Amending Assessments
19/20 only
Response to Covid-19

User Guide

ASIS Support:
asissupport@hud.ac.uk
Table of Contents

Glossary.......................................................................................................................................................... 2
Introduction...................................................................................................................................................... 3
Excluded assessment ....................................................................................................................................... 4
Changed assessment ......................................................................................................................................... 8
# Glossary

<table>
<thead>
<tr>
<th>Components</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Components</td>
<td>Elements of assessment within a module. ASIS uses marks input at component level only to calculate the module result</td>
</tr>
<tr>
<td>MAP</td>
<td>Module Assessment Pattern. Can be several per module as assessment strategies change over time. Subsequent MAPs have a alphabetical suffix after the module code</td>
</tr>
<tr>
<td>MAB</td>
<td>Module Assessment Body. Components of assessment and their weighting. MAP code used to reflect assessment strategy in place</td>
</tr>
<tr>
<td>RAS</td>
<td>Student Re-assessments. Process screen to input re-assessment marks, calculate, set and agree module marks</td>
</tr>
<tr>
<td>SAS</td>
<td>Student Assessments. Process screen to input assessment marks, calculate, set and agree module marks</td>
</tr>
<tr>
<td>SATS</td>
<td>Student Assessment (SAS) Records. Reflects information processed through the SAS screen</td>
</tr>
<tr>
<td>SMO</td>
<td>Student Module Taking. Holds information included whether a module(s) is deferred from a previous year</td>
</tr>
<tr>
<td>SMR</td>
<td>Student Module Result Status. Holds information as processed through SAS and / or RAS screen(s)</td>
</tr>
<tr>
<td>SMRU</td>
<td>Student Module Result (SMR) records for roll-back.</td>
</tr>
</tbody>
</table>
Introduction

This document focuses on the technical process for excluding assessments taking into account emergency regulations in light of the COVID-19 pandemic for the 2019/2020 academic year. Before amending marks you should take advice from your ASIS Manager as they will need to be in line with Registry Regulations as outlined in Amending Assessments in ASIS: Guidance for staff managing the preparation of CAB information and student transcripts to take account of emergency regulations for the 2019-2020 academic year.

This document assumes a level of familiarity with ASIS, particularly entering and agreeing marks. You may also need to look at Module set-up should you need to create new MAPs and MABs. User access will need to include Advanced Global Update.

If you need advice, please contact your ASIS manager in the first instance as they may be able to advise on your particular School’s processes. Further advice, support and/or training is available from the ASIS Support Team on asissupport@hud.ac.uk.
Excluded assessment

Process for when a component has been removed from the assessment body and the weightings need amending. In this instance a new MAP or MAB do not need creating as the component will be ‘excluded’ from module mark calculation.

For example SHC4021:
MAB Seq 01 Project Lab Work and Oral Presentation = 35% of the final module mark
MAB Seq 02 Thesis = 65%

ASIS calculates the final module result based on component marks input and agreed via SAS and the weightings as set up on MAB as above.
To exclude a component.

1. Open SATS

![SATS Software Interface]

2. Complete Module, MAV Occ, Start Year, MAP Code (from MAB screen) and MAB sequence

3. Retrieve

4. Tick Exclude check box

![Exclude Check Box]

5. For one student; Store and close SATS

6. For multiple students; Choose Global update from the Edit Option on the Menu bar
7. Check **Field** refers to **Exclude Record?** and **Action** is set to Replace with the Y automatically populated. Check **Update Record Range** starts at 1 and includes all records retrieved on SATS

8. Click **Ok**

9. Click **Update All** to process all records, or **Ok** to check individual records

10. Check Message Buffer at bottom left of screen:

    13 SAS records affected. See message buffer. Use <STORE> if OK.

11. **Store** and close SATS

12. Open SAS

13. Complete **Year, Module** etc as standard

14. For manual mark input; Using **SAS 3. Input actual marks for assessment for student(s)** leave the appropriate component blank. Input marks as standard for non-
excluded components

15. For mark upload; **Using SAS 5. Import actual marks** upload document with no marks for the appropriate component. Input marks as standard for non-excluded components

16. Continue to use SAS as standard to calculate and process marks

17. **SAS 8. Process module result forms for student(s)** will now calculate the module result with the new weighting ignoring the blank entry for MAB Seq 01

18. Any marks against Seq 01 will be ignored

19. Process all marks as standard. **Store** and Close
Amending Assessments Covid-19 19/20 only

Changed assessment

Process for when a component title or type has been changed but weightings remain the same. In this instance a new MAP and MAB do not need creating as the component remains the same for the calculation of the module mark (NB this only for changes due to the current Covid-19 situation).

For example SHC4021:
MAB Seq 01 Project Lab Work and Oral Presentation = 35% of the final module mark
MAB Seq 02 Thesis = 65%

Changes to
MAB Seq 01 Online Presentation = 35% of the final module mark
MAB Seq 02 Thesis = 65%

To show a change in a component due to Covid-19

1. Open SATS
2. Complete **Module, MAV Occ, Start Year, MAP Code** (from MAB screen) and **MAB sequence**

3. **Retrieve**

4. Open **UDF** at top right of SATS

5. Add **Y** to **UDF1 Assessment Changed – Approved by SAVP** and **Apply**

6. For one student; **Store** and close SATS

7. For multiple students; Put cursor in a blank field i.e. **Feedback Group** (this will be changed). Choose **Global update** from the **Edit** Option on the Menu bar

8. Use the **Field** Drop down list (Advanced Global Update required) to select **Assessment Changed – Approved by SAVP**

9. Check **Action** is set to Replace and add **Y**. Check **Update Record Range** starts at 1 and includes all records retrieved on SATS
10. Click **Ok**

11. Click **Update All** to process all records, or **Ok** to check individual records

12. Check Message Buffer at bottom left of screen:

   13 SAS records affected. See message buffer. Use <STORE> if OK.

13. **Store** and close SATS

14. Process all components as standard in **SAS**
Deferred Students

Process for when a student has deferred in module from a previous year. These students can be identified by D or R in SMO AG column for 19/20 meaning marks have to be entered against a previous year in RAS.

There is no option to Exclude at this attempt. A manual calculation will be needed outside ASIS.

For example SHC4021: