Background set up for extensions and ECs

User Guide and FAQ

ASIS Support: ext 2255 asissupport@hud.ac.uk

Last updated: 20/04/2016

## **Table of Contents**

1. Introduction to background set up for extensions and ECs	2
2. Quick overview of module set-up in ASIS	3
3. Data required	4
4. How to set up components and sub-components in ASIS - flowchart and act	tion/result notes7
5. How to set up components and sub-components in ASIS - detailed instruction	ons10
5.1 Components (MAB)	11
5.1.1 Logging	11
5.1.2 Due date	11
5.1.3 MAB UDFs	14
5.2 Sub-components (AQH/AQS/AQE)	15
5.2.1 Logging	15
5.2.2 AQH	16
5.2.3 AQS	
5.2.4 AQE	19
5.2.5 AQE UDFs	20
5.2.6 Create MQDs	
5.2.7 Populate due dates	22
6. FAQ	23
Will this change the way marks are entered?	23
Will we need to do this every year?	23

## 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 <a href="mailto:asissupport@hud.ac.uk">asissupport@hud.ac.uk</a> or by phone on x2255

Record	What it does
MOD	A MOD record contains basic details about a module such as module
(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. <b>A MAB is a component</b> 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	The AQS screen is accessed from the AQH screen via the Other
(Assessment Question Section)	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	The AQE screen is accessed from the AQS screen via the Other
(Assessment	menu. <b>An Element is a sub-component</b> . Any number of Elements

## 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
А	MAV	Ac Yr	(populated by SRL)
В	MAV	School	(populated by SRL)
С	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)
Н	MAV	Period	(populated by SRL)
Ι	MAV	Module Tutor	(populated by SRL)
J	MAV	MAV Markscheme Code	(populated by SRL)
К	MAV	MAV Markscheme Name	(populated by SRL)
L	MAV	MAP Code	(populated by SRL)
М	MAP	MAP Markscheme Code	(populated by SRL)
Ν	MAP	MAP Markscheme Name	(populated by SRL)
0	MAB	MAB Seq No	(populated by SRL)
Р	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)
Т	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 Due Date	Submission date of this component (MAB): enter a date in the format dd/mm/yyyy
	Component ONLY	Common and Upon Line Trues	Liend in two fourthis component (MAD). Extend in two This day, Libb
V	School to complete for	Component Hand-In Type	Hand-In type for this component (MAB): Enter a hand-in type. This should be
			of submission (e.g. turnitin, dranbay)
\٨/	School to complete <b>for</b>	Is component open for extension?	Are extensions permitted on this component (MAR): Enter a V if open for

	component ONLY		extensions or N if extensions are not permitted
Х	School to complete <b>for</b>	Last permitted extension date	Last permitted extension date for this component (MAB): enter a date in the format
	component ONLY		dd/mm/yyyy - ONLY NEEDED if this component is open for extensions
Y	School to complete <b>for</b>	Is evidence mandatory?	Is evidence mandatory for this component (MAB): enter a Y if evidence is
	component ONLY		mandatory or a N if not
Z	School to complete <b>for</b>	PRS code for evidence handler	Evidence handler for this component (MAB): Enter the PRS code of the evidence
	component ONLY		handler (e.g. person who deals with submitted evidence).
AA	School to complete <b>for</b>	PRS code for authorising extended	Approver for extended extensions (more than 10 days) for this component (MAB):
	component ONLY	extensions	Enter the PRS code of the person who will deal with extended extensions.
AB	School to complete for sub-	Sub-comp Number	Give this sub-component a number - first piece of work should be 1, second 2 etc
	component ONLY		
AC	School to complete for sub-	Sub-comp Name	Give this sub-component a name - students will see this so consider the naming
	component ONLY		carefully
AD	School to complete for sub-	Sub-comp Weight	Enter the weight of this sub-component as a percentage of the MAB (so if a MAB
	component ONLY		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 <b>for sub-</b>	Sub-comp Due Date	Submission date of this sub-component: enter a date in the format dd/mm/yyyy
	component ONLY		
AF	School to complete for sub-	Sub-comp Hand-in Type	Hand-in type for this sub-component: Enter a hand-in type. This should be 'manual'
	component ONLY		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-	Is sub-component open for	Are extensions permitted on this sub-component: Enter a Y if open for extensions
	component ONLY	extension?	or N if extensions are not permitted
AH	School to complete for sub-	Last permitted extension date	Last permitted extension date for this sub-component: enter a date in the format
	component ONLY		dd/mm/yyyy - ONLY NEEDED if this sub-component is open for extensions
AI	School to complete for sub-	Is evidence mandatory?	Is evidence mandatory for this sub-component: enter a Y if evidence is mandatory
	component ONLY		
AJ	School to complete for sub-	PRS code for evidence handler	Evidence handler for this sub-component: Enter the PRS code of the evidence
	component ONLY		handler (e.g. person who deals with submitted evidence).
AK	School to complete for sub-	PRS code for authorising extended	Approver for extended extensions (more than 10 days) for this sub-component:
	component ONLY	extensions	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



