

Post Programme Assessment Board Actions

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	Authored	K Mitchell	January 2023
02			
03			

1. Summary and other guides this guide links to

This PASS process guide covers actions undertaken after an Assessment Board. There are separate guides on Processing Board Decisions; Processing Late or Amended Marks and Prizes and Medals.

2. Step-By-Step Instructions

Once you have processed all your board papers please undertake the following checks to ensure the correct decisions and awards have been processed.

2.1 CSP - Ensure there are no students left unprocessed in CSP.

2.1.1 Go into CSP, click on the Blue tick (PIT Code Confirmation) and enter the programme code and batch code and hit F5 to retrieve. No records should appear.

If any records do show there is processing that still needs to be completed.

2.2 SPI - Ensure there are no students still sitting with status 'Held' or 'Incomplete'

2.2.1 Go into SPI and enter the current batch code (as used in CSP) in the Current batch field and choose "Held" from the dropdown menu of the Process status field, then hit F5 to retrieve. No records should appear. If any records do show then there is still a student at Held status waiting to be processed.



2.2.2 Repeat but choose “Incomplete” from the dropdown menu of the Process status field. No records should appear. If any records do show then there is still a student at Incomplete status waiting to be processed.

2.3 SCE - Confirm correct decisions have been recorded.

2.3.1 Go to SCE and enter the current year in Academic year field and the current batch code (as used in CSP) in the Batch field, then hit F5 to retrieve.

2.3.2 Click on All at the top of the screen, then Gen + Print Letters.

2.3.3 Enter BOARD_CHECK in the Letter code and click on the open button.

2.3.4 Save as a PDF and get all Programme Administrators to check.

2.3.5 The final 2 columns show the board decision and the board that the decision was processed against.

2.3.6 Cross check against Programme Assessment Board papers (highlighting the report as you go) to ensure the correct decisions were processed.

2.4 SAW - Ensure the correct awards have been processed.

2.4.1 Go to SAW and enter the current year in the Ac Year field, the programme code in the Programme field, the current batch code in the Batch field and “A” in the Status field, then hit F5 to retrieve.

2.4.2 Cross check each record against the Programme Assessment Boards papers for students with awards to ensure correct award has been processed. The graduation dates can also be checked to ensure they have been entered correctly.

2.4.3 If there is a duplicate SAW for a student a call will need to be raised to notify Systems.

2.5.1 Miscellaneous Tasks

2.5.1 Write the Minute and circulate

2.5.2 Prizes and Medals (when applicable) – Follow the guidance in **SITS Prizes and Medals Instructions to Schools** to ensure details of prizes and medals are recorded.



2.5.3 Withdrawal Forms – Process withdrawals in eVision for AWDFN, AWDEX, AWDCD decisions (students who achieved an award that is not their intended award, including students getting the BEng Ordinary having completed the Individual Project) and all WN decisions.

Students whose status was already withdrawn in SPR before the Programme Assessment Boards do not need another withdrawal to be processed.

2.5.4 Print/email Letters and Diploma Supplements for Exiting Students – Follow the guidance in Generating Award Letters and Diploma Supplements in SITS. Letters should be produced for students who have withdrawn with no award, so that they receive the confirmation that they have been withdrawn.

2.5.5 Graduation Programme Check (June and September) – A Bulletin Board message will be generated explaining how to produce a spreadsheet to check awards, classifications order of students.

3. Additional Information

There is no additional information included in this guide.