

# **Marks Entry via E-Vision**

# **St Mary's University**

## **Dec 2021 Final v1**

Key Sections:

Trouble Shooting – slide 9

How to perform Marks Entry once in E-Vision – slides 12 to 18

Entering Marks/ LoA/ Uni EC/ Late Marks etc – slides 19 to 21

Glossary starts from slide 33

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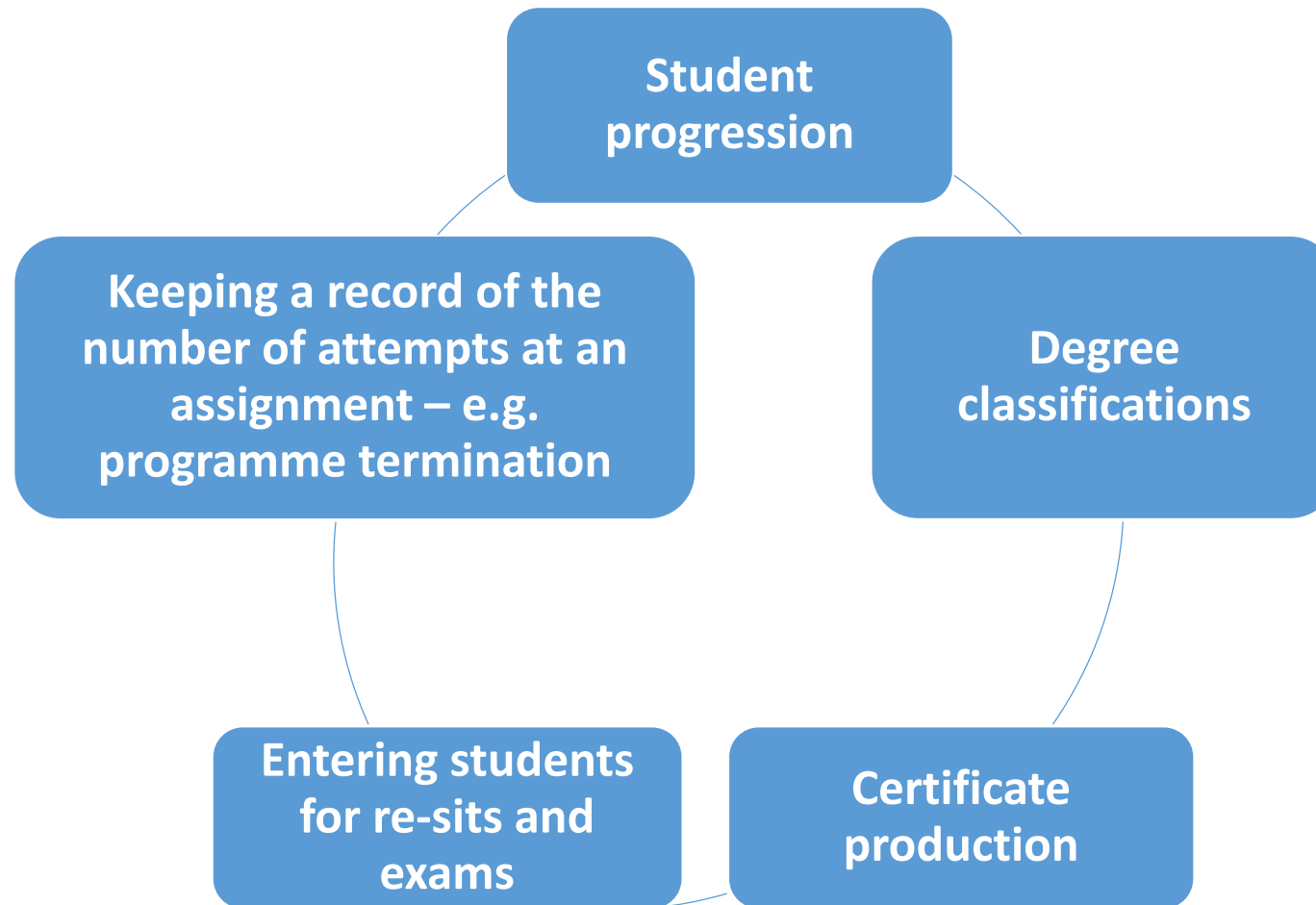
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# Glossary

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# Why is accurate Mark Entry important?



# Important to Know

As with QL, it is essential that an accurate mark history is kept for each student.

A mark should be recorded for each attempt of an assignment, even in the case of a non-submission.

Where a student does not submit an assignment/ take an exam then you must enter

Mark of ZERO

Grade of NS

# Overview of the Marks Entry Process in SITS (Non-Collaborative Partners)

|   | Responsibility      |   |
|---|---------------------|---|
| 1 | Academic            | Marking and moderating assessments  |
| 2 | Academic            | Entering assessment marks into SITS and Calculating Marks   |
| 3 | Admin               | Programme Exam Board scheduling notetaking<br>Extract Module Assessment Report and circulate as part of the Prog Exam Board papers<br>Note taker at Programme Exam Board                        |
| 4 | Admin/Acad/Registry | Post Programme Exam Board tidy up   |
| 5 | Admin               | TMR (Tick Module Result)<br>Dates for TMR are directed by Registry  |
| 6 | Registry            | The Exams Team in Registry collate the necessary paperwork for the University Pre-Exam board and University Exam Boards<br>The University Exam Boards decide student progression and completion |
| 7 | Registry            | Post University Exam Board – marks are APPROVED, and results are distributed to students  |

# Marks Entry Process For Collaborative Partners

External bodies cannot access our SITS Platform which means we need to enter marks for them.

