Background set up for extensions and ECs

User Guide and FAQ

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1. Introduction to background set up for extensions and ECs

A new system to allow students to apply for an extension or extenuating circumstances has been developed.

In order for this system to work fully and correctly, initial set up of background data needs to be completed by each School for their modules. This data **must** be entered into ASIS so it becomes the single source of information about modules along with components and sub-components of assessment.

At the moment, modules in ASIS are only set up with components (MAB). An addition to ASIS has been purchased to allow details of sub-components to be stored within ASIS.

Not all components will have sub-components, but for both components and sub-components extra information is needed to enable the new system to work properly.

The data needed, and how and where to input it into ASIS, will be covered in this document.

2. Quick overview of module set-up in ASIS

This overview assumes some previous knowledge of module set-up in ASIS. If you are not familiar with these processes, or would like further information or training, please contact ASIS Support by email on asissupport@hud.ac.uk or by phone on x2255

Record	What it does
MOD (Module)	A MOD record contains basic details about a module such as module code, title, school and department. The existence of a MOD record means that at some point the module has been or will be taught – it does not necessarily mean that a module is being taught in any given year.
MAV (Module Availability)	A MAV record indicates that a module is being taught in a particular year and period. Multiple MAVs can exist for the same module in the same year – for example, if a module is being taught in semester 1 and again in semester 2, or if it is being taught at Huddersfield and at a partner institution.
MAP (Module Assessment Pattern)	Each MAV has a MAP. The MAP indicates what pattern of assessment a MAV is following.
MAB (Module Assessment Body)	Each MAP has one or more MABs. **A MAB is a component** of assessment, such as coursework, exam or in-class test. A MAB details the assessment type, weighting and qualifying mark (if appropriate) for a piece of work.
	If a MAB has sub-components, for example if a module is 50% coursework but this coursework is made up of 5 essays, then it is now possible to set these sub-components up in ASIS using the following screens.
CAM_MAB_MORE (More MAB Details)	This screen is accessed through the Other menu on MAB and is used to link a single MAB to a single AQH
AQH (Assessment Question Header)	The AQH record is attached to the MAB using the CAM_MAB_MORE screen and has a one to one relationship with the MAB. The AQH record is used to specify details about the assessment item.
AQS (Assessment Question Section)	The AQS screen is accessed from the AQH screen via the Other menu. Although in theory any number of Sections can be attached to the Header record, we will only use one Section and attach all Elements to it.
AQE (Assessment Question Element)	The AQE screen is accessed from the AQS screen via the Other menu. **An Element is a sub-component**. Any number of Elements (sub-components) can be attached to each Section record.

3. Data required

Note: this will normally be initiated by an ASIS manager – please consult your ASIS manager before running this SRL or collecting the data required.

To aid you in collecting the required information, an SRL called MAV-SC-A can be run from MAV. Columns A-S will populate from the data already in ASIS, then Schools should fill in column T (are there subcomponents?) and **EITHER** columns U-AA if there are no sub-components **OR** AB-AK if there are sub-components.
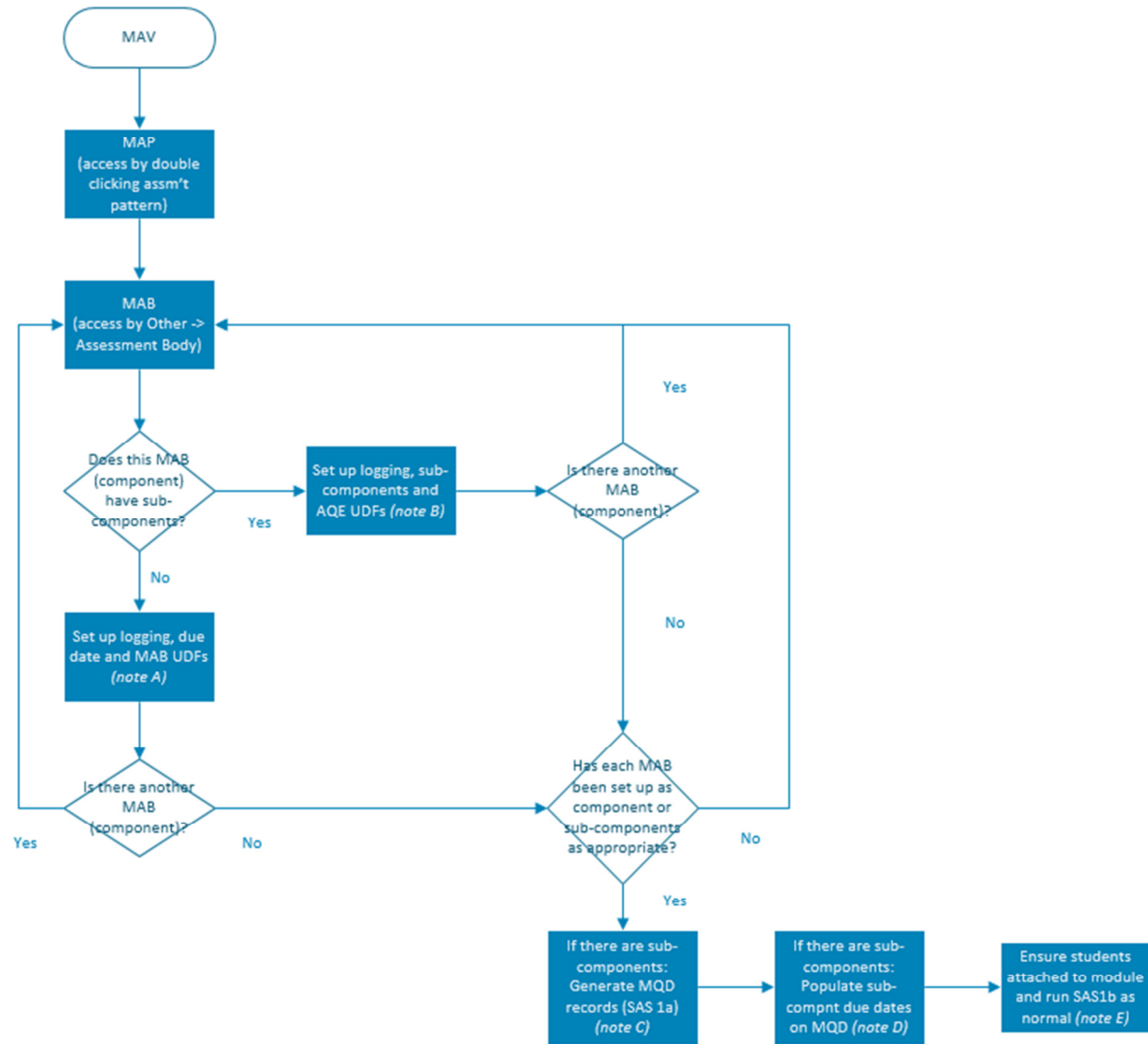
The columns on the resulting spreadsheet, and the details of the data required, are detailed below.

