

Early Reassessments

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	Initial Draft	R Rollinson & K Mitchell	20/02/2024
2	Minor amendments in terminology	R Rollinson	21/02/2024

1. Summary and other guides this links to

This guide covers the process PASS teams should follow when recording marks from early reassessments (ER). It may be read in conjunction with the 'Importing Module Marks to SITS', 'Agreeing Module Marks in SITS' and 'Verifying Module Marks' process guides.

Please note, this guide applies only to on-campus programmes. For other modules please contact International Operations. The references to marksheets below are not relevant to modules participating in the Moodle mark upload.

2. Step-By-Step Instructions

2.1 Same Trimester Early Reassessments

2.1a PASS team email module leaders towards the end of the trimester asking whether there are any same trimester ER to be offered. Module leaders reply to confirm ER available and for which students. Marks Tracker is updated to show ER taking place.

2.1b School Support Administrator produces a reassessment marksheet for the ER results and places on SharePoint according to naming convention to denote it as the ER marksheet.

2.1c Module leader populates marksheet and removes any student(s) who did not take the ER opportunity. Module leader submits first diet and ER marksheets by marks deadline.

2.1d School Support Administrator uploads first diet marks as per PASS Process Guide on 'Importing Module Marks to SITS'.

2.1e Module leader verifies first diet marks are correct. Marks confirmation process happens.

2.1f School Support Administrator agrees the first diet marks as per PASS Process Guide on 'Agreeing Module Marks in SITS'.

2.1g School Support Administrator uploads ER marks into RAS and initiates marks verification process with module leader as usual. Module leader verifies ER marks are correct.

2.1h School Support Administrator agrees the ER marks, including recording in SITS that an ER has taken place using the code ERS. This enables tracking and reporting of all ERs.

[10.7 Beta] [ANT] Assessment Note Type

NB170 [10.7 Beta] Edinburgh Napier TEST System 24/Jan/2024
CAM04 Assessment Note Type (ANT) CAM_NTT

1 of 2 Assessment Note Type (ANT)

Code	Short Name	Name
ERN	EARLY NEXT	Early Reassessment Opportunity taken in the next trimester
ERS	EARLY SAME	Early Reassessment Opportunity taken in the same trimester

The ERS code can be entered through RAS option 6 when agreeing marks:

[10.7 Beta] [ANT] Assessment Note Type

NB170 Edinburgh Napier PROJECT System 24/Jan/2024
CAM04 Process Module Results CAM_XSMR_SLR1

1 of 1 Student Programme Route (SPR) records Module CLP09129 Occurrence 001

Student	Name	Int	LS	CD	Agree? (Y/N)	Actual Mark	Grade	Agreed Mark	Grade	CD	Uncapped Mark	Grade
40555678/1	SYSTEMS02, TEST	T			<input type="checkbox"/>							
Programme Bachelor of Arts with Honours												
Route BA (HONS) ENGLISH AND FILM F/T												
Assessment	01	Component 1 - essay		20.0	AF	20.0	AF					
	02	Component 2 - es		26.0	AF	26.0	AF					
Re-assess	01	2 Component 1 -		45.0	AP	45.0	AP					
	02	2 Component 2 -		46.0	AP	46.0	AP					
Credit	20.00	Result	P	Attempt	Z	Module Result	40.0	P	40.0	P		
Note Type	Exam Board Minute records											
Minutes	ERS EARLY SAME											
Additional Notes												

A new 'type' of ERS and ERN can be stored against the students results

Alternatively, if the mark has already been agreed, the ERS can be added via SMR > Other > Minutes:

The screenshot displays two windows from the Edinburgh Napier PROJECT System. The main window is the Student Module Result Status (SMR) for student NB170, showing a table of results for modules like TBS10134, CLP09129, and HRM09405. The right-hand window is the Student Module Minutes (SMM) for the same student, showing details for sequence 001, sort name SYSTEMS02 T, and note type ERS EARLY SAME.

2.1i Module marks are ratified at a Programme Assessment Board. The board paper displays both assessment attempts, however any ER should also be noted on the paper as in the screenshot below. Results published on publication day.

The screenshot shows a 'UG FULL DETAIL REPORT' for student 40555678.1. It includes details for the academic session 2023/4, course ENGLISH AND FILM, and the student's name SYSTEMS02. A table of 'Taught Credit Summary by Session' and 'Taught Credit Summary by Level' is shown. A callout box points to the 'Component 1' and 'Component 2' columns in the bottom table, stating: 'Attempt 1 and 2 are listed on the board paper for each component C1 and C2.'

2.2 Previous Trimester Early Reassessments

2.2a PASS team / HoLT email module leaders with link to ER spreadsheet at the beginning of the next trimester asking whether there are any ER from the previous trimester to be offered. Module leaders complete spreadsheet to confirm ER available and email School Support Administrators with list of students to be offered ER. Deadlines to be agreed locally but should be before the marks process for the next trimester begins. Spreadsheet should be used as a basis for creation of a marks tracker for Previous Trimester Early Reassessments, which should be saved on SharePoint.