Each CP is different and the schedule may not always apply

|   | Responsibility        |   |
|---|-----------------------|---|
| 1 | Admin                 | Forward csv marks sheet to point of contact either at St Mary's or the Collaborative Partner  |
| 2 | Collaborative Partner | Complete CSV marks sheet and return to administrator  |
| 3 | Admin                 | Upload csv mark sheet into SITS (either via Client or E-Vision)   |
| 4 | Admin                 | Calculate Module Results<br>Programme Exam Board scheduling, Extract Module Assessment Report, notetaking   |
| 5 | Admin/Acad/Registry   | Post Programme Exam Board tidy up   |
| 5 | Admin                 | TMR Tick Module Result. Dates for TMR are directed by Registry  |
| 6 | Registry              | The Exams Team in Registry collate the necessary paperwork for the University Pre Exam board and University Exam Boards<br>The University Exam Boards decide student progression and completion |
| 7 | Registry              | Post University Exam Board – marks are APPROVED and results are distributed to students   |



# Trouble Shooting

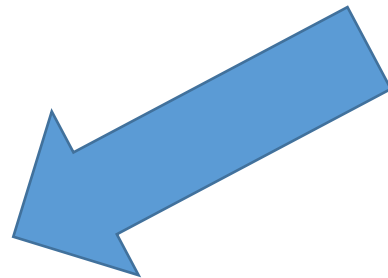
|   | Query  | What to do   |
|---|--|--|
| 1 | Can't access E-Vision  | Email IT Helpdesk – all staff should have access to e-Vision. Below is the URL for ease<br><a href="https://evision.stmarys.ac.uk/urd/sits.urd/run/siw_lgn">https://evision.stmarys.ac.uk/urd/sits.urd/run/siw_lgn</a>   |
| 2 | Can't see the Module Marks Entry Container or Modules for entering marks | Contact your administrator who can check and provide access by adding you as a marker to the necessary modules   |
| 3 | Can't see all your students when entering marks                          | Academic: Please email <a href="mailto:exams@stmarys.ac.uk">exams@stmarys.ac.uk</a> as there may be issues with the student record<br>Please state all relevant information - module code, module name and query         |
| 4 | You see students who shouldn't be on your modules for marks entry        | Academic: please email <a href="mailto:exams@stmarys.ac.uk">exams@stmarys.ac.uk</a> as there may be issues with the student record<br>Please state all relevant information – regnum, module code, module name and query |
| 5 | Unable to TMR  | Admin: Log this via the Issues Spreadsheet in Teams<br>(please check that modules have been calculated first)  |
| 6 | Unable to upload csv marks sheets  | Check that the marks sheet has not been re-formatted as the system will not accept any variation to format and retry<br>If issue continues email <a href="mailto:exams@stmarys.ac.uk">exams@stmarys.ac.uk</a>            |
| 7 | Assessment Name is incorrectly displayed                                 | Contact you administrator in the first instance<br>Any changes to assessment name/ weighting will need to be referred to QS. Administrators will not have access to SITS for this function                               |

# Navigation – how to find SITS e-Vision

You can access e-Vision through the St Mary's University Staff Pages.  
Enter you regular login credentials

## Systems

- [CELCAT timetables](#)
- [Moodle](#)
- [Office 365 \(Email\)](#)
- [Open Research Archive](#)
- [PeopleNet](#)
- [Personal Tutoring Dashboard](#)
- [SimmPay: Cashless Catering](#)
- [SITS: e:Vision Portal](#)
- [SMRS Reporting](#)
- [Vevox](#)
- [Zoom](#)



# e-Vision Home Page

Navigate to the menu bar along the top and select Admin



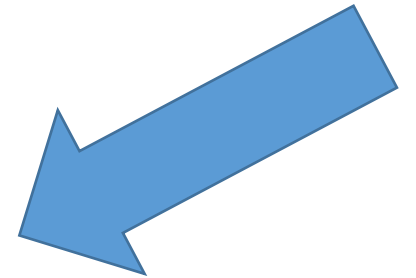
Clearing

Curriculum Management

Staff

Funding

Admin



# Module Marks Entry Container

Navigate to the Module Marks Entry Container

## Module Marks Entry New

Enter Marks for Your Modules

Academic access - This is where you will enter your module marks

Enter/Process Marks (Admin)

Admin access –Additional functionality

Manage Module Convenors

Admin access –This is where we can manage Module Convenors

Manage Markers

Admin access – This is where we can manage assessment markers

# Academic View Module Marks Entry

By selecting this function, you will be able to view all the modules you are able to enter marks into.

**Action:** From here select the module for entering marks by clicking the blue select button (far right-hand side).

This will take you to a new window where you can select the individual assessment element. **NOTE:** You can sort the list by clicking in the white space next to the column heading and grey arrow will appear.

| Module List |                                |       |         |        |          |              |                            |         |           |        |
|-------------|--------------------------------|-------|---------|--------|----------|--------------|----------------------------|---------|-----------|--------|
| Module      | Name                           | Occ   | Year    | Period | Students | Module Marks | First Attempts             | Retakes | Status    | Select |
| FDY3001     | Personal Learning Competencies | SMF01 | 2021/22 | SEM1   | 63       | 13/63        | 001 - 13/63<br>002 - 13/63 |         | Available | Select |

**Trouble shooting:** If you can't see a module, you should have access to then, contact your administrator who can investigate and provide access

# Module Marks Entry – Headings Explained

| Module      | Name              | <u>Occ</u>                         | Year             | Period                         | Student        | Module Marks                        | First Attempts   | Retakes  | Status   | Select  |
|-------------|-------------------|------------------------------------|------------------|--------------------------------|----------------|-------------------------------------|--|--|--|---|
| FDY3001     | Personal Learning | SMF01                              | 2021/22          | <u>Sem 1</u>                   | 63             | 0/63                                | 001 - 0/63   |  | Available  | Select  |
|             |                   |                                    |                  |                                |                |                                     | 002 - 0/63   |  |  |   |
| Module Code | Module Name       | Occurrence                         | Year of delivery | Semester teaching is delivered | No of Students | The number of marks already entered | Shows number of assessments elements for this module for first attempt | This will populate if you need to enter marks for re-siting students | Shows that this module is available for you to enter marks | Click her to select the module for entering marks |
|             |                   | SM - St Mary's                     |                  |                                |                |                                     |  |  |  |   |
|             |                   | F - Face to Face                   |                  |                                |                |                                     |  |  |  |   |
|             |                   | 01 - Full Time                     |                  |                                |                |                                     |  |  |  |   |
|             |                   | Other variations available in info |                  |                                |                |                                     |  |  |  |   |

# Module Marks Entry – Access Student Assessments

After you have hit the blue select button, you will be taken to  
A new screen with 3 containers (Module Details, Assessment Elements and Select Options)

## Module Mark Entry

Access Student Assessments

**Module Details**

|        |         |          |                                |
|--------|---------|----------|--------------------------------|
| Year   | 2021/22 | Period   | SEM1                           |
| Module | FDY3001 | Name     | Personal Learning Competencies |
| Occ    | SMF01   | Students | 63                             |

**Assessment Elements**

| Seq | Type | Description | Weight | Q Mark | Assessment Group | Q Set | Grd Only | Final | Select                   |
|-----|------|-------------|--------|--------|------------------|-------|----------|-------|--------------------------|
| 001 | C    |             | 60%    | 29.50  | -                | -     | No       | No    | <input type="checkbox"/> |
| 002 | OP   |             | 40%    | 29.50  | -                | -     | No       | No    | <input type="checkbox"/> |

**Select Options**

Sort records byStudent Name

DisplayAll students

Regnum (optional)

Batch (optional)

View Standard LetterN/A

Enter Assessment Marks

Enter Re-assessment Marks

Import Marks

Calculate Module Results

View Module Results

View Re-assessment Results

# Module Mark Entry – the 3 containers explained

1. **Module Details** – summary of module information eg Academic Year, Module, Occurrence, Period, No of Students
2. **Assessment Elements** – displays in more detail the assessment elements. **Action**: you can choose to enter marks for one or both of the elements at the same time by ticking the appropriate box
3. **Select Options** – you can select the sorting order of your marks entry eg alphabetically student name or regnum.

You can choose to view individual students

You can select to display all students or unmarked students



**Action:** Once you have selected your viewing criteria select click on the **Enter Assessment Marks** button (highlighted in red)

This will take you to a new screen where you will be enter the marks

The screenshot shows a 'Select Options' interface with a dark blue header. Below the header, there are several input fields and buttons. A blue arrow labeled 'Enter Marks' points to the 'Enter Assessment Marks' button, which is highlighted with a red border. Another blue arrow labeled 'Calculate Module Results' points to the 'Calculate Module Results' button, which is highlighted with an orange border. Other buttons include 'Enter Re-assessment Marks', 'Import Marks', 'View Module Results', and 'View Re-assessment Results'. The interface also includes dropdown menus for 'Sort records by' (set to 'Student Name'), 'Display' (set to 'All students'), and 'View Standard Letter' (set to 'N/A'). There are also input fields for 'Regnum (optional)' and 'Batch (optional)'.

Select Options

Sort records by Student Name

Display All students

Regnum (optional)

Batch (optional)

View Standard Letter N/A

Enter Marks → Enter Assessment Marks

Enter Re-assessment Marks

Import Marks

Calculate Module Results → Calculate Module Results

View Module Results

View Re-assessment Results

# Enter Assessment Marks

**Enter Marks**

Search for ID or Name

| Student | Name | Status | Attempt | Mark                               | Grade                          |
|---------|------|--------|---------|------------------------------------|--------------------------------|
|         |      | C      | 1       | <input type="text" value="45.00"/> | <input type="text" value="P"/> |
|         |      | C      | 1       | <input type="text" value="45.00"/> | <input type="text" value="P"/> |
|         |      | C      | 1       | <input type="text" value="55.00"/> | <input type="text" value="P"/> |

**001 - Coursework 60%**

| Mark                               | Grade                          |
|------------------------------------|--------------------------------|
| <input type="text" value="45.00"/> | <input type="text" value="P"/> |
| <input type="text" value="45.00"/> | <input type="text" value="P"/> |
| <input type="text" value="55.00"/> | <input type="text" value="P"/> |

**002 - Oral Presentation 40%**

| Mark                               | Grade                          |
|------------------------------------|--------------------------------|
| <input type="text" value="89.00"/> | <input type="text" value="P"/> |
| <input type="text" value="45.00"/> | <input type="text" value="P"/> |
| <input type="text" value="25.00"/> | <input type="text" value="F"/> |

Action: Enter Element 1 module marks here

Action: Enter Element 2 module marks here

**NOTE:** Only enter the MARK. Do not enter anything in the Grade cell, the Grade will be populated based on the Mark. The SAVE button is located at the bottom of the page.

**NOTE:** The only exception is for a non submission where you can overwrite the F to a NS (please see slides 19, 20 and 21).

Save

# Inputting Marks I

| 1 | <b>Entering Numerical Marks</b>   | Mark Cell – enter Mark<br>Grade Cell – this will be auto populated based on the Mark  |
|---|---|---|
| 2 | <b>Overwriting a Mark</b> <ul style="list-style-type: none"> <li>• If an error has been made or you need to overwrite the 0/NS you can do this very easily.</li> <li>• Select the student that needs their mark amending and delete the content in the that cell and select SAVE.</li> <li>• Return to the same student and re-enter the correct mark and select SAVE.</li> <li>• This can only be actioned prior to TMR.</li> <li>• If you spot something after TMR – refer to <a href="mailto:exams@stmarys.ac.uk">exams@stmarys.ac.uk</a></li> </ul> |   |
| 3 | <b>Non-Submissions</b> ie If a student has not submitted any work<br><br>If you need to overwrite a 0 NS follow same process as for 3 above   | Marks Cell – enter 0<br>Grade Cell – enter NS<br><b>NOTE:</b> please overwrite the F that will automatically appear in the Grade cell and replace with NS |

