Assessment I: Generating Due Dates & Assessment Records

St George's
University of London

Guide

V2.0 May 2021

Student Assessments One

This documentation follows on from the guides to module set-up and module registration. It outlines the processes required to; generate and record assessment deadlines, confirm submissions and how to generate assessment result records.

Generating Assessment Due Dates and Assessment Records

The generation of assessment due dates and assessment records is reliant upon correct module set-up and maintenance and module registration in SITS. Modules need to be available for the relevant year and students need to have module taking (SMO) records before either process can be run.

1. Introduction to Student Assessment (SAS) Process

Description and Purpose
A variety of core process related to assessments and ordinarily undertaken by module are run via the student assessments (SAS) screen. These include, but are not limited to:

Process	Option
Generating assessment due dates	1a
Generating assessment records	1b
Inputting assessment marks	3
Creating a template for mark input [Exams team only]	4
Uploading a populated mark template [Exams team only]	5
Calculating module results	6
Confirming module results	8

SAS Screen

The Student Assessment (SAS) screen is broken into 2 sections:
- Section 1   Selection Criteria
- Section 2   Process Section

2. Generating Assessment Due Dates Records Via SAS

Generating Assessment Due Dates via SAS allows St George's to store module assessment due date(s) in SITS based on the assessments assigned to a particular module run (MAB referenced on the MAV record). Storing assessment due dates in the Module Assessment Due Date (MAD) screen means that the systems can be used to log assessment submissions/completions and extensions. Importantly this ensures **statutory compliance** as we need to know:

- A student's final assessment deadlines
- Whether students have completed their assessments in accordance with HESA's 13-month rule
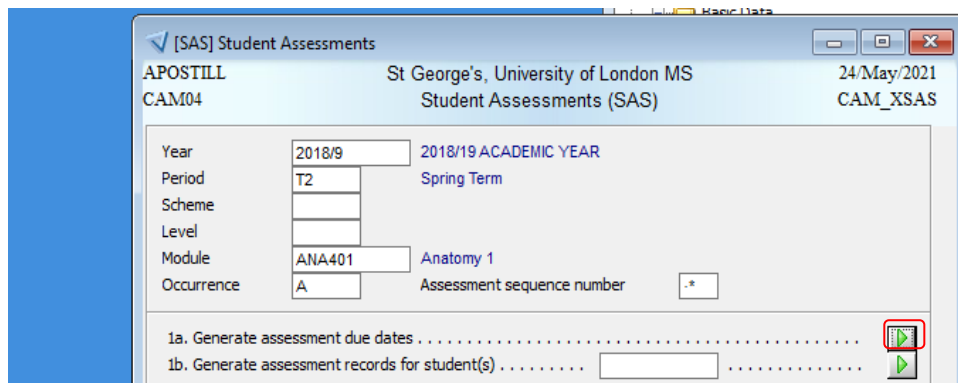
2.1 Generating Assessment Due Dates in SAS

To generate assessment due dates and create MAD records enter SAS in a menu screen and tab, then enter the following information (working from left to right):

Section 1

Year	Academic Year e.g. 2018/9 (*double-click for options*)
Period	As per MAV record i.e. Y, T1, T2 or T3
Scheme	Leave blank
Level	Leave blank
Module	Enter the relevant module code
Occurrence	As per MAV record
Assessment Seq Number	Goldstar * to generate for all assessments associated with the module

Section 2

Click on the run chevron (green arrow) alongside option 1a

The message buffer (bottom left corner of the screen) will then indicate whether these have been generated successfully as indicated below:

2.2 Populating Module Assessment Due Dates (MAD) record

Once due dates have been generated in SAS, Module Assessment Due Date (MAD) record can be populated with the specific assessment due dates.

To populate this record the following steps are required:

1. Enter MAD into a menu screen
2. When a blank MAD screen appears enter the **Module**, **year** (and occurrence if required) and **retrieve (F5)** the assessments associated with this module will then appear.

3. In the due date column enter the relevant date in dd/mm/yyyy format
4. Once the dates have been entered **store** the changes **(F6)**

3. Populating the SAL record when assessments are complete

Received dates can either be entered via the Student Assessment Log (SAL) or the Student Assessments Log Supervisor (SALS) screen depending on the process in place. Both options are shown below.

3.1 Populating assessment received dates using SAL

If entering received dates as assessments are completed the SAL screen can be used to simply "tick off" when a student submits their information. To undertake this task **enter SAL** into the Menu screen and retrieve the relevant module information:

Tick the Rec'd box and the current date and time will automatically be populated.

Store to keep the record

On this screen, you can also record updated Due date in Curr Due Date field (e.g., if an extension was given).

3.1 Populating assessment received dates using SALS

SALS is better to use when recording assessment received dates for individual students (e.g., with extensions). To undertake this task **enter SALS** into the Menu screen and retrieve the relevant module information, populating fields framed on the screenshot:

Please note that if Cand No. were generated for the students, then use Cand No to pull students' record.

Once you found the correct student, populate Rec'd Date and Submit Status = OK. Click F6 to save.

If necessary, you can use this screen to update Curr Due Dat, if an extension was given to student(s).

4. Generating Assessment Records

In order to be able to enter assessment marks, students with module taking records (SMO) records for a module need to have assessment records generated.

To generate assessment records the relevant module information needs to be retrieved in the SAS screen as detailed in **section 2.1**. Again, this can be for all assessments or for individual assessments depending on what information is entered in the assessment sequence number field.

The records are then generated by selecting the run button highlighted. This will generate assessment records for all those students with a module taking (SMO) record for this module. To generate for individual students the student's SPR code needs to be entered in the box indicated.

A series of messages will appear select yes to the number of records to be generated:

Message 1:

You can see how many module's run are selected (1 MAV's) and how many students (e.g., 1 student)

Click **OK** to continue.

Message 2:

Click Run now; the system will then run the process indicating how many records are being generated

Message 3:

A message will appear once the process has run indicating whether the records have been generated successfully.

Click on Clear & Close, if all SMRs were created (check student's count).

5. Checking Student Module Result (SMR) Records

The system will have used the SMO records to generate the assessment records. Once assessment records have been generated students then have Student Module Result Status (SMR) records for the modules they are taking. SMR records must exist before mark entry can take place.

To check SMR records have been generated enter **SMR** into a menu screen.

Enter the **year** and **module code** and **retrieve (F5)**

If records have been generated appropriately the students' SPR codes should appear in the first column along with the other relevant information. If these records exist then mark entry via SAS Option 3 can then take place *(NB: this will be covered in the Assessment II Guide)*

Once in the SMR details of the assessments associated with this module can be seen by selecting **other** and **assessment status** to see the type of detail indicated below:

When mark entry has taken place the assessment marks can be viewed via SMR, **other> assessment status**. However, no mark will show in the SMR screen itself until the module has been calculated (see Mark Entry documents)
NB: marks are entered via SAS never via SMR