for the next academic year and confirmation to be sent to SLC where applicable.

- Students should not be progressed prior to their associated module results being confirmed.
- Following a BoE the Student Systems team <u>must</u> be provided with a list of all students by course and year detailing the status of the student as follows:

Code to be Provided	Action	Additional Details
Awarded	Record closed down	Must confirm if final award "S" or Interim "I"
Progress	Move to next acad year & block	
Repeat Year with attendance	Move to next acad year at same block with same mode of attendance	Must provide new expected end date and student load for repeat element
Resit Only	Move to next acad year at same block (dormant)	Must provide new expected end date
IoS (where IoS spans year end)	Move to next acad year at same block (dormant)	Enrolment status set to "RI" until confirmation that they are returning
Resit/Discretionary	No action while await outcome	
Withdrawal	Record closed down	Require end date and reason ~~i.e.~~e.g. Acad Failure, Written Off
Transfer to	Transfer student to the new course	Must provide the new expected end date; course code / route code and block
Return from IoS	Move to next acad year at same block with same mode of attendance	Must provide new expected end date and student load for repeat element

Resit/September/Discretionary Board

SST: SITS Intra and End of Year Processing
Author(s): Head of Records and Reporting
Date: 15/01/2024

A repeat of the above but the course list should **only** detail those that were awaiting a decision at the resit/September board i.e. students yet to be progressed or completed. Where a student has completed their studies but an award has not been confirmed prior to the 29th of September the student will need to be returned as follows:

Result Pending	Students are left in the current year (no rollover); their SCJs are updated to satisfy HESA DF requirements	Must provide a new expected end date

Completion/Progression for Students on Module Only/Short Course Programmes

All students with an enrolment record for the current academic year must have their records progressed or closed down irrespective of whether they are aiming for an award or not.

- If progression of these students has not been considered at a BoE then the course teams will need to determine if the student record needs to be:

Category	Details	Required
Closed down	Student has started and completed the course as expected	As per progressions. List of students by course with an end date and reason: SM – Successful module O – if not successful in module
Course Not Yet Completed	Student start and expected end date spans academic years i.e. start in April and complete in December. Should be identifiable by course block and occurrence	Provide a list of students on a particular course, block and occurrence should have their record rolled over to the next academic year with existing enrolment status.
Progressed	Student wishing to continue study on their existing course for the next academic year so long as it does not breach the maximum period of registration for module only programme	Provide list of students and confirm: • Block • Occurrence • New expected end date
Transferred	Student wishes to transfer from module-only version of a course to part-time or aim for a final award	List of students by course detailing: • Programme to be transferred to • Block • Occurrence • New expected end date
Resit/Discretionary	No action while await outcome	
Resit Only	Move to next acad year at the same block (dormant)	Must provide a new expected end date

SST: SITS Intra and End of Year Processing
Author(s): Head of Records and Reporting
Date: 15/01/2024

Result Pending	Students are left in the current year (no rollover); their SCJs are updated to satisfy HESA DF requirements	Must provide new expected end date

Awards

All student awards should be calculated prior to a BoE and confirmed within 5 days of the board meeting.

- Students with awards should not have any open module result records i.e. all SMR records should have a "COM" status.
- Students with a final or exit award made during the current academic year should have a corresponding Student Award (SAW) record on SITS at "A" for agreed or "CONF" status
- Awards made after 13th September cannot be against the current academic year
  - A request will need to be made to progress the student to the next academic year as Result Pending and amend the expected end date.
  - Confirmation of the award will need to be made in the next HESA return and will need to be against the next academic year (i.e., YYYY + 1).

Impact of Resit/September/Chair's Actions

Following the BoE that considers resits it is imperative that assessment/module results are entered swiftly into SITS and that awards and progressions are processed as a matter of urgency.

- Failure to provide the correct progression lists to the Student Systems Team may prevent continuing students from enrolling for the next academic year.

End of Year Processing Deadlines

The deadlines below are designed to support our institutional statutory returns. They are non-negotiable and must be adhered to. These will be referenced in DSRG:

Type	Completed/actioned by
Withdrawals due to non-engagement (August-September course start dates)	03rd Friday in November
Enrolments	03rd Friday in July
Module Registrations	03rd Friday in July
Assessment/Module Results 1st Sits	06th September
Assessment/Module Results 2nd/3rd Sits	13th September
Progressions	At least 10 working days prior to course start for the next academic year to enable timely enrolment
Completion/Awards	13th September

SST: SITS Intra and End of Year Processing
Author(s): Head of Records and Reporting
Date: 15/01/2024

Data Integrity Reports Provided to Support Accurate Data

The Student Systems Team have designed a series of reports to be used by administrative heads to ensure that data held on the student record system is accurate and to highlight any potentially anomalous data.

Type	Report	Cycle
Student Checks	Missing personal data for HESA purposes for new students	March, June
	Missing personal data for HESA purposes for continuing students	March, April, July
Enrolments	Expected but Not Enrolled Yet	Fortnightly
	Active students with expected end dates in the past	Fortnightly
Module Registrations	Active Students with Missing Module Registrations	Fortnightly
	Inactive Students with Module Registrations	Fortnightly
Assessments	Assessment and Module Registration Check	Fortnightly
	Open Module Result Records from Previous Years	Monthly
	IoS Student Results	Monthly
Completions	Completed/Withdrawn Students with Open Result Records	Fortnightly
Annual Maintenance	Previous Year "RX" with no current Year SCE	Jan/Feb

SST: SITS Intra and End of Year Processing
Author(s): Head of Records and Reporting
Date: 15/01/2024