Mark Entry and Result Confirmation Guide

This guide follows on from the Module Set-Up and Maintenance and Generating Assessment Record Guides. It outlines the process for entering and confirming assessment marks/grades and module results and will cover the following:

1. Entering marks via SAS (Student Assessments)
2. Calculating module results in SAS
3. Agreeing module results via SAS
4. Re-assessment mark entry and confirmation in RAS

Reference Section

1. Viewing initial and calculated marks in SAT/SRA and SMR
2. Viewing agreed module results in SMR
3. Student module minute Record
4. Assessment note types
5. Exceptional assessment grades
6. Exceptional module grades

Mark Entry Preparation

Mark entry and the calculation of overall module results is reliant on the following to have occurred first:

- Module set-up is correct
- Module run records exist and have the correct MAP (assessment pattern) assigned to them
- Module registrations are accurate
- Assessment deadline dates have been generated and updated
- Assessment records have been generated

Marks and overall results for 1st sit students are actioned via **SAS** (Student Assessments). All other marks and results (deferred 1st sit and resits which might be 2nd or 3rd attempts) are actioned via **RAS** (Student Reassessments)

1. Entering Marks via SAS Option 3

The process for entering marks for 1st sit students is as follows:

- Open the **SAS** screen.
- Enter the correct <u>year, period, module</u> and <u>occurrence</u> in the top section
    - o Enter a wildcard goldstar ·* in the *Assessment sequence number* field to retrieve all assessment items or the MAB sequence code for individual assessment items.
- Run option 1b to ensure records have been generated for all students
- Go to option 3 and click on the green arrow button on option 3 to select all students or alternatively enter a student's SPR number or SCN (student candidate number) in the blank field prior to clicking the green arrow.
- The mark entry screen (CAM_XMAF) will appear as a pop-up screen with students presented in alpha order by surname
- Enter the mark in the mark field. Tabbing out of this field will auto-populate a grade ie a mark between 0.1-39.9 for an undergraduate student will be assigned a grade of "F"
- Check the assigned grade and if necessary amend if an exceptional grade is to be used
- Tab to the next record

- Store (F6) or click the store icon to save data entered
- Click on the "x" in the top righthand corner or **Quit (F4)** to close the pop-up screen
- If you entered a wildcard is the assessment sequence field in the selection criteria the next assessment item will automatically open up in a pop-up screen
    - o You can repeat the process to enter more marks or close down the pop-up screen
- Once you have entered marks for all assessment items an automatic pop-up message will appear asking if you want to "calculate and set module result"
    - o Click <u>yes</u> if you want it to auto-run option 6 to calculate the overall results

Remember you can use your keyboard tab down keys to move between records or where no mark has been provided tab from the mark and grade fields to the next record.
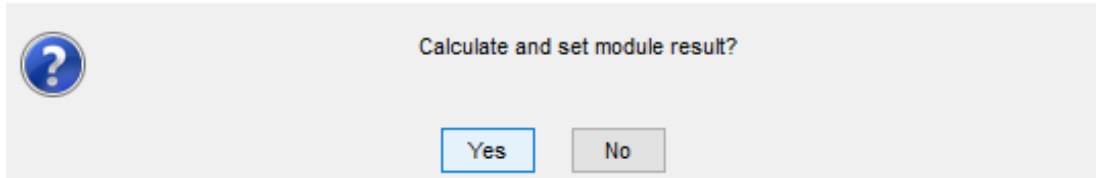
Figure 1: Screenshot of retrieval and running option 3 for PTY601 for 2022/3

Figure 2: Screenshot of an example of mark entry screen including use of exceptional grades

Note that if an assessment is grade only then the mark field will not appear

Figure 3: Screenshot of pop-up message asking if you want overall marks to be calculated

1.1 Use of exceptional/non-standard grades for numerical marks

There are occasions when the pre-populated grade needs to be overwritten. Examples include where:

- A student has been granted an extension on their work
- The student is under investigation for academic misconduct
- A student has Extenuating Circumstances

An alternative grade from the one that is auto-generated/defaulted must be entered to ensure the right overall module outcome can be arrived at. The grade will send a flag to the overarching module mark scheme dictating how it is handled. For example: the use of the grade "FM" to denote Extenuating Circumstances will ensure a module result is not closed off and a further non-incremented assessment attempt is permitted.

The full list of exceptional grades that can be used are detailed in the **Reference Section** for completeness. Guidance and communication on how and when these grades are to be applied should happen locally as these will need to be used as per course Schemes of Assessment.

2.   Calculating Module Results via SAS Option 6

Once all the module assesssment results are entered and stored via option 3 in SAS the overall module mark can be calculated.