# Inputting Marks II

| 4 | <p><b>Students on Leave of Absence</b></p> <p>NOTE: In most cases students on LoA will not appear/ be available for entering marks as they will have been removed from their modules. NOTE: This does depend on when the student applied for LoA.</p>   | <p>Academics: Please email <a href="mailto:exams@stmarys.ac.uk">exams@stmarys.ac.uk</a> if you have any queries</p> <p><b>Action: If the mark you want to enter is anything other than 0, then enter it. If the mark you want to enter is 0 then email exams@stmarys.ac.uk to check.</b></p> <p>You can identify current LoA students by reviewing the 'Current Leave of Absence' Report on e-Vision<br/> <a href="#">Link to current LoA students on E-Vision</a></p> |
|---|---|--|
| 5 | <p><b>Academic Misconduct (AMC)</b></p> <p>NOTE: Once work has been referred to AMC the AMC team will enter 0/A0 to show that a case is pending. After a panel if a finding is made the AMC team will alter the mark to either 0 /A1 or A2 etc as necessary. If there is no finding the AMC team will delete the 0/A0 enabling the academic to enter the assessment Mark via E-Vision</p> | <p>For possible AMC cases academics should mark the assessment in the usual way, accounting for possible misconduct. Please keep this mark safe but do not enter into SITS just yet.</p> <p><b>Action: Leave the Marks Cell Blank</b></p>  |

# Inputting Marks III

| 7 | <b>University Extenuating Circumstance (EC)</b><br>NOTE: Providing the Uni EC is in place on the record, the students' attempt numbers in STIS will not 'tick forward' so it will still treat their next submission as their 1st attempt despite it being entered on the resits menu. | If an assessment has not been submitted enter Marks Cell – enter 0<br>Grade Cell – enter NS<br>Registry will overwrite the NS if the EC is approved   |
|---|---|---|
| 8 | <b>Programme EC</b>   | If work has been submitted on time, enter the mark<br>If work has not been submitted enter 0 / NS<br>It is the student's responsibility to apply for a Uni EC   |
| 9 | <b>Late Marks</b><br><br>(NOTE: TMR = Tick Module Result. Administrators perform this action after the Programme Exam Board and is sets the marks in SITS ready for the University Exam Board)  | Marks can be entered up until TMR. Marks cannot be entered by administrators or academics once the modules has been TMR'd. If you enter late marks between programme exam board and TMR they will need to ratified via Chairs Action (Prog Exam Board level). If you need to add late marks please contact <a href="mailto:exams@stmarys.ac.uk">exams@stmarys.ac.uk</a> . <b>NOTE</b> Exams may not always be able to facilitate this request in time for the university exam board |

## After you have entered Marks you can **Calculate Module Results**

You can perform this action during or after you have entered all the marks for your module.

This will calculate the overall module mark so that you can have sight of all the assessment marks for your module.

You can calculate multiple times.

# How to Calculate Module Results

The Calculate Module Results button can found in 2 places

1. At the bottom of the marks entry screen (next to the save button)

The screenshot displays a marks entry interface. On the left, a blue rectangular area with white circular handles is visible. To its right is a table with two rows of data:

|   |   |       |    |       |   |
|---|---|-------|----|-------|---|
| C | 1 | 45.00 | P  | 45.00 | P |
| C | 1 | 0.00  | NS | 25.00 | F |

Below the table, the text "Showing page 1 of 7 with 10 records per page" is displayed. A pagination bar contains the following elements: "First", "Previous", "1" (highlighted in a dark blue box), "2", "3", "4", "5", "Next", and "Last". At the bottom of the screen, there is a horizontal bar with four buttons: "Module List", "Back", "Save" (in a light blue box), and "Calculate Results" (highlighted with an orange border). A large blue arrow points from the bottom right towards the "Calculate Results" button.

# How to Calculate Module Results

2. An alternative way to calculate module results is by navigating to the 'Select Options' Container (box highlighted in orange below)

The screenshot shows a web interface titled "Select Options" with a dark blue header. Below the header, there are several input fields and buttons. A large blue arrow points from the left towards the "Enter Assessment Marks" button, which is highlighted with a red border. Another large blue arrow points from the right towards the "Calculate Module Results" button, which is highlighted with an orange border. The "Calculate Module Results" button is also highlighted by an orange rectangular box that encompasses it and the "Import Marks" button above it. Other buttons visible include "Enter Re-assessment Marks", "View Module Results", and "View Re-assessment Results".

Select Options

Sort records by Student Name

Display All students

Regnum (optional)

Batch (optional)

