

Progression and Award

Part 3: Post Board of Examiners

Processing held marks, agreeing PIT codes and producing pass lists/letters

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.bradford.ac.uk/admin/SAINT/traindocs.php>

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1. Processing Held Marks

After the Board of Examiners, any held marks must be amended to reflect the decision of the Board.

A held mark is a mark between 35.0 and 39.9 – i.e. a mark which could be either a pass or a fail/required supplementary depending on the overall profile of the student’s marks.

To amend a held mark, open the SAS/RAS screen as you did when entering the marks. Enter the module details as before (e.g year, period, module, occurrence) and click on the green arrow next to option 9 on SAS or 7 on RAS – ‘Process held module results for student(s)’.

This will bring up all held results on the specified module [figure1a]. You can scroll through them using the page up and page down keys.

Once you have found the mark you want to alter, enter a ‘Y’ into the ‘Agree? (Y/N)’ box and tab away – the Y you have just entered will disappear but don’t panic! Move to the module grade box and enter the grade as appropriate – a list of grades (or ‘flags’) is available on the SAINT website.

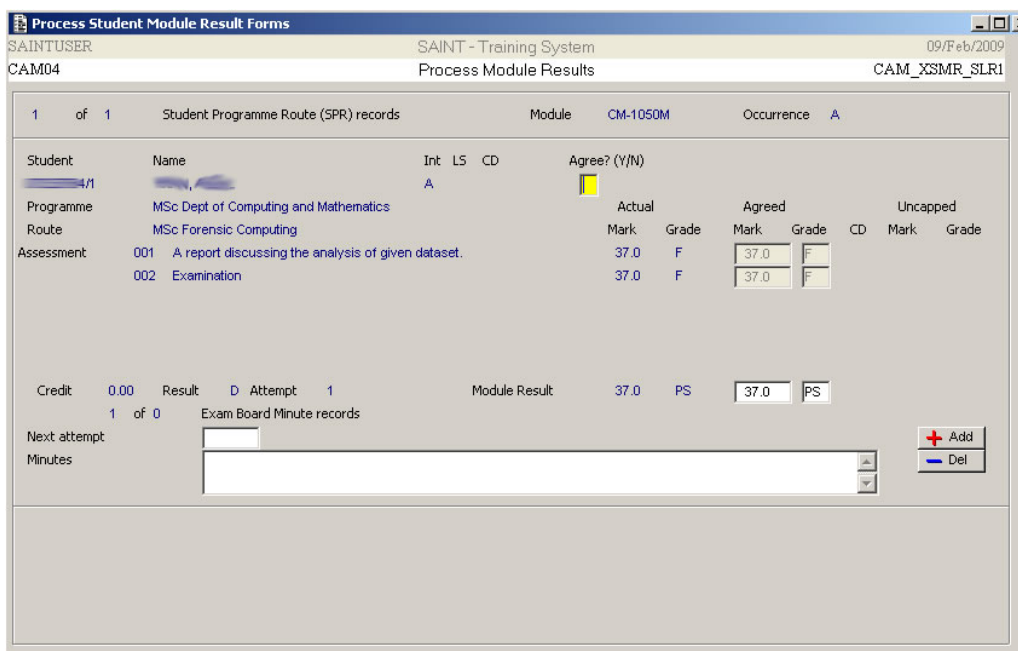


Figure 1a – Process Module Results screen for held marks

In this example, we are going to enter a ‘CP’ for compensated pass, as the student concerned has passed all of his other modules. Remember to store the changes you have made. Figure 1b shows the mark after being amended.

Process Student Module Result Forms

SAINTUSER SAINT - Training System 09/Feb/2009

CAM04 Process Module Results CAM_XSMR_SLRI

1 of 1 Student Programme Route (SPR) records Module CM-1050M Occurrence A

Student	Name	Int	LS	CD	Agree? (Y/N)	Actual Mark	Actual Grade	Agreed Mark	Agreed Grade	CD	Uncapped Mark	Uncapped Grade
1	MSc Dept of Computing and Mathematics				<input type="checkbox"/>	37.0	F	37.0	F			
	MSc Forensic Computing											
Assessment	001 A report discussing the analysis of given dataset.					37.0	F	37.0	F			
	002 Examination					37.0	F	37.0	F			

Credit 10.00 Result P Attempt 1 Module Result 37.0 PS 37.0 CP

1 of 0 Exam Board Minute records

Next attempt

Minutes

Figure 1b – An amended ‘held’ mark

2 Using CSP to agree/amend PIT codes

Once all held marks have been amended, the PIT codes generated by CSP need to be confirmed (or amended, as appropriate).

Open the CSP screen and click on the 'PIT Code Confirmation' button – the big blue tick [figure 2a].

