Edinburgh Napier
UNIVERSITY

Preparing and Annotating Board Papers

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	VH	17/11/22
02	Draft update following 14/12/22 PASS Process Guide Group	VH	22/12/22
03	Final version for implementation TR1 Assessment Boards session 2022/23	VH	12/01/23
04	Update following TR1 feedback made	SH	23/03/23
05	Update size of suggested decision	VH	22/06/23

1. Summary and other guides this links to

This gudie covers Assessment Board paper preparation and annotation. Consistent board paper annotation is one way we ensure effective discussion at boards and communication of board decisions. This document encapsulates the requirements of the University Programme Assessment Board guidance.

This guide links to the guide on Generating Assessment Board Papers.
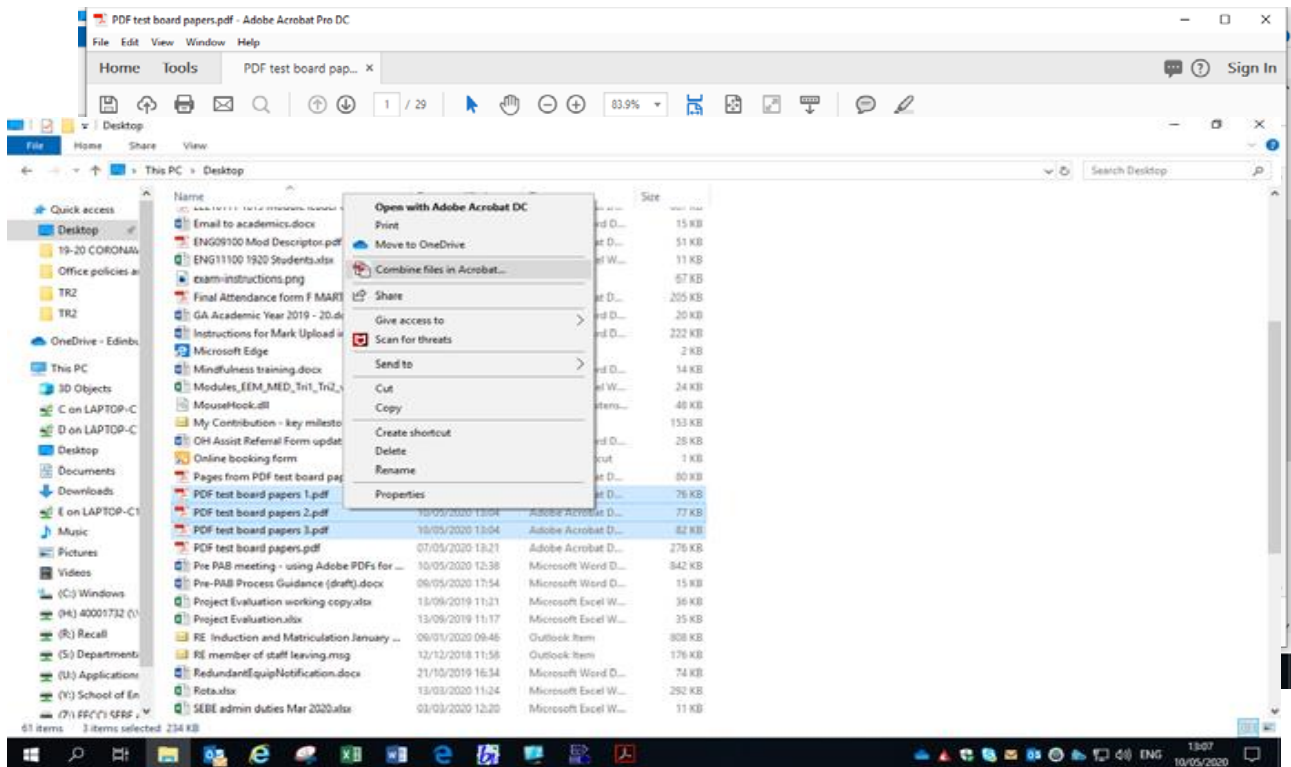
2. Step-By-Step Instructions