Col	Data is from...	Information	Instructions
A	MAV	Ac Yr	(populated by SRL)
B	MAV	School	(populated by SRL)
C	MAV	Dept Code	(populated by SRL)
D	MAV	Dept Name	(populated by SRL)
E	MAV	Module Code	(populated by SRL)
F	MAV	Module Title	(populated by SRL)
G	MAV	Occ	(populated by SRL)
H	MAV	Period	(populated by SRL)
I	MAV	Module Tutor	(populated by SRL)
J	MAV	MAV Markscheme Code	(populated by SRL)
K	MAV	MAV Markscheme Name	(populated by SRL)
L	MAV	MAP Code	(populated by SRL)
M	MAP	MAP Markscheme Code	(populated by SRL)
N	MAP	MAP Markscheme Name	(populated by SRL)
O	MAB	MAB Seq No	(populated by SRL)
P	MAB	Asst Type	(populated by SRL)
Q	MAB	Asst Title	(populated by SRL)
R	MAB	Asst Weight	(populated by SRL)
S	MAB	Final Asst?	(populated by SRL)
T	School to complete for all	Sub-components?	Enter Y if this component (MAB) has subcomponents **(then complete columns AB - AK)** or N if it does not **(then complete columns U - AA)**
U	School to complete **for component ONLY**	Component Due Date	Submission date of this component (MAB): enter a date in the format dd/mm/yyyy
V	School to complete **for component ONLY**	Component Hand-in Type	Hand-in type for this component (MAB): Enter a hand-in type. This should be 'manual' if a coversheet is needed for this piece of work, otherwise specify method of submission (e.g. turnitin, dropbox)
W	School to complete **for**	Is component open for extension?	Are extensions permitted on this component (MAB): Enter a Y if open for

	component ONLY		extensions or N if extensions are not permitted
X	School to complete **for component ONLY**	Last permitted extension date	Last permitted extension date for this component (MAB): enter a date in the format dd/mm/yyyy - **ONLY NEEDED if this component is open for extensions**
Y	School to complete **for component ONLY**	Is evidence mandatory?	Is evidence mandatory for this component (MAB): enter a Y if evidence is mandatory or a N if not
Z	School to complete **for component ONLY**	PRS code for evidence handler	Evidence handler for this component (MAB): Enter the PRS code of the evidence handler (e.g. person who deals with submitted evidence).
AA	School to complete **for component ONLY**	PRS code for authorising extended extensions	Approver for extended extensions (more than 10 days) for this component (MAB): Enter the PRS code of the person who will deal with extended extensions.
AB	School to complete **for sub-component ONLY**	Sub-comp Number	Give this sub-component a number - first piece of work should be 1, second 2 etc
AC	School to complete **for sub-component ONLY**	Sub-comp Name	Give this sub-component a name - students will see this so consider the naming carefully
AD	School to complete **for sub-component ONLY**	Sub-comp Weight	Enter the weight of this sub-component as a percentage of the MAB (so if a MAB has two equally weighted subcomponents, the weightings will be 50 for each sub-component. **The weightings of all subcomponents of a MAB should add up to 100**).
AE	School to complete **for sub-component ONLY**	Sub-comp Due Date	Submission date of this sub-component: enter a date in the format dd/mm/yyyy
AF	School to complete **for sub-component ONLY**	Sub-comp Hand-in Type	Hand-in type for this sub-component: Enter a hand-in type. This should be 'manual' if a coversheet is needed for this piece of work, otherwise specify method of submission (e.g. turnitin, dropbox)
AG	School to complete **for sub-component ONLY**	Is sub-component open for extension?	Are extensions permitted on this sub-component: Enter a Y if open for extensions or N if extensions are not permitted
AH	School to complete **for sub-component ONLY**	Last permitted extension date	Last permitted extension date for this sub-component: enter a date in the format dd/mm/yyyy - **ONLY NEEDED if this sub-component is open for extensions**
AI	School to complete **for sub-component ONLY**	Is evidence mandatory?	Is evidence mandatory for this sub-component: enter a Y if evidence is mandatory or a N if not
AJ	School to complete **for sub-component ONLY**	PRS code for evidence handler	Evidence handler for this sub-component: Enter the PRS code of the evidence handler (e.g. person who deals with submitted evidence).
AK	School to complete **for sub-component ONLY**	PRS code for authorising extended extensions	Approver for extended extensions (more than 10 days) for this sub-component: Enter the PRS code of the person who will deal with extended extensions.

4. How to set up components and sub-components in ASIS – flowchart and action/result notes


MAV

MAP (access by double clicking assm't pattern)

MAB (access by Other -> Assessment Body)

Does this MAB (component) have sub-components?

Set up logging, sub-components and AQE UDFs *(note B)*

Is there another MAB (component)?

Yes

No

Set up logging, due date and MAB UDFs *(note A)*

Is there another MAB (component)?

Yes

No

Has each MAB been set up as component or sub-components as appropriate?

Yes

No

If there are sub-components: Generate MQD records (SAS 1a) *(note C)*

If there are sub-components: Populate sub-compnt due dates on MQD *(note D)*

Ensure students attached to module and run SAS1b as normal *(note E)*

| Note	Action	Result
A	**Component:** Set up logging, due date and MAB UDFs	Logging ensures that a SAL (student assessment log) record is created when SAS1b is run. Approved extension dates and/or actual submission dates for this component will be recorded on this SAL record. For more details on how to set up logging, see section 5.1.1. The due date ensures that when SAS1b is run, the SAL has the correct submission date. For more details on how to set up due dates, see section 5.1.2. MAB UDFs define, for a component: • Hand in type (e.g. manual, dropbox, turnitin) • Whether this component is open for extension • If so, the last permitted extension date • Whether evidence is mandatory • Who will handle evidence • Who will approve 'extended' extensions For more details on how to set up MAB UDFs, see section 5.1.3.
B	**Sub-component:** Set up logging, sub-components and AQE UDFs	Logging ensures that a SAQL (student assessment question log) record is created when SAS1b is run. Approved extension dates and/or actual submission dates for this sub-component will be recorded on this SAQL record. For more details on how to set up logging, see section 5.2.1. Sub-components are defined by AQH, AQS and AQE records. For each component, there should be only **one** AQH, only **one** AQS and **one AQE per sub-component**. For more details see sections 5.2.2 for AQH, 5.2.3 for AQS and 5.2.4 for AQE. AQE UDFs define, for a sub-component: • Hand in type (e.g. manual, dropbox, turnitin) • Whether this component is open for extension • If so, the last permitted extension date • Whether evidence is mandatory • Who will handle evidence • Who will approve 'extended' extensions For more details on how to set up AQE UDFs, see section 5.2.5.
C	**Sub-component:** Generate MQD records (SAS 1a)	This process generates Module Assessment Question Due Date (MQD) records where the due date for each sub-component can be entered. For more details on how to set up MQD records, see section 5.2.6.

