

Verifying Module Marks

Version Table

Revision	Description	Author	Date
01	Author	R Morgan	08/02/2023
02	Revised following working group feedback	V Harte	April 2023

1. Summary and other guides this links to

This document covers the process for generating the verification sheet and sending it to the marker for the confirmation process to be completed by them.

For this process guide there is one variation for certain modules delivered in the Business School (TBS). If you work in TBS, please be aware that the process for Research Methods and Dissertation Modules differs in that the supervisors will confirm marks instead of the Module Leader. In doing so, the supervisors confirm the marks *prior* to marks upload via a centrally held spreadsheet. Further information on this is available from the School Support Officer based in PASS TBS.

2. Step-By-Step Instructions

2.1 Generating verification sheet and sending these to the marker for confirmation.

The first step is to open the “SAS” screen on SITS and populate the “Year”, “Period” and “Module” fields. An example for module ENV07100 is shown below.



40009229 CAM04	Edinburgh Napier University Live System Student Assessments (SAS)	08/Feb/2023 CAM_XSAS
Year	<input type="text" value="2022/3"/> 2022/23 ACADEMIC YEAR	
Period	<input type="text" value="TR1"/> Trimester 1	
Scheme	<input type="text"/>	
Level	<input type="text"/>	
Module	<input type="text" value="ENV07100"/> Life on Earth	
Occurrence	<input type="text"/> Assessment sequence number <input type="text"/>	
<p>1a. Generate assessment due dates <input type="text"/> </p> <p>1b. Generate assessment records for student(s) <input type="text"/> </p> <p>2a. Print assessment forms Print Guide Lines .. <input type="checkbox"/> </p> <p>2b. Print learning outcome assessment forms </p> <p>2c. Print OCR assessment forms </p> <p>3. Input actual marks for assessment for student(s) <input type="text"/> </p> <p>4. Export actual marks (File : <input type="text"/>) </p> <p>5. Import actual marks (File : <input type="text"/>) </p> <p>6. Calculate and set module result for student(s) <input type="text"/> </p> <p>7. Print module result forms </p> <p>8. Process module result forms for student(s) <input type="text"/> </p> <p>9. Process held module results for student(s) <input type="text"/> </p> <p>10. Print exam board minutes </p> <p>11. Print actual result and assessments </p> <p>12. Print agreed result and assessments </p> <p>13. Undo & Process Student <input type="text"/> </p>		

2.2 Generating assessment records for students

Click the green chevron at the end of option 1b “Generate assessment records for students” in order to generate the assessment records for this module.

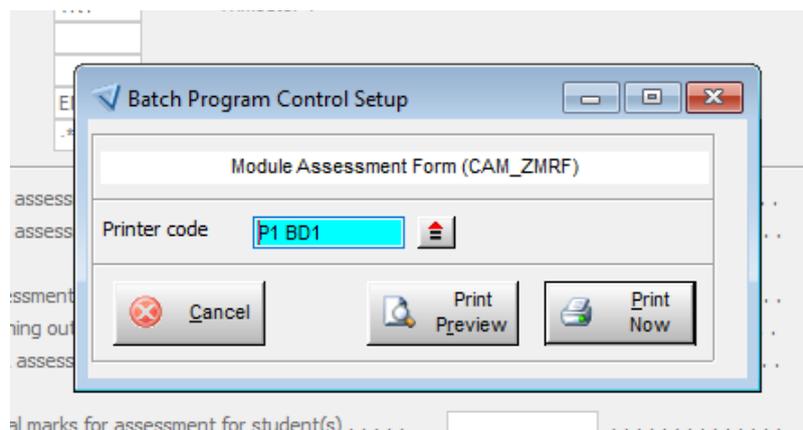
SITS will confirm when the assessment records have been generated successfully and you can then click “clear and close” to close that tab.

2.3 Print Module Result Forms

Select option “7. Print module result forms” to print the module result forms (verification sheets). These forms will be sent to the marker for the confirmation stage of Programme Assessment Boards to be undertaken. Click the green chevron at the end of this option as seen in image below.



After you have done this, you will now see the below image. Check that the printer code is “P1 BD1”. Select “print preview” option first, to check that each student has the marks entered on their record and a total grade has been calculated.



Review to check everything looks correct, click the “Print now” option as per the image above. This module result form should then be printed as a PDF and saved in a secure storage folder. Open the verification sheet and check that the marks shown match those provided on the marks spreadsheet in SharePoint.

2.4 Sending module result form to marker

Upload the PDF to the allocated SharePoint folder. Using the template in appendix A email the Module Leader with a link to the folder in SharePoint asking them to verify that the marks are correct.

3. Additional Information

Dear.....

Thank you for providing the marks for your module. These have now been imported into SITS and the resulting *marks report* is available [here](#).

Please check the report and confirm by email to me by [date](#). If there are any issues, please let me know as soon as possible. Please note that I am required to document any module results which have not been confirmed and forwarded these to the Head of School Support, in the first instance.

In accordance with Academic Regulations, when agreeing marks/grades Module Leaders are confirming:

- Assessments have been subject to internal moderation and the moderator's feedback is recorded.
- Marks/Grades for each component of assessment have been checked and confirmed as accurate.
- Overall module results (Merit or Distinction/Pass/Fail) are checked and noted as accurate.
- Assessments have been subject to external moderation, where appropriate (*primarily, but not exclusively at levels 9, 10 and 11*) and the feedback has been recorded to inform annual monitoring and future deliveries.
- Any concerns raised either by the internal moderator/external examiner and, where appropriate, responded to and addressed.
- Any instances of students under ACO investigation or other professional body regulatory requirements have been highlighted.

You may wish to consider the University guidance that, in recognising the importance of ensuring accurate data and following feedback from academic colleagues across the institution, you are encouraged to work alongside an academic peer who is removed from the module delivery to confirm. This sense-check of the aggregated marks will help identify where marks are on the borderline.

I look forward to receiving the confirmation by [XX](#).