- Open the **SAS** screen.
- Enter the correct year, period, module and occurrence in the top section
- Select *6. Calculate and set module result for student(s)* by clicking on the green arrow

Once calculated the message buffer will display whether any students have received a qualifying fail for one or more pieces of assessment and/or any incomplete assessment records in which case a module result will not have been calculated. This is very useful to view especially if results haven't calculated – it will normally indicate why!

3.   Agreeing Overall Module Results via SAS Option 6

Once the BoE has ratified assessment and module results these need to be agreed on SITs. Once agreed the module mark is set and any further amendments would need to be actioned by a senior user.
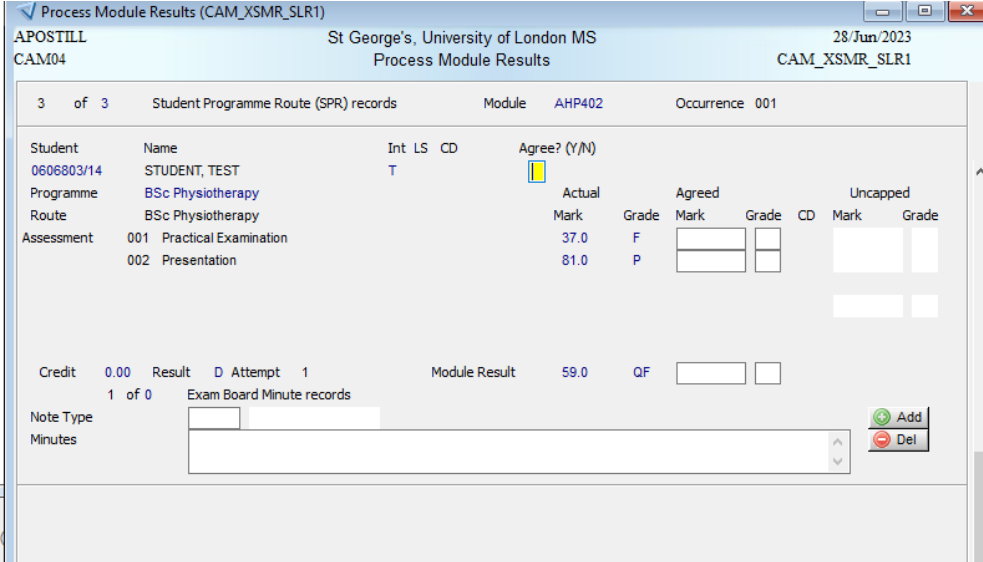
To agree a result following a BoE:

- Open the **SAS** screen.
- Enter the correct year, period, module and occurrence in the top section
- Run *6. Calculate and set module result for student(s)* by clicking on the green arrow

- o This ensures that it is as up-to-date as it can be especially if non-SITS paperwork has been presented to the BoE
- Run *8. Process module result forms for student(s)* by clicking on the green arrow
- You will now be able to ratify and/or change results via the pop-up screen **PMR** (Process Module Results)
  - o Displayed by student will be the calculated but unagreed result
- You will need to establish whether the module result requires amendment, due to a BoE, or just agreed as it stands.

<u>Where the Result is Correct</u>

- Enter <u>Y</u> in the *Agree* field in the **PMR** screen if
  - o Assessment marks and grades are correct
  - o Module result and grade is correct
  - o The overall result outcome is correct
    - ▪ P for pass
    - ▪ F for fail
    - ▪ D for deferred (IoS, withdrawal or where further assessment attempt permitted)
- When you tab out of the *Agree* field the marks from the boiler plate view are transferred to the 'Agree' fields and the cursor moves to the *Exam Board Minutes records* section.
- Where Extenuating Circumstances or a minute needs to be added either enter the known note type code or double-click in the blank field for options
- Tab out and if required add further details in the *minutes* section
- If student is required to undertake a further assessment then tab again and ensure that the correct re-assessments appear and where possible add the deadline date
- Store (F6) or click the store icon [icon] to save data entered
- The fields will grey out and you can 'Page Down' to the next record if more than one record has been selected.

Figure 4: Screenshot example of PMR screen for test student

This indicates that the student got 37% for assessment 001 and 81% for assessment 002. Even though they have an overall mark in the pass category they have a final grade of QF indicating that they have a qualifying fail (minimum threshold not met for 001) so a resit will be required and no credit currently awarded.

Figure 5: Screenshot example of PMR for confirmed decision where marks and grades not changed.

The Re-Assessment(s) section shows the assessment item to be reattempted at attempt 2 (*Atmpt Cu* field). It displays the minimum mark required (40.0) and captures the due date that was entered before storing the record.

Figure 6: Screenshot of SMR for test student

The marks and grades for "Act" and "Agr" are identical indicating no changes occurred following the BoE. The Cur Pro is set to RAS as the student has a deferred overall result outcome as a further assessment is required. The mark for the outstanding re-assessment would need to be entered via the RAS screen.