D	**Sub-component:** Populate sub-component due dates on MQD	Populating the due date for each sub-component ensures that when SAS1b is run, each SAQL has the correct submission date. For more details on how to populate due dates on MQD records, see section 5.2.7.
E	**Sub-component:** Ensure students attached to module and run SAS1b as normal	Running SAS1b creates SMR records as normal, and also creates SAL records for components and SAQL records for sub-components. SAL/SAQL records are where the initial submission date, approved extension date and actual submission date are recorded.

5. How to set up components and sub-components in ASIS – detailed instructions

In order to complete the set up of components and sub-components, start at MAV by retrieving the module(s) you want to work on
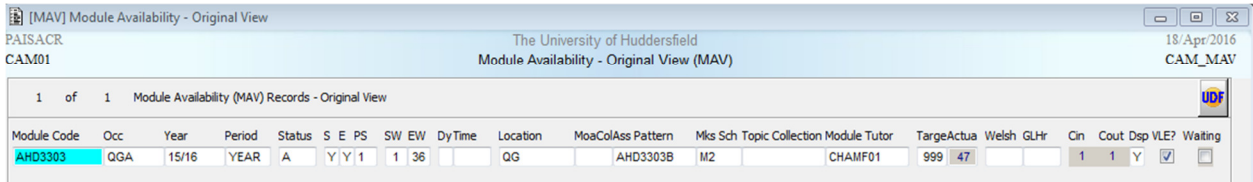
From here, open MAP by double-clicking in the 'Ass Pattern' field
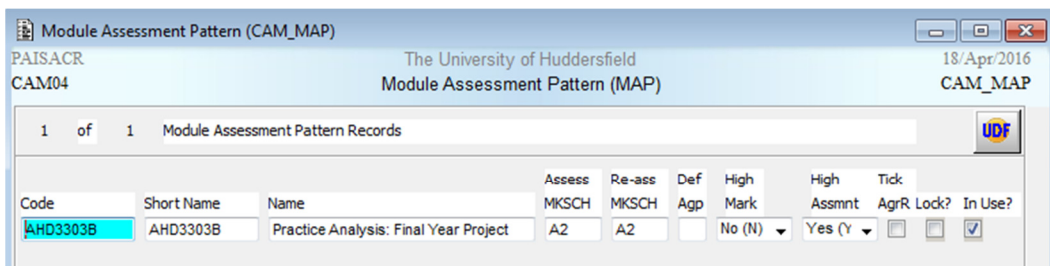
From here access MAB, through Other -> Assessment Body
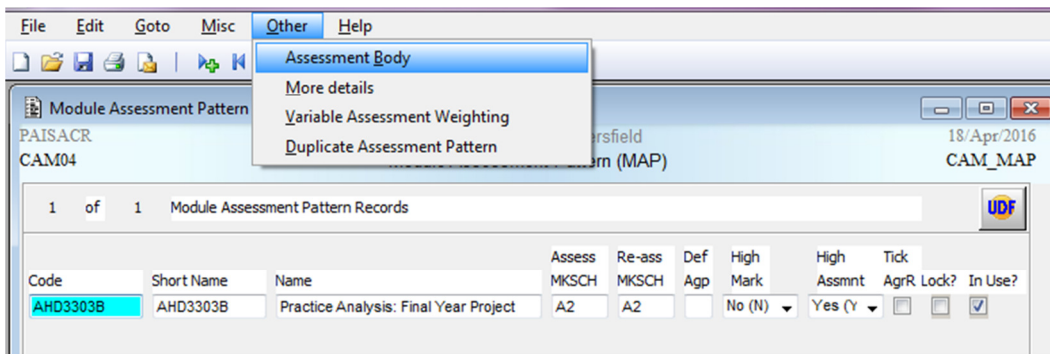
The MAB records are the components of a module. Starting with the first MAB record (usually sequence number 01) decide if this component has sub-components:

- If the MAB **does not have sub-components**, go to section **5.1**
- If the MAB **does have sub-components**, go to section **5.2**
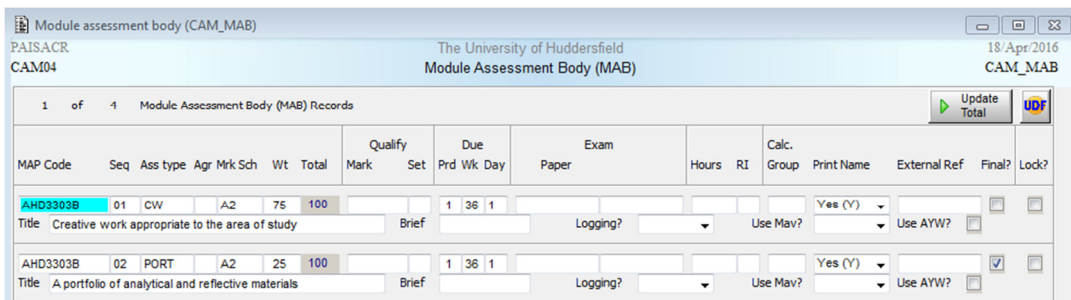
5.1 Components (MAB)

5.1.1 Logging

Ensuring that you are in the correct MAB, select 'Barcode' from the drop-down list in the 'Logging?' box.

Store the record (or F6).

This means that when SAS1b is run, SAL (student assessment log) records and BAR (barcode) records are created for each student. The SAL records are where the initial submission date, approved extension date and actual submission date are recorded. The BAR records can be used to create coversheets for submission of work.

5.1.2 Due date

Due date is set using the Due Prd/Wk/Day fields on the MAB.

For an exam (assessment type EXAM) or an in-class test under exam conditions (assessment type EXICT) this should be:

- Prd 1

- Wk 15 (for MAVs with a period of S1 or S2) or 36 (for MAVs with a period of YEAR)
- Day 1

For other types of assessment such as coursework or portfolio this date should be when the work is due, entered as:

- Prd **1**
- Wk X (where X is the week the work is due – see below for how to calculate)
- Day Y (where Y is the day of the week the work is due – Monday is 1 and Friday is 5)

Crib sheets will be provided to help you calculate the week and day.