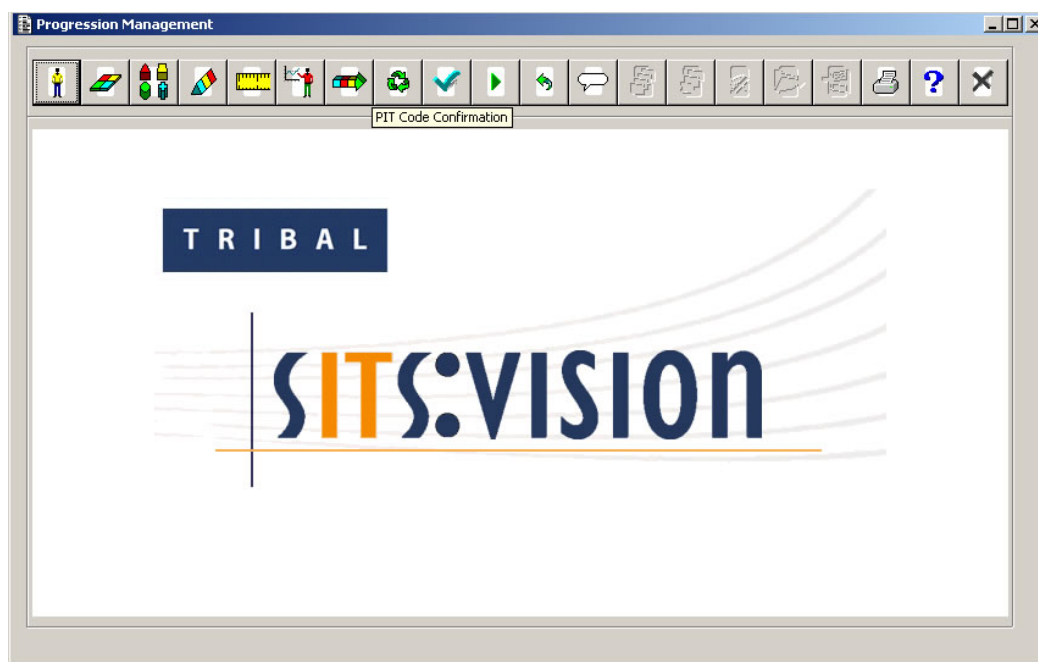


Figure 2a – The CSP screen. Click the big blue tick

This will open the PIT code confirmation screen. Enter your retrieve criteria (e.g. year, route, block) and press retrieve/F5 and the students that had a PIT code calculated (actual PIT) will appear [figure 2b].

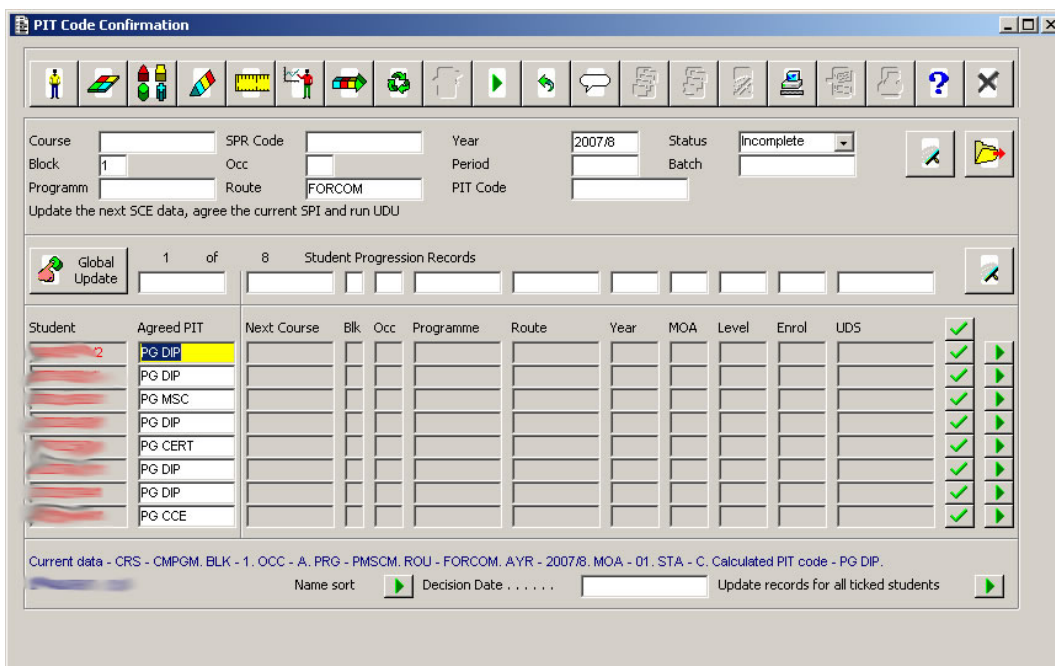


Figure 2b – PIT code confirmation screen showing actual PIT codes.