Where Assessment or Overall Result Requires Amending

- Enter <u>N</u> in the *Agree* field if the **PMR** screen if:
  - Assessment marks and grades have been altered ie mark change presented to BoE
  - Module result and grade is to be amended ie based on assessment mark change the overall result will change

- When you tab out of the *Agree* field this will take you to the mark and grade boiler plate and you can amend accordingly.
    - If you amend an assessment mark when you tab to the overall module mark the new overall will be calculated
    - If you amend the overall module grade then the *outcome* sections will change
- Tab out of the overall module grade field which will take you to the *Note Type* field
- Follow the steps as per "where the result is correct"

Figure 7: Screenshot example of PMR screen for test student.

This indicates that the student did not submit assessment 001 and received a pass for the grade only 002 assessment item. The overall result outcome will be a deferral (Result field =D) so a further attempt will be permitted for the failed element at 2nd attempt.

At the BoE it is clarified that the student had a mark of 40% for 001 so should pass overall.

Figure 8: Screenshot example of amended decision for test student

The *agree* field indicates 'N' and a 40% entered for assessment 001. This has defaulted the grade to P and ensured that the overall result now becomes a pass. A generic assessment note has been added with an explanation of why the mark is different.

Figure 9: Screenshot example of post-storing the PMR record using test student
The screen is now greyed out so no further changes can be made

Figure 10: Screenshot of SMR record for test student

The mark and grade in *Act* differ from those in *Agr* and thus denotes what was originally calculated and presented to a BoE and what was subsequently agreed.

4. Re-assessment Mark Entry and Confirmation via RAS

Assessment and module results for students with re-assessments are processed via the **RAS** (Student Re-asssesments) screen. Re-assessment records (**SRA**) are created for students who either have Extenuating Circumstances or are permitted a further attempt at an assessment following a 1st sit or for UG only a 2nd sit (where 3rd attempt permitted). Re-assessments are linked to the year of the original module registration. No new SMR record is created for a sudent with a re-assessment.

To enter and agree marks for students in re-assessment:

- Open the **RAS** screen
- Enter the correct year, period, module and occurrence in the top section
- Select option *2. Input actual marks for re-assessment for student(s)* by clicking on the green arrow button
- Enter marks and grades as per instructions for SAS
- Run option *5a. Calculate and set module result for student(s)*
- Agree marks via option *6. Process module result forms for student(s)*

Reference Section

1. Viewing/Checking Assessment Results via SAT or SMR

Once marks have been entered, you can access the **SAT** (Student Assessment Table) screen to do a quick check on a an student's results or the entire cohort or alternatively you can undertake checks via **SMR** (Student Module Results)

- Go to **SAT**
- Enter the academic year, module code and occurrence and retrieve the records

You can scroll through the records, use quick analysis to see how many are missing or determine range of marks. Alternatively, if you require you can export this information by selecting via *File* then *Export* on the menu bar

OR
- Go to **SMR**
- Enter the academic year, module code and occurrence and retrieve the records
- With your cursor on a student record select *Assessment status* via *Other* on the menu bar

2. Viewing/Checking Calculated Module Results

Once marks have been entered for all assessments for either an individual student or the cohort the following will be displayed in the SMR screen:
- Calculated module result will appear in the "Agr (agreed)" fields for the mark and grade.
- The PRC field will become "A" for agreed calculated
- The RLT (overall result) field will display the predicted final outcome as follows:
   - P where calculated overall pass
   - F where calculated overall fail with no further re-assesments
   - D where calculated overall defer (to indicate no final overall decision can be made) so a further assesment may be permitted
   - H where calculated overall as held (used only where academic misconduct still be investigated
   - At this stage marks can still be amended via SAS and recalculated until the BoE takes place

3. Viewing/Checking Calculated Module Results

Once marks have been ratified for all assessments for either an individual student or the cohort the following will be displayed in the SMR screen:
- Overall module results and grades will appear in the "Act (actual)" fields for the mark and grade.
- The PRC field will become "A" for agreed
- The SAS field will be "COM" where result is now closed down or "RAS" where student will have a further assessment opportunity
- The RLT (overall result) field will display the final outcome as follows:
   - P where calculated overall pass
   - F where calculated overall fail with no further re-assesments
   - D where calculated overall defer (to indicate no final overall decision can be made) so a further assesment may be permitted

   o H where calculated overall as held (used only where academic misconduct still be investigated

4. Student Module Minute

A student module minute can be created by the confirming of results process in SAS or RAS when adding an assessment note and minutes in the Process Module Results pop-up screen or via the students SMR record. It is most likely to be used via SMR when confirming academic misconduct or the event occurs prior to the BoE (in this instance the note will appear in the Process Module Result screen when ratifiying results). To add via SMR:

- Retrive student and module in SMR
- Select Minutes via Other on the Menu bar
- Enter the assessment note type code and minutes in the pop-up screen
- Store the record

5. Assessment Note Types

The following are the valid note types that should cover all scenarios:

Code	Full Title	Further explanation
AM-C1	Academic Misconduct – 1	
AM-C2	Academic Misconduct – 2	
AM-C3	Academic Misconduct – 3	
AS-3F	Assessment 3rd Attempt – Fast Track	UG Only
AS-3P	Assessment 3rd Attempt – Panel	UG Only
AS-DS	Assessment Discounted	Explains why an actual mark might become an agreed zero
AS-IS	Assessment treated as Ecs as student on IoS	Where IoS occurs during assessment period and will undertake the assessment only upon their return
ASS	Assessment Note - Generic	
MB-RA	MBBS BoE - Student required to undertake further assessment	For MBBS domains only
MB-RT	MBBS BoE - Student required to repeat year	For MBBS domains only
MC	Medicl Certificate	

6. Exceptional Assessment Grades

Listed below are non-automated grades that can be entered as grades alongside numerical marks or as grade only

Category	Grade	Description	Usage	Effect
Extenuating Circumstances	FL	Agreed late sit / submission	To be input where a student has an agreed extension on a piece of assessment.	A non-incremented re-assessment record will be set-up.
Extenuating Circumstances	FM	Extenuating Circumstances (non-incremented next attempt)	To be input where an element of assessment has been undertaken but there are approved mitigating circumstances leading to a decision to allow a re-sit/submission of the assessment at a non-incremented attempt	A non-incremented re-assessment record will be set-up.
Withdrawal	WD	Withdrawn from module	To be input against assessment expected to be undertaken after a student has withdrawn or could not undertake because they have had their studies terminated.	Will close the module and will be non-complete in terms of HESA. No credit is recorded and no re-assessment records created.
IoS	WI	Interruption	To be input against assessments where a student has been enrolled on a module and has subsequently taken an interruption of studies at year start.	Will close the module and will be non-complete in terms of HESA. No credit is recorded and no re-assessment records created. ***Note*** Where assessment(s) have already been taken with marks input and a student is to return and retain these marks to complete the module the following academic year then the grade of FM should be used instead and a note added to the result record. This will create a re-assessment record at attempt 1 so no penalty will be imposed.
Assessment Misconduct	PA	Pass - Proven Academic Misconduct (inc Plagiarism)	To be input where a student has been proven to have undertaken academic misconduct but have been permitted to retain their pass as the academic misconduct is contained in a single mark that represents multiple assessments. A **SMM** should be recorded to denote if a	Will class the element of assessment as passed and subject to passing all other elements will lead to a pass in the module.

Category	Grade	Description	Usage	Effect
			penalty has been applied ie marks reduced.	
Assessment Misconduct	FA	Fail – Proven Academic Misconduct	To be input where the academic misconduct penalty is to be applied A **SMM** should be recorded to denote if it is a 1st, 2nd or 3rd academic misconduct.	Irrespective of the mark entered it will be displayed as a zero. This will be set so the element of assessment will be a fail. Where a re-sit is allowed a re-assessment record will be set up by the system.
Assessment Misconduct	ZZ	Failed - Proven Academic Misconduct (Module Fail)	To be input where a student has failed an element of assessment because of serious misconduct and as a result should also fail the module and not go to re-assessment.	Will class the element of assessment as failed and will send a signal to the module to fail the module regardless of other assessment results. There will be no re-assessment set up. If the student is to have their registration terminated as a result of this misconduct other modules should have the W code input to close these modules.
Fail	F	Fail	The default grade when entering a mark of zero is "FN" to indicate that a student has not submitted or sat a compulsory assessment and there are no approved mitigating circumstances. If work has been submitted and it is a genuine fail then a grade of "F" must be entered.	It is important that we can distinguish between genuine fails and non-submissions as this has funding implications. This will be set so the element of assessment will be a fail. Where a re-sit is allowed a re-assessment record will be set up by the system.

7. Exceptional Module Grades

Listed below are grades to be input against overall module results as an override:

Grade to be input	Description	Usage	Effect
RA	Re-assess again/Discretionary Attempt	This grade to be input as overall module grade when a further attempt at assessment has been permitted usually by a Discretionary Panel.	Once used this will set up a re-assessment record at an incremented attempt number
RR	Repeat Replace	The grade to be input as overall module grade when a student is permitted to repeat the module with full attendance the following academic year. The assessment marks and grades will remain unaffected.	This grade will ensure the module result (SMR) is marked as completed so that the student can be re-enrolled on the module the following year. The Programme team will need to ensure that the student is re-enrolled for the module in the following academic year and flagged as "REW1".