So, for example, you have a MAV with a period of YEAR that has a piece of coursework that is due in on Friday 28th October 2016, use the crib sheet to find the week containing that date:

Ac Yr	Period	Week Number	Start date (Monday)	End date (Sunday)
			YEAR	
16/17	YEAR	1	19/09/2016	25/09/2016
16/17	YEAR	2	26/09/2016	02/10/2016
16/17	YEAR	3	03/10/2016	09/10/2016
16/17	YEAR	4	10/10/2016	16/10/2016
16/17	YEAR	5	17/10/2016	23/10/2016
16/17	YEAR	6	24/10/2016	30/10/2016
16/17	YEAR	7	31/10/2016	06/11/2016
16/17	YEAR	8	07/11/2016	13/11/2016
16/17	YEAR	9	14/11/2016	20/11/2016
16/17	YEAR	10	21/11/2016	27/11/2016

On the MAB record you would set it up as

- Prd 1
- Wk 6
- Day 5

This is necessary because when SAS1b is run, these periods/weeks/days are translated into an actual date which is written to the log (SAL) records.
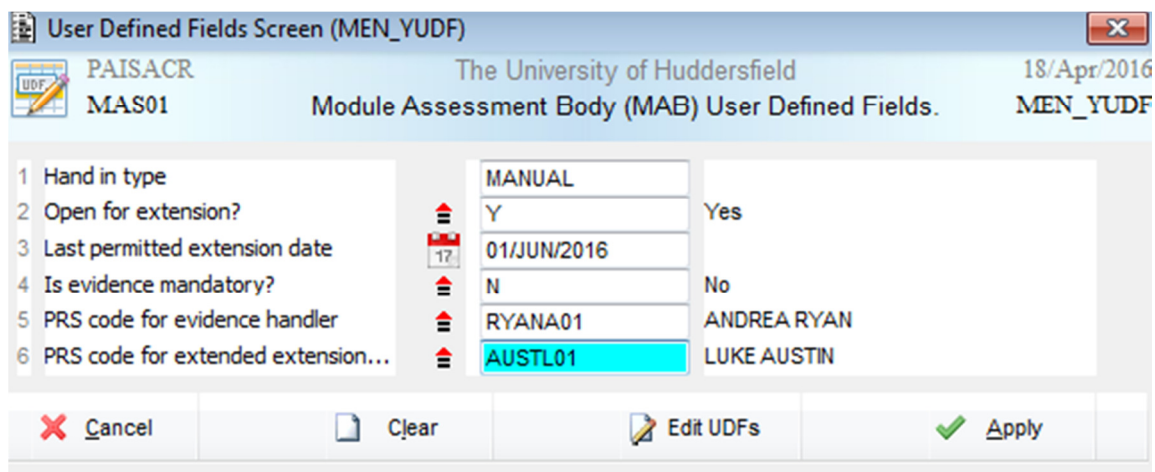
A few more examples for you to try:

- A MAV with a period of YEAR has a piece of work due on Tuesday 15th November 2016. What is the period, week and day? (hint – use the image above!)
  Answer:

- A MAV with a period of S1 has a piece of work due on Wednesday 14th December 2016. Using the crib sheet extract below, what is the period, week and day?
  Answer:

- A MAV with a period of S2 has a piece of work due on Friday 24th February 2017. What is the period, week and day?
  Answer:

Ac Yr	Period	Week Number	Start date (Monday)	End date (Sunday)	
			S1		
16/17	S1	1	19/09/2016	25/09/2016	
16/17	S1	2	26/09/2016	02/10/2016	
16/17	S1	3	03/10/2016	09/10/2016	
16/17	S1	4	10/10/2016	16/10/2016	
16/17	S1	5	17/10/2016	23/10/2016	
16/17	S1	6	24/10/2016	30/10/2016	
16/17	S1	7	31/10/2016	06/11/2016	
16/17	S1	8	07/11/2016	13/11/2016	
16/17	S1	9	14/11/2016	20/11/2016	
16/17	S1	10	21/11/2016	27/11/2016	
16/17	S1	11	28/11/2016	04/12/2016	
16/17	S1	12	05/12/2016	11/12/2016	
16/17	S1	13	12/12/2016	18/12/2016	
16/17	S1	14	19/12/2016	25/12/2016	
16/17	S1	15	26/12/2016	01/01/2017	
16/17	S1	16	02/01/2017	08/01/2017	
16/17	S1	17	09/01/2017	15/01/2017	
16/17	S1	18	16/01/2017	22/01/2017	
16/17	S1	19	23/01/2017	29/01/2017	
			S2		
16/17	S2	1	16/01/2017	22/01/2017	
16/17	S2	2	23/01/2017	29/01/2017	
16/17	S2	3	30/01/2017	05/02/2017	
16/17	S2	4	06/02/2017	12/02/2017	
16/17	S2	5	13/02/2017	19/02/2017	
16/17	S2	6	20/02/2017	26/02/2017	
16/17	S2	7	27/02/2017	05/03/2017	
16/17	S2	8	06/03/2017	12/03/2017	
16/17	S2	9	13/03/2017	19/03/2017	
16/17	S2	10	20/03/2017	26/03/2017	
16/17	S2	11	27/03/2017	02/04/2017	
16/17	S2	12	03/04/2017	09/04/2017	
16/17	S2	13	10/04/2017	16/04/2017	
16/17	S2	14	17/04/2017	23/04/2017	

5.1.3 MAB UDFs

Again ensuring that you are in the correct MAB, click on the UDF button in the top right of the screen. The MAB UDF screen will open.

Complete the UDFs as follows:

Hand-in type	Hand-in type for this component (MAB): Enter a hand-in type. This should be 'manual' if a coversheet is needed for this piece of work, otherwise specify method of submission (e.g. turnitin, dropbox).
Open for extension?	Are extensions permitted on this component (MAB): Enter a Y if open for extensions or N if extensions are not permitted.
Last permitted extension date	Last permitted extension date for this component (MAB): enter a date in the format dd/mm/yyyy - **ONLY NEEDED if this component is open for extensions.**
Is evidence mandatory?	Is evidence mandatory for this component (MAB): enter a Y if evidence is mandatory or a N if not.
PRS code for evidence handler	Evidence handler for this component (MAB): Enter the PRS code of the evidence handler (e.g. person who deals with submitted evidence). This can be an individual or a shared mailbox. If you need a new PRS record setting up for a shared mailbox, contact ASIS Support. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.
PRS code for authorising extended extensions	Approver for extended extensions (more than 10 days) for this component (MAB): Enter the PRS code of the person who will deal with extended extensions. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.

