

Calculating and Confirming Awards Guide

This guide outlines the process for calculating and confirming awards via Process Student Award (**PSA**) on SITS. It will cover the following:

These tasks ensure that award information is correct and enables the production of accurate final transcripts and degree certificates. The guide covers:

1. Student Programme Route (SPR) checks
2. Populating Batch field on SPR for a cohort of students
3. Checking that all Student Module Results Status (SMR) are agreed
4. Calculating awards via Process Student Award (PSA) process screen
5. Checking that awards are calculated correctly and as expected
6. Confirming awards via PSA

Reference Section

1. SPR
2. Identifying awards applicable to a programme of study
3. How award titles are determined

Calculating and Confirming Awards via PSA

The calculation and confirmation of student awards occurs on a single SITS screen **PSA** (Processing Student Awards). The use of this screen is reliant on the following have already occurred:

- Award detail section of SPR (Student Programme Route) holds the correct academic year, award and route information for the student(s) to be processed.
- The batch field has been populated on SPR for cohorts that are to be presented and awarded via a single BoE.
- All associated SMR (Student Module Result) records have been processed and are COM'd.

Correctly following the above steps enables the following to occur to complete the process:

- Calculation of single or groups of students via PSA
- Checking the calculated awards in SAW (Student Award) prior to confirmation
- Confirming award via PSA
- Check of SAW record post confirmation of award via PSA

1. SPR Checks

It is important to check that the award details on SPR are correct (award year, award aim etc) before attempting to calculate final and/or exit awards.

- Got to **SPR** screen
- Retrieve cohort of students by status (R), programme and expected end year (current academic year) in the "Study Details" section
- Check the "Award Details" section to ensure that the *year*, *intended award* and *route fields* are correct
 - You can use quick analysis to check the data on each field
 - Correct and store where details are incorrect

2. Populating Batch field on SPR for a student cohort

Where awards are being calculated for a large cohort of students ie. all finalists for a BoE, it is useful to populate *Batch* field with a code that is meaningful (e.g., course_date of award or award code_date of award, etc.)

- Retrieve cohort of students by status (R), programme and expected end year (current academic year) in the "Study Details" section
- Enter a meaningful code in the *batch* field
- Use the arrow keys to work through all records adding the same batch code.
- Store when details are correct

[SPR] Student Programme Route

APOSTILL St George's, University of London MS 28/Jun/2023
CAM01 Student Programme Route (SPR) CAM_SPR

1 of 1 Student Programme Route (SPR) **Warning - TEST Student** View Image UDF

SPR Code	0606803/14	Sort Name	STUDENT T	Batch	UTBPHY_J25
Surname	STUDENT	STU Code	0606803	External Ref	
Forenames	1 TEST	2	3	Date of Birth	13/Mar/1978
Known as	TEST	Initials	T	Gender	F

Study Details

Status	R	REGISTERED	Year	2022/3	Expected End	2024/5	Sched Grp	
Level	4	UG YR 1	Period				Final Yr Grp	
Mode Attend	FS	FULL TIME STD	Date	26/Sep/2022	31/Jul/2025		Quals on Entry	
Programme	UTBPHY	BSc Physiotherapy	BTEC Reg Type					
Route	UTBPHY	BSc Physiotherapy						

Tutor 1 HAMMONDJ DR J HAMMOND Location 01 St George's University of London

Tutor 2

Department JF_RHB JF_RHB Exam Centre

Faculty FHS FAC HLTH SOC SC Placem't Coh't

Route switched No

Award Details Marked for Process

Year	2024/5	Intended Award	UTBPHY	BSc (Hons)
Period		Programme	UTBPHY	BSc Physiotherapy
Date		Route	UTBPHY	BSc Physiotherapy

Notes

Figure 1: SPR Record for Test Student on BSc Physiotherapy programme

Note that the expected end year in Study Detail and Awards details matches, the intended award is correct and route is not missing. The batch code indicates the programme and an identifier that is for July 2025.

