SAS / RAS

Student assessment / Student re-assessment

User Guide

ASIS Support:
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Glossary

MAB	Module Assessment Body Records Contains assessment at component level
MAD	Module Assessment Due Date Records Contains component level due dates as per the MAB record
MAP	Module Assessment Pattern Records Defines how modules are assessed
AQH > AQS > AQE	Assessment Question Element records Contains assessment information at sub-component level
MQD	Module Assessment Question Due Date records Contains sub-component level due dates as manually entered by the user
RAS	Student Re-assessments Process screen Control all parts of the re-assessment process including input of marks, calculation of module mark and agreement of module mark.
SAL	Student assessment log for component level Contains due date at component level and any approved new due dates as agreed via the extension system.
SAS	Student Assessment Process Screen Control all parts of the assessment process including generation of assessment due dates, including input of marks, calculation of module mark and agreement of module mark.
SAQL	Student Assessment Question Log records Student assessment log for sub-component component level Contains due date at component level and any approved new due dates as agreed via the extension system.
SMR	Student Module Result Status Holds assessment data following SAS and RAS processes. Further assessment information can be viewed via Other on the Menu Bar > Assessment Status (where access is provided)
TMR	Tick Module Results Used to agree marks on a module basis where no user intervention is required.

Introduction

In terms of scope, this document provides a step by step guide for a user to work through a technical process. Information on who to process and when should be obtained from your ASIS Manager.

The document assumes a level of familiarity with using ASIS, particularly with data input, data retrieval and assessment set up. Module set-up guidance is available with regards to MAPs and MABs. Access to SSRS Reports will also be required and can be obtained via your ASIS Manager.

It is recommended that you use the ASIS Practice environment to familiarise yourself with any new practices prior to using Live.

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

NB Guidance uses 9.9.0 Test Upgrade environment for screenshots. As such there may be slight differences following future upgrades. The guidance will be reviewed for any major changes to process or tables used.

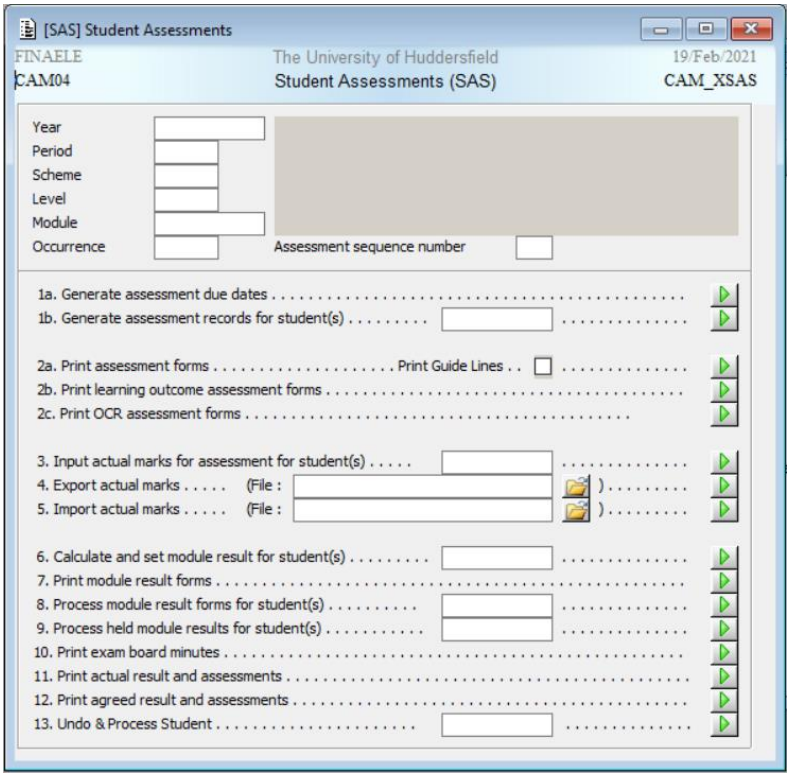
Student Assessments (SAS)

Creating assessment records

Module and student assessment records need creating **after** the assessment structure has been created for components and subcomponents (MAP, MAB and AQH>AQS>AQE) and students have been attached to their modules.

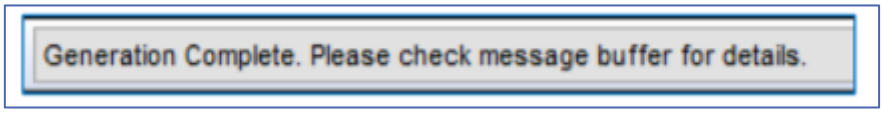
Module and student assessment records are created by running SAS. This creates records allowing for mark entry. It should also be noted that these assessment records also support other processes, for example the extension system.

1. Open SAS

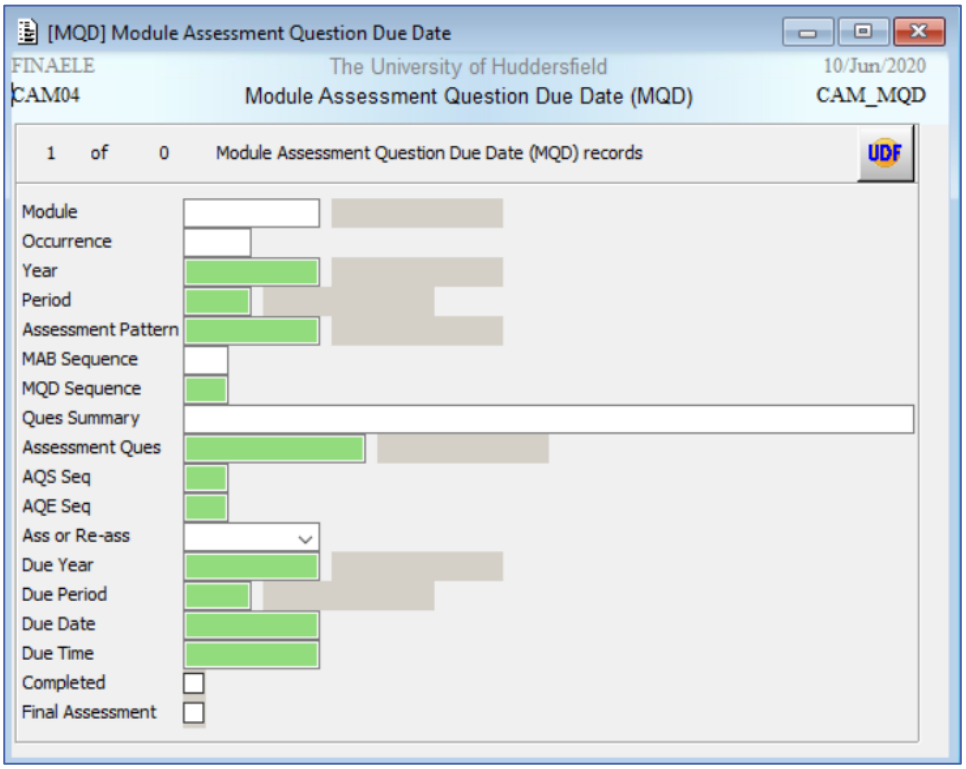


2. Enter:
    - Academic **Year**
    - **Period** for modules with multiple periods (i.e. S1 and S2)
    - **Module**
    - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
    - **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

3. Using **1a. Generate assessment due dates**, create the MAD and MQD records for components and subcomponents, respectively. Select the Green Run button to run the generation process for all the relevant students using the retrieve criteria you have specified above, or, by inputting a student code, you can run the process for an individual student. In the message line on the bottom of your table you should see a message stating, 'Generation Complete'.



4. Open MQD



5. Enter:
   - Academic **Year**
   - **Module**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
   - **MAB Seq** refers to MAB Sequence and can be used to retrieve records for one assessment rather than for the whole module.

- **AQE Seq** refers to AQE Sequence and can be used to retrieve records for one subcomponent rather than for the whole assessment.

6. RETRIEVE (F5). There should be an MQD record for each sub-component on the module showing the Assessment Question constructed during set up of assessment structure.

7. Enter the due date for each sub-component into the **Due Date box**. Dates need updating before the start of each academic year. It is good practice to enter the assessment title into the 'Question Name' box as this is useful when cross-checking.

8. STORE (F6) and close MQD

9. Return to SAS

10. Enter:
    - Academic **Year**
    - **Module**
    - **Period** for modules with multiple periods (i.e. S1 and S2)
    - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
    - **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

11. Using **1b. Generate assessment records for student(s)**, create the SAL records from MAD data and SAQL records from MQD data for components and subcomponents, respectively.

    NB Due dates are not manually input on to MAD to create the SAL as this translated from the MAB automatically (**Due Prd**, **Due Wk** and **Due Day**)

    At this stage the message buffer can provide further information about the processing so it may be good practice to check for records failing to generate.

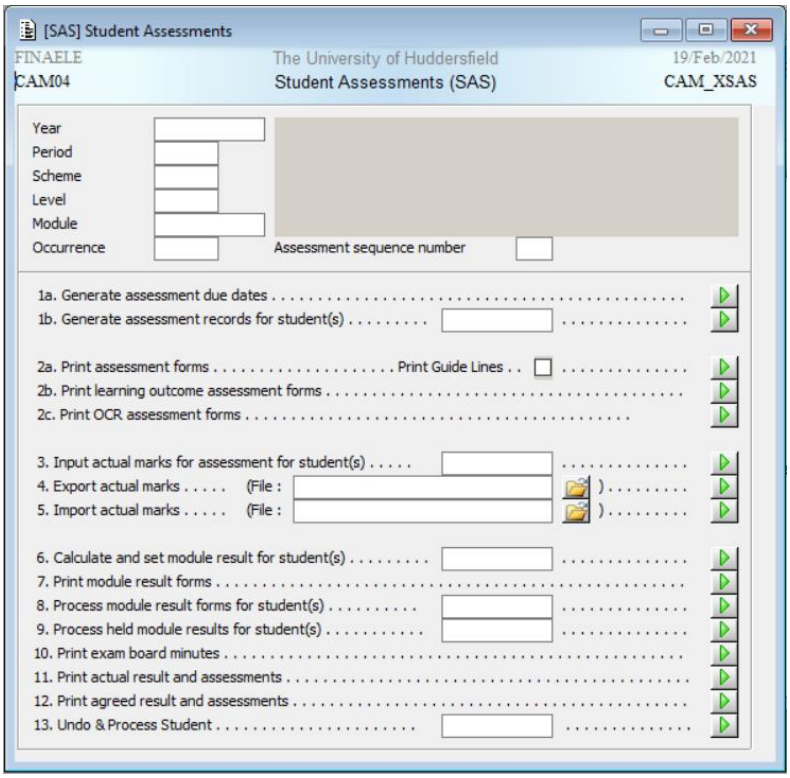
    Using 1a and 1b also generates SMR which will populate as the SAS / RAS process is conducted.

Inputting / uploading marks

With the introduction of interim marks being available on the PAT Portal on eVision (My Students) mark entry begins with academics entering sub-component marks on the 'Assessments' area within the relevant module on Brightspace. Once these are published, CLS calculate to component level ready to upload into ASIS via the R380 set of SSRS Reports. There will be circumstances where you would enter an over-riding signal grade after marks have uploaded into ASIS.

Whilst both Brightspace and SSRS Reports use data from ASIS neither are managed within the ASIS Team. If you need more information on how to use Brightspace or the SSRS Reports and / or you experience difficulties with Brightspace or the SSRS reports please contact your school ASIS Manager who will direct you accordingly.

1. Open SAS

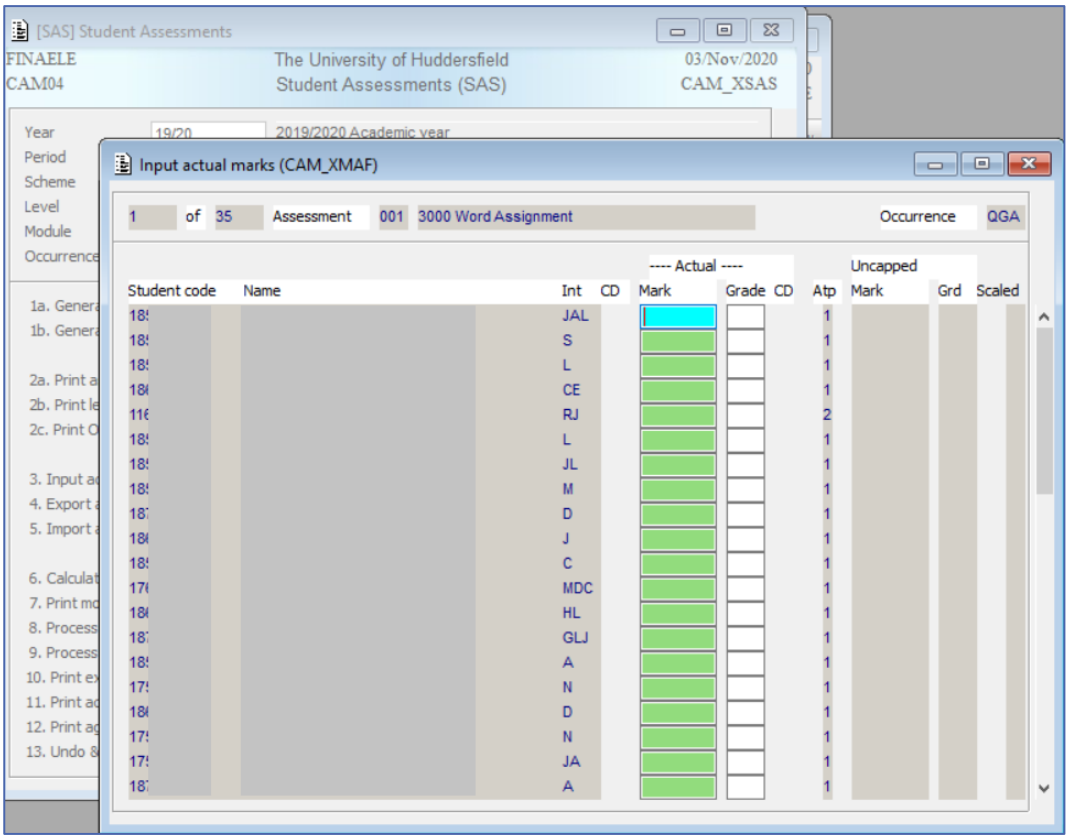


2. Enter:
   - Academic **Year**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Module**
   - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)

- **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

3. For manual mark input; Using **3. Input actual marks for assessment for student(s)**, select the Green Run button to start the process for all the relevant students using the retrieve criteria you have specified above, or, by inputting a student code, you can run the process for an individual student.

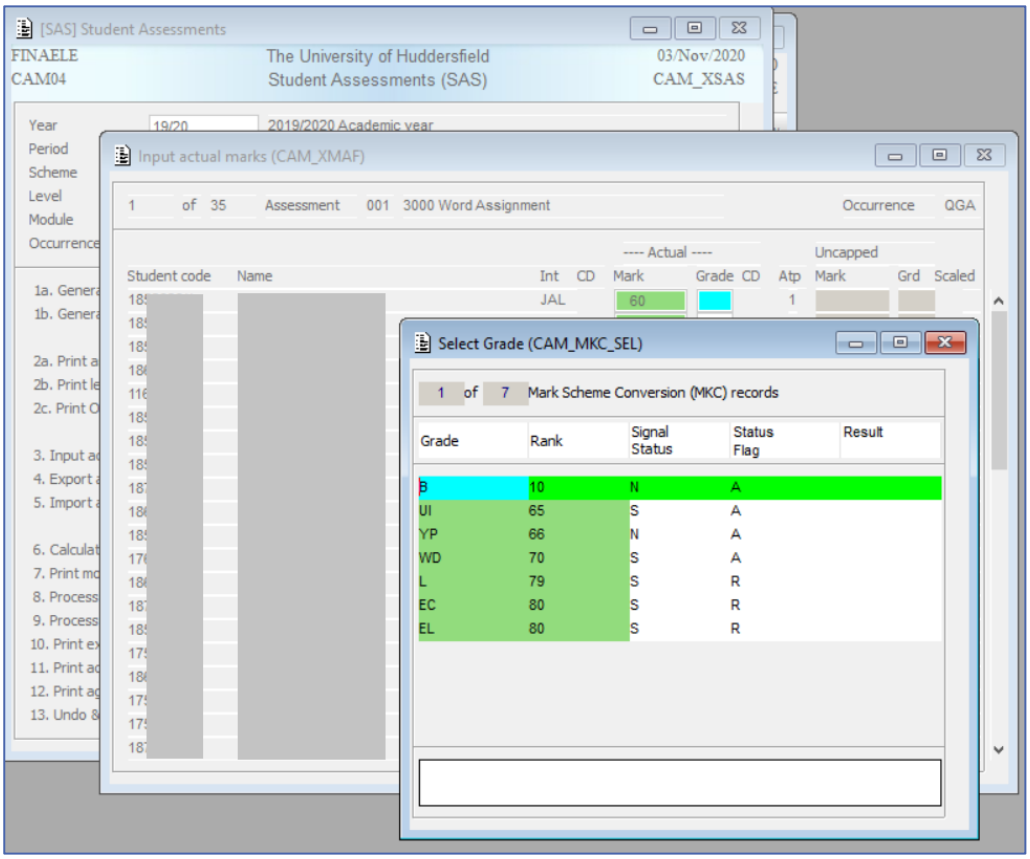
   The new table displays MAB information for all the students matching the retrieval criteria, including Sequence (for example 001), Assessment title (for example Digital Story) and occurrence (for example QGA). It also shows the Attempt Number (Atp = 1 or 2) and allows you to enter marks in line with the mark scheme used when setting up the assessment structure.



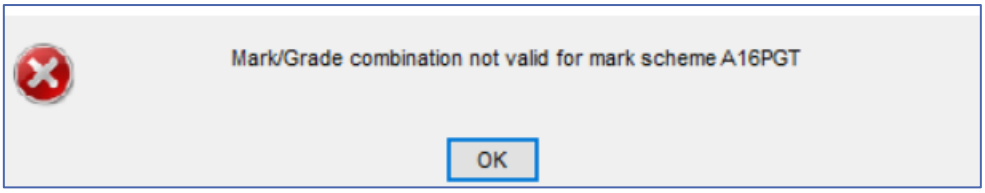
4. Use the tab button or direction icons to move to the next student.

   If you miss a student, use the direction icons to return. Once you have entered a mark you need to ensure a corresponding grade is entered or you will not be able to progress to the next student. Follow School process by overtyping mark and grade where appropriate in

line with the mark scheme used when setting up the assessment structure. You can double click in the Grade field to see what options are available to you.



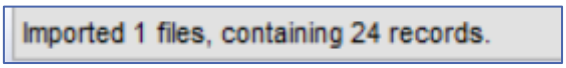
Not all grades are available on all marking schemes. Where a module is Pass/ Fail you may not have option to enter a mark. Attempting to use an unavailable grade will generate the following error message and you should contact your ASIS Manager for advice.



NB it is always useful to quote the marking scheme (for example A16PGT) when raising any issues.

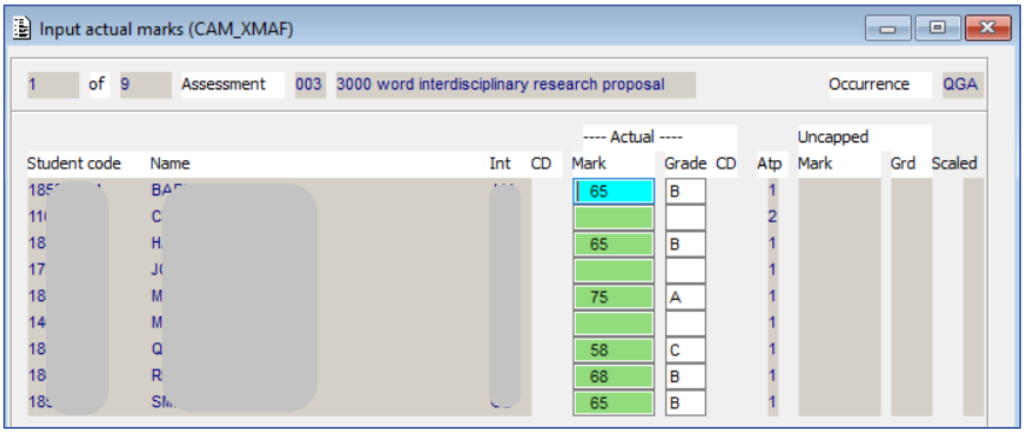
5. STORE (F6) and close the table. The next assessment in the MAB sequence will open automatically. If you are entering marks for each assessment STORE (F6) and close each time. If you are not entering marks each assessment close the tables in turn to return to the main SAS table.

6. For mark upload using SSRS Reports; Using **5. Import actual marks**, upload the document in a CSV format and select the Green run button to run the upload. In the message line on the bottom of your table you should see a message stating, 'Imported 1 files' and show how many marks have been uploaded.



This message will also indicate how many errors, if any, you need to investigate (see Common Errors 1).

7. Using **3. Input actual marks for assessment for student(s),** select the Green Run button to check results are as expected. Look for erroneous marks or gaps in the data and follow School process by overtyping mark and grade where appropriate in line with the mark scheme used when setting up the assessment structure.



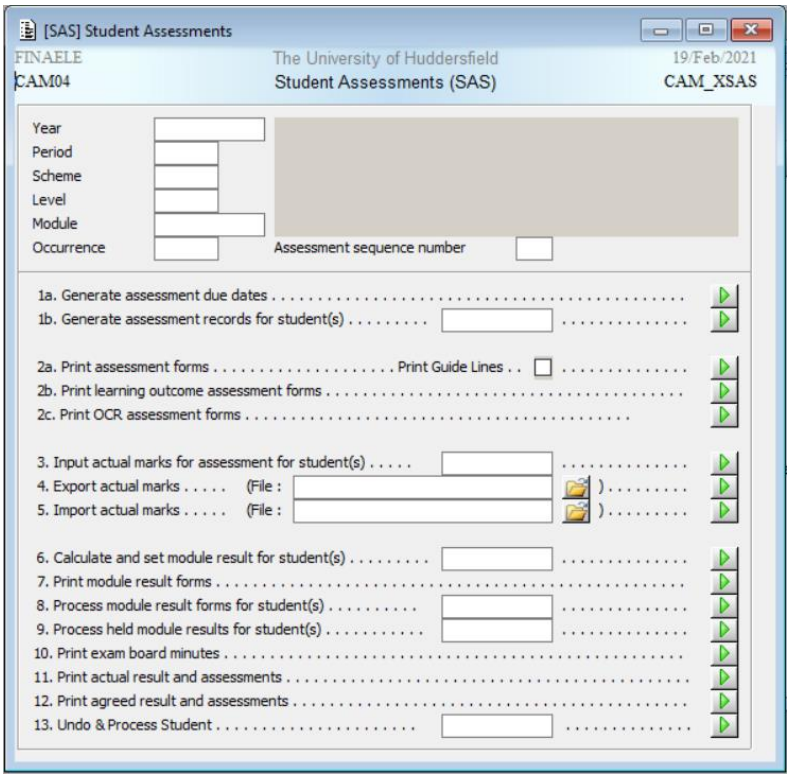
8. STORE (F6) and close the table. The next assessment in the MAB sequence will open automatically. Check and close the tables in turn to return to the main SAS table.

> You can enter or upload marks and overwrite grades as many times as you like until module result is calculated.
>
> You will also see further table(s) for students who have trailing assessments.

Calculate and set module results

After inputting or uploading marks (for either the whole module or for individual students) the results then need to be calculated and set.

1. Open SAS

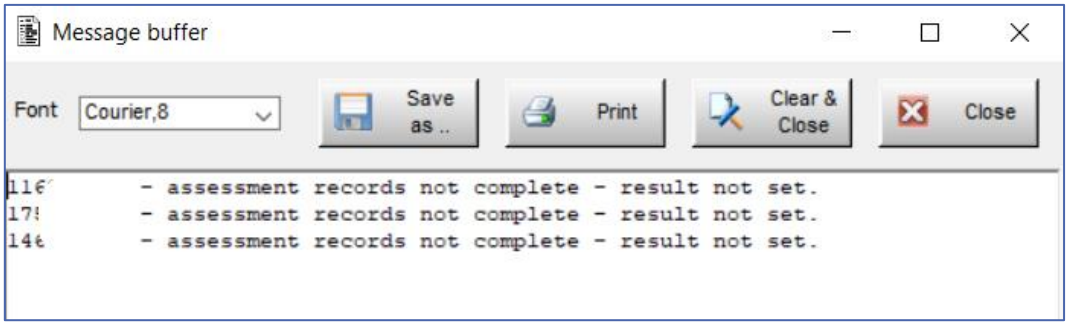


2. If not already input from inputting / uploading marks stage, enter:
   - Academic **Year**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Module**
   - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
   - **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

3. Using **6. Calculate and set module result for student(s)**, select the Green Run button to run the process for all the relevant students using the retrieve criteria you have specified above, or, by inputting a student code, you can run the process for an individual student. If the process runs successfully you will see the following in the bottom left of the table:

No text available in message frame.

The following error message appears when there are marks missing against an assessment and the results can't be calculated and set:



You will need to return to **3. Input actual marks for assessment for student(s)** to check and re-input where necessary ensuring to STORE (F6)

You can check if module results have been calculated and set by selecting the Green run button for **11. Print actual results and assessments.**

Information is previewed on table (rather than printing a copy). The assessment components show in the right-hand column(s), including percentage weightings, and the calculated overall module results show in the left-hand column.

