

## **Processing MBBS Module Results on SITS**

Some basic instructions that are MBBS specific.

Use SAS or RAS to confirm overall result decision we strongly advise against using TMR.

### **Pre-Mark Import Steps**

Before importing assessment marks into SITS via SAS it is important that the following steps are followed to ensure that marks are entered correctly and in turn can be correctly calculated.

#### (Re-) Assessment Students

Students in this category should have open SMR records in RAS from the previous academic year

1. Provide list to MBBS team of assessment only students
2. MBBS team to confirm that there are no SMO or SMR records for these students for the current academic year
3. Check that the open SMR record from the previous academic year references the correct attempt number for "Attempt Cu"
4. If the SMR record from the previous year is closed with Cur Pro field set to "COM" then Undo the results via option 10 in RAS – run the option then close the pop-up screen

#### Students that Returned from IoS

Students in this category should have SMR records in SAS for this academic year at the level last attempted.

1. Provide list to MBBS team detailing the attempt number that they should be at for this academic year.
2. MBBS team to confirm that module registrations exist and to populate the RTS field in the SMO record for this academic year as follows:
  - a. "REW1" for attempt 1
  - b. "REW2" for attempt 2
  - c. "REW3" for attempt 3
3. Once confirmed re-run option 1b in SAS to ensure that attempt number is re-set for the attempt number for the corresponding SMR record

#### Repeat Students

Students in this category should have SMR records in SAS for this academic year for all domains

1. Check that SMR records for previous academic year are all closed down.
2. Provide list to MBBS team detailing the attempt number that they should be at for this academic year.
3. MBBS team to confirm that module registrations exist and to populate the RTS field in the SMO record for this academic year as follows:
  - a. "REW1" for attempt 1
  - b. "REW2" for attempt 2
  - c. "REW3" for attempt 3
4. Once confirmed re-run option 1b in SAS to ensure that attempt number is re-set for the attempt number for the corresponding SMR record

THE ABOVE STEPS ARE CRITICAL FOR ENSURING THAT THE IMPORT OCCURS CORRECTLY.

## Mark Entry

- Follow the guidance for mark entry.
- Recommend that import is used for SAS only.
- If there are minimal “assessment only” students recommend marks are entered directly in RAS via option 3 – this ensures that the inbuilt validation is utilised.
- Ensure that the MBBS team have processed marks for the Becoming a Doctor domains.

## Post Assessment Mark Import Checks

- Run option 6 in SAS to calculate outcomes
- Check and/or retain the message buffer as this will clearly detail where overall results cannot be calculated due to missing marks or where there is an attempt number and mark mis-match
  - These will need to be resolved

## Confirming Results Post BoE

It is imperative that results are correctly processed on SITS and as such repeat year and students with future re-assessments should be processed individually via SAS, where 1<sup>st</sup> attempt or repeat, and RAS where re-assessment.

### Repeat Year Student at Attempt 1

Students in this category may have results that have been calculated as either an overall pass or have defaulted to a resit opportunity. Therefore, all results from the year need to be individually processed.

1. Module results need to be processed individually for repeat year students
2. Enter the correct year, period and module code in the top section of SAS
3. Enter the student's candidate number (SCN) in option 8
4. In the pop-up screen “Process Module Results” enter N in the Agree field
5. Tab down passing the assessment marks and grades (do not amend these) to the overall result and grade and enter “RR” in the grade field – this closes the module down
6. Tab to the Notes Type field and enter MB-RT – this is the code to indicate that the BoE has determined that the student must repeat the module/year
7. Store the record using the save icon or F6 function – this will close down the PMR screen

### Students with Re-assessments (2<sup>nd</sup> attempt)

1. These must be processed individually via SAS/RAS to ensure the correct re-assessment records are generated
2. Enter the correct year, period and module code in the top section of SAS
3. Enter the student's candidate number (SCN) in option 8
4. In the pop-up screen “Process Module Results” enter Y in the Agree field
5. Tab to the Notes Type field and enter MB-RA – this is the code to indicate that the BoE has determined that the student must be reassessed
6. You may add further details in the Minutes section if you wish
7. Tab down to the Re-Assessments section that will reveal itself once you tab out of the Minutes box.
8. Check that the correct re-assessments are displaying (these will start with a sequence number 901). You can use the + and – buttons to amend accordingly.
9. Store the record using the save icon or F6 function – this will close down the PMR screen

### Students with Re-assessments (3<sup>rd</sup> attempt)

1. These must be processed individually via RAS to ensure the correct re-assessment records are generated
2. Enter the correct year, period and module code in the top section of SAS
3. Enter the student's candidate number (SCN) in option 8
4. In the pop-up screen "Process Module Results" enter N in the Agree field
5. Tab down passing the assessment marks and grades (do not amend these) to the overall result and grade and enter "RA" in the grade field – this keeps the module open
6. Tab to the Notes Type field and enter AS-3A – this is the code to indicate that the BoE has determined that the student is permitted a final re-assessment
7. You may add further details in the Minutes section if you wish
8. Tab down to the Re-Assessments section that will reveal itself once you tab out of the Minutes box.
9. Check that the correct re-assessments are displaying (these will start with a sequence number 901). You can use the + and – buttons to amend accordingly.
10. Store the record using the save icon or F6 function – this will close down the PMR screen

### Student with Extenuating Circumstances

The system will automatically calculate these based on the assessment EC grade, MN, but recommend that these are individually processed to ensure that the correct re-assessment records are generated. You can also add a note type of "MC" to indicate Extenuating Circumstances.

### Student Passes

These can be processed via TMR (on the basis that all those in the category above have been manually processed via SAS as otherwise there will be carnage!) or alternatively can be processed via SAS option 8 and RAS option 6. In the pop-up screen you would select Y in the agree field and can then tab down them using the side bar and store as and when.

### **Post BoE Unpicking**

#### Student with Re-assessments who elect to repeat the year

Students in this category will already have SRA records. To change a decision from reassessment to repeat you will need to undo the original result in SAS as follows for all the assessment/domain modules for the particular year of study:

1. These must be processed individually via SAS
2. Enter the correct year, period and module code in the top section of SAS
3. Enter the student's candidate number (SCN) in option 13 Undo & Process Student Result
4. In the pop-up screen "Process Module Results" enter N in the Agree field
5. Tab down to the overall result and grade and enter "RR" in the grade field – this closes the module down
6. Tab to the Notes Type field the previous note will appear. Click on the + Add button to add a further note and enter MB-ER – this is the code to indicate that the student has elected to repeat the year rather than take their assessment opportunity.
7. Store the record using the save icon or F6 function – this will close down the PMR screen

### Unpicking results in RAS

This may be used when wanting to open a failed module at stage 2 following an appeal.

1. As above by via option 10
2. You can amend the individual marks
3. Add a minute note if the change is a result of an appeal.

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