

Recording Valid Extenuating Circumstances Decisions in SITS

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
1.0	Initial Draft	Marjorie Henderson	April 2023
2.0	2 nd Draft based on feedback from PEG colleagues & addition of screenshots.	Marjorie Henderson	December 2023

1. Summary and other guides this links to

This Process Guide provides instructions for recording valid extenuating circumstances decisions in SITS in accordance with regulation EC11.2:

Details of the outcomes of extenuating circumstances are communicated to students throughout the trimester by the School Extenuating Circumstances Officer, with the relevant School Email inbox or Programme Administrator copied in for information.

2. Step-By-Step Instructions

On receipt of an EC outcome decision, the corresponding student record should be updated in SITS by undertaking the following steps:

2.1 If the valid ECs are to be recorded against a first attempt, go to the SAS screen, Enter the academic year, period (trimester), module number, and Occurrence code which can be checked via the MAV Screen.

[SAS] Student Assessments

IS66 Edinburgh Napier University Live System 21/Nov/2023
 :AM04 Student Assessments (SAS) CAM_XSAS

Year	<input type="text" value="2023/4"/>	2023/24 ACADEMIC YEAR
Period	<input type="text" value="TR1"/>	
Scheme	<input type="text"/>	
Level	<input type="text"/>	
Module	<input type="text" value="NUR07109"/>	Caring For Self And Others
Occurrence	<input type="text" value="001"/>	Assessment sequence number <input type="text"/>

1a. Generate assessment due dates	<input type="text"/>	
1b. Generate assessment records for student(s)	<input type="text"/>	
2a. Print assessment forms	Print Guide Lines .. <input type="checkbox"/>	
2b. Print learning outcome assessment forms		
2c. Print OCR assessment forms		
3. Input actual marks for assessment for student(s)	<input type="text" value=""/>	
4. Export actual marks (File : <input type="text"/>)		
5. Import actual marks (File : <input type="text"/>)		
6. Calculate and set module result for student(s)	<input type="text"/>	
7. Print module result forms		
8. Process module result forms for student(s)	<input type="text"/>	
9. Process held module results for student(s)	<input type="text"/>	
10. Print exam board minutes		
11. Print actual result and assessments		
12. Print agreed result and assessments		
13. Undo & Process Student	<input type="text"/>	

2.2 In option 3 of the SAS screen, enter the student's number and click on the green chevron. This will open the result hole for the student. Record 0.0 and EX for the component(s) which have been granted valid ECs. For modules with a Pass/Fail marking scheme or Taught Masters Marking scheme record EX. Store the data which has been input.

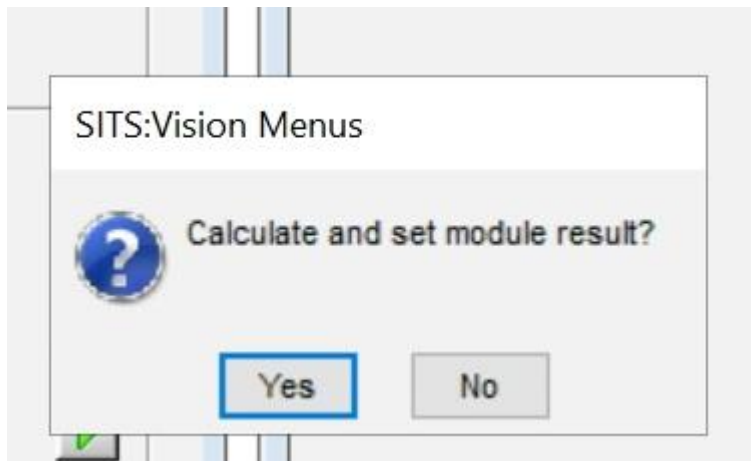
Input actual marks (CAM_XMAF)

1 of 1 Student Assessments

Module NUR07109 Occurrence 001 Caring For Self And Others
Assessment 01 Component 1

Student code	Name	Int	CD	Mark	Grade	CD	Atp	Mark	Grd	Scaled
00411800/9	GRADUATES, OVER	OT		0.0	EX		1			

2.3. A window will then appear asking if you want to calculate and set the module result. Select Yes. If this pop-up does not appear, select Option 6 on the SAS, screen and enter the student's number (including the slash number) in the white box and then click on the green chevron to set and calculate the module result.





[SAS] Student Assessments

IS66 Edinburgh Napier University Live System 21/Nov/2023
CAM04 Student Assessments (SAS) CAM_XSAS

Year	2023/4	2023/24 ACADEMIC YEAR
Period	TR1	
Scheme		
Level		
Module	NUR07109	Caring For Self And Others
Occurrence	001	Assessment sequence number <input type="text"/>

1a. Generate assessment due dates	<input type="text"/>	<input type="button" value="▶"/>
1b. Generate assessment records for student(s)	<input type="text"/>	<input type="button" value="▶"/>
2a. Print assessment forms Print Guide Lines . . <input type="checkbox"/>		<input type="button" value="▶"/>
2b. Print learning outcome assessment forms		<input type="button" value="▶"/>
2c. Print OCR assessment forms		<input type="button" value="▶"/>
3. Input actual marks for assessment for student(s)	<input type="text"/>	<input type="button" value="▶"/>
4. Export actual marks (File : <input type="text"/>)	<input type="text"/>	<input type="button" value="▶"/>
5. Import actual marks (File : <input type="text"/>)	<input type="text"/>	<input type="button" value="▶"/>
6. Calculate and set module result for student(s)	00411800/9	<input type="button" value="▶"/>
7. Print module result forms		<input type="button" value="▶"/>
8. Process module result forms for student(s)	<input type="text"/>	<input type="button" value="▶"/>
9. Process held module results for student(s)	<input type="text"/>	<input type="button" value="▶"/>
10. Print exam board minutes		<input type="button" value="▶"/>
11. Print actual result and assessments		<input type="button" value="▶"/>
12. Print agreed result and assessments		<input type="button" value="▶"/>
13. Undo & Process Student	<input type="text"/>	<input type="button" value="▶"/>

