

SITS Student Record Keeping over the Academic Year

Responsibilities for Course Administration Teams with *Supporting Documentation*

August / September / October

Enrolment for new students	Ensure all new students correctly enrolled
Re-enrolment for continuing students	Ensure that ALL continuing students have been correctly enrolled Chase and initiate withdrawal for students who do not respond <i>Intra and End of Year Processing on SITS</i>
Student module registration	Ensure student module registrations are correct to enable CANVAS access
<i>HESA submission 15th Sep (TBC each year)</i>	Respond to requests and deadlines from Student Systems before this date.

October / November

Assessments for year-long and Term 1 modules	Ensure module assessment patterns are correct for year-long and Term 1 modules Enter assessment deadlines Generate student module result records <i>Module set up and maintenance guide / SITS Operational Procedure Quick Card / Recording Assessment Due Dates</i>
Recording RPL	Ensure all new students with RPL credit have SMC records on SITS
<i>HESES census date 1st Dec</i>	All enrolments/withdrawals/interruptions processed so that students are correctly reported by 11 th November

December

Confirm next year modules	Confirm which modules will be running next year with Course Leads <i>St George's Module and Timetabling Processes and Deadlines</i>
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January / February

Assessments for Term 2 modules	Ensure module assessment patterns are correct for year-long and Term 2 modules Enter assessment deadlines Generate student module result records <i>Module set up and maintenance guide / SITS Operational Procedure Quick Card / Recording Assessment Due Dates</i>
Create Module runs for next academic year	Create Module runs (MAV) for next academic year <i>Module set up and maintenance guide / SITS to Canvas Rollover</i>
Create module diets for next academic year	Review and create new module diets where necessary <i>Creating Course Diets / St George's Module and Timetabling Processes and Deadlines</i>
Marks and Results	Enter marks and results onto SITS for current year promptly <i>Student Record System Intra and End of Year Processing</i>

April / May

Student module registration for next academic year	Register students onto their modules for next academic year (assume successful progression). This will support prompt access to CANVAS for next year <i>St George's Module and Timetabling Processes and Deadlines/ Creating Course Diets</i>
Update Module teachers	Check Module Leader on MAV "tutor" field and associate other teaching staff (MAV>MKR) <i>St George's Module and Timetabling Processes and Deadlines</i>

April – July: Following 1st Sit BoEs

Process Awards	Confirm awards on SITS and return Final Awards Lists to Student Systems team (within 5 working days of BoE) <i>Generating Final Award Lists from SITS</i>
Progressions	Return progression lists to Student Systems team (within 10 working days of BoE) <i>Student Record System Intra and End of Year Processing</i>

July – Oct: Following Resit BoEs

Resit Results	Confirm resit results on SITS (within 10 working days of BoE)
Update Awards	Return Final Awards Lists to Student Systems (within 5 working days of BoE)
Progressions	Return progression lists to Student Systems, ensuring all students now completed (no more than 10 working days after BoE) <i>Student Record System Intra and End of Year Processing</i>
Student module registration	Check and update module registrations for the new academic year where necessary following Boards.

All Year

Interruptions & Withdrawals	Process these promptly (no more than 10 working days from sign off) and pass to Registry for update onto SITS
Discretionary Panel Outcomes	Assessing the impact of discretionary panel outcomes and processing on SITS accordingly. Where pertinent confirming outcome with Student Systems team
Enrolling and Re-enrolling non-standard intakes	Ensure that students on non-standard intake dates (primarily FHSCE HCP) enrol/re-enrol promptly and all data (student data, module registrations, fees) is updated <i>Student Statutory Returns and Quality Processes Joint Faculty Responsibilities</i>
Mark Entry	Ensure that assessment marks are entered as soon as received and prior to the BoE <i>Student Record System Intra and End of Year Processing</i>
Result Confirmation	Ensure that all results are processed following a BoE <i>Student Record System Intra and End of Year Processing</i>

Support Materials

Student Record Systems Intra and End of Year Processing_2022_23_v1.0

Module and Timetabling Processes and Deadlines to Support 2023-4_v1.0

Module Set Up and Maintenance Guide v1.0

SITS Operational Procedures Quick Card_Recording Due Dates_v2.0

Intra and End of Year Processing on SITS: Check List

Year End Processes: Progressions, Withdrawals, Completions and Extensions