

Generating Candidate Number Generation Using GCN

The use of candidate numbers enables the anonymous marking for student assessments. At SGUL it is heavily used for MBBS programmes and those overseen by the Exams Team.

Principles

- Candidate numbers are student and academic year specific.
- Candidate numbers are generated for the appropriate students for each academic year of their study.
- Candidate numbers are generated at year start and prior to the generation of assessment records.
- The generation process on SITS is available via Generate Candidate Numbers (**GCN**).
- They can be generated on the basis of an individual student (STU code), or range of students (for example, 21*) or student status (for example, "R - Registered").
- Batch is not used as this refers to the batch field on STU, which is not utilised, rather than SPR.
- A student must have an SCE record for the specific academic year for a candidate number to be generated.
- If a candidate number has been generated this must be used when processing individual students via SAS or RAS. You will not be able to utilise the student's SPR number. You will need to ensure you enter the candidate number that matches the academic year for the result

Generating Candidate Numbers

1. Go to screen **GCN**

CAM04 Generate Candidate Number (GCN) CAM_XGCN

Year

Student

Status

Batch

Use alphabetical candidate keys ☐ Include check digit ☐

Course

Block / Occ /

Programme

Route

Department

Faculty

1. Generate student candidate numbers

2. Re-generate student candidate numbers

3. Set candidate number for student tables

Figure 1: Example of GCN Screen

2. Enter the retrieval criteria to match your requirements ie year, status, course, block and occurrence to generate for a specific year of students for a specific academic year.

Figure 2: Example of retrieval criteria for all year 1 BSc Biomedical Science students for 2020/1

3. Run option 1 – Generate student candidate numbers.
4. Check the message buffer to ensure all is as you expect

Checking and Viewing Candidate Numbers

- The generation process creates candidate numbers that can be viewed in the Student Candidate Number (SCN) screen by either individual STU code or by academic year.

Figure 3: Example of Test Student candidate number for 2020/1

- To check an entire cohort you will need to run the SRL ZKA-CANDLIST from SCE using the same criteria utilized for generating the candidate numbers. This will create an excel spreadsheet with the student's student number, institutional email, name, course and candidate number.

Reference

Useful information from the Tribal manual:

“ Normally candidate numbers are generated before the assessment records. However, if assessment records have been generated prior to candidate numbers, the assessment records (including SMR, SAT, and SRA) need to be updated with the candidate numbers. Option 3, "Set candidate number for student tables", and Option 4, "Set Candidate Numbers for incomplete SMR's", apply the candidate number to the SMR (Student Module Result), SAT (Student Assessment), and SRA (Student Re-assessment) records, as defined below:

- Option 3, "Set Candidate Numbers for student tables", copies Student Candidate Numbers to Module Results within the current academic year.
- Option 4, "Set Candidate Numbers for incomplete SMR's", applies the current candidate number (for the year defined in the selection criteria), to incomplete assessments of any academic year (i.e. if the "Current Process" field denotes SAS (Student Assessment), IAS (Individual Assessment), LAS (Late Assessment) or RAS (re-assessment) stages).
- Option 4 should be used if students have outstanding results from previous years (for example, double period modules), and users would like the student to have a single candidate number for all incomplete assessments. Option 3 should be run if users intend to retain the candidate number from the year in which the student commenced the module.

Option 5 should be used to generate candidate numbers (rather than Option 1) if the student retains the same candidate number throughout their programme of study. Option 5 is a copy function that allows candidate numbers to be rolled forward from year to year. "Generate new if source does not exist?" allows a new candidate number to be generated if the student does not have an existing candidate number. "Overwrite number if it already exists?" allows an existing candidate number to be overwritten with a number from a previous (template) year.

The steps are:

- Generate the Student Candidate Numbers (Option 1 or Option 5).
- Set Candidate Numbers for student tables (Option 3) OR Set Candidate Numbers for incomplete SMR's (Option 4).

If candidate numbers are used, the Process and Undo options in SAS and RAS require the candidate number rather than the SPR number”