Agree module results

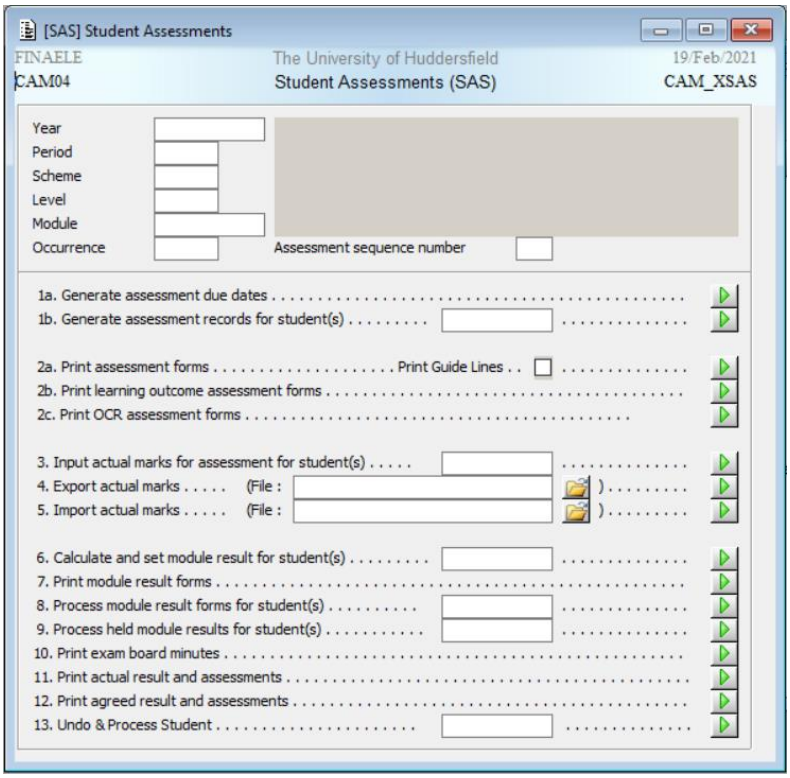
In order to generate CAB grids, the assessment and module results need to be **'agreed'**. There are two ways of agreeing module results – the approach depends upon the volume of changes to be made and any manual input required.

You can continue to use SAS which allows you to individually agree a student's module results. Alternatively, you can use TMR which allows you to agree module results on bulk by, for example route, course or batch. This second option is useful for large modules where results do not require any manual intervention as a result of changes at the CAB.

This process fills in the details on the SMR record (to view full details of the assessments and the marks/grades, with the SMR table open for a particular student, go to the Other menu and select Assessment Status.)

Method 1: SAS

1. Open SAS

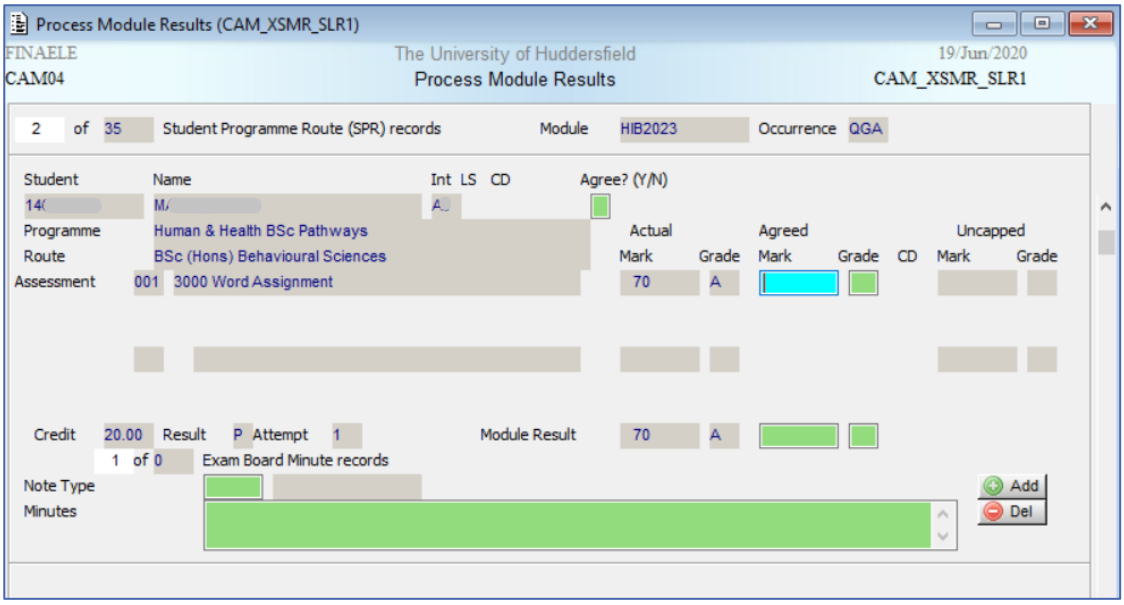


2. If not already input from calculating and setting module results stage, enter:

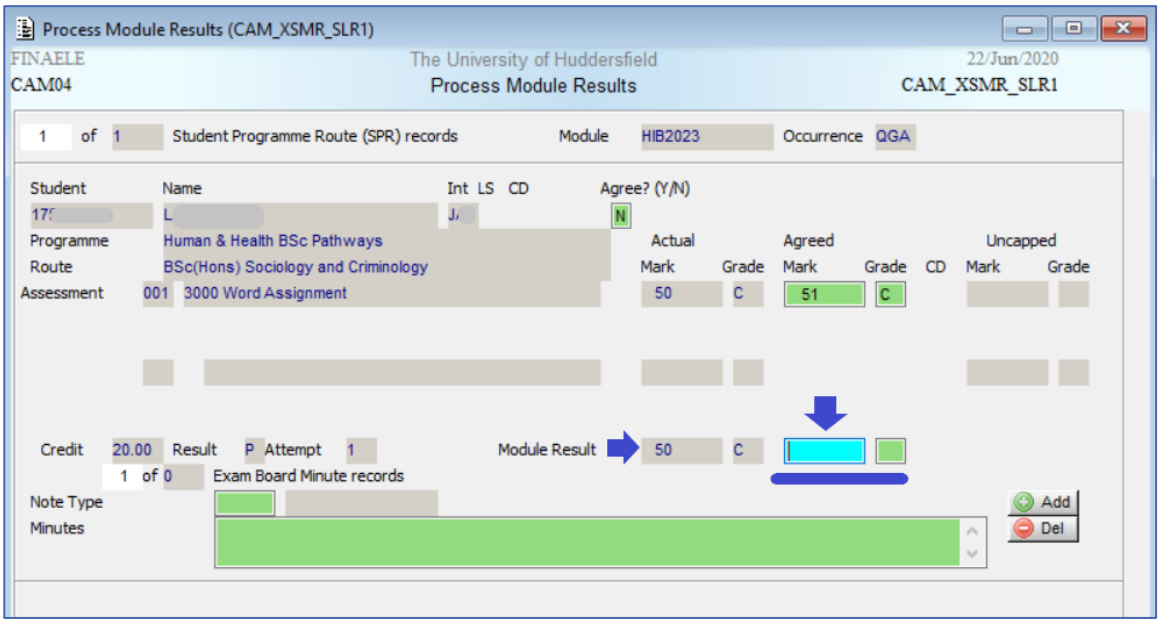
3. Enter:
    - Academic **Year**
    - **Period** for modules with multiple periods (i.e. S1 and S2)
    - **Module**
    - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
    - **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

4. Using **8. Process module result forms for student(s)**, select the Green Run button to run the agreeing process for all the relevant students using the retrieve criteria you have specified above, or, by inputting a student code, you can run the process for an individual student.

5. Each individual student that has calculated and set results will return their own record.

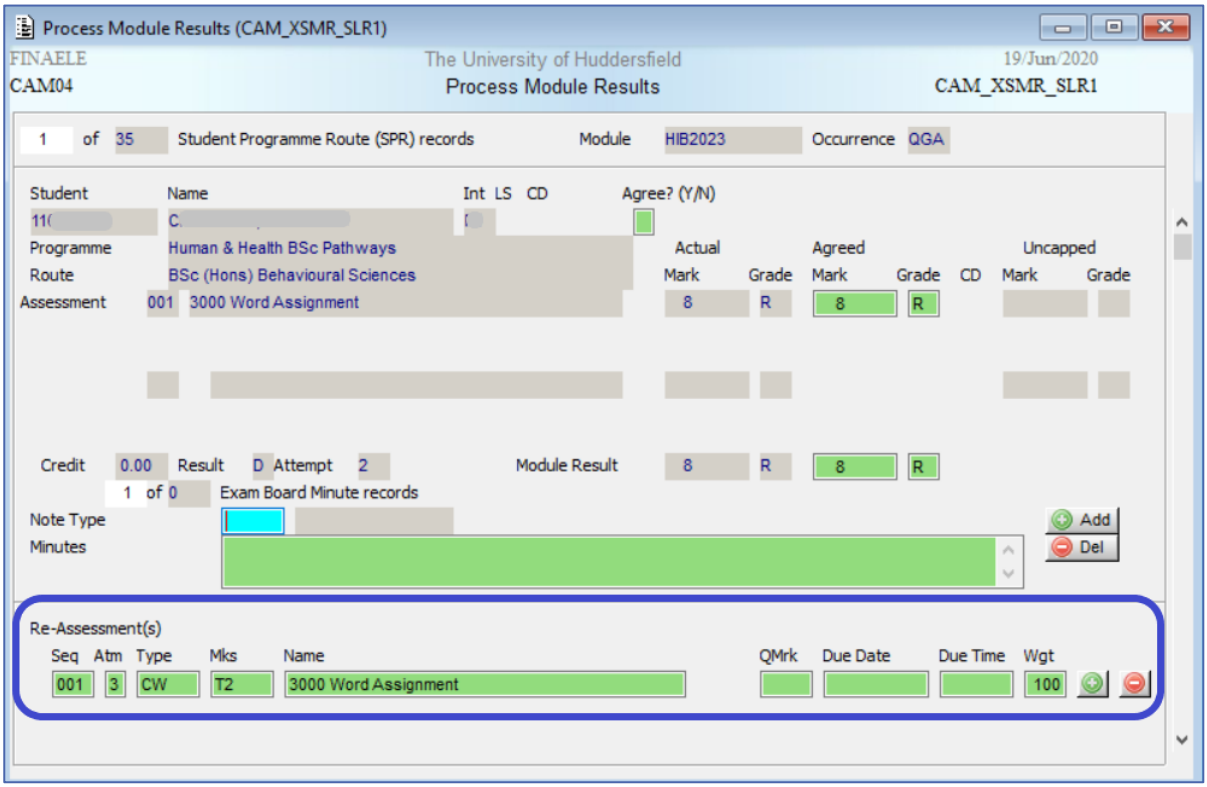


6. Enter Y in the **Agree? (Y/N)** field and STORE (F6). This will populate the **Agreed** fields and **Module Result** fields automatically. Move to the next student using the next icon on the tool bar or the slide navigation down the right. If you are processing one student close the table to return to SAS.



7. STORE (F6). Move to the next student using the next icon on the tool bar or the slide navigation down the right. If you are processing one student close the table to return to SAS.

8. If the result generates a further attempt (based on the marking scheme associated with the module) the **Re-assessment(s)** fields will populate automatically:



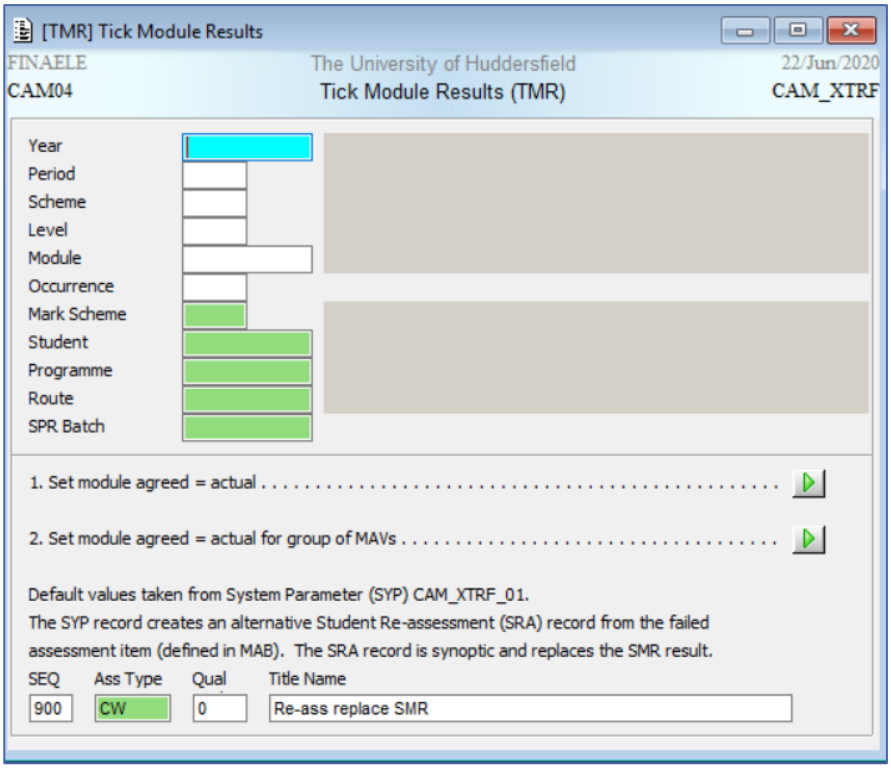
NB the following message will appear:

This refers to the **QMark**, **Due Date**, **Due Time** fields for each line generated in the **Re-Assessment(s)** section. It is not necessary to complete this section and you can select **Continue**.