If you want to change any of the PIT codes, clear the ‘Agreed PIT’ box and type in the PIT code you want to use. A list of PIT codes is available on the SAINT website for reference.

If there are any PIT codes you do **not** want to agree, click on the green tick at the end of the row to turn it into a red cross [figure 2c].

Once you have entered all necessary PIT codes and excluded any students you do not wish to process, enter the **date of the Board of Examiners** into the ‘Decision Date’ box at the bottom. Click on the ‘Update records for ticked students’ button to run the process.

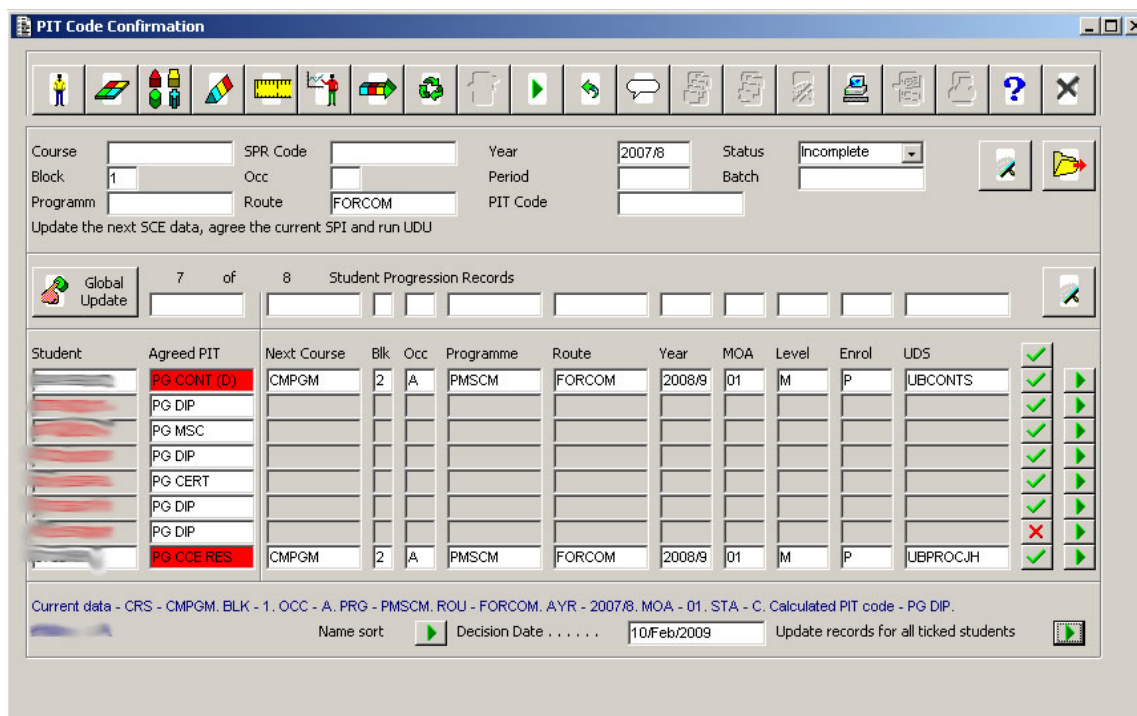


Figure 2c – PIT code confirmation screen with amended PIT codes and one student who will not be processed.

If any students are being given an award, the ‘Set Student Award’ screen will appear [figure 2d].