3. Check SMR status

All student's results should be COMed on SMR. Awards can be calculated based on an "actual" rather than 'agreed' module result but this is not recommended. This may be unavoidable if module results and final awards are being ratified at the same BoE. If module and final awards are presented to a single BoE be mindful of the impact that a change to a calculated "actual" module result rather than an agreed result might have on an overall award and classification.

4. Calculating awards via Process Student Award (PSA)

You can calculate awards in batches or for individual students via PSA

- Go to the **PSA** screen
- Ensure the year of award is the current academic year and matches the year on your student records
- Enter C in the *award status* field (this stands for calculate)
- Enter the SPR number in the *Student Code* field to process and individual student or the batch code in the *batch* field to process a cohort of students

- Go to 18. *Calculate awards in debug (A,C)* and click on the green arrow
- Any eligible award will now be calculated and the message buffer screen will appear as a pop-up.
 - Retain this for your records. It will detail how awards/classifications have been calculated. If an award that you are expecting is not calculated it will help you to identify where the issue is occurring ie if short credit. This can also be sent to studentsystems@sgul.ac.uk if you're really flummoxed.

[PSA] Calculate Student Award

APOSTILL CAM04 St George's, University of London MS Process Student Award (PSA) 29/Jun/2023 CAM_XAWD

Year of award: 2022/3 2022/23 ACADEMIC YEAR

Period of Award: []

Award Programme: []

Award Route: []

Award status: C Calculated

Student code: []

Batch: MSCJULY23

Award code: []

Classification: []

Match Intended Award in PAW? ☐

Figure 2: Screenshot of retrieval criteria using batch code

```

Total credits      180
2000000/1 T STUDENT
Rule AWD MSCHCP/010 MSCHCP - Pass 180 credits at Level 7 & L6 -
/01 - TRUE
/02 - TRUE
/03 - FALSE    ..Too few credits (Minimum=30 Actual=0)
/04 - TRUE
/05 - FALSE    ..Too few credits (Minimum=15 Actual=0)
- PASSED ...
Award is MSCHCP MSc
=== Condition PG-FHSCS 001 005 - PS703X 15.00 selected
=== Condition PG-FHSCS 001 005 - PS705Y 30.00 selected
=== Condition PG-FHSCS 001 005 - PS707X 15.00 selected
=== Condition PG-FHSCS 001 005 - PS708X 15.00 selected
=== Condition PG-FHSCS 001 005 - HP7021X 15.00 selected
=== Condition PG-FHSCS 001 005 - PS704X 15.00 selected
=== Condition PG-FHSCS 001 005 - MRDM101X 15.00 selected
=== Condition PG-FHSCS 001 005 - PT7003 60.00 selected
=== Condition PG-FHSCS 001 010 - PS703X 15.00 selected
=== Condition PG-FHSCS 001 010 - PS705Y 30.00 selected
=== Condition PG-FHSCS 001 010 - PS707X 15.00 selected
=== Condition PG-FHSCS 001 010 - PS708X 15.00 selected
=== Condition PG-FHSCS 001 010 - HP7021X 15.00 selected
=== Condition PG-FHSCS 001 010 - PS704X 15.00 selected
=== Condition PG-FHSCS 001 010 - MRDM101X 15.00 selected
=== Condition PG-FHSCS 001 010 - PT7003 60.00 selected
=== Selection PG-FHSCS 001 001 - HP7021X 15.00 (90.00) selected
=== Selection PG-FHSCS 001 001 - PS703X 15.00 (80.00) selected
=== Selection PG-FHSCS 001 001 - PS708X 15.00 (80.00) selected
=== Selection PG-FHSCS 001 001 - PS705Y 30.00 (78.00) selected
=== Selection PG-FHSCS 001 001 - PS707X 15.00 (76.00) selected
=== Selection PG-FHSCS 001 001 - PT7003 60.00 (76.00) selected
=== Selection PG-FHSCS 001 001 - MRDM101X 15.00 (75.00) selected
=== Selection PG-FHSCS 001 001 - PS704X 15.00 (66.00) selected
=== Classification by averaging
Using HP7021X for 2008000/1 with mark 90.00
Using PS708X for 2008000/1 with mark 80.00
Using PS703X for 2008000/1 with mark 80.00
Using PS705Y for 2008000/1 with mark 78.00
Using PT7003 for 2008000/1 with mark 76.00
Using PS707X for 2008000/1 with mark 76.00