2.1 Ensure Adobe Creative Cloud from Apps Anywhere is downloaded and works on device being used to annotate the papers.
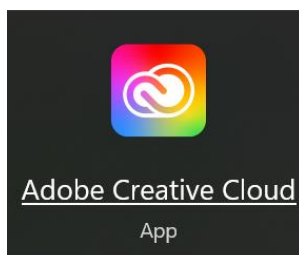
2.2 Once all the PDF files for your Board have been generated and securely saved highlight all the files, right click, then choose **combine files in Acrobat…**

2.2.1 Press the **Combine** button on the top right.

2.2.2 Save with a new name. Now that the combined document saved with a new name is prepared, the annotation of the papers can begin. The annotations are done through **Add Text** function in **Adobe Acrobat Pro DC (**go to the **Tools menu** and click on **Edit PDF).** Detail on how to add comments to PDF is provided in appendix A.

2.3 The annotations needed are:

2.3.1 Dates of suspension for a student where relevant or they are currently suspended.

2.3.2 Any academic integrity outcomes for modules that have yet to be completed.

2.3.3 A final decision or final proposed decision. Please note that a decision can be made for any student where their profile indicates that this is needed. The routine position is that that occurrence B students must get a decision code

applied at TR1 Boards and occurrence A students must get a decision applied at TR2 Boards.

2.3.4 Extenuating Circumstances (only needed where the EX has not previously been entered on SITS. The practice is for the EX to be entered on SITS prior to Board paper generation however on any occasion where this is not possible the paper must be annotated to indicate where valid extenuating circumstances apply).

2.3.5 Fails

2.3.6 Other highlights needed owing to the complexity of the profile including incorrect credit (level and or volume), missing module mark, wrong year, student status e.g. RW, SS etc), possible repeats or CP.

2.3.7 Title of degree for flexible managed or other students where title is agreed by board (eg. for accreditation purposes).

2.4 The rules for annotating board papers relate to fonts, type placement and highlighting. The last page of this process guide provides an example of a board paper annotated following those rules. The rules to be followed are:

Fonts:
2.4.1 Arial 20 is the default font. To set this in Acrobat go to the **Edit** menu, click **Content Editing** on the left-hand side and change the default font for both options and 20 for the font size.

2.4.2   The Decision Code is dark blue, 28 point

2.4.3   Indicating extenuating circumstances (where relevant, most notably in SHSC) & academic integrity decisions are in 20 point

2.4.4   Any other notes will be 16 point

Type Placement:

2.4.5   The suggested decision code is placed in the top right-hand corner in dark blue text. The final decision code applied to each student profile will reflect the discussion held at the Programme Assessment Board itself and so may change from the suggestion made during the initial paper annotation.   Please note that a decision can be made for any student where their profile indicates that this is needed. The routine position is that that occurrence B students must get a decision code applied at TR1 Boards and occurrence A students must get a decision applied at TR2 Boards.

2.4.6   Any other annotations should be in the middle section under that decision code.

Highlights: are applied across all results for that module (so, along the entire line and any subsequent lines). Please ensure that the highlighting colour selected does not obscure the data being highlighted. If darker shades of colour are used, the text and other details they highlight become too difficult to read. The colour convention to be followed is:

2.4.7 Pale blue highlights are used to indicate fails that have further attempts.

2.4.8 Orange highlights are used to indicate fails where there are no further attempts.

2.4.9 Highlights on any other section are yellow which is used to highlight something else happening that need to be aware of for the profile of that student (a PL holding code for an Academic Integrity investigation).
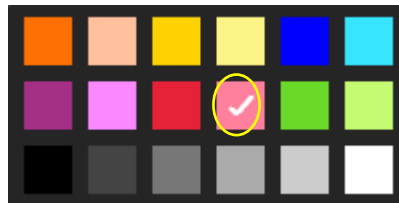
2.5 The recommended approach to paper annotation:

2.5.1 Highlight – following the convention above (2.4.7 – 2.4.9)

2.5.2 Narrative – provide the narrative on any Academic Integrity penalties/investigations, Extenuating Circumstances (only needed where EX code was not added to record prior to paper being generated) - Arial, black, size 20 font. This may include anything else salient - should the student be counselled? Do they have a module that is eligible for a Compensatory Pass? - Arial, black, size 16 font.

