

Programme Assessment Board: Processing and Reprocessing Board Decisions

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	Author	R Rollinson	March 2023

1. Summary and other guides this links to

This guide covers processing and re-processing PAB decisions in SITS. It may be viewed in conjunction with Post board activities document 1: Post board actions.

2. Step-By-Step Instructions

2.1 Before processing decisions, ensure any relevant updates are made to student results:

2.1.1 Compensatory Passes (CPs): unwind the module mark and enter 'CP' as the agreed grade for that module. N.b. if the CP means the student will now be awarded a higher award than previously calculated, you will need to re-process them through PSA

2.1.2 Exceptional Attempts (EAs): unwind the module mark and enter 'EA' as the agreed grade for that module

2.1.3 Repeats (RPs): students who have received a repeat decision (FRP/PRP/MFRP) – unwind any modules which are being repeated by the student and enter 'RP' as the agreed grade for that module.

2.1.4 Withdrawn/Exited students: unwind any modules with open assessment attempts and enter 'WI' to close the module off

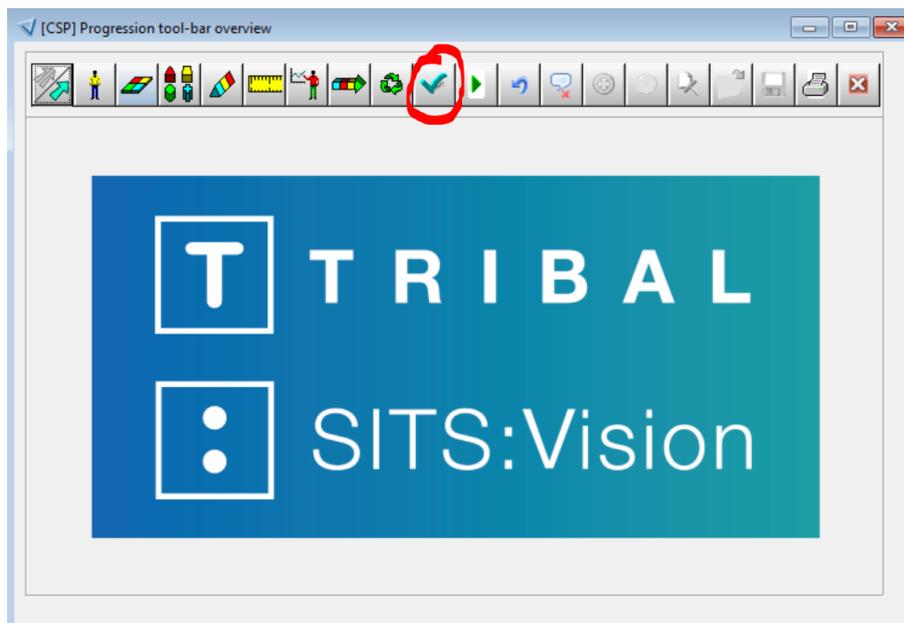
2.2 Before processing decisions, update module enrolments for students who have had these impacted by Board decisions:

2.2.1 Students who have been exited before achieving their intended award (decisions AWDEX, AWDFN, AWDC, WN) should not have any upcoming

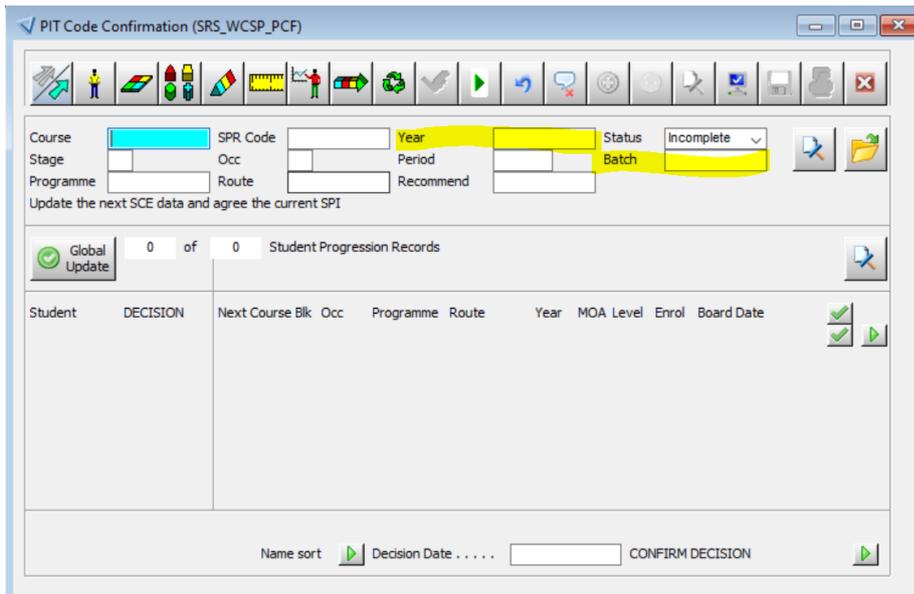
module enrolments. For example, a student exited at the TR1 Programme Board should not have any enrolments for the upcoming TR2, and a student exited at the Reassessment board should not have any module enrolments for the upcoming TR1. These students' module enrolments should be checked (via SPR and Other – Modules Taking) and removed if necessary via RSM.