9. Continue through the records. STORE (F6) and close on finishing.

Method 2: TMR

1. Open TMR.



NB If you have been using SAS you will find that the top fields populate automatically. If so, please double-check they reflect the module you are agreeing.

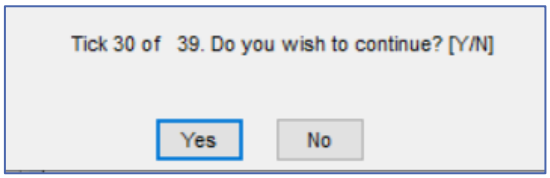
2. If not already populated, enter:
   - Academic **Year**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Module**

- **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)

You can also use the Route and SPR Batch fields on this table

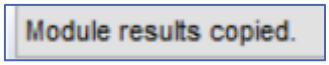
2. Using **1. Set module agreed = actual**, select the Green Run button to run the process for all the relevant students using the retrieve criteria you have specified above, now including Route or SPR Batch.

3. The following message will appear allowing you to check expected numbers are in line with those calculated and set:



TMR will only agree results calculated, set and ready to be agreed. It will not re-process any that have already been agreed. In this instance 9 records have either not been calculated and set or they have already been agreed.

4. If the process runs successfully you will see the following in the bottom left of the table:



5. Close TMR.

Student Re-assessments (RAS)

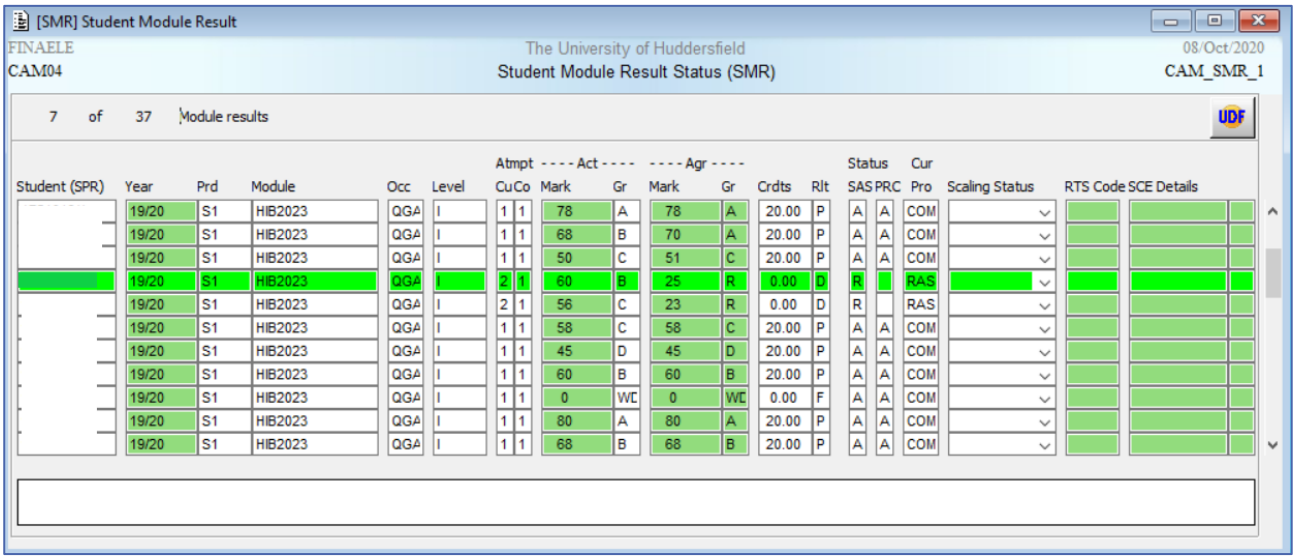
Students with re-assessments after being processed through SAS can viewed via SMR.

Gr field (Grade) = R

Crdts field (Credits) = 0.00

Rlt field (Result) = D

Cur Pro field (Current Process) = RAS

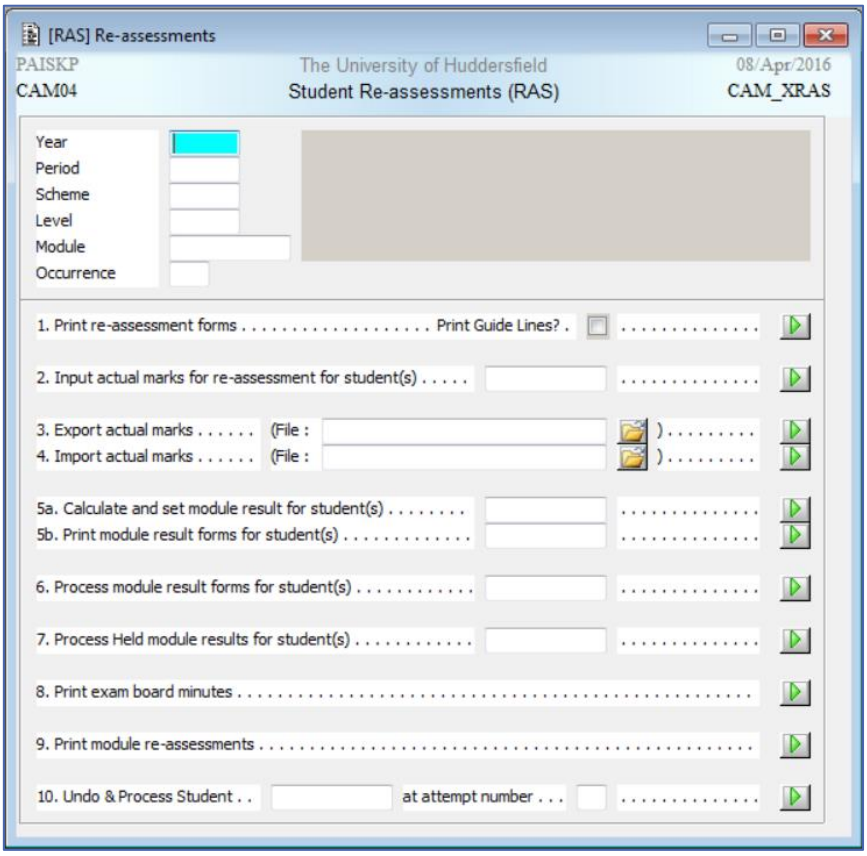


Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt Cu	Atmpt Co	Act Mark	Act Gr	Agr Mark	Agr Gr	Crdts	Rlt	Status SAS	Status PRC	Cur Pro	Scaling Status	RTS Code	SCE Details
	19/20	S1	HIB2023	QGA	I	1	1	78	A	78	A	20.00	P	A	A	COM			
	19/20	S1	HIB2023	QGA	I	1	1	68	B	70	A	20.00	P	A	A	COM			
	19/20	S1	HIB2023	QGA	I	1	1	50	C	51	C	20.00	P	A	A	COM			
	19/20	S1	HIB2023	QGA	I	2	1	60	B	25	R	0.00	D	R		RAS			
	19/20	S1	HIB2023	QGA	I	2	1	56	C	23	R	0.00	D	R		RAS			
	19/20	S1	HIB2023	QGA	I	1	1	58	C	58	C	20.00	P	A	A	COM			
	19/20	S1	HIB2023	QGA	I	1	1	45	D	45	D	20.00	P	A	A	COM			
	19/20	S1	HIB2023	QGA	I	1	1	60	B	60	B	20.00	P	A	A	COM			
	19/20	S1	HIB2023	QGA	I	1	1	0	WD	0	WD	0.00	F	A	A	COM			
	19/20	S1	HIB2023	QGA	I	1	1	80	A	80	A	20.00	P	A	A	COM			
	19/20	S1	HIB2023	QGA	I	1	1	68	B	68	B	20.00	P	A	A	COM			

RAS is the re-assessment version of SAS and works in the same way. However, there is no option to create assessment records as these have already been generated through the Agree Module Results process through SAS. The numbering on the table reflects this and is NOT the same as SAS.

Inputting / uploading marks

1. Open RAS

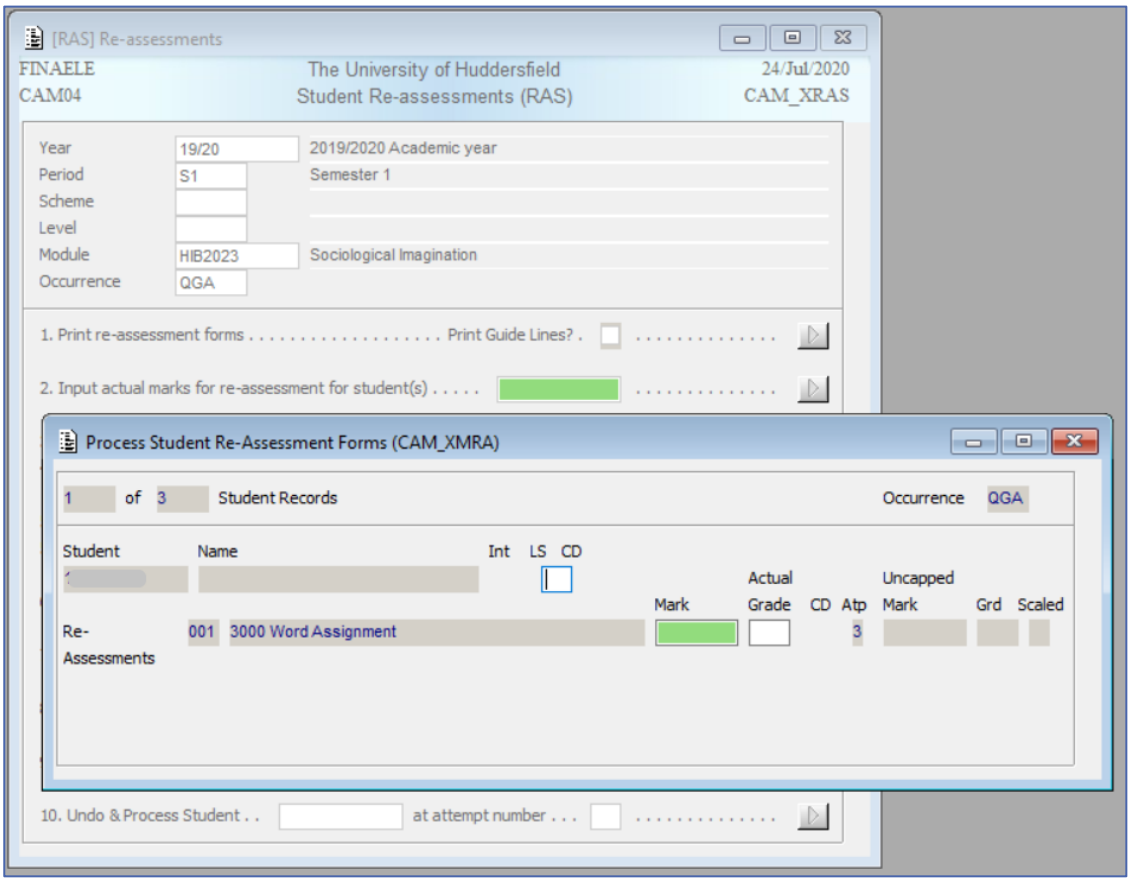


2. Enter:
   - Academic **Year**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Module**
   - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
   - **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

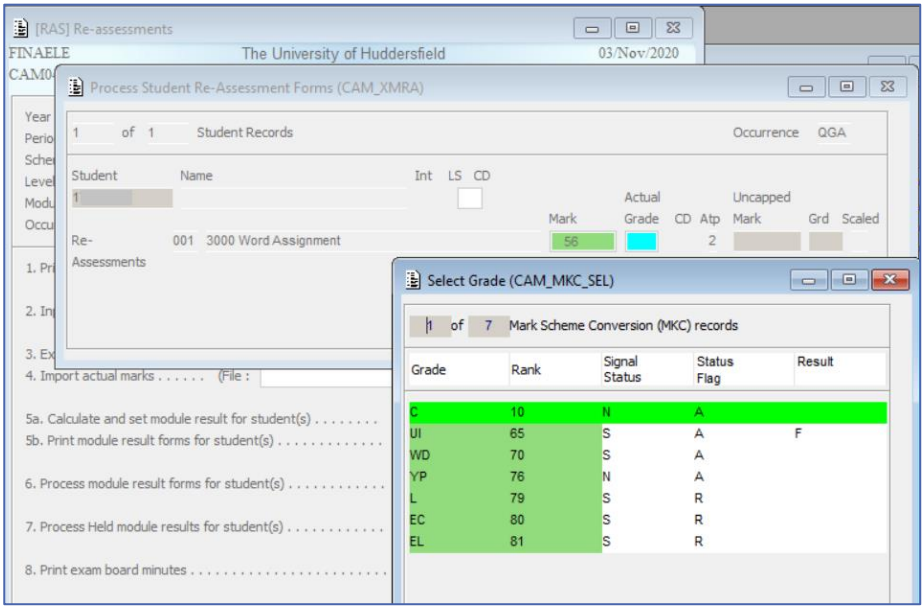
3. For manual mark input; Using **2. Input actual marks for re-assessment for student(s)**, select the Green Run button to start the process for all the relevant students using the retrieve criteria you have specified above, or, by inputting a student code, you can run the process for an individual student.