```

```

Using MRDM101X for 2008000/1 with mark 75.00
Using PS704X for 2008000/1 with mark 66.00
=== PG-FHSCS 001 - (13905/180) * 100/100 = 77.25
=== SCR - 2008000/1 PG-FHSCS 77.25 DIST
Method=PG-FHSCS recommended=DIST mark=77.25 discretionary upgrade/downgrade=
Select BESTA recommended=DIST mark=77.25
Recommended classification - DIST
Select BESTA discretionary upgrade/downgrade=
-----
Total credits          180

```

Figure 3: Example of option 18 message buffer for Test Student

5. Check that awards are calculated correctly and as expected

It is always advisable before confirming an award to check that it appears as expected ie correct award title. This can be undertaken via the Student Awards (**SAW**) screen

- Go to the **SAW** screen
- Retrieve by entering the batch code in the *Batch* field or be entering the student's SPR code in the *SPR code* field
- You can use quick analysis to ensure all have the correct award, year, programme and route
 - Tab through the records to check award title – this is very important for awards with pathways.
 - The predicted classification will be *Rec. Class Rank* field and presents in the order as defined in the **AWD** record
- Any errors ie pathway/route should be corrected at source ie by updating SPR before running the student through PSA again.

The screenshot shows the [SAW] Student Awards interface for St George's, University of London MS. The window title is "[SAW] Student Awards". The header area displays "APOSTILL CAM01", "St George's, University of London MS", "29/Jun/2023", "Student Awards (SAW)", and "CAM_SAW". Below the header, it says "1 of 1 Student Award (SAW) records" with a "UDF" button. The main form contains the following fields:


SPR code	Name	Ac Year	Programme	Route	Batch	Mark
0802692/1		2022/3	PTMACP_A	ACPMUS	ACP23	70.27
Agreed Award	MSC-185	Class		Status	c	Rec. Class Rank
Calc Award	MSC-185	Date		Rep Order		Agreed Class Rank
Title	MSc Advanced Clinical Practice (Musculoskeletal)					
Locked?	<input type="checkbox"/>					
Department	JF_NUR	JF_NUR	Faculty	FHS	FAC HLTH SOC SC	

Figure 4: Screenshot of calculated award for a student

Note the batch code is populated and the award title is pathway specific. A Distinction (1) has been recommend. This is the highest classification for this award type and aligns with the overall average of 70.27%

6. Confirming awards via PSA

Following the BoE awards must be confirmed via **PSA**. If an award has been calculated but not be awarded amend those SPR batch code for these students. This will prevent them from meeting the retrieval criteria.

- Go to **PSA** (Process Student Award) screen
- Enter your retrieve criteria as per step 4.
- Select either *option 6* (by award) or *7* (for individual student)
- A pop-up screen will appear
- Enter the date of the BoE in the *Award Date* field
- Enter A for “agreed” in the *Set Award Status to* field
 - This will change the information in the *status* field from “C” to “A”
- Tick the *All Rs?* tick box if there are no changes to classifications. This will set the award and classification as calculated.
- If a change to classification is required tab to the appropriate record, enter U in the *R/U* column and then amend the classification.
 - This will change the status from a “A” to “H” for held (presumes it needs to be checked) and you’ll need to re-enter A
- Press F6 or  to store and close the screen

Awards have now been confirmed on SITS and agreed fields in SAW will now be populated

THE NEXT STEP IS PRODUCING THE FINAL PASS LIST - this is covered in a separate guide

Reference

1. SPR (Student Programme Route)

The **SPR** screen is the primary screen for showing key details for a student including their course and route of study and the award they are aiming for. Hanging off this record via *Other* and *Current* on the menu bar are a student's module registrations, module results, RPL and final award details.