2.3 Once student records have been tidied up, the decision codes can be entered into SITs. These will be the decisions agreed at the Programme Assessment Board and noted on the Board papers. A list of decision codes can be found [here](#).

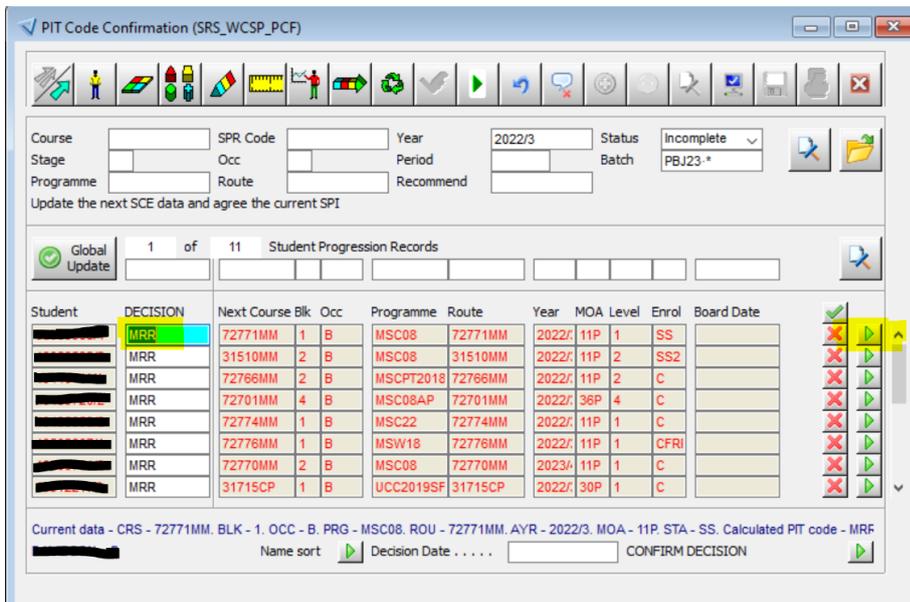
2.3.1 Decisions are entered in CSP – click on the tick icon:



2.3.2 You can retrieve students individually, or by route code or batch code, but must ensure you *always* include the academic year and batch code:

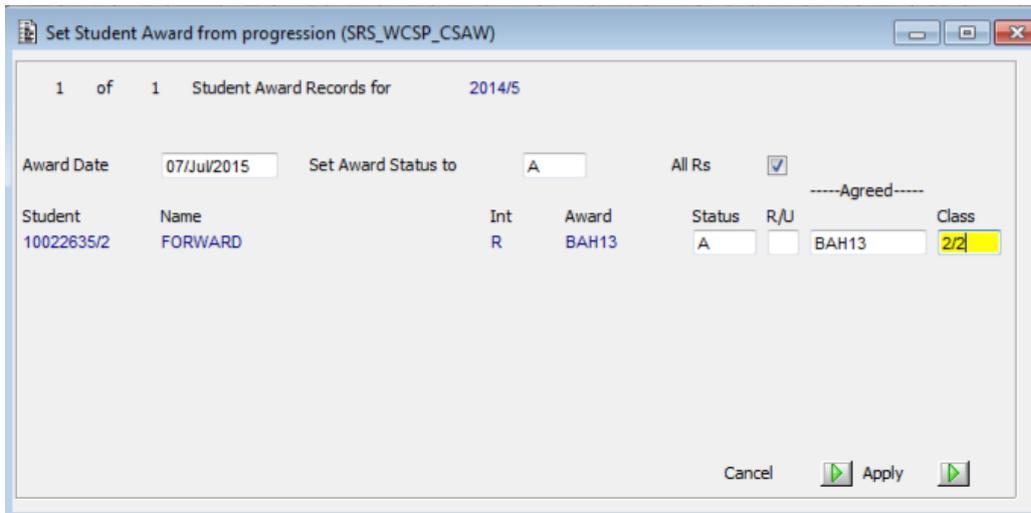


2.3.3 Once students have been retrieved, ensure the correct decision is displayed in the 'decision' column (the prepopulated decision will be the SITS recommended decision, if this is not the same as the PAB decision, overtype with the correct one), and then click the green chevron on the right-hand side:



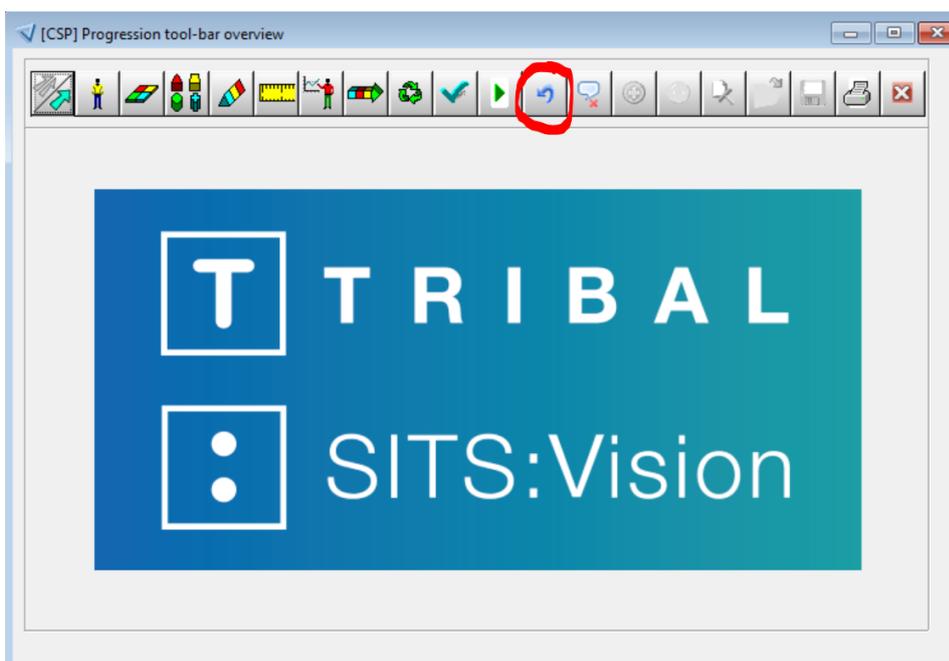
2.3.4 If the decision was an exit decision (other than WN) the SAW screen will then appear. Populate the 'Award Date' field with the date of the graduation ceremony, the 'Set Award Status to' field with A (stands for Agreed) and tick the 'All Rs' box. The calculated award will then display beneath. If this is all as expected, click the chevron next to 'Apply'. If the award is not what you're expecting, something is

wrong with the student's record and will need to be investigated further before continuing:

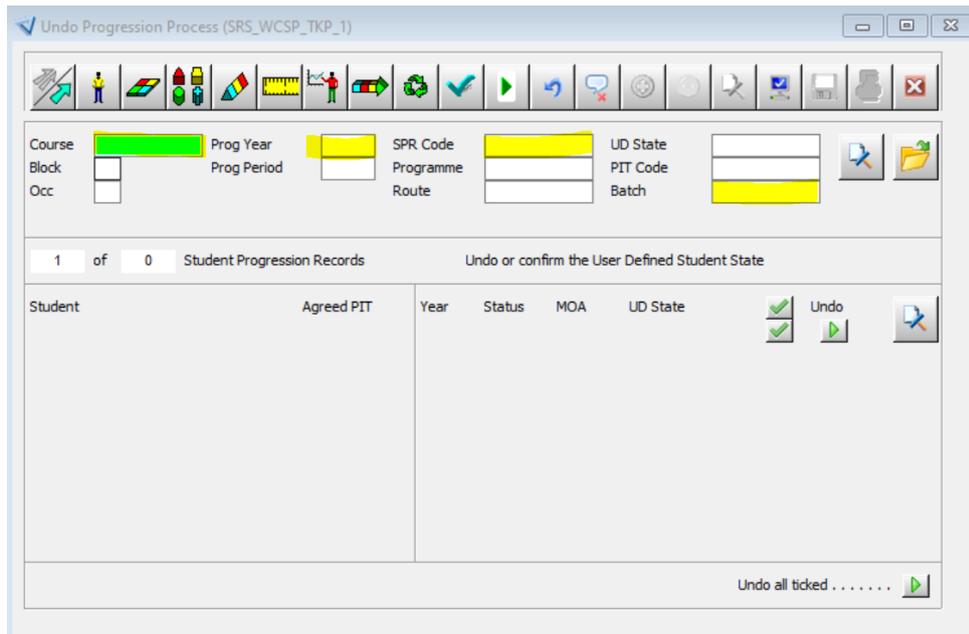


2.4 Unwinding and re-processing decisions

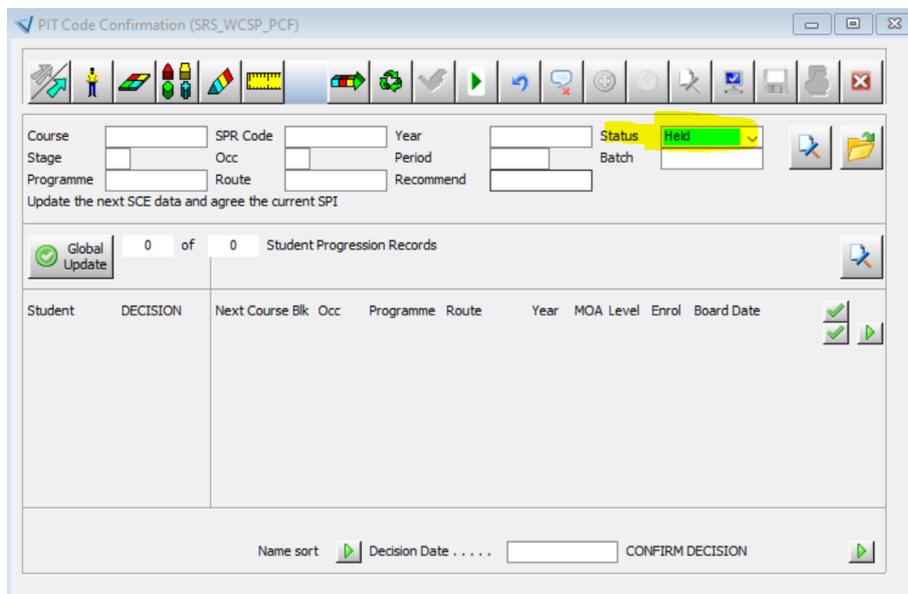
2.4.1 To unwind a decision, click on the 'back' button in CSP:



2.4.2 input the details of the student you wish to unwind – route code, academic year, SPR Code and Batch required. Once student details are retrieved, click the chevron underneath 'Undo':



2.4.3 To re-process, follow the same process as in steps 2.3.1 – 2.3.4, but this time ensure the 'status' field is set to Held:



3. Additional Information

3.1 Unwinding a SAW. If the result of re-processing a decision means that an award is no longer required, the SAW record can be unwound as follows (provided conferral of awards has not yet taken place):

- Remove the Classification
- Remove the Date of Graduation

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- Change the status A (agreed) to C (calculated)

[SAW] Student Awards

ZZ58 Edinburgh Napier University Live System 02/Mar/2023
 CAM01 Student Awards (SAW) CAM_SAW

1 of 1 Student Award (SAW) records

SPR code	Name	Ac Year	Programme	Route	Batch	Mark
[REDACTED]	[REDACTED]	2022/3	BENGH13	56120BH	NO_BATCH	83.73
Award	BENGOH13	Class	DIST	Status	A	Rec. Class Rank 1
Calc Award	BENGOH13	Date	05/Jul/2023	Rep Order	35	Agreed Class Rank 1
Title	Software Engineering (Sandwich)					
Locked?	<input type="checkbox"/>					
Subject code	00000124	COMP SCIENCE	School	214	SCEBE	