View Standard Letter N/A

Enter Assessment Marks

Enter Re-assessment Marks

Import Marks

Calculate Module Results

View Module Results

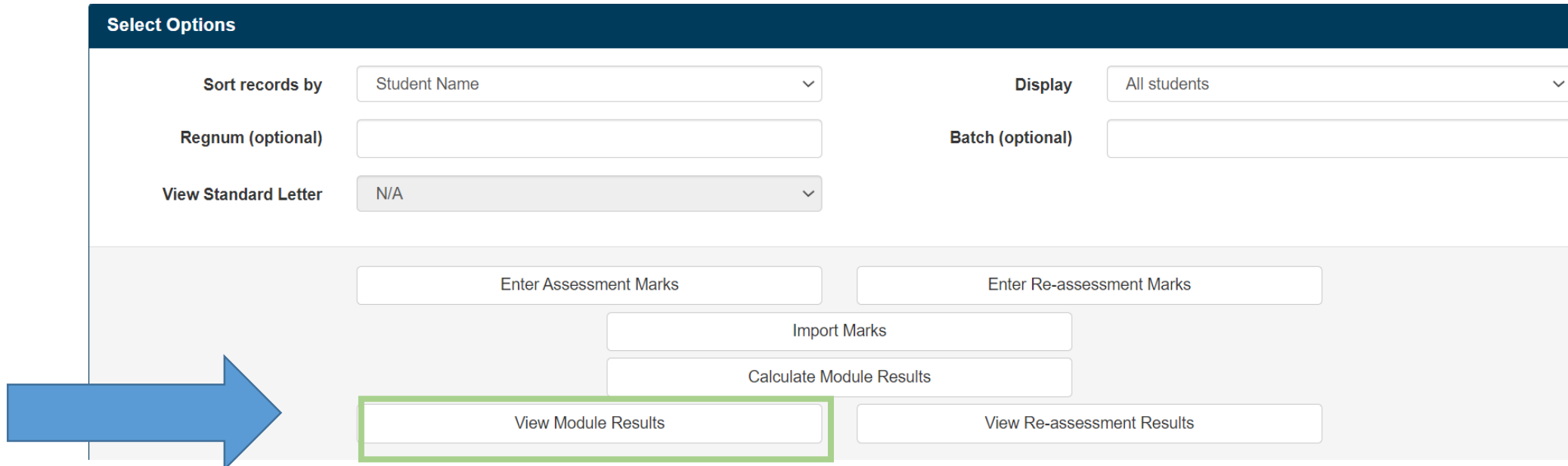
View Re-assessment Results



# View Module Results

**NOTE** If you have clicked on the Calculate Module Result button when all the marks have **not** been entered it will show an error message, and that is because the system is expecting all marks to have been entered and calculated. Don't Worry – the system has still calculated the marks that you have entered.

To view the Module Marks return to the Module Marks Entry Screen and select **View Module Results** (green highlighted box)



The screenshot shows a web interface for managing module marks. At the top is a dark blue header with the text "Select Options". Below this header are several input fields: "Sort records by" with a dropdown menu showing "Student Name", "Display" with a dropdown menu showing "All students", "Regnum (optional)" with an empty text box, "Batch (optional)" with an empty text box, and "View Standard Letter" with a dropdown menu showing "N/A". Below these fields is a light gray section containing several buttons: "Enter Assessment Marks", "Enter Re-assessment Marks", "Import Marks", "Calculate Module Results", "View Module Results", and "View Re-assessment Results". A large blue arrow points from the left towards the "View Module Results" button, which is highlighted with a green rectangular border.

# View Module Results

Below is screen shot of the View Module Results Screen

| Results |      |        |       |       |        | Displays module mark and grade and result |       | Displays assessment element 1 mark and grade |       | Displays assessment element 2 mark and grade |       |
|---------|------|--------|-------|-------|--------|---|-------|--|-------|--|-------|
| Student |      | Module |       |       |        |   |       | 001 - C 60%                                  |       | 002 - OP 40%                                 |       |
| Code    | Name | Act    | Mark  | Grade | Result | Mark                                      | Grade | Mark   | Grade | Mark   | Grade |
|         |      | *      | 62.60 | P     | P      | 45.00                                     | P     | 89.00  | P     |  |       |
|         |      | *      | 45.00 | P     | P      | 45.00                                     | P     | 45.00  | P     |  |       |
|         |      | *      | 43.00 | FQ    | D      | 55.00                                     | P     | 25.00  | F     |  |       |

**NOTE:** Act= Actual.

The \* denotes that marks have not been agreed yet.

After Programme Exam Boards the administrators will action TMR (Tick Module Result).

This will agree the mark and the \* will disappear.

# Entering Re-Assessment Marks 1

- Text will appear under the Resit column to advise that re-assessment marks need to be entered
- Historic resits will be indicated by the Year (in the instance below the AY 2020/21 is highlighted in red)
- **Action:** Hit the blue select button to enter resit marks

## Module Mark Entry

Select Module

| Module List |   |       |         |        |          |              |                            |           |           |        |
|-------------|---|-------|---------|--------|----------|--------------|----------------------------|-----------|-----------|--------|
| Module      | Name  | Occ   | Year ↓  | Period | Students | Module Marks | First Attempts             | Resits    | Status    | Select |
| FDY3001     | Personal Learning Competencies                | SMF01 | 2021/22 | SEM1   | 63       | 19/63        | 001 - 19/63<br>002 - 19/63 |           | Available | Select |
| FDY3006     | Thinking Critically, Creatively and Ethically | SMF01 | 2021/22 | SEM1   | 63       | 0/63         | 001 - 0/63<br>002 - 0/63   |           | Available | Select |
| FDY3013     | Rights and Responsibilities I                 | SMF01 | 2021/22 | SEM1   | 21       | 21/21        | 001 - 21/21<br>002 - 21/21 |           | Available | Select |
| LAW4008     | Sources of Law and Academic Legal Skills      | SMF01 | 2021/22 | SEM1   | 71       | 5/71         | 001 - 2/68                 | 001 - 0/3 | Available | Select |
| LAW4008     | Source of Law                                 | SMF01 | 2020/21 | SEM1   |          |              |                            | 001/03    | Available | Select |

# Entering Re-Assessment Marks 3


A new screen will open

You will see the original mark and grade per student

**Action:** Enter the resit mark under the original mark and SAVE

**Enter Marks**

Search for ID or Name

| Student   | Module               | Status | Attempt | Mark                  | Grade | Result | Mark                               | Grade                          |
|---|----------------------|--------|---------|-----------------------|-------|--------|------------------------------------|--------------------------------|
| <br>Student Name | 001 - Portfolio 100% | C      | 1       | 0.00                  | F     | D      | <input type="text" value="0.00"/>  | <input type="text" value="F"/> |
|   |                      |        | 2       | Enter resit Mark here |       |        | <input type="text"/>               | <input type="text"/>           |
|   |                      | C      | 1       | 30.00                 | F     | D      | <input type="text" value="30.00"/> | <input type="text" value="F"/> |
|   |                      |        | 2       |                       |       |        | <input type="text"/>               | <input type="text"/>           |

