

# 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 reprocess 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- 2.1.4 Withdrawn/Exited students: unwind any modules with open assessment attempts and enter 'WI' to close the module off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, AWDCC, WN) should not have any upcoming

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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 <u>here.</u>
- 2.3.1 Decisions are entered in CSP click on the tick icon:

V [CSP] Progression tool-bar overview
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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:

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V PIT Code Confirmation (SF	IS_WCSP_PCF)	
🏂 🕯 🜌	🖋 📼 🗳 💅 🕑 🦻 🖓 🚱 🖉	. 8 🛛
Course Course Stage Programme Update the next SCE data and	SPR Code Year Status Incomplete   Occ Period Batch   Route Recommend   agree the current SPI	2 📂
Global 0 of Update	0 Student Progression Records	R
Student DECISION	Next Course Blk Occ Programme Route Year MOA Level Enrol Board Date	A K
	Name sort Decision Date CONFIRM DECISION	4

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:

📢 PIT Code Co	onfirmation (SR	S_WCSP_PC	F)									- • •
🏂 🕯	<b>Z</b>	▲ ====			<b>\$</b> 🗸		) 🗣	G			λ 🙎 🖥	3 8 🛛
Course Stage Programme Update the nex	kt SCE data and	SPR Code Occ Route agree the cur	rent	SPI	Year Period Recomm	2022 end	/3	B	tatus atch	Inco PBJ	23.*	2 🖻
Global Update	1 of	11 Stu	denti	Progres	sion Records							R
Student	DECISION	Next Course	Blk	Occ	Programme	Route	Year	MOA	Level	Enrol	Board Date	<u> </u>
	MRR	72771MM	1	В	MSC08	72771MM	2022/:	11P	1	SS		. <u></u>
	MRR	31510MM	2	8	MSC08	31510MM	2022/.	11P	2	552		
	MRR	72700MM	4	•	MSCP12010	72701MM	2022/	260	4			
	MRR	72774MM	1	B	MSC22	72774MM	2022/	11P	1	c		- 2 1
	MRR	72776MM	1	B	MSW18	72776MM	2022/	11P	1	CFRI		
	MRR	72770MM	2	в	MSC08	72770MM	2023/4	11P	1	C		× ×
	MRR	31715CP	1	в	UCC2019SF	31715CP	2022/:	30P	1	С		× 🕅
Current data -	CRS - 72771MM	. BLK - 1. OC( Name	C - B. e sort	PRG - I	ISC08. ROU - Decision Date	72771MM. AY	/R - 2023	2/3. M(	DA - 11 COM	IP. STA	- SS. Calculate DECISION	ed PIT code - MRF

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

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

📓 Set Student	Award from progression (SRS_WCSP_C	(SAW)				
1 of	1 Student Award Records for	2014/5				
Award Date	07/Jul/2015 Set Award Status t	D A		All Rs 🗸	Agreed	
Student	Name	Int	Award	Status R/	J	Class
10022635/2	FORWARD	R	BAH13	A	BAH13	2/2
						-
				Cancel	Apply	

- 2.4 Unwinding and re-processing decisions
- 2.4.1 To unwind a decision, click on the 'back' button in CSP:

V [CSP] Progression tool-bar overview
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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':

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💙 Undo	Progression P	rocess (SRS_WCS	P_TKP_1)							
<i>M</i>	1	• •   🔊   📼	· · · · · · · · · · · · · · · · · · ·	3 🗸		<b>n</b> 9	0	₽.		
Course Block Occ		Prog Year Prog Period		SPR Code Programme Route			UD State PIT Code Batch		2	1
1	of 0	Student Progress	on Records		Undo or con	ifirm the U	ser Defined Stud	ent State		
Student			Agreed PIT	Year	Status	MOA	UD State	× ×	Undo	R
								Undo all tio	ked	▶

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:

🖌 PIT Code Confirmation (SI	IS_WCSP_PCF)	
🏂 🕴 🜌 🏮	🖋 💳 🔤 🚭 💅 🕨 🦻 🗣 🔍 📾	8 🛛
Course Stage Drogramme Update the next SCE data and	SPR Code Year Status Held   Occ Period Batch   Route Recommend agree the current SPI	2 🖻
Global 0 of Update	0 Student Progression Records	$\searrow$
Student DECISION	Next Course Bik Occ Programme Route Year MOA Level Enrol Board Date	××
	Name sort Decision Date CONFIRM DECISION	

### 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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📢 [SAW] Student	t Awards					
ZZ58 CAM01	Edi	nburgh N Stu	apier Universit dent Awards (	y Live System SAW)		02/Mar/2023 CAM_SAW
1 of 1	Student Award	(SAW) red	cords			UDF
SPR code	Name	Ac Year	Programme	Route	Batch	Mark
Award	BENGOH13	Class	DIST	Status A	Rec. Class R	ank 1
Calc Award	BENGOH13	Date	05/Jul/2023	Rep Order 3	5 Agreed Class	s Rank 1
Title Locked?	Software Engine	ering (Sand	dwich)			$\sim$
Subject code	00000124 CO	MP SCIENC	E School	214	SCEBE	
L						

# • Change the status A (agreed) to C (calculated)

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