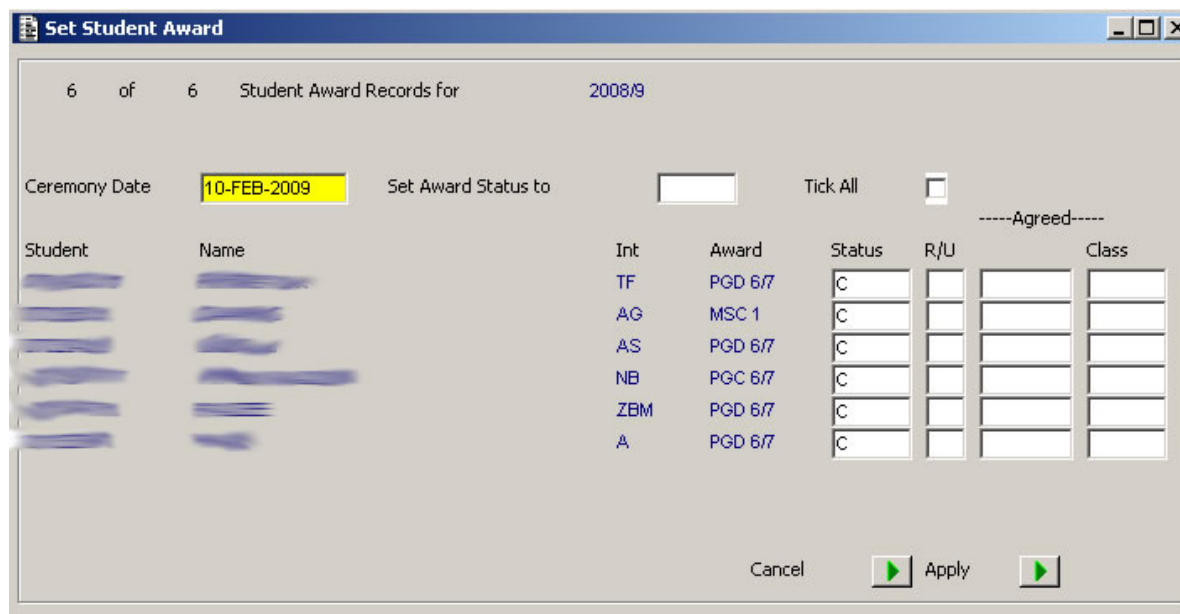


Figure 2d – Set Student Award screen

By default, the ‘Ceremony Date’ box will be filled in with the date of the Board as entered on the previous screen. This **must** be changed to the date of the upcoming ceremony in order for the certificates to be produced.

Enter an 'A' (for agreed) into the 'Set Award Status to' box.

Tick the 'Tick All' box, and the classifications will be displayed [figure 2e].

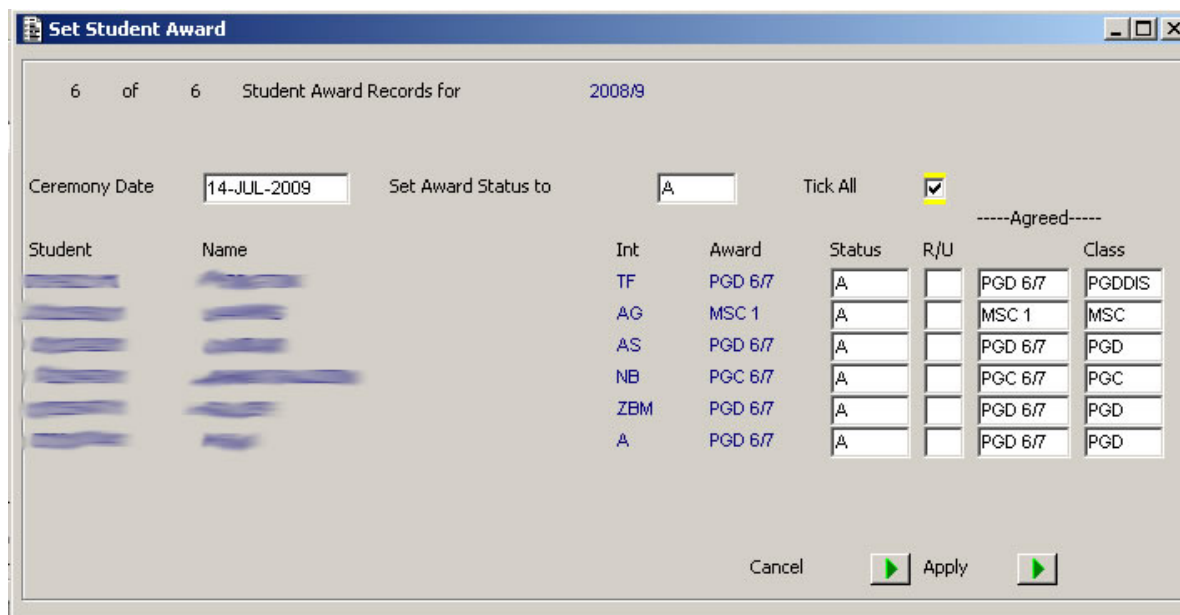


Figure 2e – The Set Student Award screen with classifications displayed.

If the Board has agreed an award/classification different to that calculated, it can be overwritten. To view a list of available options, clear the box then double-click to display a list or enter search criteria. For example, entering the search criteria 'PGD*' returns the options displayed in figure 2f. Once all awards/classifications are correct, click the Apply button.