2.5.3 Recommended Decision – comes from the programme board decision code listing of codes available to the Board. The recommended decision will appear in Arial, size 28 font in the top right corner in dark blue. Please note that a decision can be made for any student where their profile indicates that this is needed. The routine position is that that occurrence B students must get a decision code applied at TR1 Boards and occurrence A students must get a decision applied at TR2 Boards.

An example of an annotated paper following the above rules for annotation is available on the final page of this process guide.

2.6   Once the papers have been annotated, they are organised in accordance with the University's reporting by exception rules (see Appendix A here). This will result in a bundle created for presentation and discussion at the Board and a bundle reviewed by the Board but not presented at the Board meeting for discussion. Any paper with a decision signed off by the Assessment Board are entered on SITS (regardless of whether the paper is in the presented at board for discussion pile).

2.6.1   Step one in organising the papers is putting an identifier on either the papers to be presented for discussion at the Board or those not presented for discussion at the Board. It is quicker to put the identifier on the least number of papers. A large red dot is an ideal identifier as it is easy to see when viewing the papers in Organize Pages. Select Comment, Drawing Tools, Oval. Draw it on the first page to be marked. If the oval is a circle rather than a dot right click on it and click Properties…, click on Fill Color and select red then click OK). The dot can be copied and pasted. Highlight it, click Edit at top of screen, Click copy, scroll to the next page where an oval is required, click Edit at top of screen, Click paste (or just do Ctrl + V, which is quicker). If you need multiple ovals then paste multiple times. **Remember to put the identifier on the second page if the student's record has two pages.** There are two options for the best method of organising the papers.

2.6.2   The first method is used when most papers are in the *not presented for board discussion* bundle. Under this method - note the total number of pages in the document. If title pages are required, please insert these before moving the pages. Title pages can help show where the pages should be moved to in Organize Pages if there are multiple programmes discussed at the Board. Open **Organize Pages**. Select the first group of pages with red dots by clicking on the first paper, then holding shift and clicking on the last paper in the group. Still holding shift drag the papers to their new location. It is best to move groups of consecutive papers with red dots to ensure a paper that shouldn't be moved is not selected by accident. Repeat for all pages with red dots. Ensure that the total number of pages in the document hasn't changed. Remove all of the red dots.

2.6.3   The second method is used when most papers are in the *presented for board discussion* bundle. Note the total number of pages in the document. Save the document with a new name (possibly including "not going to Board"). In the original document delete all of the

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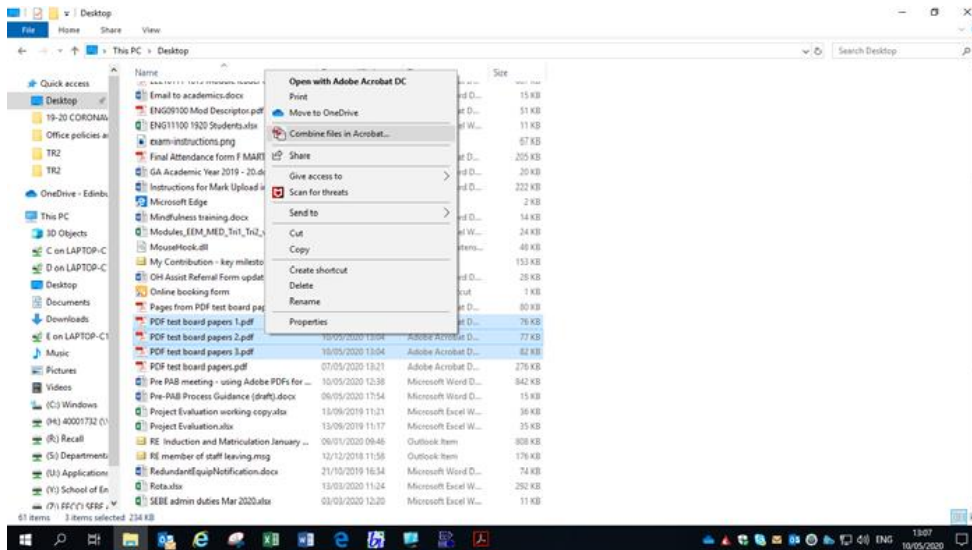pages without a red dot on them. Save the document. Open the new document (not going to Board) and delete all pages with a red dot. Save the document.