   The new table shows MAB information for all the students matching the retrieval criteria, including Sequence (for example 001) and Assessment title (for example 300 Word Assessment). Unlike when using SAS, data is displayed on an individual student basis and

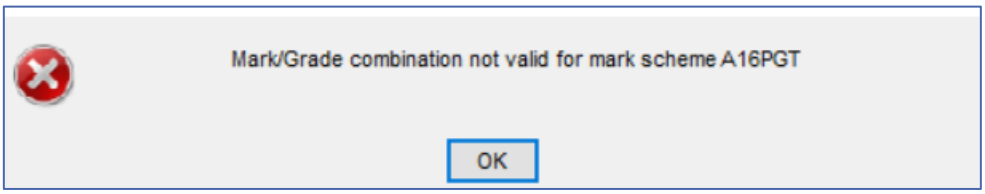
only assessments at RAS stage will appear. If a student has passed any part of the assessment body at an earlier stage it will not appear. It also shows the Attempt Number (Atp = 3) and allows you to enter marks in line with the mark scheme used when setting up the assessment structure.



4. Tab through the first field (student check digit) and enter the mark as appropriate. You can double click in the Grade field to see what options are available to you.



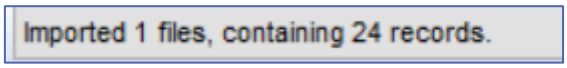
Not all grades are available on all marking schemes at all attempts. Where a module is Pass/ Fail you may not have option to enter a mark. Attempting to use an unavailable grade will generate the following error message and you should contact your ASIS Manager for advice.



NB it is always useful to quote the marking scheme (for example A16PGT) when raising any issues.

5. STORE (F6) and use the tab button or direction icons to move to the next student re-assessment record

6. For mark upload using a CSV file; Using **4. Import actual marks**, upload the document in a CSV format and select the Green Run button to run the upload. In the message line on the bottom of your table you should see a message stating, 'Imported 1 files' and show how many marks have been uploaded.



This message will also indicate how many errors, if any, you need to investigate (see Common Errors 1).

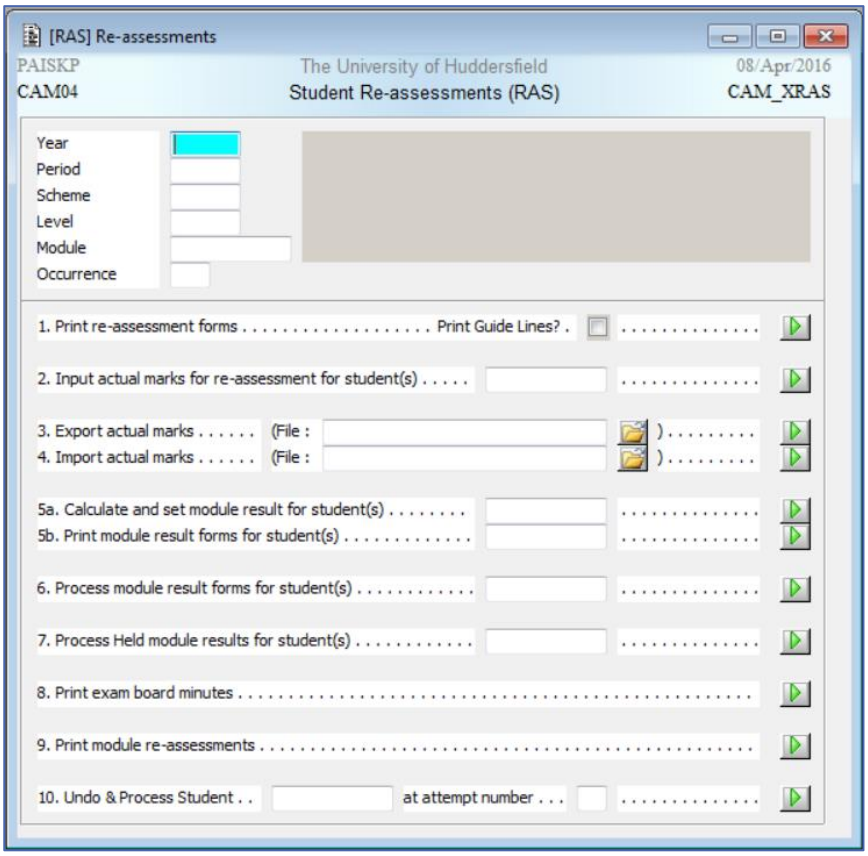
NB When entering marks for resubmissions enter the actual mark that the student achieved, and the system will cap the module mark in line with the mark scheme used when setting up the assessment structure.

You can enter or upload marks and overwrite grades as many times as you like until module result is calculated.

Calculate and set module results

As with SAS after inputting or uploading marks (for either the whole module or for individual students) the results need to be calculated and set.

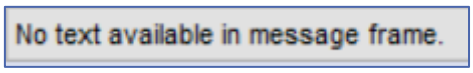
1. Open RAS



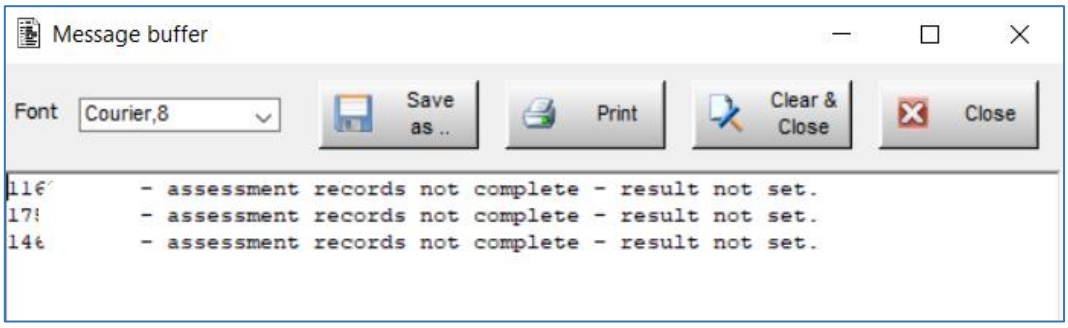
2. If not already input from inputting / uploading marks stage, enter:
    - Academic **Year**
    - **Period** for modules with multiple periods (i.e. S1 and S2)
    - **Module**
    - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
    - **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

3. Using **5a. Calculate and set module result for student(s)**, Select the Green Run button to run the process for all the relevant students using the retrieve criteria you have specified above, or, by inputting a student code, you can run the process for an individual student.

4. If the process runs successfully you will see the following in the bottom left of the table:



The following error message appears when there are marks missing against an assessment and the results can't be calculated and set:

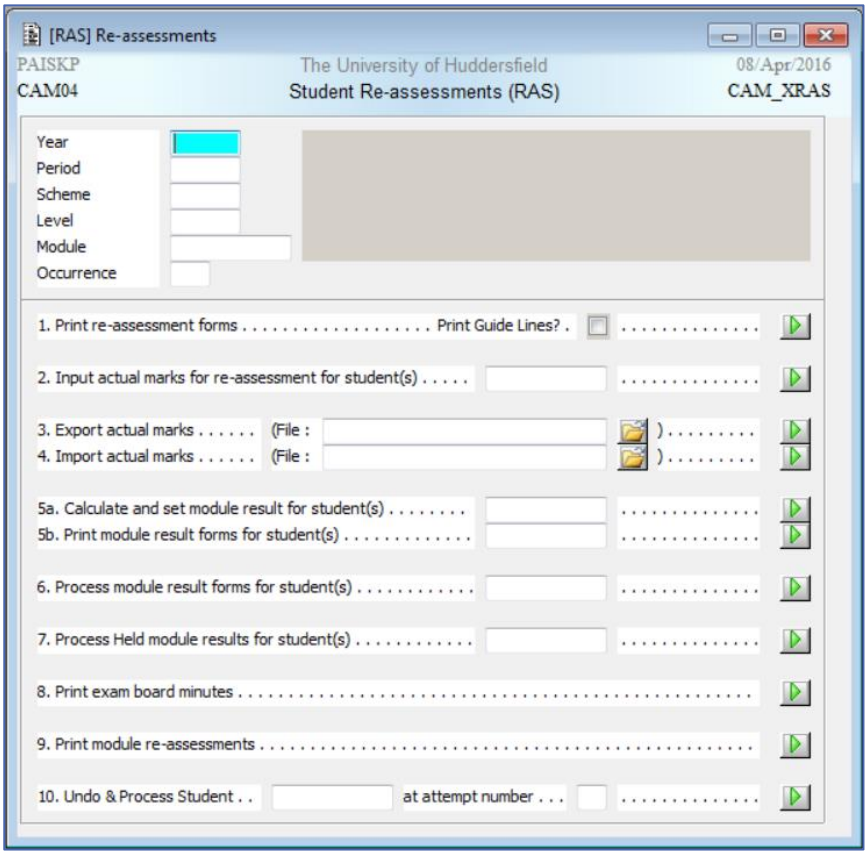


You will need to return to **RAS 2. Input actual marks for assessment for student(s)** to check and re-input where necessary ensuring to STORE (F6)

Agree module results

Method 1: RAS

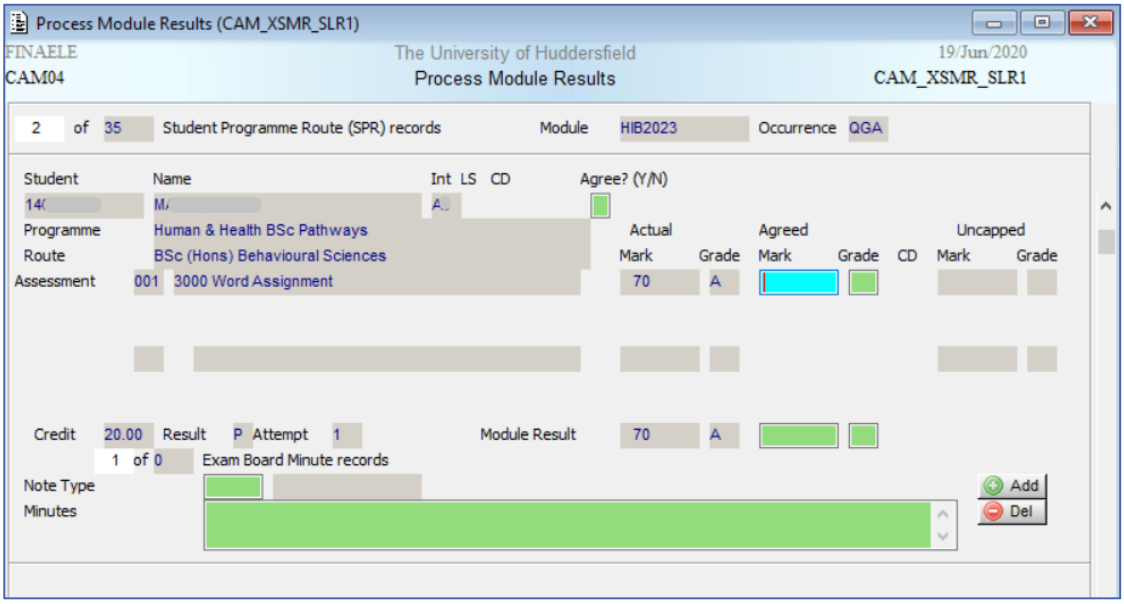
1. Open RAS



3. If not already input from calculating and setting module results stage, enter:
   - Academic **Year**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Module**
   - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
   - **Assessment Sequence number** refers to Sequence on the MAB and can be used to add records for one assessment rather than for the whole module

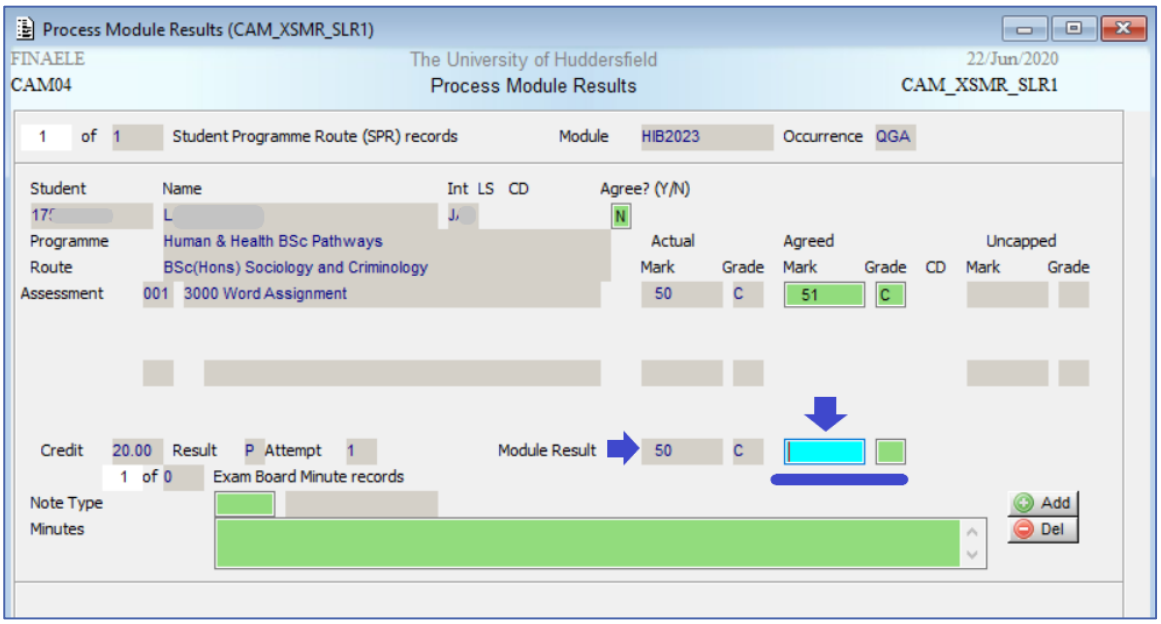
2. Using **6. Process module result forms for student(s)**, select the Green Run button to run the agreeing process for all the relevant students using the retrieve criteria you have specified above, or, by inputting a student code, you can run the process for an individual student.

