



Programme Assessment Board: Identifying and Creating Module Mark Sheets

If you need access to this 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	Author	G Handyside	06/12/22
02	Post workshop appendix A added	V Harte	March 2023
03	Second paragraph in section 1 added	V Harte	11/05/2023
04	Revision of section 3 to clarify importance of not leaving mark cell blank	V Harte	05/09/2023
05	Section 1 – Removed Year/Date	G Handyside	24/11/23

1. Summary and other guides this links to

This document covers how to identify modules that require a mark sheet and then how to create that mark sheet. The process includes mark sheets needed for initial assessment attempts and for reassessments.

For the Programme Assessment Boards there is a Module Mark Report excel template that each school must complete. 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 your School Support Coordinator to ensure you know the location of the Module Mark Report excel template and escalation process for any late/amended marks or marks not verified. If you have created a marksheet then that module must appear on this Module Mark Report*. *If you support the administration of the TBS Dissertation or TPG project related modules please speak to your School Support Coordinator in the first instance on the process to be followed.

2. Step-By-Step Instructions

2.1 Identify modules that require mark sheets

In SITS go to the **MAV** screen - **module** code enter the three-letter prefix for your modules followed by the Goldstar - **year** enter current session - **period** enter the trimester mark sheets needed for.

[MAV] Module Availability - Original View
LA106
CAM01
Edinburgh Napier University Live System
Module Availability - Original View (MAV)

1 of 0 Module Availability (MAV) Records - Original View

Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MoaColAss Pattern	Mks Sch	Topic Collection	Mod
ENT.*		2022/3	TR1												

Enter **retrieve**.

Please note you will end up with all the modules in that subject group (modules that you are responsible for and modules that you are not responsible for):

[MAV] Module Availability - Original View
LA106
CAM01
Edinburgh Napier University Live System
Module Availability - Original View (MAV)
17/Nov/2022
CAM_MAV

1 of 20 Module Availability (MAV) Records - Original View

Module Code	Occ	Year	Period	Status	S	E	PS	SW	EW	DyTime	Location	MoaColAss Pattern	Mis Sch	Topic Collection	Module Tutor 1	Module Tutor 2	Target	Actual	Welsh	GLHr	Disp	VLE	Use Waiting List	
ENT08101	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT08101/17	U40M	ENT081010001	40011160	999	243					<input checked="" type="checkbox"/>	No (N)
ENT08201	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	WORLDWIDE	ENT08201	U40M		40015723	999	2					<input checked="" type="checkbox"/>	No (N)
ENT08401	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	WORLDWIDE	ENT08401	U40M		SM41	999	66					<input checked="" type="checkbox"/>	No (N)
ENT08602	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT08602	U40M		SM41	0	0					<input checked="" type="checkbox"/>	No (N)
ENT09101	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT09101/16	U40M	ENT091010001	SM41	999	78		200			<input checked="" type="checkbox"/>	No (N)
ENT09103	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT09103/19	U40M	ENT091030001	40013564	999	33					<input checked="" type="checkbox"/>	No (N)
ENT09104	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT09104/12	U40M		ZZ1190	999	0					<input checked="" type="checkbox"/>	No (N)
ENT09408	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	WORLDWIDE	ENT09408/16	U40M		E79	999	18					<input checked="" type="checkbox"/>	No (N)
ENT09602	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT09602/18	U40M		40013564	999	4					<input checked="" type="checkbox"/>	No (N)
ENT09603	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT09603	U40M		40013564	999	0					<input checked="" type="checkbox"/>	No (N)
ENT09609	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT09609	U40M		E79	0	0					<input checked="" type="checkbox"/>	No (N)
ENT10102	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT10102/16	U40M	ENT101020001	40013564	999	4		200			<input checked="" type="checkbox"/>	No (N)
ENT10133	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	SOE10133	U40M	ENT101330002	40005339	999	0					<input checked="" type="checkbox"/>	No (N)
ENT1107	001	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT1107/21	TMG	ENT11070001	40015723	999	101					<input checked="" type="checkbox"/>	No (N)
ENT1107	002	2022/3	TR1	A	Y	Y	1	1	15	1	09:00	CRAIGLOCK	ENT1107/21	TMG	ENT11070002	40015723	999	37					<input checked="" type="checkbox"/>	No (N)

The next task is to export your file to excel and click OK.

