#### Agreeing Module Marks in SITS

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

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

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

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

## 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):

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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.

B170			Edinburgh Napier University Live System	04/Det/201
AM04			Tick Module Results (TMR)	CAM_XTR
Year Period Schem Level Module Occurr Mark S Studer	e ence cheme nt	2018/9 TR2 MS 07 LAW071 001 U40M	2018/19 ACADEMIC YEAR Trimester 2 MODULAR SCHEME SCOF LEVEL 7 Legal System and Skills UG 40% PASS MARK MODULE	
Route SPR Ba	atch module agree	ed = actual	=	
2. Set	module agree	ed = actual	for group of MAVs	
Defaul	t values take	n from Sys	tem Parameter (SYP) CAM_XTRF_01.	
The SY	P record creater (dk	ates an alte efined in M	mative Student Re-assessment (SRA) record from the fail AB). The SRA record is synoptic and replaces the SMR res	led ult.
assess		and it	Title Name	
assess SEQ	Ass Type	Quai	THE ROUTE	

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)

	is reareasting the			
NB170 CAM04	E	dinburgh Napier University Live System Student Assessments (SAS)	04/0 CAM	et/2018 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		
And a second sec				
2b. Print learni 2c. Print OCR a	ng outcome assess assessment forms	sment forms .		
2b. Print learni 2c. Print OCR a 3. Input actual	ng outcome assess assessment forms . marks for assessm	ment forms		
2b. Print learni 2c. Print OCR a 3. Input actual 4. Export actual	ng outcome assess assessment forms marks for assessm al marks	ment forms		· · ·
2b. Print learni 2c. Print OCR a 3. Input actual 4. Export actua 5. Import actua	ng outcome assess assessment forms . marks for assessm al marks al marks	sment forms		
2b. Print learni 2c. Print OCR a 3. Input actual 4. Export actua 5. Import actua 6. Calculate ar	ng outcome assess assessment forms . marks for assessm al marks al marks d set module resul	sment forms		<u>AA</u> <u>AAA</u> <u>A</u>
2b. Print learni 2c. Print OCR a 3. Input actual 4. Export actua 5. Import actua 6. Calculate ar 7. Print module	ng outcome assess assessment forms . I marks for assessm al marks al marks d set module result result forms	sment for student(s)		<u>AA</u> <u>AA</u> <u>A</u>
2b. Print learni 2c. Print OCR / 3. Input actual 4. Export actua 5. Import actua 6. Calculate ar 7. Print module CB. Process mod	ng outcome assess assessment forms . I marks for assessm al marks al marks d set module result result forms for Jule result forms for	sment for student(s)		যানন নানন নানন
2b. Print learni 2c. Print OCR / 3. Input actual 4. Export actua 5. Import actua 6. Calculate an 7. Print module CR. Process mod 9. Process held	ng outcome assess assessment forms . I marks for assessm al marks al marks d set module result result forms for fundule results forms for fundule results forms for	sment forms		থনন ননন নন্ <u>ন্</u> ন্ন
2b. Print learni 2c. Print OCR / 3. Input actual 4. Export actua 5. Import actua 6. Calculate an 7. Print module 5. Process mor 9. Process held 10. Print exam	ng outcome assess assessment forms . I marks for assessm al marks al marks d set module resul result forms . ful result forms fo module results for board minutes	sment forms		শ্বন ব্যবহার ব্যবহার
2b. Print learni 2c. Print OCR / 3. Input actual 4. Export actual 5. Import actual 6. Calculate an 7. Print module 6. Calculate an 7. Print module 6. Process mod 9. Process held 10. Print exami 11. Print actual	ng outcome assess assessment forms . I marks for assessm al marks al marks d set module result result forms for due result forms for due result forms for for module results for board minutes result and assessm	sment for student(s)		শ্বন ব্যবহার ব্যবহার
2b. Print learni 2c. Print OCR a 3. Input actual 4. Export actual 5. Import actual 6. Calculate an 7. Print module 6. Calculate an 7. Print module 6. Calculate an 7. Print module 6. Process held 10. Print exami 11. Print actual 12. Print agree	ng outcome assess assessment forms . al marks for assess al marks al marks di set module result result forms fo fi module results forms fo fi module results forms fo board minutes result and assess d result and assess	ment forms		শ্বন ক্লম্বন কল

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).

