

## Programme Assessment Boards: Processing Late and Amended Module Marks

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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        | Author      | SH     | March 2023 |
|          |             |        |            |
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### 1. Summary and other guides this links to

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This document covers the processing of late marks which encompasses slightly different actions depending on when the marks are received. It also covers the amending of marks in the case of Academic Conduct outcomes and scaling. The other PASS Process Guides this Guide links to are Importing Module Marks to SITS, Agreeing Module Marks in SITS and Verifying Module Marks.

### 2. Step-By-Step Instructions

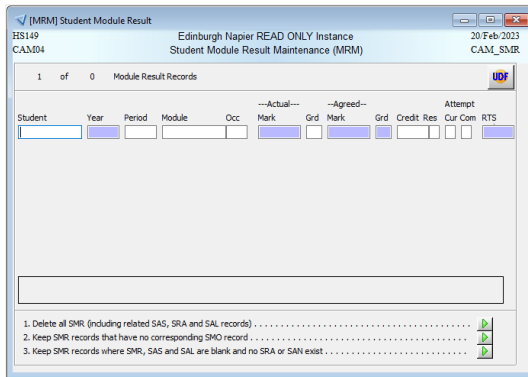
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#### 2.1 Adding late marks received post processing by the Academic and Student Lifecycle (ASL) team but prior to marks agreement process.

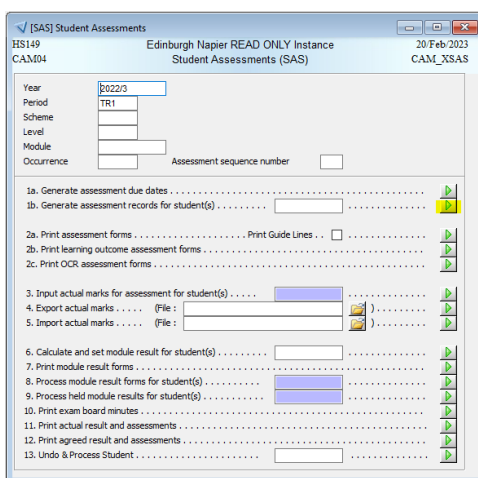
##### 2.1.1 Whole Modules:

- a. Remove any added marks (ONAs or F6s) that have been added by the ASL Team using the MRM screen. This screen has limited access. If you are unsure who has access, please check with a School Support Coordinator based in your team.

You need to add the year, period, module number and occurrence, retrieve and then (ensuring that you are removing the correct records), click on the top right green chevron to remove the records.



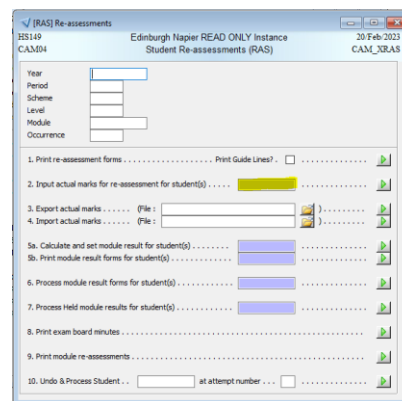
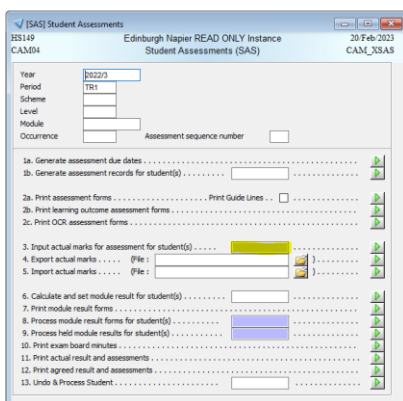
- b. Make sure that you have regenerated the assessment records using SAS 1.b (click on the green chevron without populating the field).



- c. Add the module marks, referring to guide number 3, 'Importing Marks'. You will also need to follow 4 and 5 'Verifying Marks' and 'Agreeing Marks in SITS'.

## 2.1.2 Individual Marks:

- a. Add the marks manually via .3 in SAS or .2 in RAS (you can overwrite these).