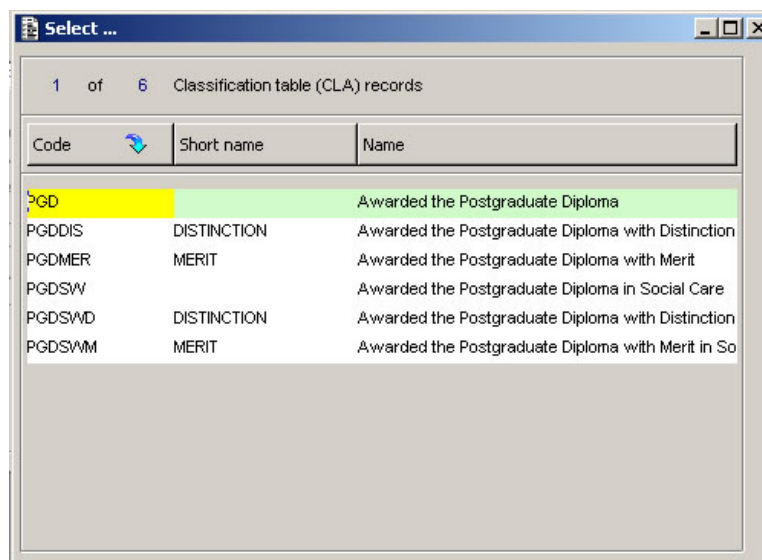


Figure 2f – Award options for PGD*

3. Producing Pass Lists and Letters

3.1 Pass Lists

Once all PIT codes (and awards, where appropriate) have been confirmed, pass lists can be generated directly from SAINT.

Open the SPI screen and enter your retrieve criteria, e.g. year, programme, route, block [figure 3.1a].

The screenshot shows the SAINT Student Progress Info (SPI) screen. The title bar reads 'Student Progress Info'. The window content includes the following fields and values:

- ACRYAN1 SAINT - Training System 30/Mar/2009
- CAM01 Student Progress Info (SPI) CAM_SPI
- 1 of 0 Do not use this screen to amend PIT Codes – Only use to delete, if appropriate.
- SPR code: [] Seq No.: []
- Year: 2007/8 2007/2008 Sort name: []
- Period: [] SCJ code: []
- Level: [] Course: []
- Programme: []
- Route: FORCOM Block: 1
- MSc Forensic Computing Occ: []
- Scope Year: [] Mitigating Circs?: [] QCA Factor: []
- Scope Period: [] Current batch: [] Amended: []
- Process status: [] Previous SPI LEV: []
- Actual PIT: [] Attempted Hrs: []

Figure 3.1a – SPI screen and retrieve criteria

Press retrieve/F5 and all records matching your entered criteria will be retrieved [figure 3.1b]

The screenshot shows the SAINT Student Progress Info (SPI) screen after retrieval. The title bar reads 'Student Progress Info'. The window content includes the following fields and values:

- ACRYAN1 SAINT - Training System 30/Mar/2009
- CAM01 Student Progress Info (SPI) CAM_SPI
- 8 of 8 Do not use this screen to amend PIT Codes – Only use to delete, if appropriate.
- SPR code: [] Seq No.: 01
- Year: 2007/8 2007/2008 Sort name: []
- Period: [] SCJ code: []
- Level: M LEVEL M Course: CMPGM
- Programme: PMSM PG COMPUTING
- Route: FORCOM Block: 1
- MSc Forensic Computing Occ: A
- Scope Year: 2007/8 Mitigating Circs?: Y QCA Factor: []
- Scope Period: [] Current batch: [] Amended: []
- Process status: Agreed Previous SPI LEV: []
- Actual PIT: PG CCE PG CCE Attempted Hrs: []
- Agreed PIT: PG CCE RES PG CCE RES Credit Hrs: []
- Decision Date: 27/Jun/2008 Non-Qual Hrs: []

Figure 3.1b – retrieved SPI records

Go to All > Gen + Print Letters [figure 3.1c].

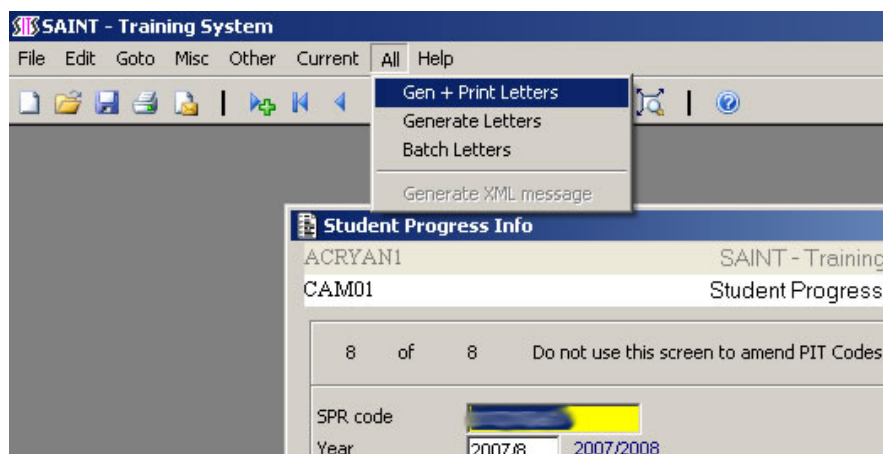


Figure 3.1c – All > Gen + Print Letters

The Standard Letter Selection dialogue box will open [figure 3.1d]. Enter the appropriate letter code (as shown in the table below) and tab away from the box – the rest of the screen will be filled in automatically.

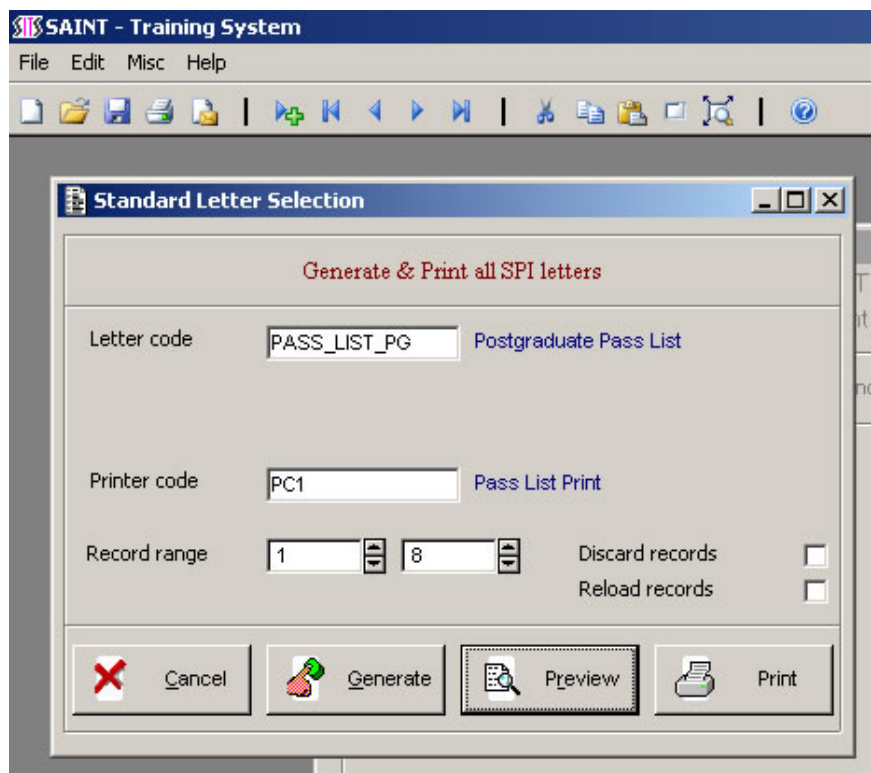


Figure 3.1d – The Standard Letter Selection dialogue box

Pass List Letter Codes	
Letter Code	Name
PASS_0	UG Foundation Year Pass List
PASS_0ANON	UG Foundation Year Pass List – without names
PASS_1	Block 1 UG
PASS_1ANON	Block 1 UG – without names
PASS_2	Block 2 UG
PASS_2ANON	Block 2 UG – without names
PASS_3	Block 3 UG
PASS_3_ANON	Block 3 UG – without names
PASS_4	Block 4 UG
PASS_4ANON	Block 4 UG – without names
PASS_LISTSOM	Postgraduate pass list for SOM
PASS_LIST_PG	Postgraduate Pass List
PASS_PG_ANON	Postgraduate Pass List without names

Press the 'Preview' or 'Print' button (depending on your personal preference) and the 'Enter Letter Selection Criteria' screen will be displayed [figure 3.1e]. Enter the name of your School, Department and the academic year.

