

## Agreeing Module Marks in SITS

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If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

### *Version Table*

<b>Revision</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>
01	Drafted	L Lynas	02/02/23
02	Updated following PEG feedback	L Lynas	12/03/23
03	Section 1 updated with second paragraph	V Harte	11/05/23

### *1. Summary and other guides this links to*

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This document covers agreeing marks in SITS after the marks have been verified. Only agreed marks will show on the board papers and subsequently published to students.

For the TR2 2022/23 Assessment Boards there is a Module Mark Report excel template that each school must complete and includes information on when marks are agreed. The information in this report is used to ensure that the HoSS can be informed of any late/ amended marks or marks not verified. Please speak to you School Support Coordinator to ensure you know the location of the Module Mark Report excel template and escalation process for any late/ amended or marks not verified.

### *2. Step-By-Step Instructions*

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#### **2.1 Agreeing overall results via the TMR Screen**

2.1.2 Results must be calculated and set for the module before you can agree marks (option 6 in SAS and option 5a in RAS).

2.1.3 To agree a set of marks as a module cohort use the SITS screens SAS, then TMR (Tick Module Results):

2.1.4 First, go into SAS option 8 to bring up the correct module, year, trimester etc. and then close it down again. Then go into TMR, where all the correct information will be populated for you.

[TMR] Tick Module Results

NB170 Edinburgh Napier University Live System 04 Oct 2018  
CAM04 Tick Module Results (TMR) CAM\_XTRF

Year 2018/9 2018/19 ACADEMIC YEAR  
Period TR2 Trimester 2  
Scheme M5 MODULAR SCHEME  
Level 07 SCQF LEVEL 7  
Module LAW07105 Legal System and Skills  
Occurrence 001  
Mark Scheme U40M UQ 40% PASS MARK MODULE  
Student  
Programme  
Route  
SPR Batch

1. Set module agreed = actual .....

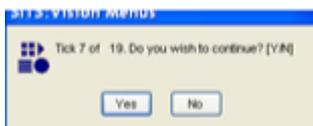
2. Set module agreed = actual for group of MAVs .....

Default values taken from System Parameter (SYP) CAM\_XTRF\_01.  
The SYP record creates an alternative Student Re-assessment (SRA) record from the failed assessment item (defined in MAB). The SRA record is synoptic and replaces the SMR result.

SEQ	Ass Type	Qual	Title Name
900	CW	0	Re-ass replace SMR

2.1.5 Click the green chevron at 1. Set module agreed = actual

2.1.6 You will then get a message confirming how many records you want to agree (this will be the number of passed assessments).



2.1.7 Click Yes to confirm the process

2.1.8 Check that the agreed mark column has been populated in the SMR screen by going to MOD, entering the module you have just agreed and going to the MAV and selecting other - results.

## 2.2 Agreeing overall results individually by student

2.2.1 Results should be calculated and set for the module before you can agree marks (option 6 in SAS and option 5a in RAS).

2.2.2 Agreeing first attempt results

2.2.3 In SAS:

Go to option 8 Process Module result forms for student(s)

[SAS] Student Assessments

NB170 Edinburgh Napier University Live System 04-Oct-2018

CAM04 Student Assessments (SAS) CAM\_XSAS

Year 2018/9 2018/19 ACADEMIC YEAR

Period TR2 Trimester 2

Scheme

Level

Module LAW07105 Legal System and Skills

Occurrence 001 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 . . . . .

2.2.4 Each student record of this module will come up individually. You can agree each student's module result via this method, or you can agree all the students together via the TMR screen (see above).

2.2.5 To agree each student individually:

Edinburgh Napier University Live System  
Process Module Results  
04-Oct-2018  
CAM\_X3XMR\_SLR1

1 of 1 Student Programme Route (SPR) records Module MUS16136 Occurrence 001

Student	Name	Int	LS	CD	Agree? (Y/N)	Actual	Agreed	Unagreed
186226953	FORWARD ROLL	RA			Y			
Programme	Bachelor of Arts with Honours							
Route	BA (HONS) BUSINESS MANAGEMENT WITH HUMAN RESOURCE							
Assessment	S1	Component 1 - ESSAY 50%	Mark	Grade	Mark	Grade	CD	Mark
	S2	Component 2 - ESSAY 50%	29.0	AF	29.0	AF		
			32.0	AP	32.0	AF		

Credit 0.00 Result D Attempt 1 Module Result 38.5 # 38.5 #

Note Type Minutes

Re-Assessment(s)

Seq	Attn	Type	Mks	Name	QPk	Due Date	Due Time	Wgt
2	1	C1	U36C	Component 1 - ESSAY 50%	29.5			50
2	2	C2	V36C	Component 2 - ESSAY 50%	29.5			50

2.2.6 In the first record enter Y in the Agree field

2.2.7 Tab down to the Re-Assessment

2.2.8 Store or page Up/Down onto the next student record

2.2.9 In the example above, we have agreed with the marks (Y in the Agree? (Y/N) field) and Component 1 and 2 have gone into reassessment – attempt 2.

## 2.3 Agreeing second attempt results

### 2.3.1 In RAS:

- Go to option 6 Process Module result forms for student(s)

[RAS] Re-assessments  
Edinburgh Napier University Live System  
Student Re-assessments (RAS)

Year: 2022/3 2022/23 ACADEMIC YEAR  
Period: TR1 Trimester 1  
Scheme:   
Level:   
Module: ELE08101 Electrical Engineering  
Occurrence: \*

1. Print re-assessment forms ..... Print Guide Lines?  .....
2. Input actual marks for re-assessment for student(s) .....
3. Export actual marks ..... (File: .....)
4. Import actual marks ..... (File: .....)
- 5a. Calculate and set module result for student(s) .....
- 5b. Print module result forms for student(s) .....
6. Process module result forms for student(s) .....
7. Process held module results for student(s) ..... Run...
8. Print exam board minutes .....
9. Print module re-assessments .....
10. Undo & Process Student ... of attempt number ...

Process Module Results (CAM\_XSMR\_SLRI)  
Edinburgh Napier University Live System  
Process Module Results

1 of 1 Student Programme Route (SPR) records Module ELE08101 Occurrence 001

Student	Name	Int	LS	CD	Agree? (Y/N)	Actual	Grade	Agreed	Grade	CD	Uncapped	Grade
10022635/3	FORWARD, ROLL			RA	Y	17.0	AF	17.0	AF			
	Programme	Master of Science										
	Route	MSC INTERNATIONAL BUSINESS MANAGEMENT F/T										
Assessment	01	Component 1				17.0	AF	17.0	AF			
	02	Component 2 Including a Centrally Timetabled Exam				25.0	AF	25.0	AF			
Re-assess	01	2 Component 1				45.0	AP	45.0	AP			
	02	2 Component 2 Including a Centrally Timetabled Exam				52.0	AP	52.0	AP			
Credit	20.00	Result	P	Attempt	2	Module Result	40.0	P	40.0	P		
Note Type	1 of 0 Exam Board Minute records											
Minutes												

### 2.3.2 In the first record enter Y in the Agree field

Page 5 of 6 – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.

2.3.3 Store or page Up/Down onto the next student record

2.3.4 In the example above, we have agreed with the marks (Y in the Agree? (Y/N) field) and Component 1 and 2 have been passed at attempt 2.

### *3. Additional Information*

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There is no additional information in this process note.