Programme Assessment Boards: 'No Decision' Update and CSO Removal

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator (SSC) 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	Initial Draft	MS	23/02/23

1. Summary and other guides this links to

Proactive review and, if necessary, corrective action, is needed to ensure that any student records requiring a Programme Assessment Board decision code have one applied prior to the results publication date. A related process is needed to ensure that any records for which a 'Contact School Office' (CSO) decision has been applied are updated to an alternate decision code within 3 of the Programme Assessment Board processing deadline. For the specific dates please consult the Key Dates Calendar.

This guide links to the Convenor's Action guide available in the PASS Process Guide ⬜ Programme Assessment Boards folder.

2. Step-By-Step Instructions

2.1. At the processing deadline for the Programme Assessment Board, the nominated member of each School (usually the SCC) generates, investigates, and shares the data from SITs with the relevant School Support Administrator (SSA). The decision codes are the priority as have a shorter timeframe for completion.

2.2. Student records with a missing decision code are identified and retrieved on SITs via 2 separate screens:

2.2.1. On the CSP screen on SITS – enter the recent batch code for your school and update status to 'incomplete' and retrieve.

2.2.2. On the SPI screen on SITs – enter the current academic year in the Scope Year field, along with the recent batch code and select 'incomplete' in the Process Status field and retrieve.

2.3. Either of the above approaches will retrieve student records which have been batched for the recent Programme Assessment Boards but have not received a decision.

2.4. Individual SSA are alerted by the SSC of any students which they are responsible for to ensure that a decision is entered in advance of results publication. Should a student be batched incorrectly, the SSA must raise a UniDesk call asking for the student to be un-batched. Convenor's action must be followed where new decision being applied.

2.5. Student records which have received a CSO decision are also be identified on SITS using the SPR screen. This is done as follows:

2.5.1. On the SPR screen on SITS – enter the School code in the 'Faculty/School' field and tab along to generate the School name next to the field. Enter 'CSO-'followed by the board month initial and academic year into 'external ref' field in the top right corner of the screen. Below is an example of how to retrieve specific Programme Assessment Board decisions for CSO:

- CSO-J23 – CSO Decisions from TR1 22/23 ('J' for January)
- CSO-M23 – CSO Decisions from TR2 22/23 ('M' for May)
- CSO-A23 – CSO Decisions from Reassessments 22/23 ('A' for August)
- CSO-S23 – CSO Decisions from TR3 22/23 ('S' for September)

2.5.2. Once retrieved, the data is exported into a spreadsheet. To export the data, click on 'file' and then click on 'export'. Click 'ok' through the two pop-up screens and the data will be downloaded into an excel file. The excel file however will display a large amount of unnecessary data and columns, and will need to be edited to only show key columns of data such as programme code, matriculation code and external reference etc.

2.6. With the spreadsheet of outstanding CSO decisions generated, the data is shared with the relevant SSA. Each SSA should be instructed to ensure the decisions are updated within the 3 week post processing deadline and subsequent convenor's actions completed.

2.7. The nominated member of each School responsible for this process should update the spreadsheet once individual CSO decisions have been processed so that any outstanding students can be monitored and investigated further ahead of the deadline.

3. Additional Information

3.1. In certain scenarios, student may remain on the CSO decision code for an extended period before an appropriate Programme Assessment Board decision is able to be entered. In these cases, the SSA should be advised to contact additional relevant departments once the decision has been updated:

3.1.1. Should the student be on a Student Route Visa (Tier 4), then colleagues in International Support should be informed once a late decision has been processed.

3.1.2. Should the student have an updated or new award because of the late decision, then a UniDesk form for award create/delete/amend should be completed as appropriate.