In File Explorer highlight files to be combined.

Right click, then choose **combine files in Acrobat…**

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Press the **Combine** button on the top right.
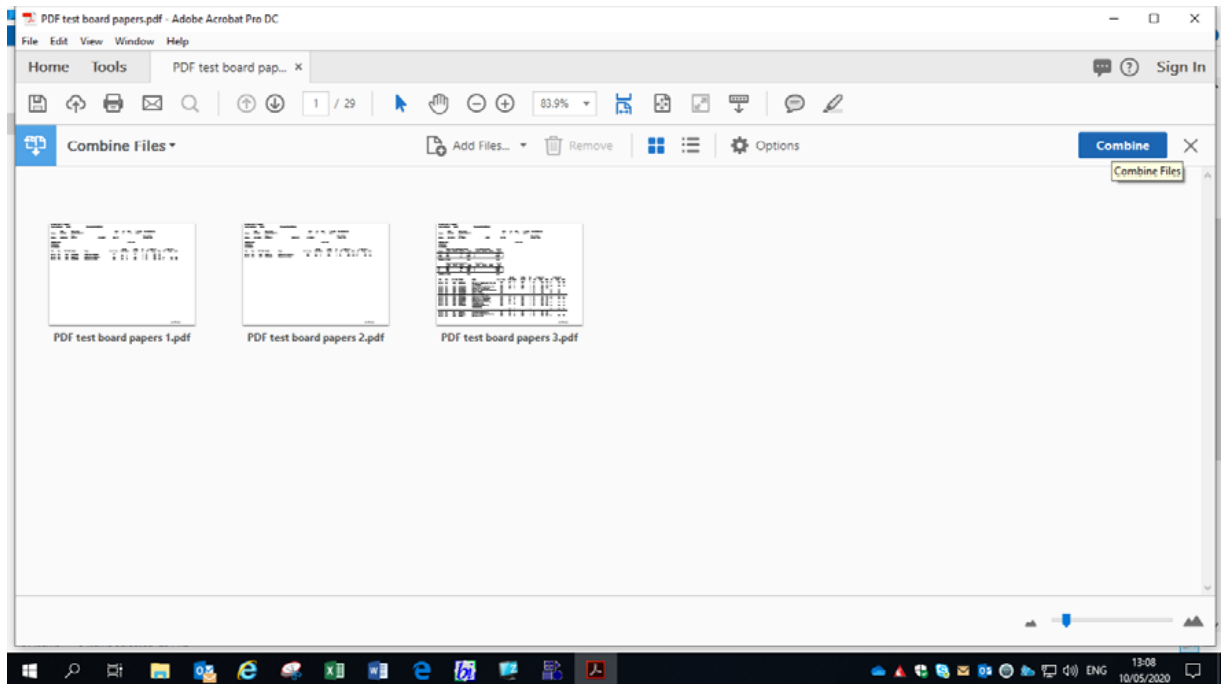
Save the file with a new name.

3. Additional Information

Tip for navigating to information in Board papers - Use the Recognise Text Tool to allow you to search through your papers for particular names or matriculation numbers. You access this from the **Tools** menu. Choose **Scan & OCR**, then **Recognize Text**, then **In This File** and choose **English UK** from the dropdown menu. Now if you use **Control - F**, you can put in a student's name or number and the PDF will go straight to that Board paper.

Page numbers – these are optional. If desired use the **Edit** function, choose **Header and Footer**, drop down menu **Add**, and then choose the **Centre Footer Text** and then **Insert Page Number**, **OK**

Appendix A provides information on how to edit/ highlight the PDF.

Appendix A

To add notes to a PDF use the **Comments** function. Go to the **Tools** menu and click on **Comment** in the list at the side.
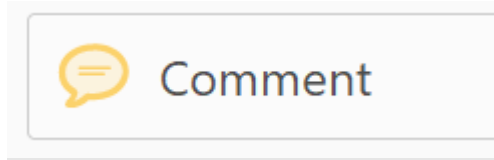
Once here, you have a few tools at your disposal including:

Selecting and editing text

 Highlighting text

Strikethrough

Line (in Drawing Tools) – to draw a straight line under text hold down the shift key before clicking where the line is to start and drag to where the line is to end.