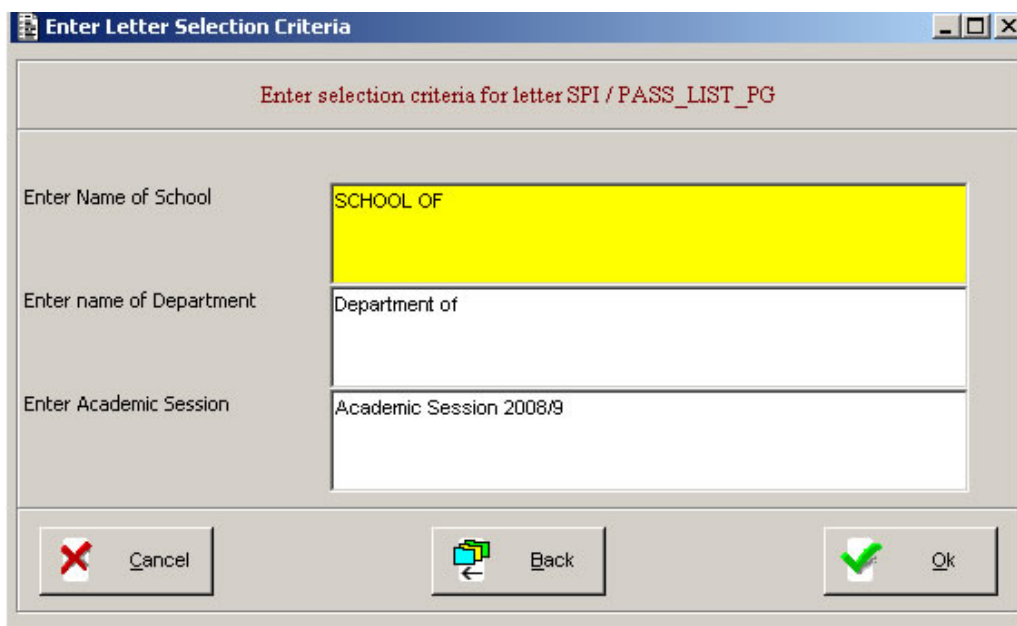


Figure 3.1e – Enter your School and Department details and the academic year

SAINT will now generate the pass list – this may take a few minutes depending on the number of students. The pass list will then be displayed [figure 3.1f] and you can print it as necessary.





UNIVERSITY OF BRADFORD		
SCHOOL OF INFORMATICS		
Department of Computing		
Academic Session 2007/8		
Course:	MSc Forensic Computing	
Stage:	M	
Date of the Board of Examiners:	27 June 2008	
Date of Concurrence of External Examiner:	27 June 2008	
 Awarded the Postgraduate Diploma		
		
Qualified to receive a Certificate of Continuing Education; permitted to undertake supplementary assessment in the units indicated.		
		
CM-1047M	Computer Architecture and Operating Systems	As 1st Attempt
CM-1050M	Crime Analysis	As 1st Attempt
CM-1064D	Internet Security and Protocols	
CY-0317M	Digital Image Processing	
 Eligible for the award of the Postgraduate Certificate; permitted to undertake supplementary assessment in the units indicated. Permitted to proceed to completion of the Postgraduate Diploma/Masters programme.		
		

Figure 3.1f – SAINT-generated pass list

3.2 Results Letters

When a PIT code is confirmed, a results letter is automatically generated by SAINT overnight – the student can access this letter in E-vision from the following day.

Should you need to manually generate a results letter, you can do so from the SPI screen:

- Open the SPI screen and enter your retrieve criteria as detailed in section 3.1 of this document
- Go to All > Gen + Print Letters and use the letter code 'RESULTS'. Click on the 'Run' button
- This will generate a HTML (web-page) file, which can be printed and/or saved as necessary

A covering letter, with the students' home address, can also be produced from the SPI screen:

- Retrieve the appropriate students [figure 3.2a]
- Go to All > Gen + Print Letters and use the letter code 'RESULT_HOME' [figure 3.2b]
- Enter your letter text and signatory name [figure 3.2c] and click 'OK'

- Letters will be generated and can be printed onto letter-headed paper as necessary [figure 3.2d]