3. Each individual student that has calculated and set results will return their own record.



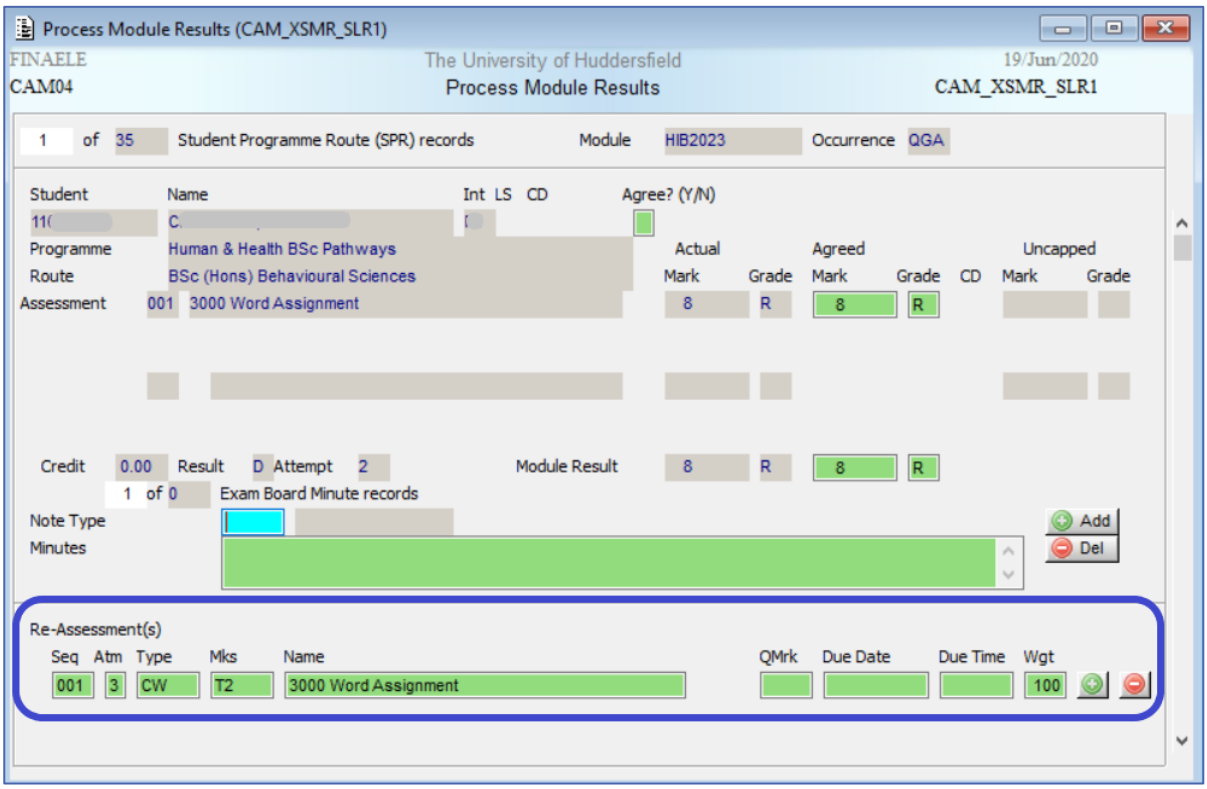
4. If the results have not changed at the Exam Board; Enter Y in the **Agree? (Y/N)** field and STORE (F6). This will populate the **Agreed** fields and **Module Result** fields automatically. Move to the next student using the next icon on the tool bar or the slide navigation down the right. If you are processing one student close the table to return to RAS.

   If the results have changed at the Exam Board; Enter N in the **Agree? (Y/N)** field, tab into the **Agreed Mark** field and enter marks in line with the mark scheme used when setting up the assessment structure. Double click the **Module Result / Agreed Mark** field to populate.



5. STORE (F6). Move to the next student using the next icon on the tool bar or the slide navigation down the right. If you are processing one student close the table to return to RAS.

6. If the result generates a further attempt (based on the marking scheme associated with the module) the **Re-assessment(s)** fields will populate automatically:



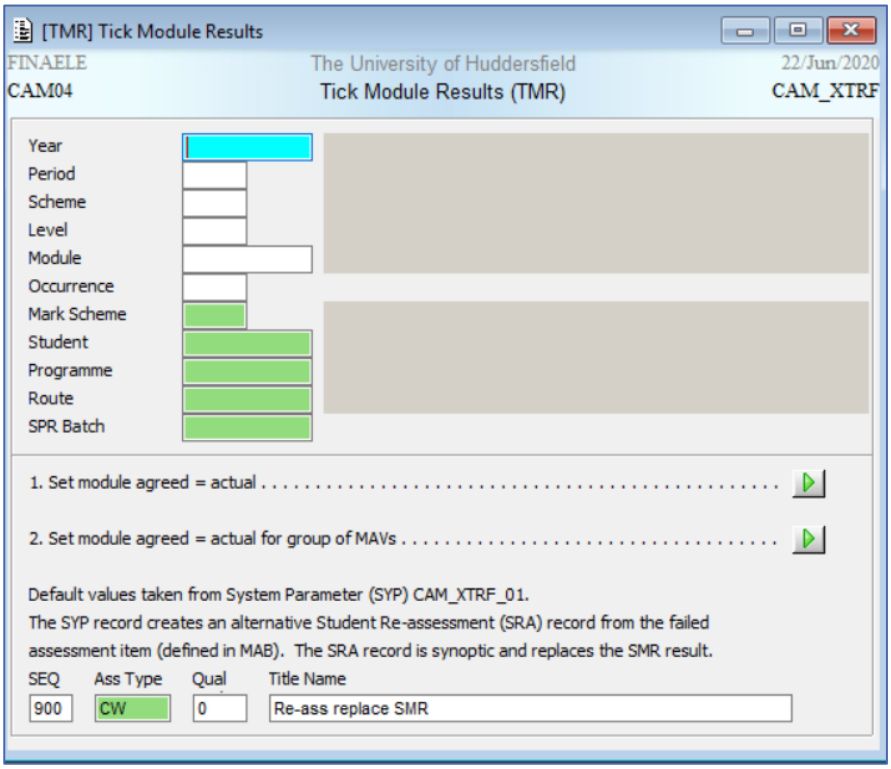
NB the following message will appear:

This refers to the **QMark**, **Due Date**, **Due Time** fields for each line generated in the **Re-Assessment(s)** section. It is not necessary to complete this section and you can select **Continue**.

7. Continue through the records. STORE (F6) and close on finishing.

Method 2: TMR

1. Open TMR.



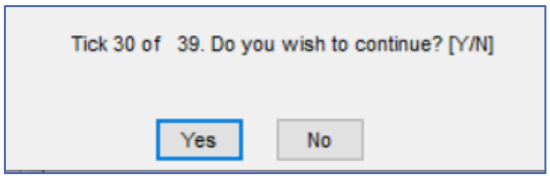
NB If you have been using RAS you will find that the top fields populate automatically. If so, please double-check they reflect the module you are agreeing.

2. If not already populated, enter:
   - Academic **Year**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Module**
   - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)

   You can also use the Route and SPR Batch fields on this table

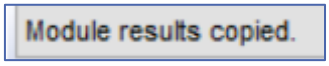
3. Using **1. Set module agreed = actual**, Select the Green run button to run the process for all the relevant students using the retrieve criteria you have specified above, now including Route or SPR Batch.

4. The following message will appear allowing you to check expected numbers are in line with those calculated and set:



TMR will only agree results calculated, set and ready to be agreed. It will not re-process any that have already been agreed. In this instance 9 records have either not been calculated and set or they have already been agreed.

5. If the process runs successfully you will see the following in the bottom left of the table:



6. Close TMR.

Undoing & Re-processing

You may need to amend results in exceptional cases after module results have been agreed; either through TMR process or using SAS or RAS. These can be:

- An error in results entered has been identified either before or after the CAB (through Chair's Action or an upheld appeal).
- Late Extenuating Circumstances (ECs) have been approved prior to CAB or applied retrospectively if an appeal has been upheld.
- An Academic Misconduct decision is now pending (Under Investigation) or a penalty has been applied.
- A Condoned Pass needs to be applied following a Course Assessment Board (CAB)

If you need advice on when to use SMRU, please contact your ASIS manager in the first instance as they may be able to advise on your particular School's processes.

You can continue to use the SAS or RAS screens which allow you to undo and re-process an individual student's module results. Alternatively, you can use SMRU which allows you undo and re-process on an individual basis or on a group basis. Both options remove the Agreed results from SMR and allow you to re-input; calculate and set; and agree a new mark and grade whilst maintaining the student record.

Using SAS or RAS

1. Open SAS or RAS depending on which process you are currently using.
2. You MUST enter:
    - Academic **Year**
    - **Period** (regardless if there is only one period available)
    - **Module**
    - **Occurrence** (regardless if there is only one occurrence available)

    You can also enter:
    - **Assessment Sequence number** refers to MAB Sequence and can be used to add records for one assessment rather than for the whole module

3. Using **SAS 13. Undo & Process Student** or **RAS 10. Undo & Process Student**, enter the relevant student number and attempt number and select the Green Run button to start the process using the retrieve criteria you have specified above.

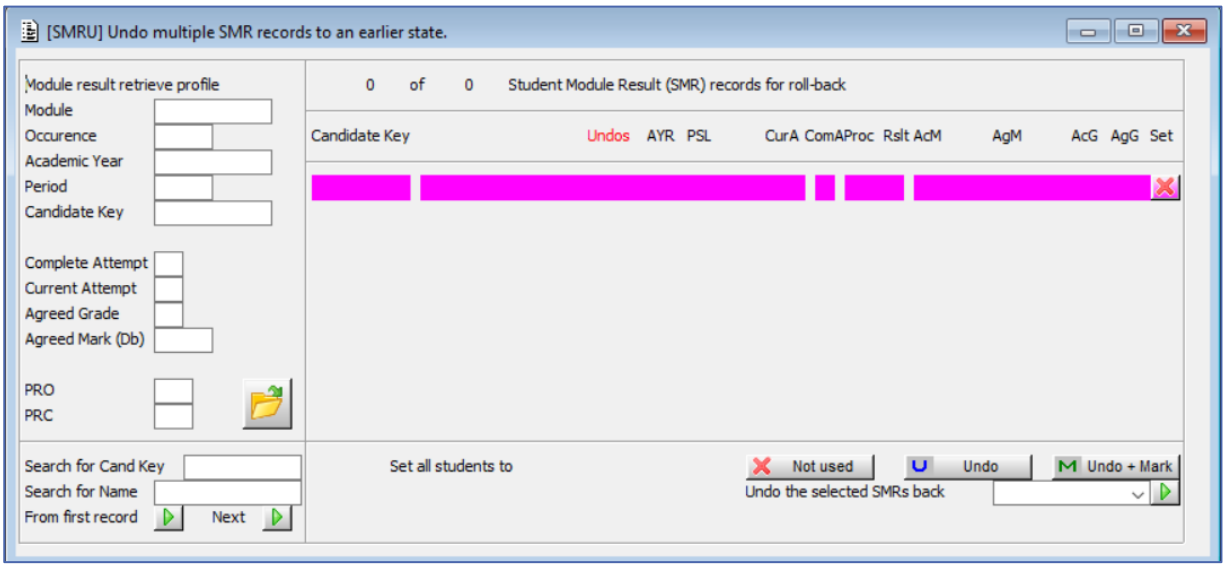
4. The process module results screen will appear. At this stage you can amend the Agreed mark and corresponding grade. Alternatively, close the table, and revisit **SAS 3. Input actual marks for assessment for student(s)** or **RAS 2. Input actual marks for re-assessment for student(s)** to enter the correct actual marks and corresponding grades.