# Entering Re-Assessment Marks

## Calculate and View Re Assessment Marks

- Select the Calculate Module Results Button
- Then return to the main screen and select the View Assessment Results button to see an overview of the module

**Select Options**

Sort records by

Student Name

▼

Display

All students

▼

Regnum (optional)

Batch (optional)

View Standard Letter

N/A

▼

Enter Assessment Marks

Enter Re-assessment Marks

↺

Import Marks

Calculate Module Results

View Module Results

View Re-assessment Results

# After all the marks have been entered

Administrators will be able to extract a **Module Assessment Report** which can be used at your Programme Exam Board

This report provides the assessment information necessary for discussion and approval

Post Programme Exam Board and any following actions the Administrators will TMR (Tick Module Result) all the modules

The date for TMR is directed by Registry

# Module Assessment Report

This is an example of a Module Assessment Report which should be presented at your Programme Exam Boards

**NOTE:** The format of the Module Assessment Report may not be suitable for all Programme Exam Boards in which case the extract from Client may be used.

## Module Assessment Report for FDY3001 - Personal Learning Competencies


Report generated on 03/Dec/2021 at 12:36

Module Results (109)

2020/21~(All)~SEM1

**i** Borderline marks of 39.00 are highlighted in bold and underlined

Please note: Statistics where shown will only be valid for initial assessments and overall marks. Re-assessment marks cannot be included

|  | Regnum | Surname and Initials | Coursework (60%) |              |             |              |         | Oral Presentation (40%) |              |             |              |         | Module Result |              |             |              |         |         |      |         |
|---|--------|----------------------|------------------|--------------|-------------|--------------|---------|-------------------------|--------------|-------------|--------------|---------|---------------|--------------|-------------|--------------|---------|---------|------|---------|
|   |        |                      | Actual Mark      | Actual Grade | Agreed Mark | Agreed Grade | Cur Att | Actual Mark             | Actual Grade | Agreed Mark | Agreed Grade | Cur Att | Actual Mark   | Actual Grade | Agreed Mark | Agreed Grade | Cur Att | Com Att | Stat | Credits |
|   |        |                      | 0.00             | NS           | 0.00        | NS           | 2       | 0.00                    | NS           | 0.00        | NS           | 2       | 0.00          | FN           | 0.00        | FN           | 3       | 3       | COM  | 0       |
|   |        |                      | 49.00            | P            | 49.00       | P            | 1       | 59.00                   | P            | 59.00       | P            | 1       | 53.00         | P            | 53.00       | P            | 1       | 1       | COM  | 20      |
|   |        |                      | 0.00             | NS           | 0.00        | NS           | 2       | 0.00                    | NS           | 0.00        | NS           | 2       | 0.00          | FN           | 0.00        | FN           | 3       | 3       | COM  | 0       |

# Glossary



# What the Grade Abbreviations Mean

|             | What the Grades Mean   |
|-------------|--|
| RES= RESULT | P= Pass  |
|             | F= Fail (run out of attempts)  |
|             | D= Deferred - not passed and have more attempts left   |
| GRD=GRADE   | P= Pass  |
|             | F= Fail  |
|             | C= Credit Compensation   |
|             | AQ= Qualified Fail – Academic Misconduct<br>AO= Entered by Registry Pending Academic Misconduct<br>A1= Entered by Registry if a finding is made                              |
|             | EC Extenuating Circumstances<br>EA Extenuating circumstances with academic misconduct<br>E0 An University EC is under consideration<br>E1 An University EC has been approved |
|             | FQ= Qualified Fail (achieved an overall pass mark but failed at least one assignment)<br>FN= Fail Non Submission<br>FA= Fail with Academic Misconduct                        |
|             | NQ= Qualified Fail – non submission (achieved an overall pass mark but didn't submit at least one assignment)<br>NS= Non Submission  |

# Course Block and MAV Occurrences explained

| Course Block |                   |
|--------------|-------------------|
| 01           | Foundation Year   |
| 11           | Year 1 UG and PGT |
| 21           | Year 2 UG         |
| 31           | Year 3 UG         |

| MAV  |                |
|--|----------------|
| Eg SMF01   | Variations:    |
| SM = St Mary's * (see next slide for more variation) | SI = SMULIC    |
| F =Face to Face Delivery                             | D = Distance   |
| 01 = Full Time                                       | 02 = Part Time |

# Location codes of our Collaborative Partners

| Prefix | Collab                           |  | Prefix | Collab   |
|--------|----------------------------------|--|--------|--|
| AN     | ALRA North                       |  | MA     | Maastricht   |
| AP     | Assumption University            |  | ML     | Mountbatten London                                   |
| AS     | ALRA South                       |  | MN     | Mountbatten New York                                 |
| BD     | Pontifical Beda College,<br>Rome |  | MY     | Malaysia   |
| BL     | Berlin School of Language        |  | NH     | Northampton  |
| CA     | Carmel                           |  | OM     | Omiros Aegean College                                |
| EM     | EMD, Marseille                   |  | PM     | Portsmouth   |
| EX     | Exeter                           |  | SC     | PCP SCITT, Southampton                               |
| GF     | GLF Schools                      |  | SH     | Southampton  |
| GL     | Glyndwr                          |  | SI     | St Mary's University London<br>International College |
| IC     | Institute Catholique de<br>Paris |  | SJ     | St Johns Seminary Womersh                            |

# Codes - Modes of Attendance

| Code | Category              |
|------|-----------------------|
| FT   | Full time             |
| PT   | Part time             |
| FA   | Full time accelerated |
| SR   | Suspended Repeat      |
| FW   | Writing up FT         |
| PW   | Writing up PT         |
| FD   | Dormant Previous FT   |
| PD   | Dormant Previous PT   |
| SB   | Sabbatical            |