File Edit Goto Misc

- Add Ctrl+N
- Retrieve Ctrl+R
- Store Ctrl+S
- Delete Alt+D
- Release
- Clear screen F12
- Print ... Ctrl+P
- Export ...
- Accept Ctrl+A
- Quit Ctrl+Q

Export from CAM_MAV
Edinburgh Napier University Live System
Export from CAM_MAV
17/Nov/2022
LA106

Format

Data format: EXCEL

Template: [Empty]

Header:

Order of data

Field (FLD) table in field sequence order

Field (FLD) table in alphabetical order

Fields on screen (PFL)

Destination

File: C:\Users\140000589\AppData\Local\Temp\cam_mav.csv

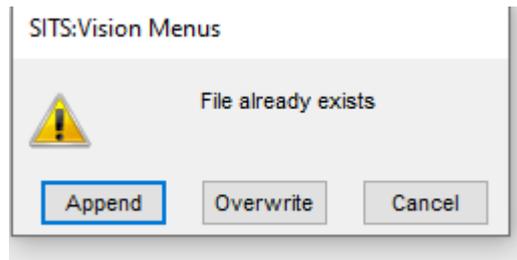
Clipboard

File Encoding: System Default

Cancel Discard retrieved records after exporting. Ok

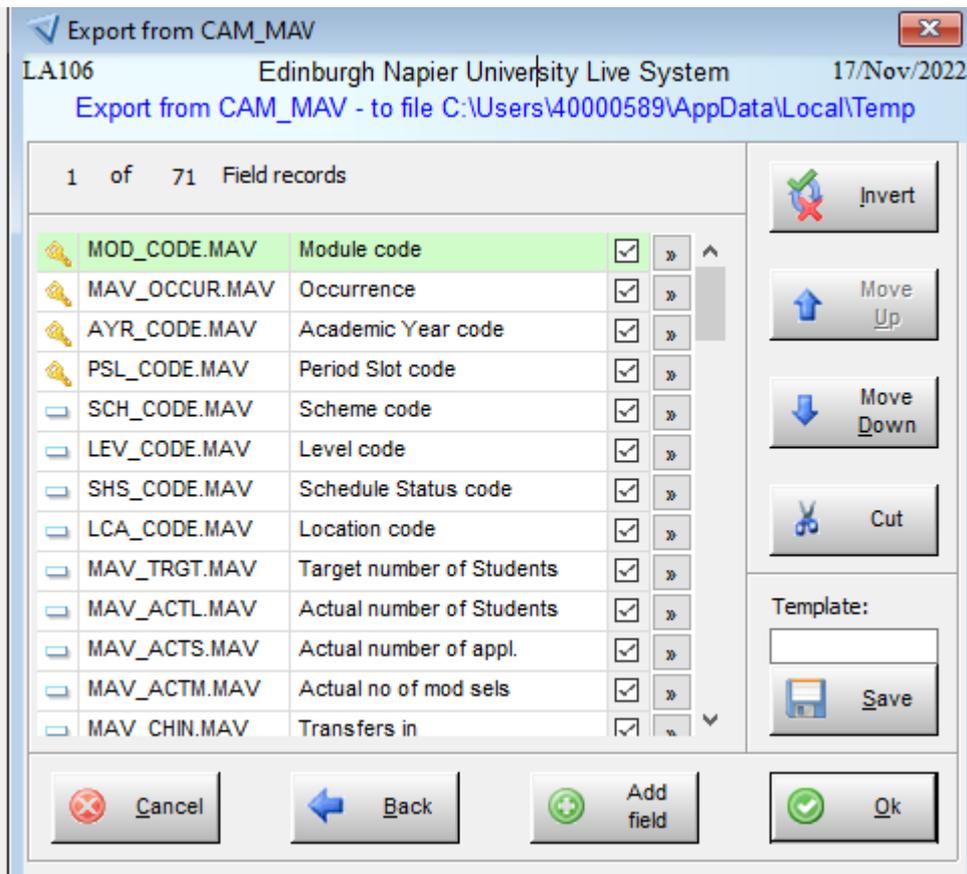


If you see the following box:



Click **Overwrite**

You will have the choice to export all the details (click OK), or if you know the names of the fields you can choose which ones you wish to be exported (click Invert and tick the fields you wish to be exported):



The information will be exported into an Excel Spreadsheet. Open the Excel Spreadsheet. Delete all columns except Module Code; Occurrence; Academic Year; Period Slot; Location Code; Actual Number of Students. Then delete the modules where the Actual Number of Students is 0 and remove any modules which are not yours. This will leave you with the modules you will be creating mark sheets for e.g.:

2.2 Creating Mark Sheets

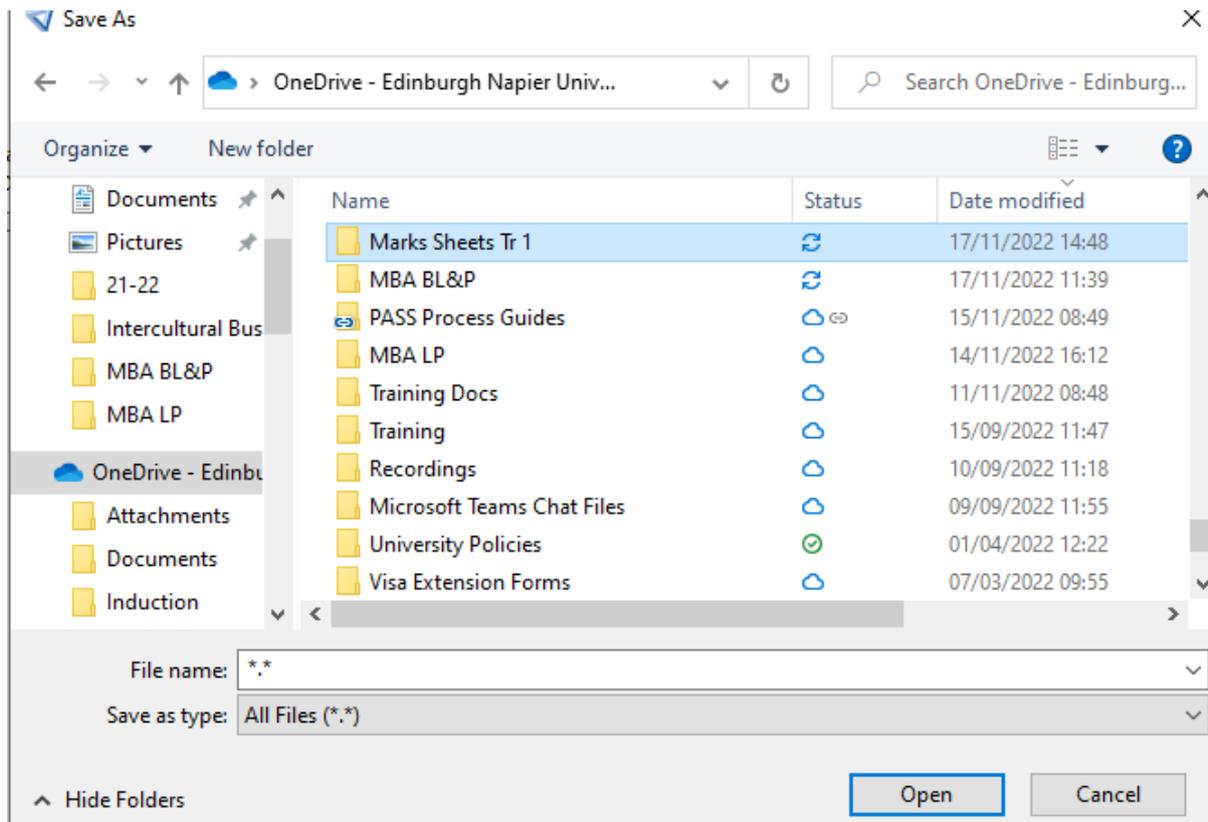
The slots for assessment must be generated for these instructions to work. Most of the assessment slots will have been created (around Week 4) but if any late enrolments have been processed these will still need to be created locally. We are therefore required to create slots for assessments. To do this populate **SAS** as shown below and click **1b** to **generate assessment records**. (Note: do not populate the Assessment Sequence Number box):