2.4 At this point the module result will be “actual” and not agreed. To agree the result, select Option 8 and enter the student’s number (including the slash number) in the white box and then click on the green chevron to agree the module result. A second screen will appear and prompt the entry of “Y” to agree the result, then tab through the screen to ensure that the appropriate reassessment instruments are picked up. Add a note in the minutes field stating the year, trimester and that there were valid ECs for a component (specify which one or both) and then click on the store icon.

N.B You can only agree the module result if both components (or the entire module) has ECs. Otherwise you have to wait until the mark for the other component is entered.

[SAS] Student Assessments

IS66 Edinburgh Napier University Live System 21/Nov/2023
 CAM04 Student Assessments (SAS) CAM_XSAS

Year	<input type="text" value="2023/4"/>	2023/24 ACADEMIC YEAR
Period	<input type="text" value="TR1"/>	
Scheme	<input type="text"/>	
Level	<input type="text"/>	
Module	<input type="text" value="NUR07109"/>	Caring For Self And Others
Occurrence	<input type="text" value="001"/>	Assessment sequence number <input type="text"/>

1a. Generate assessment due dates	<input type="text"/>	
1b. Generate assessment records for student(s)	<input type="text"/>	
2a. Print assessment forms	Print Guide Lines . . <input type="checkbox"/>	
2b. Print learning outcome assessment forms		
2c. Print OCR assessment forms		
3. Input actual marks for assessment for student(s)	<input type="text"/>	
4. Export actual marks (File : <input type="text"/>)		
5. Import actual marks (File : <input type="text"/>)		
6. Calculate and set module result for student(s)	<input type="text"/>	
7. Print module result forms		
8. Process module result forms for student(s)	<input type="text" value="00411800/9"/>	
9. Process held module results for student(s)	<input type="text"/>	
10. Print exam board minutes		
11. Print actual result and assessments		
12. Print agreed result and assessments		
13. Undo & Process Student	<input type="text"/>	



Clear Process Module Results (CAM_XSMR_SLR1)

S66 Edinburgh Napier University Live System 21/Nov/2023
AM04 Process Module Results CAM_XSMR_SLR1

1 of 1 Student Programme Route (SPR) records Module NUR07109 Occurrence 001

Student	Name	Int	LS	CD	Agree? (Y/N)			
00411800/9	GRADUATES, OVER		OT		<input type="checkbox"/>			
Programme	Bachelor of Nursing - NMS regs change 2022							
Route	BACHELOR OF NURSING (LEARNING DISABILITIES) F/T							
Assessment	01	Component 1						
Actual	Mark	Grade	Agreed	Mark	Grade			
0.0		EX	0.0		EX			
Credit	0.00	Result	D	Attempt	1			
	1	of 1		Module Result	0.0			
				EX	0.0			
Note Type	Exam Board Minute records							
Minutes	Valid ECs for C1 - TR1 23/24							
Re-Assessment(s)								
Seq	Atm	Type	Mks	Name	QMrk	Due Date	Due Time	Wgt
01	1	C1	U40C	Component 1	39.5			100

2.5 If the valid ECs relate to a **reassessment attempt**, go to the RAS Screen, enter the module details and enter the student number the white box in Option 2. Then record EX as detailed in Point 2.2 above, and then calculate and set the result in Option 5a.



[RAS] Re-assessments

IS66 Edinburgh Napier University Live System 21/Nov/2023
AM04 Student Re-assessments (RAS) CAM_XRAS

Year	2023/4	2023/24 ACADEMIC YEAR
Period	TR1	Trimester 1
Scheme		
Level		
Module	NUR07109	Caring For Self And Others
Occurrence	001	

1. Print re-assessment forms Print Guide Lines?
2. Input actual marks for re-assessment for student(s)
3. Export actual marks (File :)
4. Import actual marks (File :)
- 5a. Calculate and set module result for student(s)
- 5b. Print module result forms for student(s)
6. Process module result forms for student(s)
7. Process Held module results for student(s)
8. Print exam board minutes
9. Print module re-assessments
10. Undo & Process Student at attempt number

2.6 At this point the module result will be “actual” and not agreed. To agree the result, select Option 6 and enter the student’s number (including the slash number) in the white box and then click on the green chevron to agree the module result. A second screen will appear and prompt the entry of “Y” to agree the result, then tab through the screen to ensure that the appropriate reassessment instruments are picked up. Add a note in the minutes field stating the year, trimester and that there were valid ECs for a component (specify which one or both) and then click on the store icon.

N.B You can only agree the module result if both components (or the entire module) has ECs. Otherwise you have to wait until the mark for the other component is entered.

2.7 As it is possible that decisions about applications for Exceptional Extenuating Circumstances could be made after results have already been processed and agreed, details of the valid extenuating circumstances would be recorded by unpicking the already agreed module decision in SAS (for first attempts) or in RAS (for subsequent attempts).

2.8 Details of this process can be found at the following link:

[EX - How to Process .docx \(sharepoint.com\)](#)

Remember to include a note in the minutes field stating the year, trimester and that there were valid Exceptional ECs for a component.

3. Additional Information - there is no additional information for this guide.