   You will then need to complete the assessment record using **SAS 6. Calculate and set module result for student(s)** and **SAS 8. Process module result forms for student(s)** *or* **RAS 5a. Calculate and set module result for student(s)** and **RAS 6. Process module result forms for student(s)** for whichever process you are looking to undo.

   You will need to enter the student number for each step as the undo works on individual student basis.

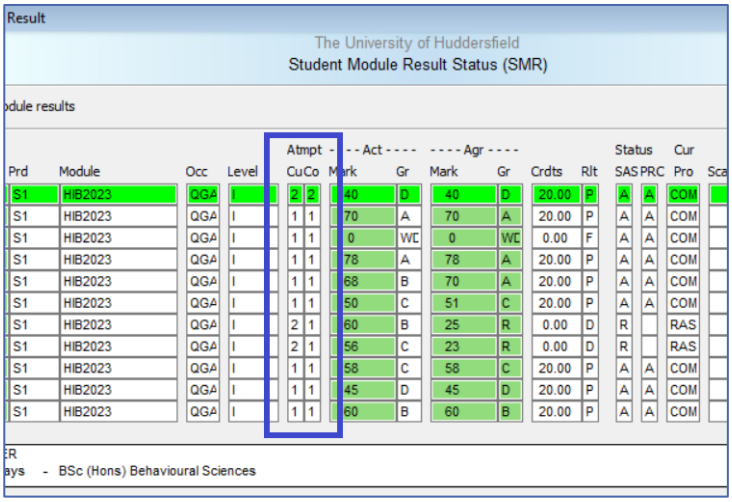
Method 2: SMRU

1. Open SMRU.



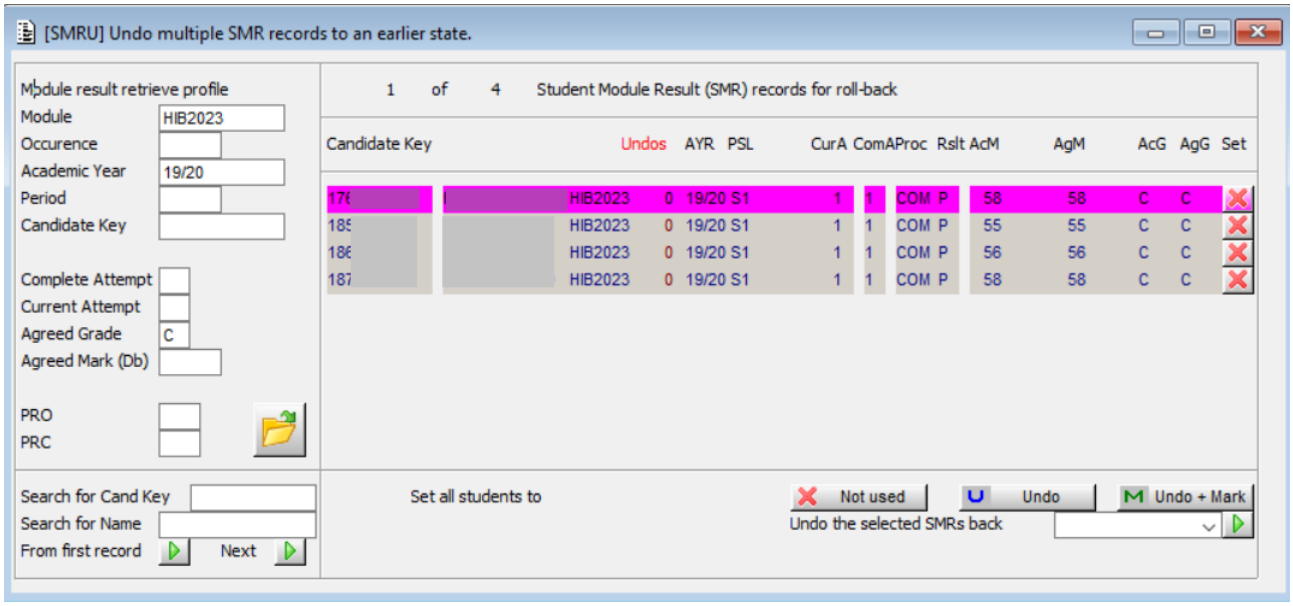
2. Enter:
   - **Module**
   - **Occurrence** for modules with multiple occurrences (i.e. QGA and QGJ)
   - **Academic Year**
   - **Period** for modules with multiple periods (i.e. S1 and S2)
   - **Candidate Key** refers to student number and allows you to retrieve an individual student

- If required: **Complete / Current Attempt** refers to which attempt the student is on. You may wish to undo those at a particular attempt. Current and Completed Attempt can be identified on SMR:



- If required: **Agreed Grade / Agreed Mark (Db)** allows you to look at a particular grade or mark.

- Retrieve (F5) or use the specific Open icon on SMRU



SMRU shows the following from SMR record:

AYR field – Academic year (i.e. 19/20)

PSL field – Period (i.e S1)

CurA field – Current attempt (i.e. 1)

ComA field – Completed attempt (i.e. 1)

Cur Pro field – Current process (i.e. COM (Complete))

Rslt field – Result (i.e P (Pass))

AcM field – Actual mark (i.e. 58)

AgM field – Agreed mark (i.e. 58)

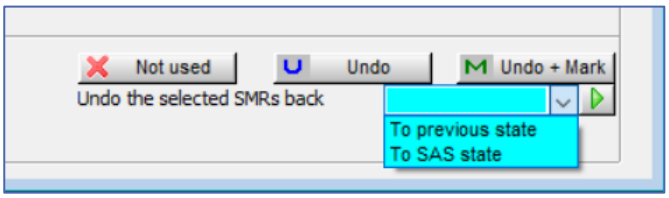
AcG field – Actual grade (i.e. C)

AgG field – Agreed grade (i.e. C)

3. Use the Red Cross to the right of each individual record to the required status (**X**, **U** or **M**) or use the boxes along the bottom of the screen to set ALL of the retrieved records to the required status:

X Not used	**(X) Not Used** is useful if the wrong values have been selected for a group of students and you need to return them to their default prior to running the process Clicking on this box sets ALL records NOT to be undone
U Undo	Using **(U) Undo** requires you to go back to the relevant process screen once the process has run. At this point you would revisit the SAS screen and can use **SAS 3. Input actual marks for assessment for student(s)** or **RAS 2. Input actual marks for re-assessment for student(s)** to enter the correct actual marks and corresponding grades. Complete the assessment record using **SAS 6. Calculate and set module result for student(s)** and **SAS 8. Process module result forms for student(s)** *or* **RAS 5a. Calculate and set module result for student(s)** and **RAS 6. Process module result forms for student(s)** for whichever process you are looking to undo.
M Undo + Mark	Using **(M) Undo + Mark** automatically opens the SAS Agree Module Results screen (**SAS 8. Process module result forms for student(s)** *or* **RAS 6. Process module result forms for student(s)**) so that the module result can be recalculated or amended as appropriate. You do not need to return to the relevant process screen (SAS or RAS) if this method of undoing a module is selected.

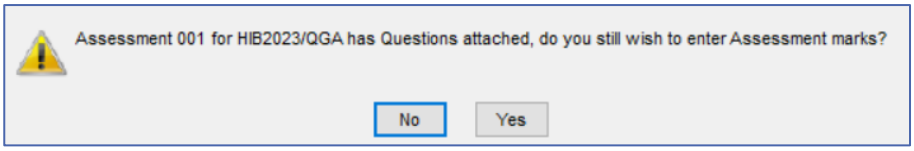
4. You can undo the record **To SAS State** (i.e. the status the module result was at after processing the students first attempt), or you can undo **To previous state**. If the module result has been processed for a second time this second process would simply roll back the module result to the previous point.



Common Errors

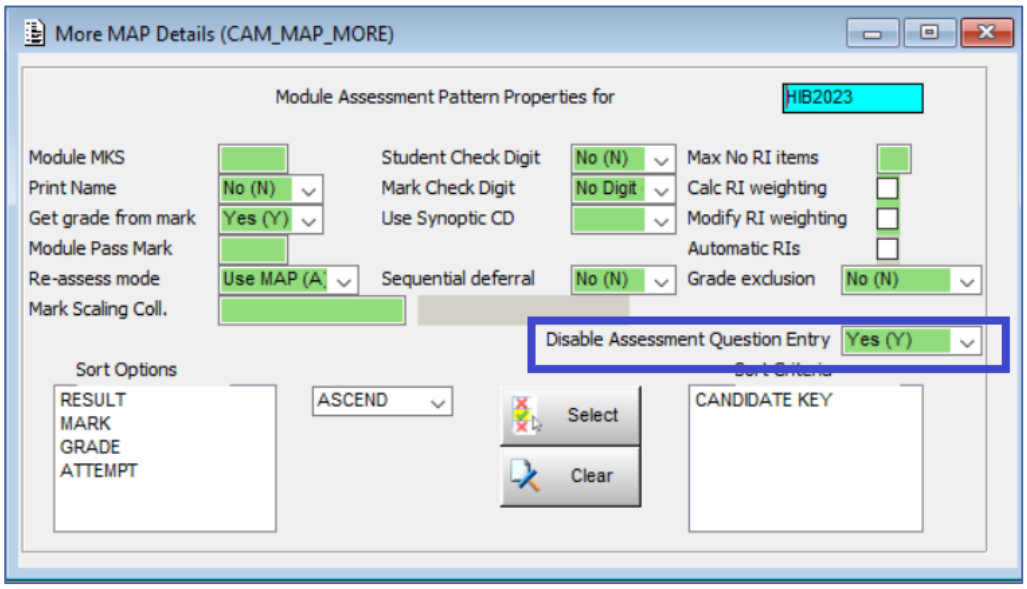
1. Error message on inputting marks – Questions attached

On trying to input marks the following error message appears:



On setting up the MAP, the **Disable Assessment Question Entry** dropdown should have been set to 'Yes' which will resolve this issue:

1) Open MAP
2) Retrieve relevant MAP (using 'Gold Star' as good practice)
3) Go to the Other menu and select More Details.
4) Set Disable Assessment Question Entry to Yes (Y).



5) Return to relevant process screen and use SAS **3. Input actual marks for assessment for student(s)** *or* RAS **6. Process module result forms for student(s)** to continue to process results. You do not to re-generate the assessment records using SAS **1a. Generate assessment due dates** and **1b. Generate assessment records for student(s)**.

Bypassing the original error message will allow you to input marks. However, when attempting to calculate and set module results the following error message will appear:

```
/1 - question records not complete for assessment 001 - result not set.
/1 - question records not complete for assessment 001 - result not set.
/2 - question records not complete for assessment 001 - result not set.
/1 - question records not complete for assessment 001 - result not set.
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/1 - question records not complete for assessment 001 - result not set.
```
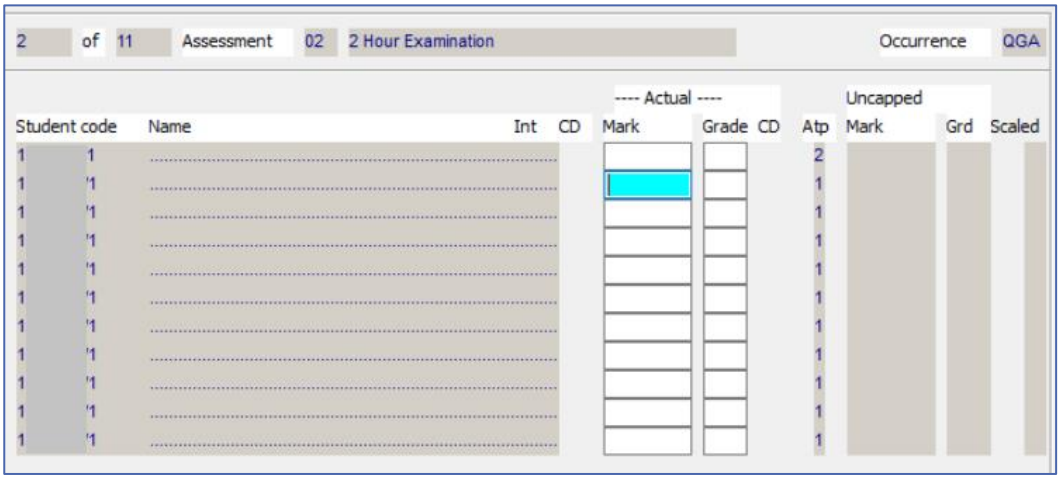

It is advised that you resolve the issue at the earlier stage and do not bypass the original error message. You can still follow the steps outlined above to resolve the issue at this stage.