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# 2.2.5 To agree each student individually:

El Process snotau	IN MISURE (LAM, ASMM, SURL)								
AMD4	Edinburth histor Driverally Live Bystem Process Module Results					c	M-Oor 2018 AM_XSMR_SLR1		
1 of 1	Student Programme Route (SPR) records	Hockale	MU510138	ŧ	Occurren	ca 001			
Student 19622635() Programme Route soessment B	Name SHI L FORWARD, ROLL RA Bachaler of Arts with Histoaris Ba (HONS) BUSINESS INANGEMENT WITH HI 1. Component 1 - ESSAY 50% 2. Component 2 - ESSAY 50%	S CD Ag	Hark 29.0 32.0	Grade AF AP	Agreed Mark 29.0 32.0	Grade Að Að	Ur CD Hark	cagoed Grade	
Credit 0.00 1 o Note Type Minutes	Result D Attempt 1 f 8 Examilisand Hinute records	Module Result	38.5	r	38.5	,	5	Q Add Q Eet	
Re Americanity Seg. Alth. Tyj Of 2. Cl	) e Mis Name 1 U36C Component 1 - ESSAV 50% 2 U36C Component 2 - ESSAV 50%			QMk 29.5 29.5	Due Dat	w 0	we Time W		

- 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)

S361       Edinburgh Napler University Like System       11         CAMO4       Student Re-assessments (RAS)       C         Verial       10022/1       2002023 ACADESAC YEAR       C         Period       11       Tensester 1       C         Scheme       Electrical Engineering       C       C         Docurrence       Electrical Engineering       C       C         2. Seport ectual marks       (File :       )       )       C         3. Suport ectual marks       (File :       )       )       (File :       )         3. Suport ectual marks       (File :       )       )       (File :       )       )         54. Calculate and set module result forms for student(s)	Now/2022 MM XRAS			
Year       2022/1       2022/22 ACADEMIC YEAR         Panied       Thinkaster 1         Stivene       ELEDITO1       Electrical Engineering         1. First re-excessment forms       Pred Guide Lines?				
Lawn       ELEDITOI       Electrical Engineering         Documence       *       *         1. Print re-assessment forms       Print Guide Lines?       •         2. Stport actual marks for re-assessment for student(s)       •       •         3. Export actual marks       (FFe :       •       •         4. Input actual marks       (FFe :       •       •       •         5a. Celculate and att module result forms for student(s)       •       •       •       •         5b. Print module result forms for student(s)       • <t< th=""><th></th><th></th><th></th><th></th></t<>				
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2. Separt actual marks for re-assessment for student(s) 3. Export actual marks 4. Anport actual marks (File : 54. CatalAble and set module result for student(s) 55. Print module result forms for student(s) 55. Print module result forms for student(s) 55. Print module result forms for student(s) 55. Print module results (CAM_XSMR_SER1) 56. Print module results (CAM_XSMR_SER1) 56. Index for student (SPR) records 56. Module Results 57. Process Mo	- <u>181</u>			
	· 🔬			
5s. Calculate and set module result forms for student(s)	: 솘 .	0		
		6		
7. Process Held module results for student(x)				
	R.m.			
	- 21			
10. Undo & Process Student     at attempt number       36. Undo & Process Module Results (CAM_XSMR_SLR1)       36.1     Edinburgh Napier University Live System Process Module Results       1     of       1     of       1     Student Programme Route (SPR) records       Module Results       1     of       1     Student Programme Route (SPR) records       Mature Name     Set LS CD       Programme Matter of Science       Route MSC INTERNATIONAL BUSHESS MANAGEMENT F/T       Mark of Science       Route MSC INTERNATIONAL BUSHESS MANAGEMENT F/T       01     Component 1       02     Component 2 Including a Centrally Timetabled Exam       01     2 Component 1       02     Component 1       03     Component 1       04     25.9				
B361     Edinburgh Napler University Live System Process Module Results       1     of     1     Student Programme Route (SPR) records     Module     ELE09301       Student     Name     bit     LS     CD     Agree7 (V/N)       102255353     FORWARD, ROLL     RA     Mark     Actual       Programme     Master of Science     Actual       Route     MSC INTERNATIONAL BUSINESS MANAGEMENT F/T     Mark     Gr assessment       01     Component 1     17.6     2       consess     01     2     Component 1     46.0	_			- 1-8
1     of     1     Student Programme Route (SPR) records     Module     ELE08101       Student     Name     Int. LS. CD     Agree7 (Y/N)       10022635/3     Programme     Module     RA       Programme     Module     RA     Mark       Route     MSC INTERNATIONIAL BUSINESS MANAGEMENT F/T     Mark     Gr       seesament     01     Component 1     17.6     2       consens     01     2 Component 1     46.0     4		CAM	10/Nov XSMR 9	2022 SLR1
Student         Name         Int LS         CD         Agree/7 (V/N)           10022635/3         FORWARD, ROLL         RA         Minibar of Science         Actual           Programme         Master of Science         Actual         Actual         Actual           Route         MSC INTERNATIONAL BUSINESS MANAGEMENT F/T         Mark Gr         Gr         Gr           seesament         D1         Component 1         17.0         A           v02         Component 2 Including a Centrally Timetabled Exam         25.0         A           e-ossess         D1         2 Component 1         46.0         A	Occurrence	001		
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e-essess 01 2 Component 1 45.0	F 1.25.0	1.50		
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Credit 20.00 Result P Attempt 2 Module Result 40.0 F	40.0	P		
1 of 0 Exam Board Minute records Note Type	30,000 - 5			AM I
Mnutes			61	D OH

2.3.2 In the first record enter Y in the Agree field

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## 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

There is no additional information in this process note.

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