# Codes – Withdrawal codes

| Code | Descriptor                  |
|------|-----------------------------|
| W00  | WD Withdrawn pending appeal |
| W01  | WD Academic Failure         |
| W02  | WD Transferred              |
| W03  | WD Health Reasons           |
| W04  | WD Death                    |
| W05  | WD Financial Reasons        |
| W06  | WD Other Personal Reasons   |
| W07  | WD Written Off, Time lapse  |
| W08  | WD Disciplinary             |
| W09  | WD Gone into Employment     |
| W10  | WD Other Reasons            |
| W11  | WD Academic Misconduct      |
| W98  | WD Reason unknown           |

# Administration

# Manage Module Convenors

- Select Manage Module Convenors in the Module Marks Entry container
- Enter your search selection criteria ie the module you need to change the MC and select Retrieve.
- You can enter the module code only and press Retrieve

## Module Availability - Manage Module Convenors

**Select Module Availability**

Year \*

2021/22

2021/22

Module(s) \*

Period \*

Occurrence \*

SM\*

Convenor

Clear

Retrieve

# How to Change the MC for a Module

1. If a number of modules appear select the number of modules that apply to the change
2. Select new convenor (start typing the MC name) and hit the button Apply to Selected

## Module Availability - Manage Module Convenors

**IMPORTANT** - Store any changes before navigating to another page!


### Selected Module Availability Records

Now showing records 1 - 1 of 1

Select Coordinator

Apply to Selected

Clear Selected

| <input type="checkbox"/> | Year    | Module  | Period | Occurrence | Title                          | Convenor   |
|--------------------------|---------|---------|--------|------------|--------------------------------|--|
| <input type="checkbox"/> | 2021/22 | FDY3001 | SEM1   | SMF01      | Personal Learning Competencies |  SHEELA PATEL |

Clear

Store

FOUR STORE TO SAVE

TWO type in name of

ONE tick box



# How to Manage Assessment Markers

- Select Manage Markers in the Module in the Marks Entry container

## Module Mark Entry - Manage Markers

Manage Module Markers

Module Selection Criteria

Academic Year\*

2021/22

Module\*

Occurrence

Marker

View

Actions

Process

☐ Copy Markers

☐ Replace Marker

Current Markers

No valid modules

| ID                       | Name | Type | Action |
|--------------------------|------|------|--------|
| No information available |      |      |        |

No markers to show

PreviousNext

New Marker

No valid modules

Add New Marker

Marker Type

Academic Marker

Add Marker

# How to Change Markers

1. Select the module that needs a new marker or marker removed

Mandatory fields: Year, Module code

Optional fields: Occurrence Marker

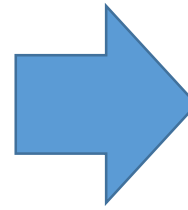
2. Hit View

3. You can use this function to copy selected marks from one module to another, or replace

**Module Selection Criteria**

|                |                      |
|----------------|----------------------|
| Academic Year* | 2021/22              |
| Module*        |                      |
| Occurrence     |                      |
| Marker         |                      |
|                | <a href="#">View</a> |

You can now see a summary of who is currently a marker for this module. Clicking the red cross will remove a marker



### Module Selection Criteria

Academic Year\*

Module\*  Personal Learning Competencies

Occurrence

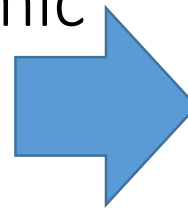
Marker

### Current Markers for 2021/22~FDY3001

| ID     | Name            | Type | Action                           |
|--------|-----------------|------|----------------------------------|
| 21687  | Anthony Blurton |      | <input type="button" value="✗"/> |
| 21687  | Anthony Blurton |      | <input type="button" value="✗"/> |
| 00909  | James Fleming   |      | <input type="button" value="✗"/> |
| PATELS | Sheela Patel    |      | <input type="button" value="✗"/> |

Showing 1 to 4 of 4 markers

You can add a new marker here by typing in a persons name. Confirm the Marker Type as academic marker  
Select Add Marker



### New Marker for 2021/22~FDY3001

Add New Marker

Marker Type

Once you have hit Select the screen will refresh and you can view the revised list of Markers

#### Current Markers for 2021/22~FDY3001

| ID     | Name            | ↓↑ Type | ↓↑ Action |
|--------|-----------------|---------|-----------|
| 21687  | Anthony Blurton |         | ✕         |
| 21687  | Anthony Blurton |         | ✕         |
| 00909  | James Fleming   |         | ✕         |
| 21434  | Lisa Wood       |         | ✕         |
| PATELS | Sheela Patel    |         | ✕         |

Showing 1 to 5 of 5 markers

Previous

Next

# Bulk changes to Markers

- You can make bulk changes to markers for modules using this section
- The 'Copy Markers' process will copy the markers from one module to another
- The 'Replace Markers' process will replace one marker of a module to a different marker

**Manage Module Markers**

**Module Selection Criteria**

Only specify an occurrence if you wish to restrict markers/administrators to a specific occurrence. Leaving it blank will permit access to all occurrences of the module for the specified academic year.

**Academic Year\*** 2021/22 ▼

**Module\***

**Occurrence**

**Marker**

[View](#)

**Actions**

**Process** ☐ Copy Markers ☐ Replace Marker

# Copy Markers from module to another

- Enter original module code on the left hand side and click View eg ABC4001
- Check the Copy Markers indicator on the right hand side
- Enter the new module code that needs the same markers eg ABC4002
- Enter Occurrence if applicable
- Select Process Copy
- Refresh and the markers from ABC4001 will be copied over to ABC4002

## Module Mark Entry - Manage Markers

The screenshot displays the 'Manage Module Markers' interface, which is divided into two main sections: 'Module Selection Criteria' and 'Actions'.