Page 3 of 6 – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.

2.2b School Support Administrator produces a reassessment marksheet for the ER results and places on SharePoint according to naming convention to denote it as the ER marksheet.

2.2c Module leader populates marksheet and removes any student(s) who did not take the ER opportunity. Module leader submits ER marksheets by agreed deadline.

2.2d School Support Administrator uploads ER marks into RAS and initiates marks verification process with module leader as usual. Module leader verifies ER marks are correct.

2.2e School Support Administrator agrees the ER marks, including recording in SITS that an ER has taken place using the code ERN (stands for 'Early Reassessment Next': the ER is for a module from the previous trimester, but has taken place in the next trimester after delivery). This enables tracking and reporting of all ERs.

Code	Short Name	Name
ERN	EARLY NEXT	Early Reassessment Opportunity taken in the next trimester
	EARLY SAME	Early Reassessment Opportunity taken in the same trimester

The ERN code can be entered through RAS option 6 when agreeing marks:

Student Name	Int L5 CD	Agree? (Y/N)	Actual Mark	Grade	Agreed Mark	Grade	Uncapped Mark	Grade
40555678/1	T	<input type="checkbox"/>	20.0	AF	20.0	AF		
			26.0	AF	26.0	AF		
			45.0	AP	45.0	AP		
			46.0	AP	46.0	AP		
			40.0	P	40.0	P		

Alternatively, if the mark has already been agreed, the ERN can be added via SMR > Other > Minutes:



2.2f Provided the transcript embargo period for the next set of Programme Assessment Boards has not already begun, the student will be able to see their early reassessment result in their eStudent record as soon as it is agreed. If the embargo period has already begun, the result will be available to the student at the next result publication day.

2.2g Module marks are ratified at a Programme Assessment Board. The board paper displays both assessment attempts, however any ER should also be noted on the paper as in the screenshot below.

UG FULL DETAIL REPORT															
Academic Session		Programme Board Results													
Course:	Code	Course Name	State	Occ	Status	Year Ave	Recommendation								
Student:	40555678.1	ENGLISH AND FILM	3	A	RM3	40.00									
Intended Award	BAH13	Bachelor of Arts with Honours	Award Title			Test student award title									
Actual Award	BAH13	Bachelor of Arts with Honours													
Award Mark	65.09	with Second Class Honours (1st Division)													
Classification	2:1														
Student:	40555678.1	SYSTEMS02	TEST			Date of Birth	08-AUG-1988								
Taught Credit Summary by Session		Exemptions by Session			Overall										
Session	CMP/C	CRE/O	OPT/E	Total	CMP/C	CRE/O	OPT/E	Total							
2017/8				120.00				120.00							
2019/0				120.00				120.00							
2020/1				120.00				120.00							
2021/2	120.00		0.00	120.00	320.00			440.00							
2022/3	40.00			40.00				40.00							
2023/4	20.00			20.00				20.00							
Total no. of Credits				220.00					900.00						
Taught Credit Summary by Level		Exemptions			Overall										
Level	CMP/C	CRE/O	OPT/E	Total	CMP/C	CRE/O	OPT/E	Total							
07				240.00				240.00							
08	20.00			20.00	240.00			260.00							
09	100.00			100.00	140.00			240.00							
10	100.00	0.00		100.00	40.00			140.00							
Total no. of Credits				220.00					900.00						
Year	Sem	STATUS	Module	Name	Mod Credits	Agreed Mark	Grade	Credits Gained	Att no.	Component 1 AST	Component 1 Weight	Component 1 Mark	Component 2 AST	Component 2 Weight	Component 2 Mark
2023/4	TR1	CMP	CLP09129	Cultural and Literary Theory: Debates and Applications	20.00	20.00		20.00	1	C1	40%	20.0	C2	60%	20.0
2023/4	TR1	CMP	TBS10134	MyDevelopment	0.00	40.0	P		2	C1	40%	45.0	C2	60%	48.0

Early reassessment completed for module CLP09129

Attempt 1 and 2 are listed on the board paper for each component C1 and C2.

3. Additional Information

The screenshots below show the view in eStudent records:

Module Results

This screen shows your module results, which may be subject to ratification at a Programme Board of Examiners.

Select Study Period

Study Period

Show

Module Results

Year	Period	Status	Module	Level	Credits Taken	Credits Awarded	Mark	Grade	More
2023/4	TR1	CMP	CLP09129	09	20.00	20.00	40.0	P	Details

Result Information

Information about your result

Module Result

<p>Year 2023/4</p> <p>Module CLP09129</p> <p>Level 09</p> <p>Credits Taken 20.00</p> <p>Mark 40.0</p>	<p>Period TR1</p> <p>Name Cultural and Literary Theory: Debates and Applications</p> <p>Status CMP</p> <p>Credits Awarded 20.00</p> <p>Grade P</p>
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Assessment Information

Assessment	Mark	Grade
01 40% Component 1 - essay		
02 60% Component 2 - essay		
Attempt	Mark	Grade
1	20.0	AF
2	45.0	AP