2.3 Export information as an excel CSV file

During this step we export the assessment slots from SITS to an excel CSV file as a precursor to creating mark sheets that can be completed by module leaders.

In **SAS** select **No. 4** and click . Browse for the folder to store your marks sheet as CSV file. All export files must be stored in CSV format:

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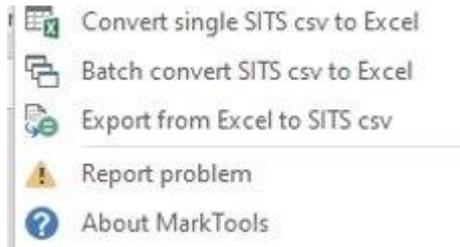
The file must be saved in a standard name format which should include, at a minimum, the module code (some may find it helpful to include the full module title) e.g. ENT08101 Creativity Innovation and Enterprise.csv. When saving your file you must ensure you end the file name with .csv. **Save your file to a place that is secure and accessible to colleagues for resilience purposes. Please note: this is a temporary holding space as the marks sheets will be uploaded to Sharepoint once the files have been created successfully.** Once you have saved your file click on the option 4 green arrow, this will export the slots for assessment into excel as a CSV file.

2.4 Convert .csv file to .xlsx file (to add to Sharepoint for marks input)

Open up a blank spreadsheet in Excel. To convert to a .xlsx file, click on the SITS processing Mark Tools button on your Tool Bar:



You will then have the following options:



You have the choice to convert your .csv files individually or altogether:

Convert single SITS csv to Excel

Batch convert SITS csv to Excel

Once you have chosen single conversion or batch conversion your screen will be blank. When you open up Excel again the .xlsx file/s will be alongside the .csv file/s.

After the header for each component please add the description and weightings of the component. Examples of the types of components are:

C1 – Coursework (60%);

C2X – Exam (50%)

C2 – Coursework (70%)

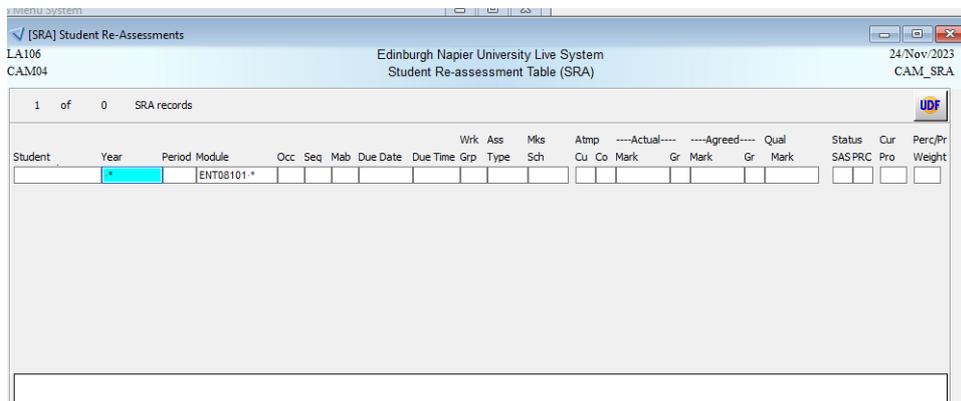
The marks sheet/s can be in matriculation number order or surname order.

The .xlsx file/s is/are now ready to be uploaded to Sharepoint for the Module Leaders to input their marks/grades.

2.5 Students with Reassessment Marks/Grades

If there are any reassessment students, these should be **added to the marks sheet OR added as a separate marks sheet for your Module Leader. There should be a section for reassessment students at the bottom (Please choose relevant process for your School).**

The reassessment students can be retrieved via SRA:



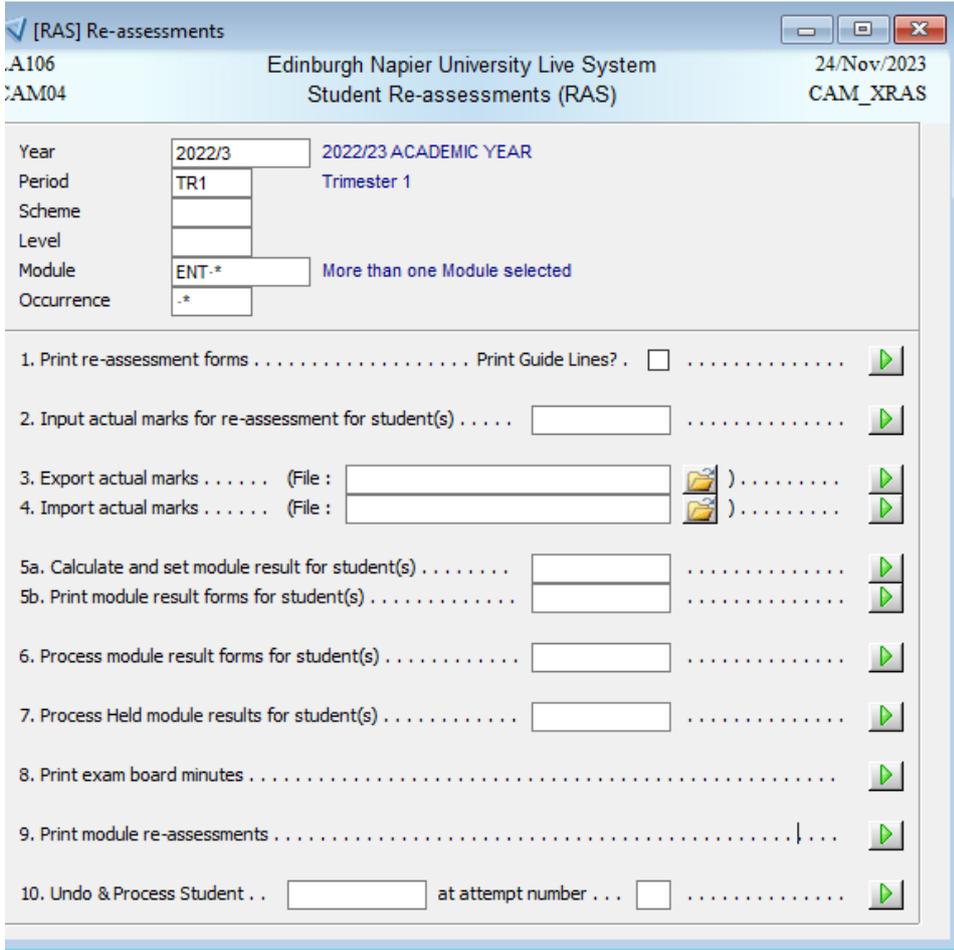
Insert * (gold star) in the year (to encapsulate all reassessments) and add gold star either after module prefix ie ENT* or after the module number ie ENT08101*

OR

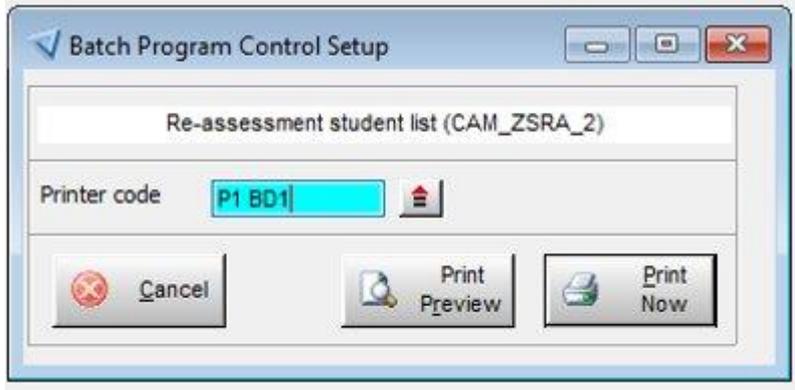
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You can retrieve the reassessment students through RAS (No 9):



The printer code is P1 BD1:



Press Print Now: **Print to Adobe pdf and save the file e.g.:**



Again, you will see **ALL** the modules for your module group for the previous year with reassessments outstanding. Once you have this list filter out which ones you are responsible for and which ones you are not responsible for.

You can edit your pdf file with Adobe Acrobat and copy and paste the details (Student Matriculation Number; Reassessment – C1 and/or C2 and add them to the bottom of your marks sheets).

Please make sure you retrieve all reassessment students (in RAS either * the year or process per year ie previous Tr1 and then the previous 2 years Tr1 (2022/3 Tr1; 2021/2 Tr1; 2020/1 Tr1).

You can check if there's any outstanding reassessments in RAS:

Year *

Period Tr1

Then press No 2:



This will show any unprocessed reassessments.

2.6 Next Step

Using the template provided below under “Additional Information” section to email the Module Leader/s to let them know that their marks sheets are now ready to be populated.

3. Additional Information

The template for the email to be sent to Module Leaders reads:

Dear colleagues,

Please note that the deadline for Trimester 1 Marks upload is 5pm on 11th January 2024

You should have access to the Marks Folders: **XXX – Insert SharePoint link to marks folders**, but if you have any issues, please contact **XXX – Insert email contact** and we will endeavour to resolve these.

Please note the following guidance for adding marks/grades to the spreadsheets:

General

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- Undergraduate marks should be recorded as numeric values **only** out of 100 (no weighted marks please, as SITS will calculate this).
- Numeric values should **not** be recorded with % signs.
- Masters grades should be recorded as D1, P5, F2, etc. (in capitals please).
- If a submission has been referred for Academic Conduct Investigation and an outcome has **not** been communicated yet, please denote this as PL against the component on the spreadsheet.
- If a submission has an Academic Conduct Investigation outcome please highlight the plagiarism in the notes (eg. "Plagiarism Outcome – reduction of one grade. P1 becomes F1").
- Non attempts should be recorded as 0 NA for UG and F6 for PG.
- Please clearly identify any 0 marks for undergraduate students where the student has attempted/submitted and the 0 was the actual mark.

Please ensure that no spaces are left blank in the mark column. Any column left blank (without comment) will be flagged as having outstanding marks. To avoid modules being classified as late/outstanding, make certain that every column is appropriately filled. If there's any information that your module administrator should be aware of for a student, please indicate this in the comments column.

Reassessments

- All reassessment students will appear on *a separate spreadsheet for each module or added to the bottom of your marks sheet (depending on School) - choose which one is relevant for your School*
- Compulsory reassessment marks/grades are completed in the same way as first-attempt marks/grades, using the instructions above.

Early Reassessments

- If you have offered an early reassessment (and have let your module administrator know), please note that it is your responsibility to remove all rows of students who **did not** take the opportunity to submit early.
- If you have offered an early reassessment and **did not** let your module administrator know in advance, please do so immediately as marks **must** be submitted in a dedicated reassessment spreadsheet.
- Please note that if a student has indicated to you that they wish to take an early reassessment but did not submit, this will not be counted as a non-submission and they will still be eligible to undertake the reassessment at the compulsory resit diet in July/August.



Please note that if you do not submit your marks via the marks upload spreadsheets provided, we are unable to accept them.

If you have any questions about the above, please let me know.

Thanks,