This screen has 3 sections:

- SPR personal details
This includes the *batch* field
- Study details
This includes the core details about the student's course including their start year and expected year. It also details their Personal Tutor (*Tutor 1* field).
- Award details
This details the year the student is expected to complete, their intended award, programme and route. These are critical to the calculating award process.

[SPR] Student Programme Route

APOSTILL CAM01 St George's, University of London MS Student Programme Route (SPR) 28/Jun/2023 CAM_SPR

1 of 1 Student Programme Route (SPR) Warning - TEST Student View Image UDF

SPR Code 0606803/14 Sort Name STUDENT T Batch UTBPHY_J25
Surname STUDENT STU Code 0606803
Forenames 1 TEST 2 3 External Ref
Known as TEST Initials T Gender F Date of Birth 13/Mar/1978

Study Details

Status R REGISTERED Year 2022/3 Expected End 2024/5 Sched Grp
Level 4 UG YR 1 Period Final Yr Grp
Mode Attend FS FULL TIME STD Date 26/Sep/2022 31/Jul/2025 Quals on Entry
Programme UTBPHY BSc Physiotherapy BTEC Reg Type
Route UTBPHY BSc Physiotherapy

Tutor 1 HAMMONDJ DR J HAMMOND Location 01 St George's University of London
Tutor 2 Exam Centre
Department JF_RHB JF_RHB Placem't Coh't
Faculty FHS FAC HLTH SOC SC Route switched No

Award Details Marked for Process

Year 2024/5 Intended Award UTBPHY BSc (Hons)
Period Programme UTBPHY BSc Physiotherapy
Date Route UTBPHY BSc Physiotherapy

Notes

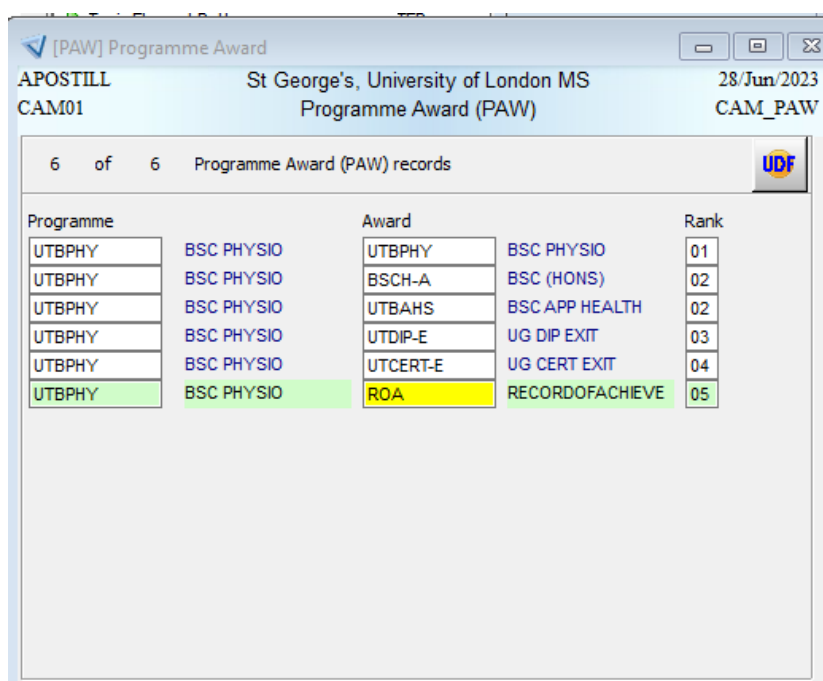
Figure : Screenshot of SPR record for the test student

The batch field is populated so can be used to in PSA. Their expected end year is 2024/5 and this would need to match the retrieval criteria in PSA.