When you have completed the UDFs, click 'Apply'. This will return you to the MAB screen. Store the record (or F6).

## 5.2 Sub-components (AQH/AQS/AQE)

5.2.1 Logging

Ensuring that you are in the correct MAB, select 'Barcode' from the drop-down list in the 'Logging?' box.

Store the record (💾 or F6).

This means that when SAS1b is run, SAQL (student assessment question log) records and BAR (barcode) records are created for each student. The SAQL records are where the initial submission date, approved extension date and actual submission date are recorded. The BAR records can be used to create coversheets for submission of work.

5.2.2 AQH

To begin adding sub-components to a MAB, click into any field on the correct MAB then go to Other -> More Details.
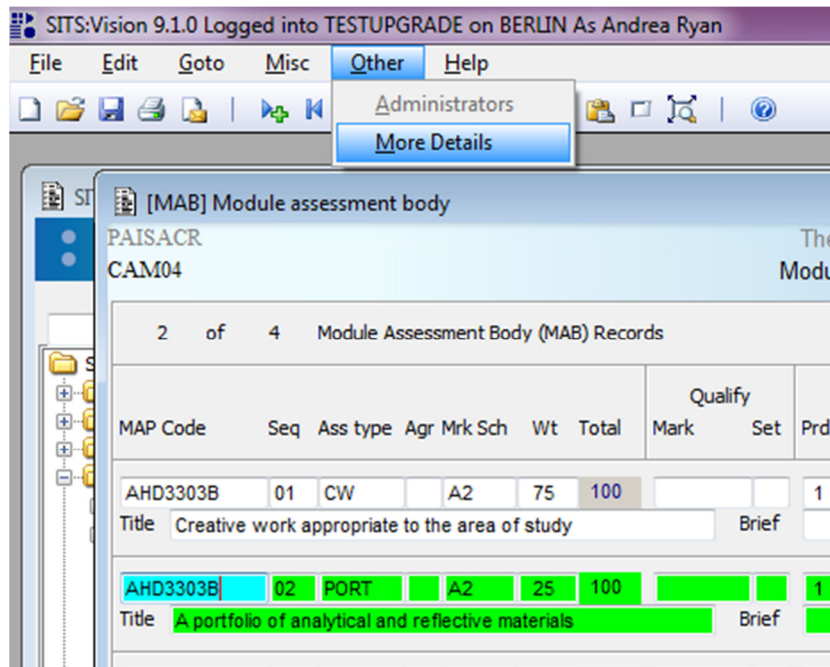
The More MAB Details screen (CAM_MAB_MORE) will open. On this screen you can link a MAB to its sub-components using the 'Assessment Question' field by setting up an AQH code.

An AQH code must be made up of the Module Assessment Pattern (MAP) code, a hyphen, and the MAB sequence number. This is vitally important – if this is not set up correctly, the system will not work for students. So for our example module, the AQH code is AHD3303B-02.

The MAP code and the MAB sequence number can be found at the top of the CAM_MAB_MORE screen:
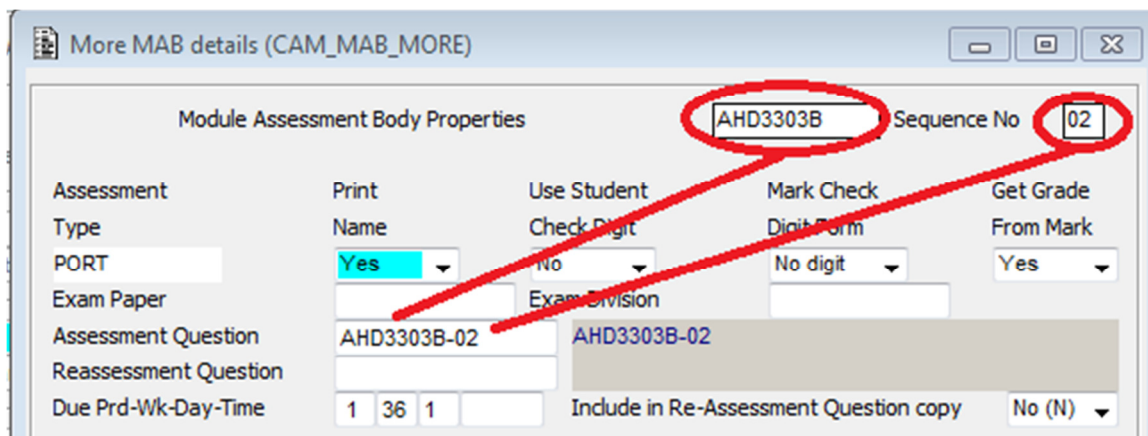
The first time you set up a new AQH code, you will see this message in the message line at the bottom left of your screen:

Code 'AHD3303B-02' not found, please amend or press <DETAIL> for a list.

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Double click in the Assessment Question Field or press F2 and you will see the following dialogue box:
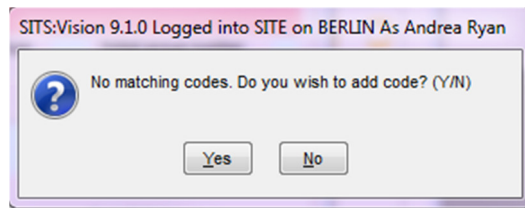
Select 'Yes' and your AQH is now open
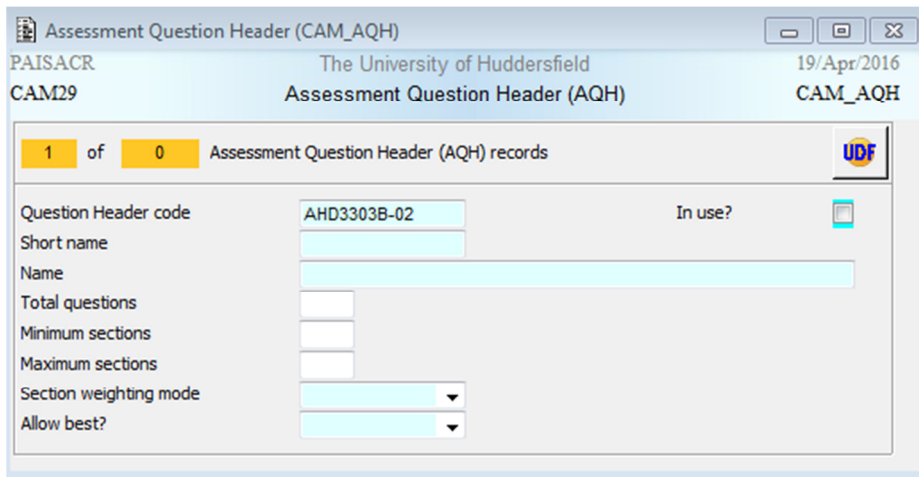
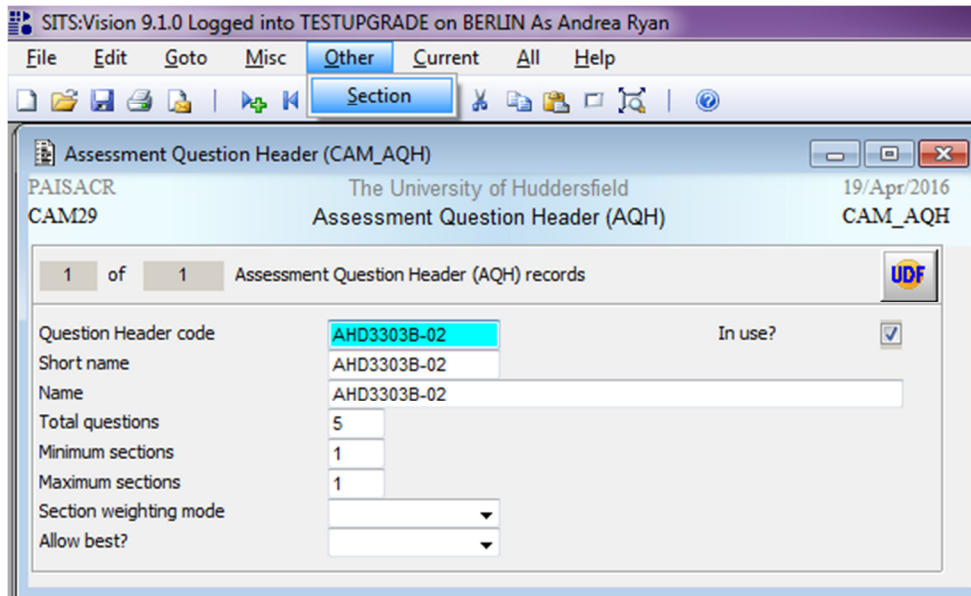To complete the set up of the AQH:

- Tick the in use box
- Fill in short name and name – you can use the AQH code for these
- Total questions – this is the **number of sub-components for this component**
- Minimum sections – **this will always be 1**
- Maximum sections – **this will always be 1**
- Section weighting mode – leave blank
- Allow best? – leave blank
- **Store the record (or F6)**

A completed AQH record looks like this:
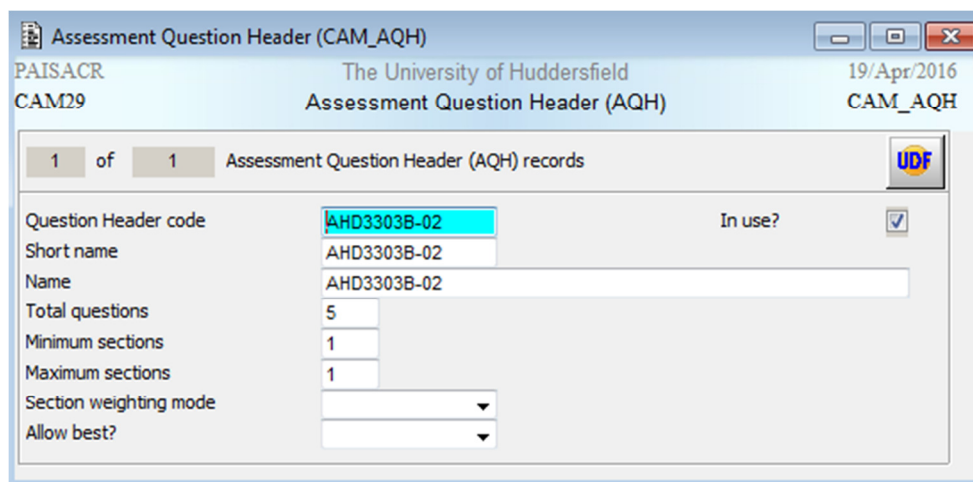
5.2.3 AQS

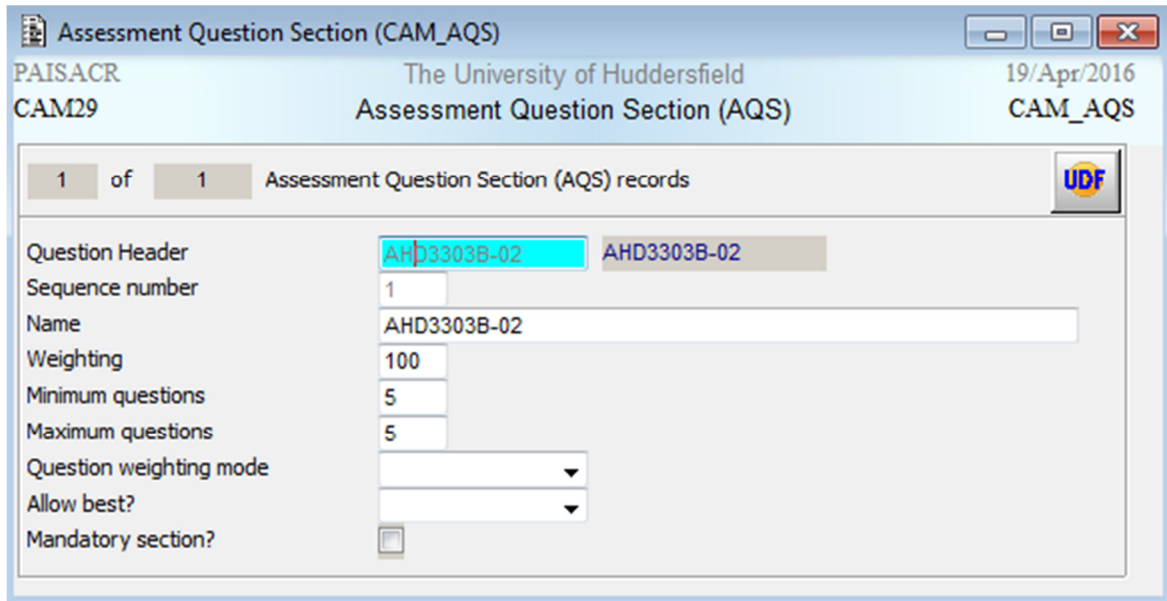To set up an AQS record, ensure you have saved your AQH then go to Other -> Section

