Programme Assessment Board: Generating Assessment Board Papers

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
01	Author	MS	28/03/2023

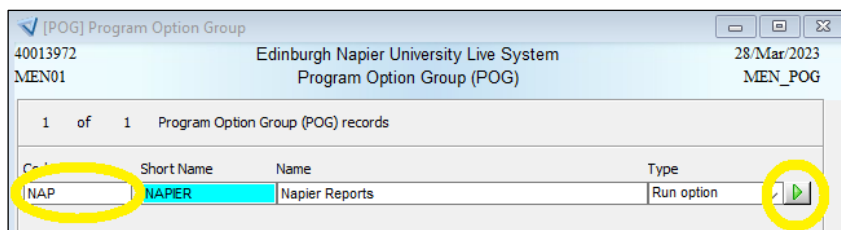## 1. Summary and other guides this links to

The Academic and Lifecycle (ASL) Team will undertake central calculations on the date specified by the University Key Dates Calendar. Once complete ASL will post a SITs bulletin advising that the Programme Assessment Board papers can be generated. The SITs bulletin will detail the instructions to be followed; these will include the details of the batch codes needed to ensure that the correct papers are generated.

Each School Support Administrator (SSA) working in a PASS team must sign up for the SITs bulletin to ensure the notifications are received.

2. Step-By-Step Instructions

2.1. Once the SITs bulletin confirming the completion of central calculations is shared, School Support Administrators (SSA) can generate from SITS the Programme Assessment Board papers.

2.2. The papers are retrieved and printed to PDF from the POG screen on SITs. Open the POG screen on SITs, enter 'NAP' into 'code' field, tab along and click the green chevron button.

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2.3. A follow-up screen will appear and present several options. Either option 11 or 13 must be selected. Option 12 and 14 are not used for Programme Assessment Board as they generate a simplified version of transcript.
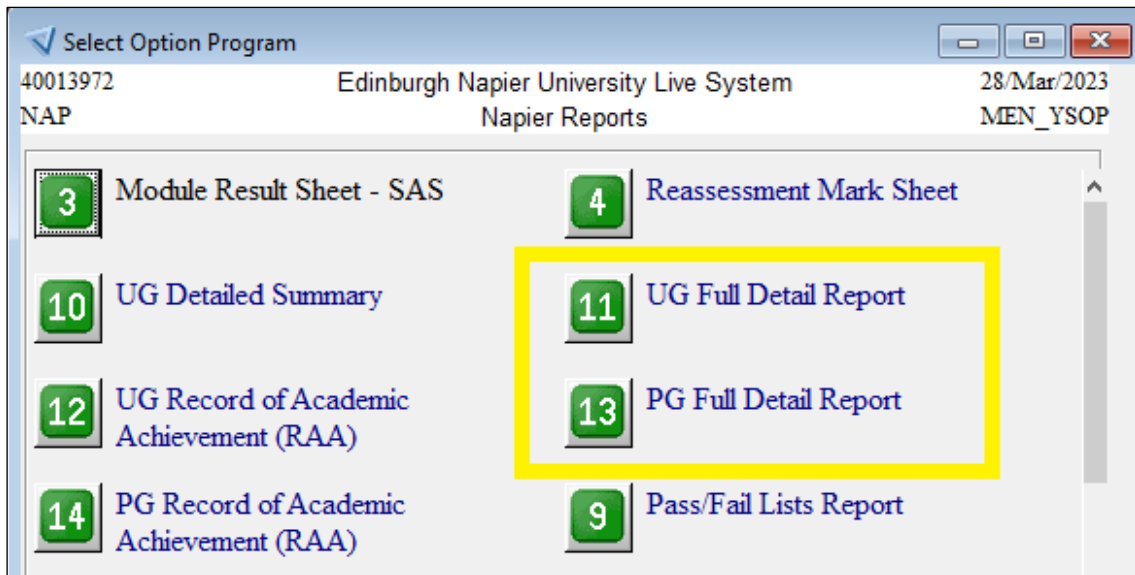
2.4. Once either option 11 or 13 has been clicked, a separate screen with appear on SITs. This screen will produce the student transcript PDFs once specific information has been entered. The fields that require completion are:

- **Year** – current academic year, which is pre-populated when the screen is opened.
- **Course** – enter the programme code for the students e.g. 31144MM.
- **SCE Batch** – enter the batch code provided in the SITs bulletin.
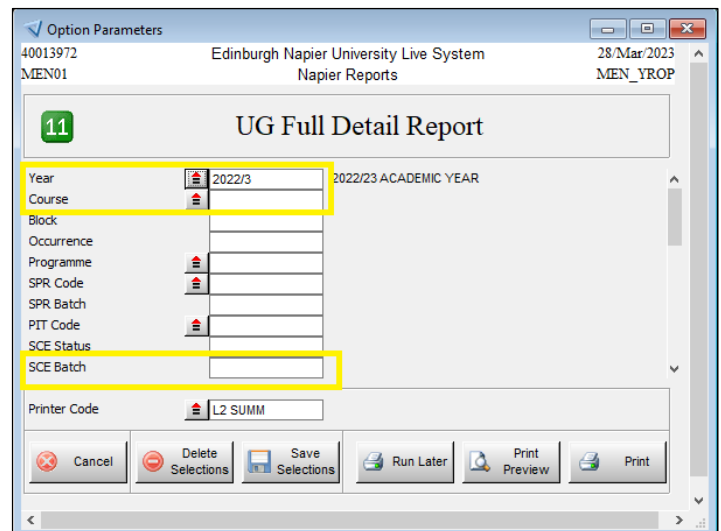
2.5. With the correct information entered in the fields, press the 'print preview' button to generate the papers for all the students on that programme who have been batched for the Programme Assessment Board.

2.6. The student transcripts can now be downloaded, securely saved and annotated in accordance with the guidance provided in the [Preparing and Annotating Board Papers](#) process guide.

3. Additional Information

There is no additional information to this guide.
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