

Assessment Crib Sheet – A one page guide!

First-time Assessment

1. Ensure you have generated assessment records (SAS 1b, or use 'Generate SAS' when adding module(s) via RSM/XSM).
2. Enter marks using SAS option 3, or import them using SAS option 5 – these are called 'actual' marks. Calculate and set marks using SAS option 6.
3. Produce Assessment Committee documentation (Brad report) using the BRAD screen (and Sigma_AC if required).
4. If the Assessment Committee decides to change any marks, alter these first using SAS option 8. Agree the rest of the marks using SAS option 8 or the TMR screen. Repeat for each module presented to the Assessment Committee – these are then called 'agreed' marks.
5. If then proceeding to Board of Examiners, run CSP (stripey arrow) to generate an actual PIT (suggested decision) for each student.
6. Produce Board of Examiners documentation using web-based report/Business Objects.
7. After the Board, process any held marks (i.e. those between 35.0 and 39.9) as per the decision of the Board.
8. Ensure that any student who has withdrawn has the module flags set to 'W'.
9. Ensure that any mitigating circumstances/breaches of regulations are dealt with, i.e. that attempt numbers for supplementary assessment are correct.
10. Run CSP (big blue tick) to agree PIT codes.
11. Produce pass lists/letters from SPI screen.

Supplementary Assessment

1. Ensure that all re-assessment attempt numbers are correct, taking in to account any mitigating circumstances/breaches etc.
2. Enter marks using RAS option 2, or import them using RAS option 4. Calculate and set marks using RAS option 5a.
3. Produce Assessment Committee documentation (Brad report) using the BRAD screen (and Sigma_AC if required).
4. If the Assessment Committee decides to change any marks, alter these first using RAS option 6. Agree the rest of the marks using RAS option 6 or the TMR screen. Repeat for each module presented to the Assessment Committee.
5. If then proceeding to Board of Examiners, run CSP (stripey arrow) to generate an actual PIT (suggested decision) for each student.
6. Produce Board of Examiners documentation using web-based report/Business Objects.
7. After the Board, process any held marks (i.e. those between 35.0 and 39.9) as per the decision of the Board.
8. Ensure that any student who has withdrawn has the module flags set to 'W' or deleted as appropriate. For students repeating with attendance, use the RA flag.
9. Ensure that any mitigating circumstances/breaches of regulations are dealt with, i.e. that attempt numbers for supplementary assessment are correct.
10. Run CSP (big blue tick) to agree PIT codes.
11. Produce pass lists/letters from SPI screen.