The AQS screen will open with the Question Header and sequence number already filled in.
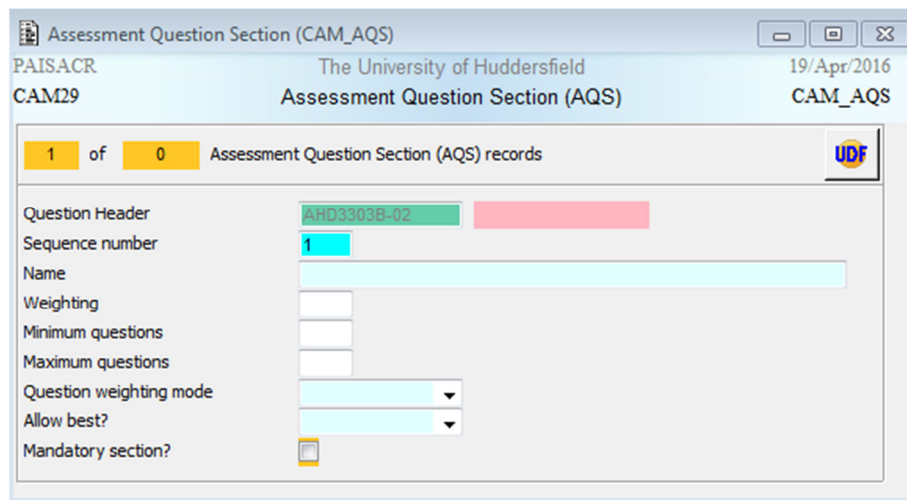
To complete the set up of the AQS:

- Name – again you can use the AQH code
- Weighting – will always be 100
- Minimum questions - this is the **number of sub-components for this component**
- Maximum questions – again this is the **number of sub-components for this component**
- Question weighting mode – leave blank
- Allow best? – leave blank
- Mandatory section? – leave blank
- **Store the record (🖫 or F6)**

A complete AQS record looks like this:

5.2.4 AQE

To set up AQE (sub-component) records, ensure you have saved your AQS then go to Other -> Question
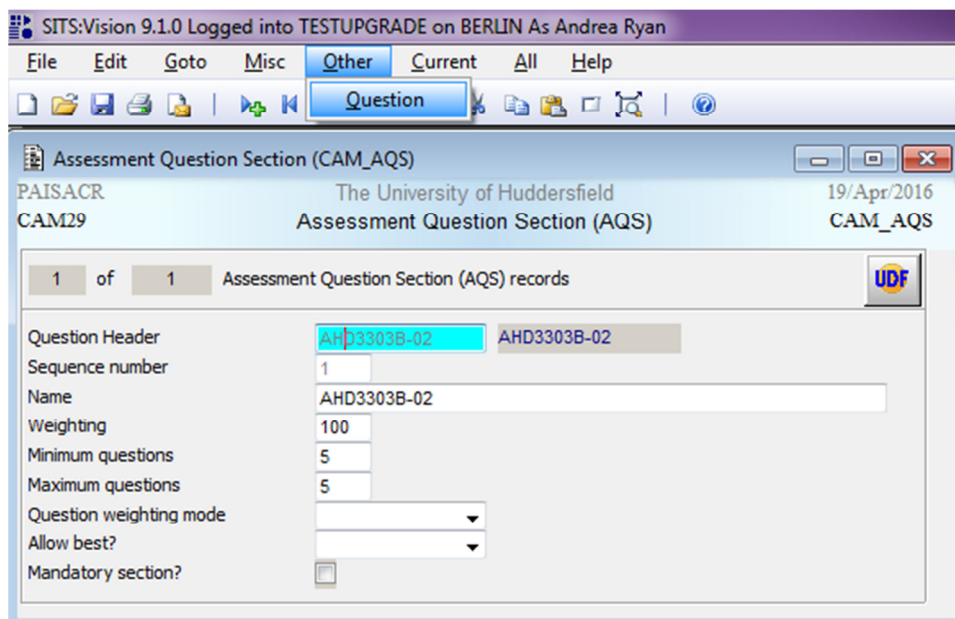

The AQE screen will open with the Question Header, Section sequence number and Sequence number already filled in. To set up an AQE (sub-component):

- Name – give this sub-component a meaningful name as **students will see this**
- Mark scheme – leave blank as we are not currently marking at sub-component level
- Weighting – Enter the weight of this sub-component as a percentage of the MAB (so if a MAB has two equally weighted subcomponents, the weightings will be 50 for each sub-component. **The weightings of all subcomponents of a MAB should add up to 100**).
- Maximum mark – leave blank as we are not currently marking at sub-component level

- Requires grade entry? – leave blank
- Feedback options – leave blank

- **Store the record (💾 or F6)**

A completed AQE record looks like this:
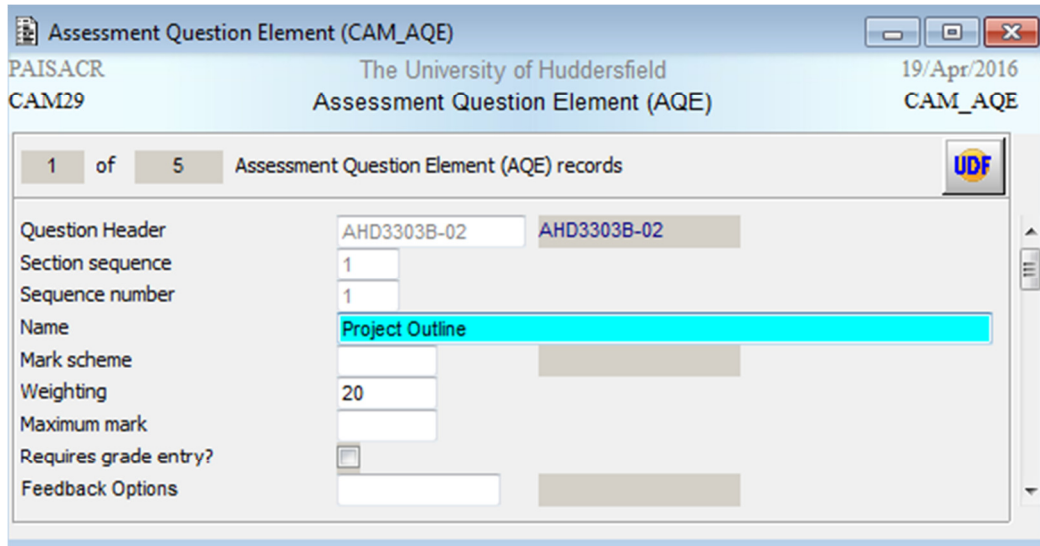
To add another AQE, go to File -> Add
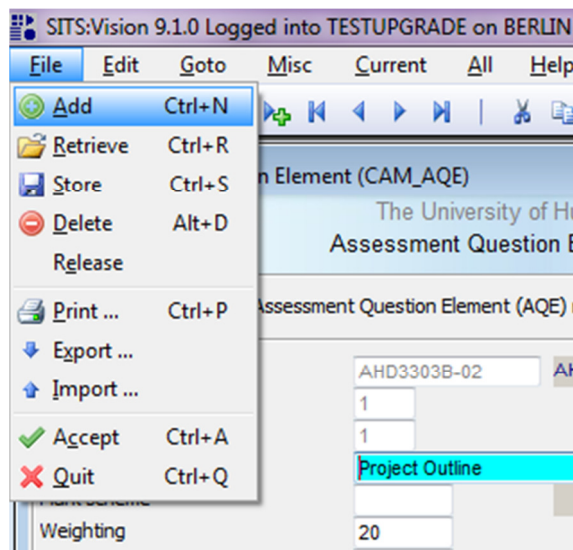
A new AQE record will be added with a new sequence number. Add the details as above and repeat until you have the required number of AQE (sub-component) records.

5.2.5 AQE UDFs

Once you have set up the AQE records and stored them, the UDFs on each must be populated.

Ensuring that you are in the correct AQE, click on the UDF button in the top right of the screen. The AQE UDF screen will open.

Complete the UDFs as follows:

| Sub-component hand-in type	Hand-in type for this sub-component: Enter a hand-in type. This should be 'manual' if a coversheet is needed for this piece of work, otherwise specify method of submission (e.g. turnitin, dropbox).
Is sub-component open for extension?	Are extensions permitted on this sub-component: Enter a Y if open for extensions or N if extensions are not permitted.
Last permitted extension date	Last permitted extension date for this sub-component: enter a date in the format dd/mm/yyyy - **ONLY NEEDED if this sub-component is open for extensions.**
Is evidence mandatory?	Is evidence mandatory for this sub-component: enter a Y if evidence is mandatory or a N if not.
PRS code for evidence handler	Evidence handler for this sub-component: Enter the PRS code of the evidence handler (e.g. person who deals with submitted evidence). This can be an individual or a shared mailbox. If you need a new PRS record setting up for a shared mailbox, contact ASIS Support. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.
PRS code for authorising extended extensions	Approver for extended extensions (more than 10 days) for this sub-component: Enter the PRS code of the person who will deal with extended extensions. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.

When you have completed the UDFs, click 'Apply'. This will return you to the AQE screen. Store the record (![icon] or F6). **Remember to complete the UDFs for each AQE record**.

You can now close AQE, AQS and AQH. Remember to store the CAM_MAB_MORE screen as this links the MAB to the AQH. You can then close this screen too.
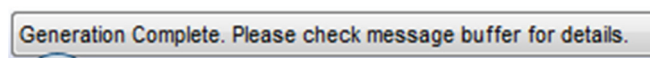
5.2.6 Create MQDs

Once you have finished creating all components and sub-components for a MAV, open the SAS screen.

Fill in the year, period, module code and occurrence of the MAV then click on the green arrow for option 1a Generate assessment due dates
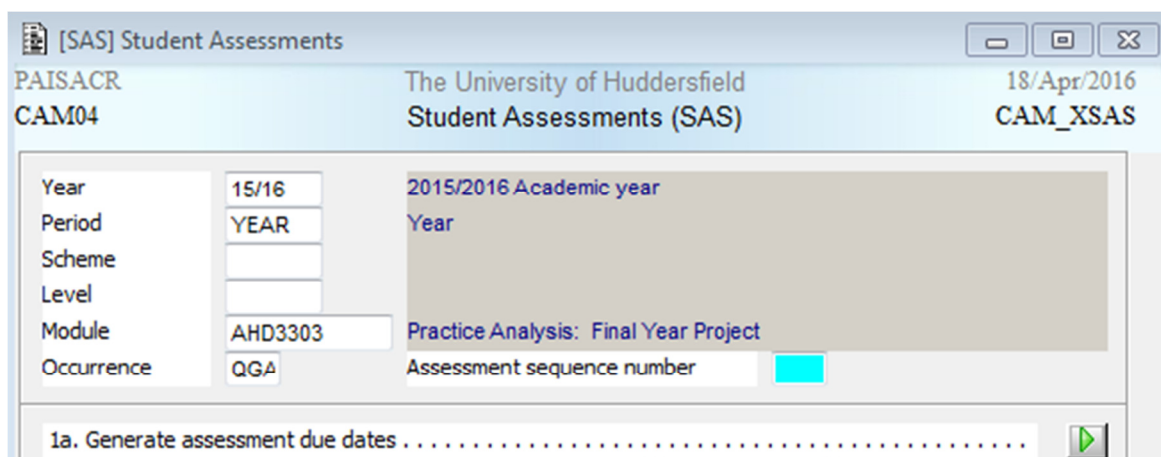
In the message line on the bottom of your screen you should see a message stating 'Generation Complete'.

This process creates MQD (Module Assessment Question Due Date) records.

5.2.7 Populate due dates

Open the MQD screen and enter the module code, occurrence, year and period then retrieve (or F5).

There should be an MQD record for each sub-component on the module. Components **do not** have MQD records.

Enter the due date for each sub-component into the 'Due Date' box in the format DD/MM/YYYY eg 27/Nov/2016

These dates are then written to the log records (SAQL) when SAS1b is run.

6. FAQ

Will this change the way marks are entered?

No. The way marks are entered into ASIS is not changing. Marks can still be entered by administrative staff through SAS/RAS or by academic staff through mark entry on the web (MEoW).

Marks will still be entered at component (MAB) level, however there is potential in the future for marks to be entered at sub-component level.

If you would like further information or training on mark entry, please contact ASIS Support by email on asissupport@hud.ac.uk or by phone on x2255

Will we need to do this every year?

Initially this exercise will need to be done for each module. As the components and sub-components are attached to the MAV via the MAP and MAB, they will roll forward as the MAVs are rolled forward. The main thing that will need to be changed each year is submission dates.

If the components and/or sub-components of a module change, or if a new module is set up, then this exercise will need to be completed for those modules.

We would recommend that you collate the necessary information each year for your own records and to cross-check with what has been entered into ASIS.

Do we need to do this for re-assessment MABs?

No, just for first attempts at this stage as re-assessment is not eligible for extensions.

What if groups of students have different hand in dates for the same piece of work?

In this case, when setting up due dates, use the latest date.