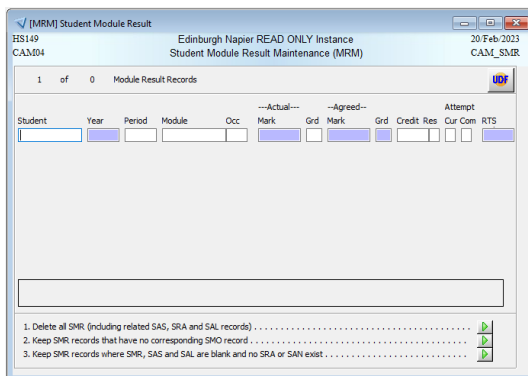
- b. You will then need to follow guides 4 and 5 ‘Verifying Marks’ and ‘Agreeing Marks’ to ensure that all information is correct in SITS and that you have confirmation of this from the module leader.

## 2.2 Adding late marks received post processing by the Academic and Student Lifecycle (ASL) team and post marks agreement process

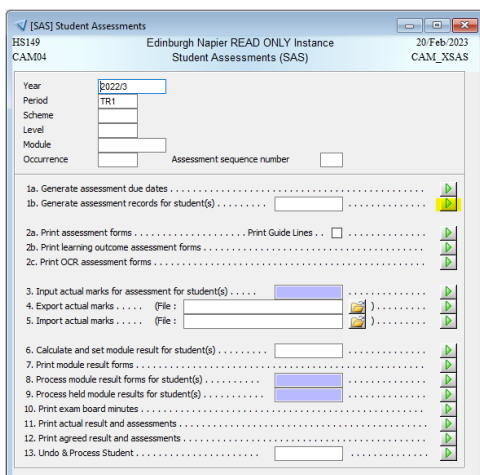
### 2.2.1 Whole Modules:

- d. Remove any added marks (ONAs or F6s) that have been added by the Systems Team using the MRM screen. This screen has limited access. If you are unsure who has access, please check with a School Support Coordinator based in your team.

You need to add the year, period, module number and occurrence, retrieve and then (ensuring that you are removing the correct records), click on the top right green chevron to remove the records.



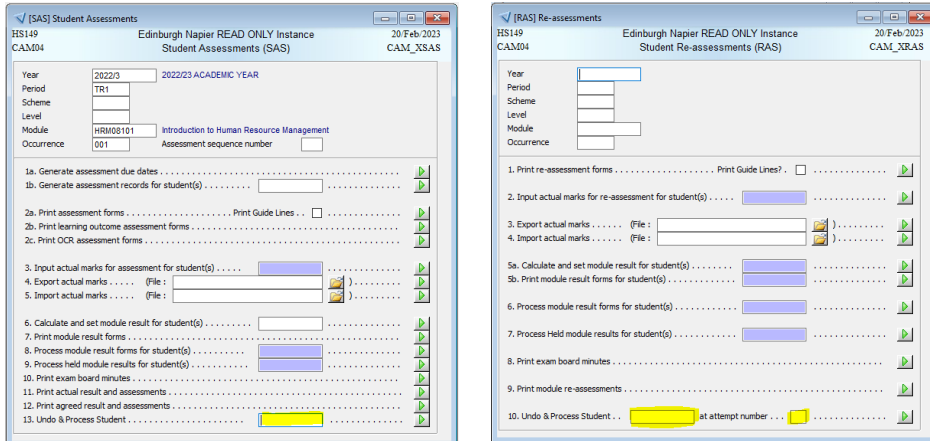
- e. Please ensure you have regenerated the assessment records using SAS 1.b (click on the green chevron without populating the field).



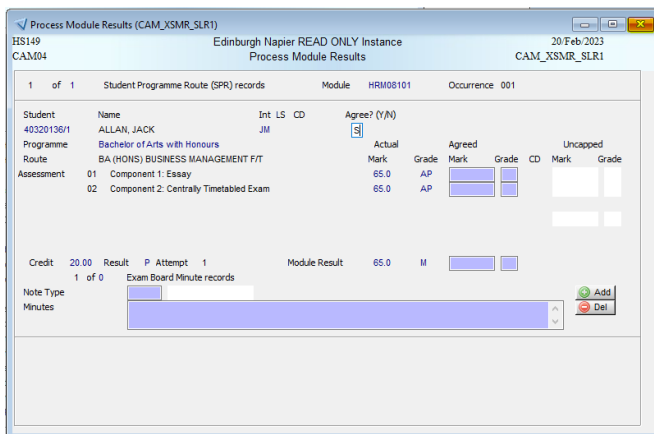
- f. Add the module marks, referring to guide number 3, 'Importing Marks'. You will also need to follow 4 and 5 'Verifying Marks' and 'Agreeing Marks in SITS'.

