



---

# Assessment I: Generating Due Dates & Assessment Records

---

## 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.

Introduction to the Student Assessment (SAS) Processes	P1
Generating Assessment Due Dates and Module Assessment Due Dates (MAD)	P2
Populating the SAL and SALS record with received dates	P3
Generating Assessment Records	P6
Student Module Result (SMR) Records	P8

## 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

[SAS] Student Assessments

APOSTILL      St George's, University of London MS      24/May/2021  
CAM04      Student Assessments (SAS)      CAM\_XSAS

Year: 2018/9      2018/19 ACADEMIC YEAR  
Period: T2      Spring Term  
Scheme:        
Level:        
Module: ANA401      Anatomy 1  
Occurrence: A      Assessment sequence number: .\*

1a. Generate assessment due dates .....   
1b. Generate assessment records for student(s) .....   
2a. Print assessment forms ..... Print Guide Lines .. ☐ .....   
2b. Print learning outcome assessment forms .....   
2c. Print OCR assessment forms .....   
3. Input actual marks for assessment for student(s) .....   
4. Export actual marks ..... (File : .....   
5. Import actual marks ..... (File : .....   
6. Calculate and set module result for student(s) .....   
7. Print module result forms .....   
8. Process module result forms for student(s) .....   
9. Process held module results for student(s) .....   
10. Print exam board minutes .....   
11. Print actual result and assessments .....   
12. Print agreed result and assessments .....   
13. Undo & Process Student ..... 

## 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

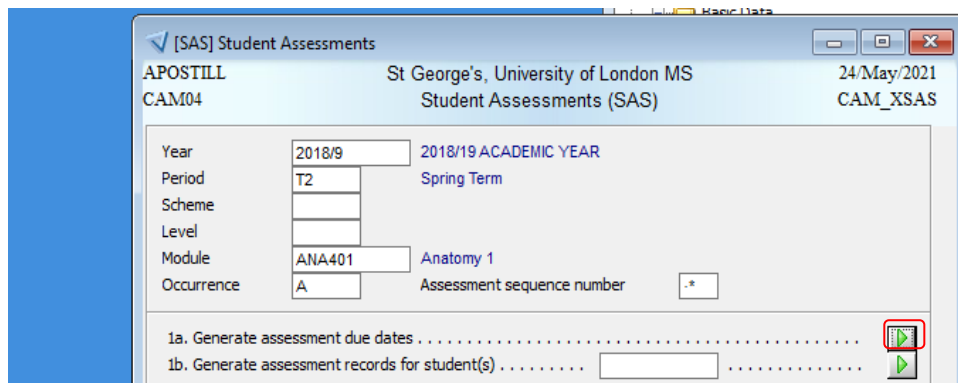
To generate assessment due dates and create MAD records enter SAS in a menu screen and tab, then enter the following information (working from left to right):

#### Section 1

<b>Year</b>	Academic Year e.g. 2018/9 ( <i>double-click for options</i> )
<b>Period</b>	As per MAV record i.e. Y, T1, T2 or T3
<b>Scheme</b>	Leave blank
<b>Level</b>	Leave blank
<b>Module</b>	Enter the relevant module code
<b>Occurrence</b>	As per MAV record
<b>Assessment Seq Number</b>	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:

Generation Complete. Please check message buffer for details.

## 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.

The screenshot shows the [MAD] Assessment Due Date screen for St George's, University of London MS. The user is logged in as ENABOKOV CAM04. The screen displays the title "Module Assessment Due Date (MAD) Records" and a table with two main sections: "Module" and "Records in Assessment".

Module	Occ	Year	Period	Pattern	Seq	Brief Code	Year	Period	Type	Due Date	Due Time	Comp
ANA401	A	2018/9	T2	ANA401_17	001		2018/9	T2	EXAM			
ANA401	A	2018/9	T2	ANA401_17	002		2018/9	T2	CW			

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**)

The screenshot shows the [MAD] Assessment Due Date screen after the due dates have been entered. The table now shows the due dates for the assessments.

Module	Occ	Year	Period	Pattern	Seq	Brief Code	Year	Period	Type	Due Date	Due Time	Comp
ANA401	A	2018/9	T2	ANA401_17	001		2018/9	T2	EXAM	06/Jun/2019		N
ANA401	A	2018/9	T2	ANA401_17	002		2018/9	T2	CW	15/Jun/2019		N

## 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:

[SAL] Student Assessment Log

ENABOKOV St George's, University of London MS 09/Feb/2024  
CAM04 Student Assessments Log (SAL) CAM\_XSAL1

Year: 2020/1 2020/21 ACADEMIC YEAR Period:

Student:

Module: ANA401 Anatomy 1 Occurrence:

MAP Code:  MAB Seq.: 002

Personnel:

AST Code:  Assessment ID:

Due Date:

Sort By:

1 of 247 Student Assessment Log records

Rec'd	Student	Name	Pattern	Seq.	MAB Description	Orig Due Date/ Time	Curr Due Date/Time	Received Date/ Time
<input checked="" type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		09/Feb/2024 12:28
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		

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

[SAL] Student Assessment Log

ENABOKOV St George's, University of London MS 09/Feb/2024  
CAM04 Student Assessments Log (SAL) CAM\_XSAL1

Year: 2020/1 2020/21 ACADEMIC YEAR Period:

Student:

Module: ANA401 Anatomy 1 Occurrence:

MAP Code:  MAB Seq.: 002

Personnel:

AST Code:  Assessment ID:

Due Date:

Sort By:

2 of 247 Student Assessment Log records

Rec'd	Student	Name	Pattern	Seq.	MAB Description	Orig Due Date/ Time	Curr Due Date/Time	Received Date/ Time
<input checked="" type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		09/Feb/2024 12:28
<input checked="" type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		09/Feb/2024 14:32
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		
<input type="checkbox"/>			ANA401_20	002	OSPE	07/Jul/2021		

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:

2 of 2 Student Assessment Log (SAL) records	
Student	
Year	2020/1
Module	ANA401
Ass. Pattern	ANA401_20
Personnel 1	
Assessment ID	
MAB Description	OSPE
Cand No.	
Period	T2
Occurrence	A
Seq	002
Personnel 2	
Orig Due Dat/Tim	07/Jul/2021
Curr Due Dat/Tim	
Rec'd Dat/Tim	09/Feb/2024
Submit Status	OK
No. of Items	
Transaction Ref.	
Stored Date	
Stored Time	
Stored By	

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.

[SAS] Student Assessments

ENABOKOV CAM04 St George's, University of London MS Student Assessments (SAS)

Year 2022/3 2022/23 ACADEMIC YEAR

Period

Scheme

Level

Module ANA401 Anatomy 1

Occurrence A Assessment sequence number \*

1a. Generate assessment due dates . . . . .

1b. Generate assessment records for student(s) . . . . .

To generate for an individual student **ONLY** populated the SPR code in this box. Leave blank to generate for all

To generate the records click the run button

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

##### Message 1:

SITS:Vision 10.5 - Logged into TRAIN (Data@02/09/2021) as Elena Nabokova on Friday 09/Feb/2024

There are 1 MAV's selected with an approximation of 1 students, do you wish to continue?

Ok Cancel

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:

Run Report or Process

ENABOKOV CAM04 St George's, University of London MS 09/Feb/2024  
Generate Student assessment records for a CAM\_XSAS1

Run options Advanced batch options

Mode

☒ Run now ☐ Run in next batch  
☐ Run now on server ☐ Run in later batch

Date

February 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

2024 M02 9, Fri

Time 13 : 10

1:10 PM

Cancel Run now

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.

Message buffer

Font Courier,8

Save as... Print Clear & Close Close

Processing ANA401 A 1/1  
ANA401 A : Scheme = SG Level = 4 Credit = 15 Mark scheme = BMS1DP  
1 Student Module Result records were generated (or updated) successfully.  
1 Students were processed in total.

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**)

Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt	Act	Gr	Mark	Gr	Mark	Gr	Crdts	Rlt	Status	Cur	Scaling Status	RTS Code SCE Details
ENABOKOV	2021/2	T2	ANA401	A	4	1	0								SAS			01

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:

SITS:Vision 10.5 - Logged into TRAIN (Data@02/09/2021) as Elena Nabokova on Friday 09/Feb/2024

File Edit Goto Misc **Other** Current All Help

SMR Student Module Result

Assessment Status

Assessment

Assessment Log dates

Re-Assessment

Re-Assessment Log dates

Result Group

Minutes

Student	Year/Period	Module	Occ	Attempt	Cur	Com	Actuals	Agreeds	Credits	Result	Status	Current
ENABOKOV	2021/2	ANA401	A	1	0						SAS	

1 of 2 SAS records

MAB	Seq	%	Ast	Type	Attempt	Actual	Agreed	Status	Cur
001	50	EXAM	1	0				Y	SAS
002	50	OSPE	1	0				Y	SAS

1 of 0 SRA records

Anatomy 1

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**