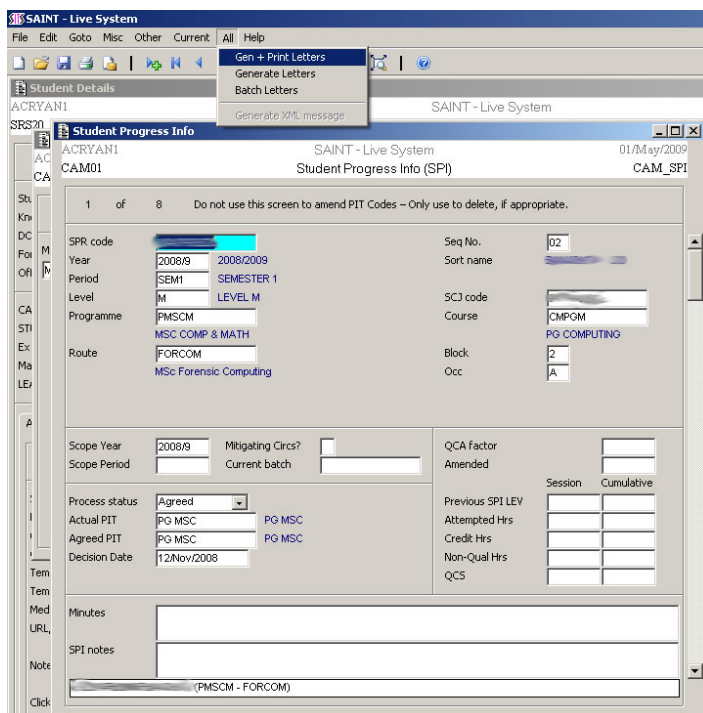


Figure 3.2a – retrieve appropriate students and go to All > Gen + Print Letters

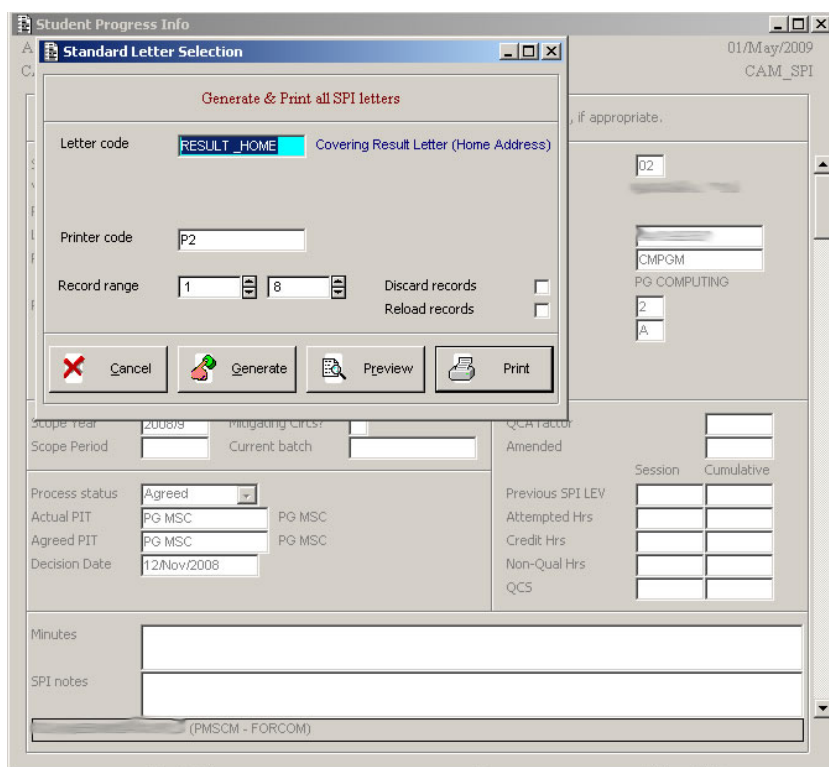


Figure 3.2b – use the letter code RESULT_HOME and click 'Print'

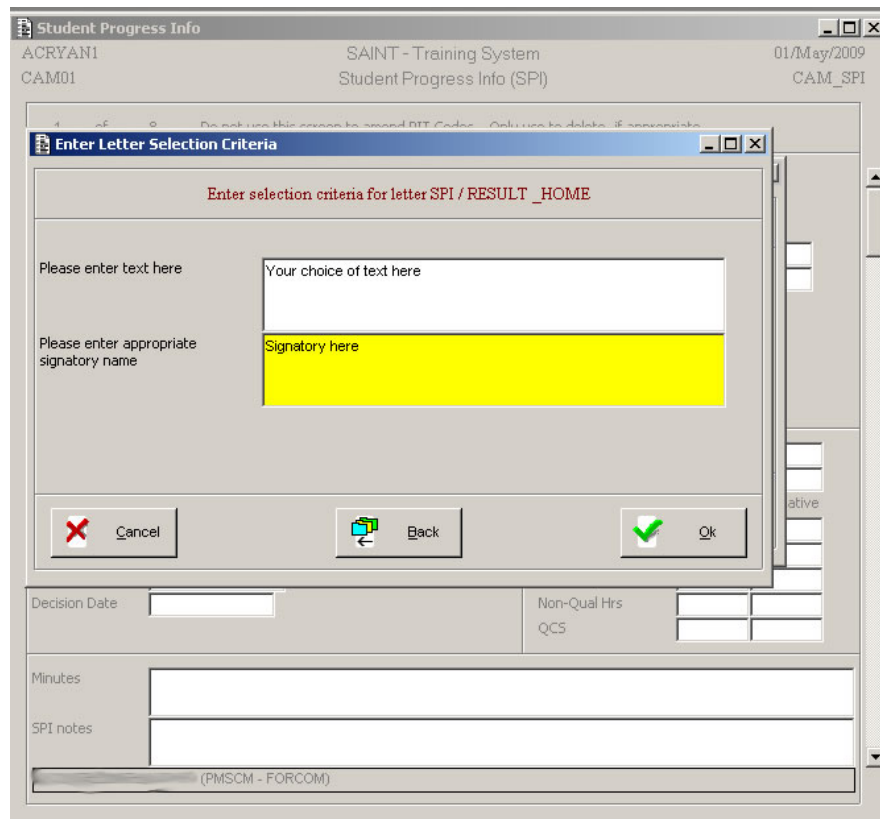


Figure 3.2c – Enter your letter text and signatory name, then click ‘OK’

Miss [REDACTED]
[REDACTED]
35800 Slim River, Perak
Malaysia

1 May 2009

Dear Miss [REDACTED]

UB Number: [REDACTED]
Course Title: MSc Forensic Computing
Academic Year: 2008/9

Your choice of text here

Yours sincerely

Signatory here

Figure 3.2d – Letter for printing onto headed paper