**Module Selection Criteria:**

- Academic Year\*:** A dropdown menu with '2021/22' selected.
- Module\*:** A text input field containing 'FDY3001'.
- Occurrence:** An empty text input field.
- Marker:** An empty text input field.
- View:** A blue button located below the input fields.
- Personal Learning Competencies:** A label positioned to the right of the 'Module\*' field.
- Instructions:** A light blue box at the top of the criteria section states: 'Only specify an occurrence if you wish to restrict markers/administrators to a specific occurrence. Leaving it blank will permit access to all occurrences of the module for the specified academic year.'

**Actions:**

- Process:** Two radio buttons are present: 'Copy Markers' (selected) and 'Replace Marker'.
- Instructions:** A light blue box states: 'This process will copy the markers listed in the Current Markers Panel to the selected module below.'
- Academic Year:** A dropdown menu with '2021/22' selected.
- Module:** An empty text input field.
- Occurrence:** An empty text input field.
- Auto View Copied Markers:** A checked checkbox.
- Process Copy:** A blue button at the bottom of the actions section.

# Replace Markers on a Module

- Enter original module code on the left hand side and click View eg ABC4001
- Enter the existing marker name on the left hand side
- Enter the name of the new marker
- Select the blue Process Replace button
- Refresh to view changes

Module Selection Criteria

Only specify an occurrence if you wish to restrict markers/administrators to a specific occurrence. Leaving it blank will permit access to all occurrences of the module for the specified academic year.

Academic Year\*

2021/22

▼

Module\*

FDY3001

Personal Learning Competencies

Occurrence

Marker

View

Actions

Process

☐ Copy Markers

☒ Replace Marker

This process will replace a specified Marker with a new Marker for the listed markers in the Current Markers Panel.

Existing Marker

New Marker

Process Replace

# Additional Functionality via the Enter Process Marks (Admin) view

You can hit Retrieve to view all the modules that are attached to you, or you can select your search criteria

## Module Mark Entry

Select Module

**Selection Criteria**

|            |                      |        |
|------------|----------------------|--------|
| Module     | <input type="text"/> | Search |
| Occ        | <input type="text"/> |        |
| Year       | <input type="text"/> |        |
| Period     | <input type="text"/> |        |
| Department | <input type="text"/> |        |
| Domain     | <input type="text"/> |        |
| Level      | <input type="text"/> |        |
| Status     | <input type="text"/> | ▼      |
| Student    | <input type="text"/> |        |

☒ SPR Code ☐ Candidate Number



# Additional Functionality available for Admin

- You can have the same functionality as that of academics
- Additional functions are highlighted in Red
- - Create csv marks sheet
- - TMR
- - Undo Module Results

|                            |                            |
|----------------------------|----------------------------|
| Enter Assessment Marks     | Enter Re-assessment Marks  |
| Create Marking Spreadsheet | Import Marks               |
| Calculate Module Results   | Agree Module Results (TMR) |
| View Module Results        | View Re-assessment Results |
| Undo Module Results        |                            |

# Using a CSV mark sheets to upload marks

You may still need to use a CSV spreadsheet to upload marks in to SITS and in particular to send to Collaborative Partners

You can extract a CSV marks sheet using the original process in Client or you can use E-Vision (previous slide)

If you are using E-vision it will only extract a spreadsheet that displays one element of an assessment at a time. When extracted from Client it extracts all elements on the one spreadsheet

We can upload either option via e-Vision

# TMR Tick Module Result

Performing this function agrees the marks in SITS in readiness for the University Exam Board.

We should endeavour to TMR all modules as soon as possible after your Programmes Exam Board and absolutely by the TMR deadline directed by Registry.

**NOTE:** If you are unable to TMR check that the 'Calculate Module Results' has been actioned, and action if not.

# How to TMR in E-Vision

1. Select the Module you need to TMR from the list of modules assigned to you as administrator

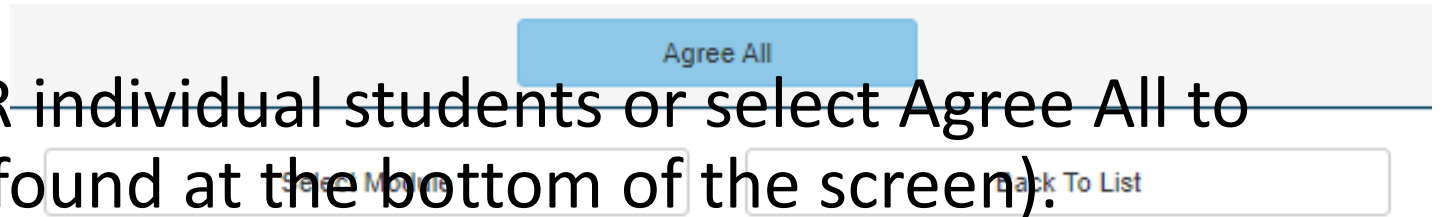
|         |                                |       |         |      |    |       |                            |           |        |
|---------|--------------------------------|-------|---------|------|----|-------|----------------------------|-----------|--------|
| FDY3001 | Personal Learning Competencies | SMF01 | 2021/22 | SEM1 | 63 | 13/63 | 001 - 13/63<br>002 - 13/63 | Available | Select |
|---------|--------------------------------|-------|---------|------|----|-------|----------------------------|-----------|--------|

2. Select the TMR option – this will take you to a new screen: Process Module Results Student List

|                            |                            |
|----------------------------|----------------------------|
| Enter Assessment Marks     | Enter Re-assessment Marks  |
| Create Marking Spreadsheet | Import Marks               |
| Calculate Module Results   | Agree Module Results (TMR) |
| View Module Results        | View Re-assessment Results |
| Undo Module Results        |                            |

# How to TMR cont.

- 3. You can choose to TMR individual students or select Agree All to TMR the whole module (found at the bottom of the screen).



- 4. Repeat until all your modules have been TMR'd.