 And you can add a tick using the add text tool

Edinburgh Napier UNIVERSITY

UG FULL DETAIL REPORT

Academic Session   XXXX/X   Programme Board Results

| Course : | Code
XXXXXH | Course Name
XXXXXXXXXX | | | Stage
2 | Occ
A | Status
C | Year Ave
29.53 | Recommendation
FRA | FAIL REASSESS - FAILED >20 credits |

Student :   4040XXXX/1   Name
XXXX   XXXX   Date of Birth
XX-XX-XX

Intended Award	BAH13	Bachelor of Arts with Honours		Award Title	XXX
Actual Award	CERTHE13	Certificate of Higher Education			
Award Mark	44.75				
Classification	ORDDC				

Top-right corner
Arial 28 Dark Blue

FRA

Middle
Arial 20 **black**

LNG09108 - EC on C1 & C2

SOE08103 - PL on C1
SOE07105 - EA?

Taught Credit Summary by Session

Session	CMP/C	CRE/O	OPT/E	Total	OPT/E	Overall Total
2019/0	60.00		40.00	100.00		100.00
2020/1	40.00		0.00	40.00		40.00

Total no. of Credits   140.00

Middle
Arial 16 **black**

Last attempt on SOE07105. If not passed, then student cannot progress to next academic year

Taught Credit Summary by Level

	CMP/C	CRE/O	OPT/E		O	OPT/E	Overall Total
07	60.00						60.00
08	40.00		40.00	80.00			80.00
			0.00	0.00			0.00

140.00   140.00

Pale blue – Failed module, with open attempt/s

Yellow – PL and others

			Name	Mod Credits	Agreed Mark	Grade	Credits Gained	Att no.	AST	Component 1 Weight	Mark	AST	Component 2 Weight	Mark
2020/1	TR1	CMP	FIN08108	Data Analysis	20.00			20.00	1	C1	40%	0.0	C2X	60%	31.0
						40.0	P		2	C1	40%	53.0	C2X	60%	0.0
2020/1	TR1	CMP	HRM08101	Introduction to Human Resource Management	20.00	60.0	P	20.00	1	C1	50%	62.0	C2X	50%	58.0
		OPT	LNG09102	German 5	20.00			0.00	1	C1	100%	0.0			
						0.0	F		2	C1	100%				
		CMP	TBS08106	LNG - Employability Skills Programmes (TBS08106)	0.00		P	0.00	1	C1	100%				
2020/1	TR2	OPT	LNG09108	German 6	20.00			0.00	1	C1	30%	0.0	C2	70%	16.0
						11.2	F		2	C1	30%		C2	70%	
2020/1	TR2	CMP	SOE08101	Business and Management Challenges	20.00			0.00	1	C1	50%	28.0	C2X	50%	32.0
						30.0	F		2	C1	50%		C2X	50%	
2020/1	TR2	CMP	SOE08103	World Economy	20.00			0.00	1	C1	60%	60.0	C2X	40%	0.0
						36.0	PL		2				C2X	40%	
2019/0	TR1	CMP	ACC07104	Accounting for Business	20.00	60.3	P	20.00	1	C1	50%	49.5	C2	50%	71.0
2019/0	TR1	OPT	LNG08102	German 3	20.00	40.0	P	20.00	1	C1	100%	40.0			
2019/0	TR1	CMP	SOE07105	Research and Study Skills	20.00			0.00	1	C1	50%	64.4	C2	50%	0.0
									2				C2	50%	0.0
						32.2	F		2				C2	50%	0.0
2019/0	TR2	OPT	LNG08109	German 4	20.00		P	20.00	1	C1	100%				
				Marketing 1	20.00		P	20.00	1	C1	100%				
				Principles of Economics	20.00		P	20.00	1	C1	100%				

Orange – Failed module, *no* attempt/s left

09-JUN-2021

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