### 2.2.2 Individual Marks:

- a. in SAS, input the student number (with slash) to 13. And click on the green chevron: For the RAS screen, this would be box number 10 and you need to add the attempt number that is being unwound (usually 2).



- b. Click the next screen off using the red cross in the top right corner:

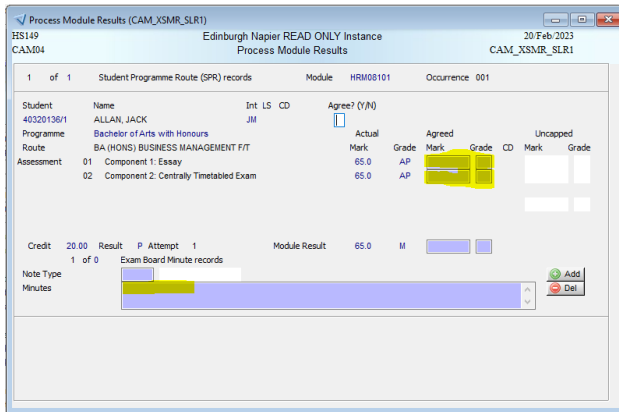


- c. Add the matriculation number (with slash) to SAS number 3 (RAS number 2) -  
 - Input actual Marks and click the green chevron to the right. You can then add the mark manually. Ensure to calculate and set the result (SAS number 6) and reprint the module result form to share with the module leader. Once the mark has been verified, you can process the result using SAS number 8.

### 2.3 Amending marks due to Academic Conduct investigation decisions

- a. In SAS, input the student number (with slash) to 13. And click on the green chevron: For the RAS screen, this would be box number 10 and you need to add the attempt number that is being unwound (usually 2).

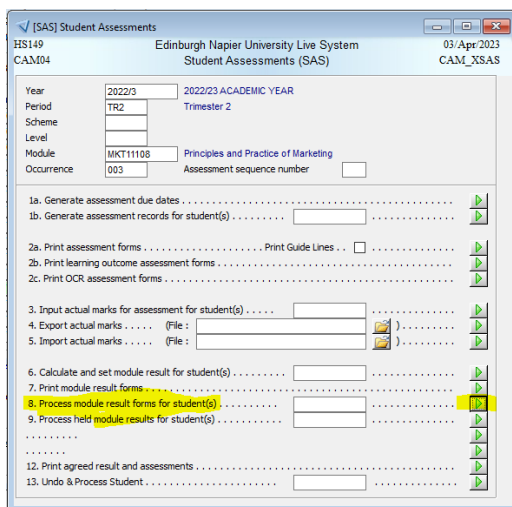
- d. In the next screen add the amended mark/grade to the Agreed column (double click here for any components that have not changed. The actual mark/grade will automatically populate).  
Add an updated minute indicating the outcome.  
In the event of academic misconduct not being found, please follow the guidance at 2.2.2 above and remove any minutes or PL codes.



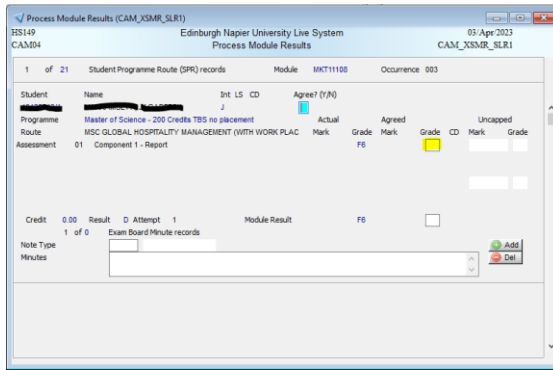
## 2.4 Amending marks due to Scaling

Scaling of modules is applied to all students on the specified occurrence. Once the new marks have been supplied by the module leader, they are manually added to the agreed marks column in SAS, leaving the actual marks as they were prior to scaling.

- a. In the SAS screen, click on the chevron at number 8.



- b. The following screen then appears and you can add the new mark in the agreed column (highlighted below). Once this is completed for 1 student, you should tab through to create reassessment slots and can then use the arrows at the top of the screen to move to the next student. This should then be repeated until all are completed.



- c. You then have the option to pass these results over to another member of your team to sense check before creating a verification sheet (using the chevron at number 12 – Print Agreed Results and Assessments) and completing the marks verification process as per the [Verifying Module Marks PASS Process Guide](#).

### 3. Additional Information

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There is no additional information to this guide.