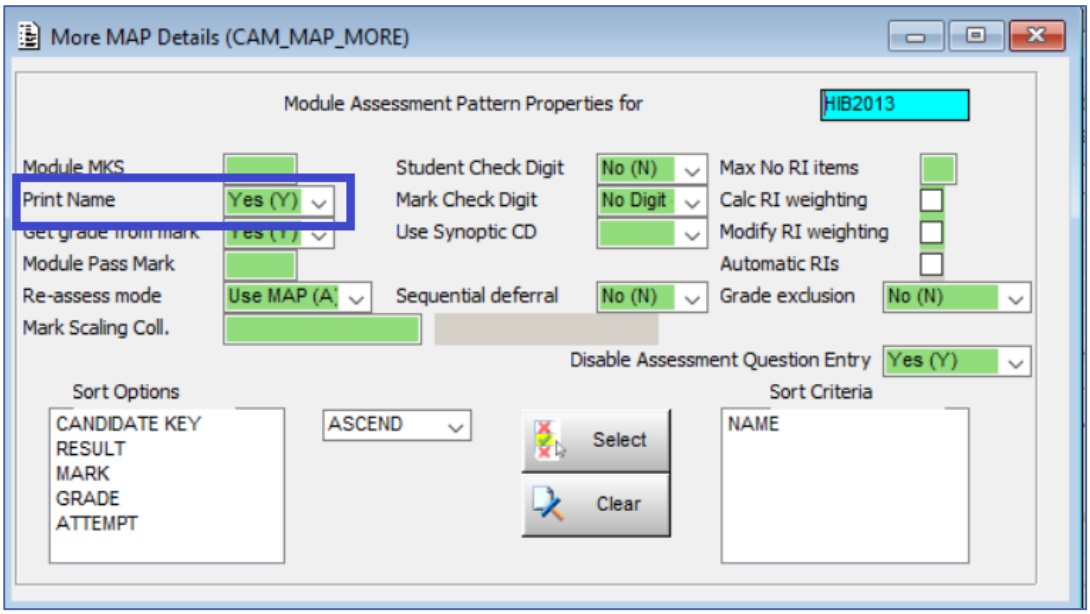
2. Error message on inputting marks – Student names not appearing

On trying to input marks the student numbers appear but not the student name:



On setting up the MAP, the **Print Name** dropdown should have been set to 'No' which will resolve this issue:

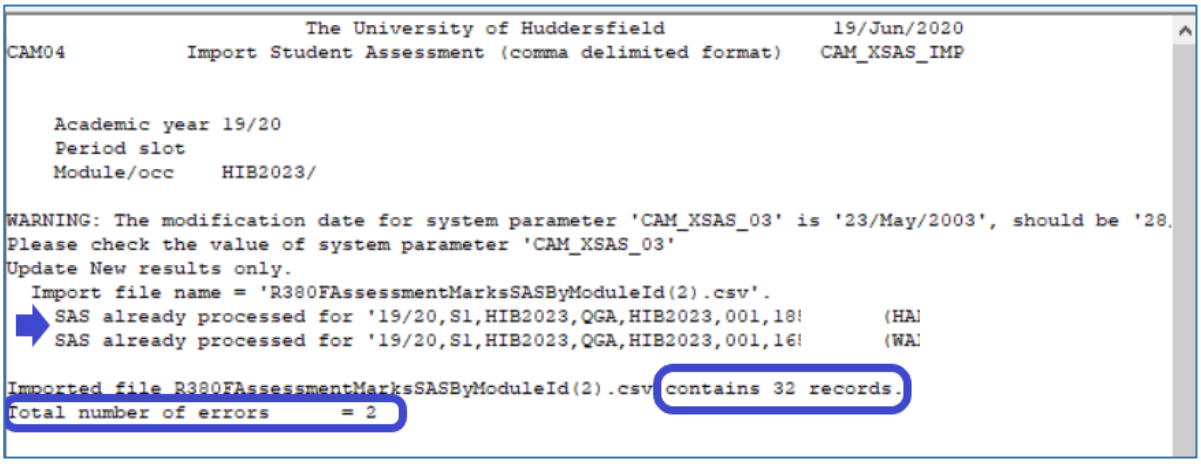
1) Open MAP
2) Retrieve relevant MAP (using 'Gold Star' as good practice)
3) Go to the Other menu and select More Details.
4) Set Print Name to Yes (Y).



5) Return to relevant process screen and use SAS **3. Input actual marks for assessment for student(s)** *or* RAS **6. Process module result forms for student(s)** to continue to process results. You do not to re-generate the assessment records using SAS **1a. Generate assessment due dates** and **1b. Generate assessment records for student(s)**.

3. Error message on inputting marks – using a CSV file.

If there are errors identified, click on the Message icon to generate a message buffer with information including number of records on the import, number of errors, MAB assessment sequence and student numbers of those not imported.



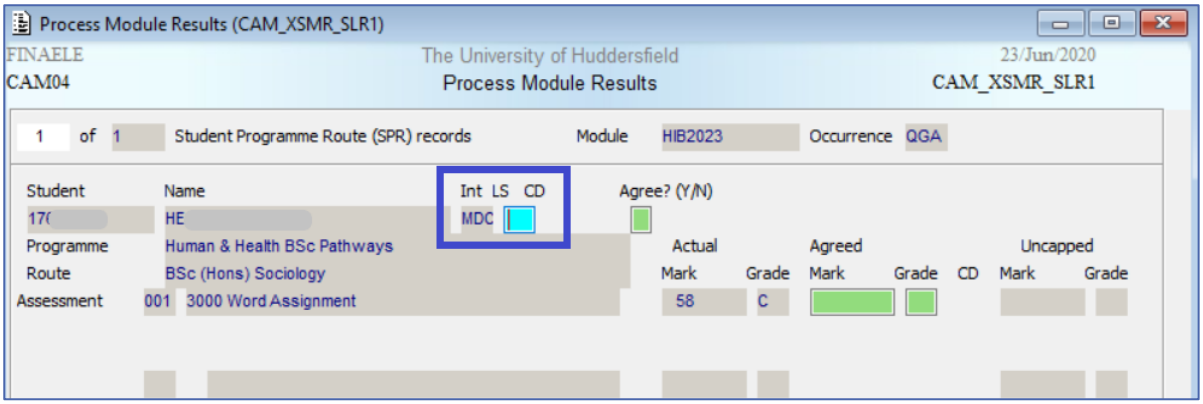
```
                    The University of Huddersfield                    19/Jun/2020
CAM04          Import Student Assessment (comma delimited format)   CAM_XSAS_IMP


    Academic year 19/20
    Period slot
    Module/occ     HIB2023/

WARNING: The modification date for system parameter 'CAM_XSAS_03' is '23/May/2003', should be '28.
Please check the value of system parameter 'CAM_XSAS_03'
Update New results only.
  Import file name = 'R380FAssessmentMarksSASByModuleId(2).csv'.
    SAS already processed for '19/20,S1,HIB2023,QGA,HIB2023,001,18!        (HA
    SAS already processed for '19/20,S1,HIB2023,QGA,HIB2023,001,16!        (WA

Imported file R380FAssessmentMarksSASByModuleId(2).csv contains 32 records.
Total number of errors        = 2
```

In this instance the error message is indicating that the imported file contained 32 records with two errors. Both had already been processed for 19/20 and as such cannot be re-imported.

Return to SAS / Return to RAS

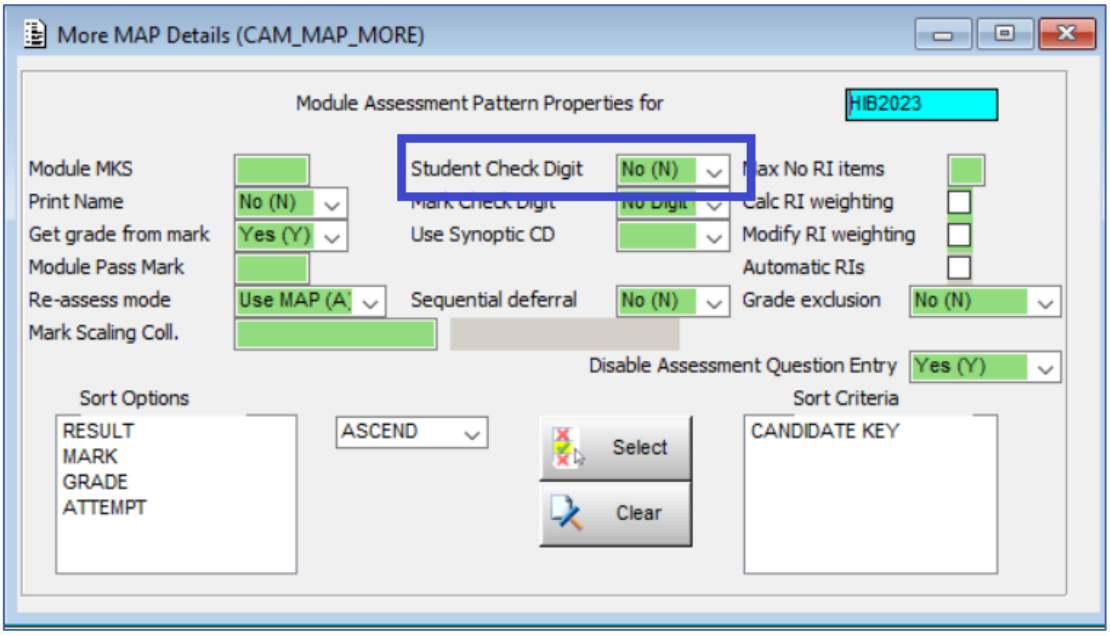
4. Extra box on agreeing marks

Usually the identified box is absent:



On setting up the MAP, the **Student Check Digit** dropdown should have been set to 'No' which will remove this extra box. To resolve this issue:

1) Open MAP
2) Retrieve relevant MAP (using 'Gold Star' as good practice)
3) Go to the Other menu and select More Details.
4) Set Student Check Digit to No (N).



5) Return to relevant process screen and use SAS **8. Process module result forms for student(s)** *or* RAS **6. Process module result forms for student(s)** to continue to process results. You do not to re-generate the assessment records using SAS **1a. Generate assessment due dates** and **1b. Generate assessment records for student(s)**.

Advanced Quick Guide

SAS 1a. Generate assessment due dates

Option not on RAS as assessment records created via SAS process

★Creates MAD at component level from the MAB. Due date is calculated from the MAB (fields DUE PRD | WK | DAY).

★Creates MQD at subcomponent level from AQE. Due date is entered by user once MQD is created (field Due Date).

COMMON ERRORS:
Using the wrong week for the PRD on MAB which prevents 1a from working, e.g. WK 46 in S1. Check the MAV Period data and compare with the Period Dates Crib Sheet (Read Only) on the ASIS Support webpage

NB:
Remember to use Gold Star ·* when looking at MAB

1b. Generate assessment records for student(s)

Option not on RAS as assessment records created via SAS process

★Uses MAD to create individual student SAL component due date records

★Uses MQD to create individual student SAQL subcomponent due date records

NB:
These dates are used to populate and hold extension data. MRM'ing a module will remove this data. Please ensure you check Cur Due Date/ Time fields on the SAL and SAQL for any data prior to requesting a module is MRM'd.

SAS 3. Input actual marks for assessment for student(s)

or

SAS 5. Import actual marks . . . . .(File:)

RAS 2. Input actual marks for assessment for student(s)

or

RAS 4. Import actual marks . . . . .(File:)

Allows the user to input actual marks, individually (3) or via file upload (5). Writes to SMR Actual Mark column. Can still be overtyped at this point.

COMMON ERRORS:
No compatible SMR / SAT information available. Check SAL and SAQL as 1a and 1b may not have run correctly.
Student not appearing. Check SMR to see whether marks are already agreed
Student names not appearing as …. . Check MAP and set Print Name to Yes in using More Details Menu Option
Dialogue Box re: assessment questions. Check MAP and set Disable Assessment Question Entry to Yes using More Details Menu option.
Dialogue Box re: Mark/Grade combination not valid for mark scheme. Double click to choose an available grade for the mark entered.

NB:
Remember to use Gold Star ·* when looking at MAP.

SAS 6. Calculate and set module result for student(s)

RAS 5a. Calculate and set module result for student(s)

Calculates and sets module results. Check bottom right of screen for “No text available in message frame” to indicate process has run successfully.

COMMON ERRORS:
Marks missing against an assessment.

SAS 8. Process module result forms for student(s)

RAS 6. Process module result forms for student(s)

User agrees marks and module result. Writes to SMR Agreed Mark column. Moves assessment record to COM (complete) or RAS creating resit records.

COMMON ERRORS:
Extra Check Student Digit box (next to Y field). Check MAP and set Student Check Digit to No using More Details Menu option.

NB:
Remember to use Gold Star ·* when looking at MAP.

TMR can also be used to agree larger modules with no manual intervention required e.g. ECs

SAS 13. Undo & Process Student

RAS 10. Undo & Process Student

Allows user to return to input marks or agree marks and module result

COMMON ERRORS:
More information is required on the retrieval criteria at the top of SAS/RAS than for standard mark input. Ensure Period and Occurrence are completed even if there is only one module availability.
RAS requires further information as to which attempt to undo.

SMRU can also be used to undo multiple student records. MRM is not advised unless unavoidable due to the removal of extension data.