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
1	Initial Draft	R Rollinson	20/02/2024
		& K Mitchell	
2	Minor amendments in terminology	R Rollinson	21/02/2024

## 1. Summary and other guides this links to

This guide covers the process PASS teams should follow when recording marks from early reassessments (ER). It may be read in conjunction with the 'Importing Module Marks to SITS', 'Agreeing Module Marks in SITS' and 'Verifying Module Marks' process guides.

Please note, this guide applies only to on-campus programmes. For other modules please contact International Operations. The references to marksheets below are not relevant to modules participating in the Moodle mark upload.

## 2. Step-By-Step Instructions

## 2.1 Same Trimester Early Reassessments

2.1a PASS team email module leaders towards the end of the trimester asking whether there are any same trimester ER to be offered. Module leaders reply to confirm ER available and for which students. Marks Tracker is updated to show ER taking place.

2.1b School Support Administrator produces a reassessment marksheet for the ER results and places on SharePoint according to naming convention to denote it as the ER marksheet.

2.1c Module leader populates marksheet and removes any student(s) who did not take the ER opportunity. Module leader submits first diet and ER marksheets by marks deadline.

Page 1 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.



2.1d School Support Administrator uploads first diet marks as per PASS Process Guide on 'Importing Module Marks to SITS'.

2.1e Module leader verifies first diet marks are correct. Marks confirmation process happens.

2.1f School Support Administrator agrees the first diet marks as per PASS Process Guide on 'Agreeing Module Marks in SITS'.

2.1g School Support Administrator uploads ER marks into RAS and initiates marks verification process with module leader as usual. Module leader verifies ER marks are correct.

2.1h School Support Administrator agrees the ER marks, including recording in SITS that an ER has taken place using the code ERS. This enables tracking and reporting of all ERs.

📢 [10.7 Beta] [ANT] Assessme	ent Note Type	- • ×
NB170 [1 CAM04	0.7 Beta] Edinburgh Napier TEST System Assessment Note Type (ANT)	24/Jan/2024 CAM_NTT
1 of 2 Assessme	ent Note Type (ANT)	
Code Short Name	Name	
ERN EARLY NEXT	Early Reassessment Opportunity taken in the next trimester	
ERS EARLY SAME	Early Reassessment Opportunity taken in the same trimester	

The ERS code can be entered through RAS option 6 when agreeing marks:

V Process Module Results (CAM_XSMR_S	LR1)								
NB170 CAM04	Edinburgh Napier Pl Process Modu	ROJECT : ule Result	System s			CA	M_X	24/Jan/2 SMR_SI	024 .R1
1 of 1 Student Programme Rou	ite (SPR) records	Module	CLP09129		Occurrence	001			
Student Name 40555678/1 SYSTEMS02, TEST	Int LS CD T	Agre	ee? (Y/N)		G				
Programme Bachelor of Arts with Hor	nours		Actual		Agreed			Uncap	bed
Route BA (HONS) ENGLISH AND	FILM F/T		Mark	Grade	Mark G	rade	CD	Mark	Grade
Assessment 01 Component 1 - essay			20.0	AF	20.0	AF			
02 Component 2 - es	A new 'type' of ERS		26.0	AF	26.0	AF			
Re-assess 01 2 Component 1 -	a ERN can be stored		45.0	AP	45.0	AP			
02 2 Component 2 -	results		46.0	AP	46.0	AP			
Credit 20.00 Result P Attempt	2 Module	Result	40.0	Р	40.0	Р			
1 of 1 Exam Board Minut Note Type ERS EARLY	e records SAME							G	Add
Minutes Additional Notes								<u></u>	Del

Page  $\frac{2}{6}$  of  $\frac{6}{6}$  – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.



Alternatively, if the mark has already been agreed, the ERS can be added via SMR > Other > Minutes:

B170	idule Resu					Edin	burgh N	apier F	PROJEC	T Syst	em 4D)						24/3	an/202	4	V24 ACADEMIC YEA	R							
2 of	13 1	Module re	sults			Studi	ent woo	ule re	sont Star	us (ər	nrs)						CAM_	00)		Student Ngdu	ule Minu	tes (CAM_SI	PR_SMR_SI	MM)			- 0	×
Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt CuCo	Ac Mark	t Gr	Ag Mark	r Gr	Crdts	Rlt	Status SAS PR	Cur C Pro	Scaling Status	RTS Co	ie SCE Details			1 of 1	Modul	e Minutes Re	cords for	4055567	8/1/CLP0	09129/001	U	DF
40555678/1	2023/4	TR1	TBS10134	001	10	10								SAS					~	Sequence	001							
40555678/1	2023/4	TR1	CLP09129	001	09	2 2	40.0	P	40.0	P	20.00	P	RA	COM			40555678/1	06		Sort Name	SYST	MS02 T						
0555678/1	2022/3	TR1	TBS10105	001	10	1 0		P			0.00	Ρ	C	SAS						Note Type	ERS	EARLY SA	AME					
0555678/1	2022/3	TR1	TBS10130	001	10	2 2	40.0	P	40.0	Р	40.00	Ρ	R A	COM						Minutes	Additio	nal Notes						~
0555678/1	2022/3	TR2	SOE10103	001	10	2 1	36.5	F	36.5	F	0.00	D	R	RAS														
0555678/1	2022/3	TR3	HRM09405	001	09	11	70.8	м	70.8	М	20.00	Ρ	A A	COM														
0555678/1	2022/3	TR2	SOE08103	001	08	1 1	74.0	M	74.0	М	20.00	Ρ	A A	COM			40555678/1	05										
0555678/1	2021/2	TR1	ELE10101	001	10	1 1	82.0	M	82.0	М	20.00	Ρ	A A	COM														
0555678/1	2021/2	TR1	ELE10102	001	10	11	79.5	м	79.5	М	20.00	Ρ	A A	COM														
0555678/1	2021/2	TR2	ENT09101	002	09	2 2	40.0	P	40.0	Р	20.00	P	RA	COM														V .
0555678/1	2021/2	TR2	HRM10103	001	10	1 1	60.0	P	60.0	Р	20.00	Р	AA	COM					~	Updated Date	24/Jan	2024 L	Jpdated By	NB170	0			
EST SYSTEM achelor of Art	so2 s with Hone	ours -	BA (HONS) ENG	LISH AND FIL	LM F/T															L	-					90 0 90 76		

2.1i Module marks are ratified at a Programme Assessment Board. The board paper displays both assessment attempts, however any ER should also be noted on the paper as in the screenshot below. Results published on publication day.



# 2.2 Previous Trimester Early Reassessments

2.2a PASS team / HoLT email module leaders with link to ER spreadsheet at the beginning of the next trimester asking whether there are any ER from the previous trimester to be offered. Module leaders complete spreadsheet to confirm ER available and email School Support Administrators with list of students to be offered ER. Deadlines to be agreed locally but should be before the marks process for the next trimester begins. Spreadsheet should be used as a basis for creation of a marks tracker for Previous Trimester Early Reassessments, which should be saved on SharePoint.

Page 3 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.



2.2b School Support Administrator produces a reassessment marksheet for the ER results and places on SharePoint according to naming convention to denote it as the ER marksheet.

2.2c Module leader populates marksheet and removes any student(s) who did not take the ER opportunity. Module leader submits ER marksheets by agreed deadline.

2.2d School Support Administrator uploads ER marks into RAS and initiates marks verification process with module leader as usual. Module leader verifies ER marks are correct.

2.2e School Support Administrator agrees the ER marks, including recording in SITS that an ER has taken place using the code ERN (stands for 'Early Reassessment Next': the ER is for a module from the previous trimester, but has taken place in the next trimester after delivery). This enables tracking and reporting of all ERs.

√ [10.7 NB170 CAM04	Beta] [ANT] Assessmo [1	ent Note Type 10.7 Beta] Edinburgh Napier TEST System Assessment Note Type (ANT)	24/Jan/2024 CAM_NTT
1 Code	of 2 Assessme Short Name	ent Note Type (ANT) Name	
ERN	EARLY NEXT	Early Reassessment Opportunity taken in the next trimester	
	EARLY SAME	Early Reassessment Opportunity taken in the same trimester	

The ERN code can be entered through RAS option 6 when agreeing marks:

AM04	Edinburgh M Proce	lapier PROJECT ss Module Resul	System ts			c.	AM_	24/Jan XSMR_	2024 SLR1
1 of 1 Student	Programme Route (SPR) records	Module	CLP09129		Occurren	ce 001			
Student Name 40555678/1 SYSTEMS	Int 602, TEST T	LS CD Ag	ree? (Y/N)			ß			
Programme Bachelor	of Arts with Honours		Actual		Agreed			Unca	pped
Route BA (HONS	S) ENGLISH AND FILM F/T		Mark	Grade	Mark	Grade	œ	Mark	Grade
Assessment 01 Compo	nent 1 - essay	_	20.0	AF	20.0	AF			
02 Compo	nent2-es Anew 'type' of I	ERS	26.0	AF	26.0	[AF]			
Re-assess 01 2 Con	ponent 1 - and EPIN can be	stored	45.0	AP	45.0	AP			
02 2 Com	results	REFILS	46.0	AP	46.0	AP			
Credit 20.00 Result	P Attempt	Module Result	40.0	р	40.0	P			
1 of 1 Ex	am Board Minute records	ERN - Early	Next						DDA C
Minutes A	dditional Notes							0	Del
								2	

Page 4 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.



Alternatively, if the mark has already been agreed, the ERN can be added via SMR > Other > Minutes:

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sooner/dry	200372	102	100810103	100	18		10.0		39.2		8.00	20	310	344					(a)
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000547364	2622-9 1	791	ERORDED IN I	100	100.	D+1+	TABL		74.8	- 10	20.00	2	ALLA	CON		43033673/1	88.		
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2.2f Provided the transcript embargo period for the next set of Programme Assessment Boards has not already begun, the student will be able to see their early reassessment result in their eStudent record as soon as it is agreed. If the embargo period has already begun, the result will be available to the student at the next result publication day.

2.2g Module marks are ratified at a Programme Assessment Board. The board paper displays both assessment attempts, however any ER should also be noted on the paper as in the screenshot below.

UG FUL	L DETAIL	REPORT																
Academi	c Session	2023/4			Programme 1	Board Re	sults											
Course :	Code 54502	BH	Course Na ENGLISH	ame I AND FII	.м				Stage 3	Occ A	Status RM3	Year Ave 40.00	Recomm	nendation				
Student :	40555	678/1	Name SYSTEM	S02		TE	ST						Date of E 08-AUG	irth 1988				
Intended Actual A	Award ward	BAH13 BAH13		Bachel Bachel	or of Arts with H or of Arts with H	Ionours Ionours					Award Ti	de	Test stude	nt award titl				
Classific	ation	2/1		with S	econd Class Hon	ours (1st	Division)											
Session	Taught ( CMP/C	Credit Sum CRE/O	mary by Se OPT/E	ssion Total	Exemptio CMP/C	ns by Ses CRE/O	sion OPT/E	Overall Total				Farly	109000	comont	com	nlot	od	
2017/8 2019/0 2020/1 2021/2 2022/3 2022/3	120.00 80.00 20.00		0.00	     120.00   60.00   20.00	120.00   120.00   120.00   520.00 			120.00   120.00   120.00   440.00   80.00   20.00				for mo	odule C	LP0912	29	ipieu	90	
Total no.	of Credits			220.00				900.00	_	$\bigcap$								
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Total no.	of Credits			220.00				900.00				1						
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2023/4	TR1	CMP	CLP0912	9	Cultural and Li and Application	terary Th	eory: Debat	21	0.00			20.00	1 C1	40%	20.0	C2	60%	28.0
2023/4	TR1	CMP	TB\$1013-	4	My Developme	nt		¢	0.00	40.0	P		2 C1 1 C1	40% 100%	45.0	C2	60%	46.0

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.



## 3. Additional Information

The screenshots below show the view in eStudent records:

### Module Results

This screen shows your module results, which may be subject to ratification at a Programme Board of Examiners

Select Study Pe	eriod								
		Study Period	ENGLISH AND FILM	3 A (2023/4 )			*		
					Show				
Module Results	5								
									······ • •
Year	Period	Status	Module	Level	Credits Taken	Credits Awarded	Mark	Grade	More
2023/4	TR1	CMP	CLP09129	09	20.00	20.00	40.0	Ρ	Details

#### **Result Information**

nformation about your result

Module Result						
Year	2023/4		Period	TR1		
Module	CLP09129		Name	Cultural and Literary Theory: D	ebates and Applications	
Level	09		Status	CMP		
Credits Taken	20.00		Credits Awarded	20.00		
Mark	40.0		Grade	P		
Assessment Information						
						••• • •
Assessment	01 40% Component 1 - essay		02 60% Componer	nt 2 - essay		
Attempt	Mark	Grade	Mark		Grade	
1	20.0	AF	26.0		AF	l⊋
2	45.0	AP	46.0		AP	

Page 6 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.