2. PAW (Programme Award)

The **PAW** table details the awards that are applicable for a particular programme of study and their hierarchy. This determines the checks that the system undertakes when running a student through the calculation process in PSA. Once a student meets the criteria for an award it will then proceed with determining the classification.

- Go to **PAW**
- Retrieve by programme (as held on SPR)



Programme	Award	Rank
UTBPHY	BSC PHYSIO	01
UTBPHY	BSCH-A	02
UTBPHY	UTBAHS	02
UTBPHY	UTDIP-E	03
UTBPHY	UTCERT-E	04
UTBPHY	ROA	05

Figure : Screenshot of PAW for BSc Physiotherapy (UTBPHY)

This PAW shows that there are two BSc Hons awards. UTBPHY is the programme specific one which includes the UG 15-credit enhancement rule, BSCH-A is the 2022/3 onwards primary award that is applied to all programmes which operates a standard 70/30 rule for final classifications. UTDIP-E and UTCERT-E are the generic exit awards for BSc programmes.

3. ARN (Award Route Name)

Since St George's introduced the use of generic awards that could be applied to multiple programmes the award name is derived via the ARN record which hangs off AWD. This enables award titles to be specific to both a programme and pathway of study. This is why it is critical that this is correct on SPR.

- Go to **ARN**
- Retrieve by award code (as held on SPR)

Or

- Double-click in *intended award* field in **SPR** for a particular student
- This takes you to the **AWD** (table)
- Select *Award Route Name* via *Other* on the menu bar

Award Route Name (CAM_ARN)			
APOSTILL		St George's, University of London MS	28/Jun/2023
CAM01		Award Route Name (ARN)	CAM_ARN
1 of 20 Award Route Name (ARN) Records			
Award Code	Route Code	Name	Active
MSC-A	ACPCCA	MSc Advanced Clinical Practice (Critical Care)	<input checked="" type="checkbox"/>
MSC-A	ACPGNR	MSc Advanced Clinical Practice	<input checked="" type="checkbox"/>
MSC-A	ACPMUS	MSc Advanced Clinical Practice (Musculoskeletal)	<input checked="" type="checkbox"/>
MSC-A	ACPUEC	MSc Advanced Clinical Practice (Urgent and Emergency)	<input checked="" type="checkbox"/>
MSC-A	PTAB	MSc in Advanced Breast Practice	<input checked="" type="checkbox"/>
MSC-A	PTCN	MSc in Clinical Neuroscience Practice	<input checked="" type="checkbox"/>
MSC-A	PTCNP	MSc in Clinical Neuroscience Practice	<input checked="" type="checkbox"/>
MSC-A	PTGH	MSc in Global Health	<input checked="" type="checkbox"/>
MSC-A	PTGHC	MSc in Global Health and Conflict	<input checked="" type="checkbox"/>
MSC-A	PTGHEL	MSc in Global Health, Ethics and Law	<input checked="" type="checkbox"/>
MSC-A	PTGHH	MSc in Global Health and Humanities	<input checked="" type="checkbox"/>
MSC-A	PTGHDI	MSc in Global Health, Infectious Disease and Immunity	<input checked="" type="checkbox"/>
MSC-A	PTGHMH	MSc in Global Health and Mental Health	<input checked="" type="checkbox"/>
MSC-A	PTGM	MSc Genomic Medicine	<input checked="" type="checkbox"/>
MSC-A	PTGMB	MSc Genomic Medicine (Bioinformatics)	<input checked="" type="checkbox"/>

Figure : Screenshot of ARN record for award MSC-A (MSC award aim) detailing associated routes and award title as it will appear on final transcripts and degree certificates