7

Note	Action	Result
A	<b>Component:</b> 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 correct submission date. For more details on how to set up due dates, see section 5.1.2.
		<ul> <li>MAB UDFs define, for a component:</li> <li>Hand in type (e.g. manual, dropbox, turnitin)</li> <li>Whether this component is open for extension</li> <li>If so, the last permitted extension date</li> <li>Whether evidence is mandatory</li> <li>Who will handle evidence</li> <li>Who will approve 'extended' extensions</li> </ul>
		5.1.3.
В	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 <b>one</b> AQH, only <b>one</b> AQS and <b>one AQE per sub-component</b> . 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.
С	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

MAV] Mod	dule Availa	bility - Orig	ginal View																	-	
PAISACR									The Un	iversity o	of Huddersfie	ld								18	/Apr/2016
CAM01								N	Andule Avail	ability - (	Original Viev	v (MAV)								C	AM_MAV
1 of	1 Moo	dule Availab	ility (MAV) F	Records -	Original	/iew															UDF
Module Code	Occ	Year	Period	Status	S E PS	SW	EW	DyTime	Location	MoaCo	Ass Pattern	Mks Sch	Topic Collection	Module Tutor	TargeA	ctua I	Welsh GLHr	Cin	Cout D	p VLE?	Waiting
AHD3303	QGA	15/16	YEAR	A	Y Y 1	1	36		QG		AHD3303B	M2		CHAMF01	999	47		1	1 1		

From here, open MAP by double-clicking in the 'Ass Pattern' field

AISACR		The University (	f Huddor	efield					15	2/Apr/201
AM04		Module Assessme	nt Patterr	n (MAP)					C.	AM_MA
1 of	1 Module Asse	ssment Pattern Records								IDE
		Sincher attentitees as								
			Assess	Re-ass	Def	High	High	Tick	-	•••
Code	Short Name	Name	Assess MKSCH	Re-ass MKSCH	Def Agp	High Mark	High Assmr	Tick nt AgrR	Lock?	In Use?

From here access MAB, through Other -> Assessment Body

<u>F</u> ile	<u>E</u> dit	<u>G</u> oto	<u>M</u> isc	<u>O</u> ther	<u>H</u> elp							
			No H	Asses	sment <u>B</u> ody							
м 📓	odule As	sessmen	nt Pattern	<u>M</u> ore <u>V</u> arial	details ble Assessment Weighting							
PAISA CAM	ACR 04			<u>D</u> upli	cate Assessment Pattern		sfield n (MAP)				1	l8/Apr/2016 CAM_MAP
1	of	1 Ma	odule Asse	ssment Pat	tern Records							UDF
						Assess	Re-ass	Def	High	High	Tick	
Code		Short	t Name	Name		MKSCH	MKSCH	Agp	Mark	Assmnt	AgrR Lock	? In Use?
AHD	3303B	AHD	)3303B	Practic	e Analysis: Final Year Project	A2	A2		No (N) 🗸	Yes (Y	-	

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

Module assessment body (CAM_MAB)					
PAISACR		The Univers	ity of Huddersfield		18/Apr/2016
CAM04	M	Iodule Asse	ssment Body (MAB)		CAM_MAE
1 of 4 Module Assessment Body (MAB) Recor	ds				D Update Total
MAP Code Seq Ass type Agr Mrk Sch Wt Total	Qualify Mark Set	Due Prd Wk Day	Exam Paper	Calc. Hours RI Group Print Name	e External Ref Final? Lock?
AHD3303B 01 CW A2 75 100		1 36 1		Yes (Y)	-
Title Creative work appropriate to the area of study	Brief		Logging?		↓ Use AYW?
AHD3303B 02 PORT A2 25 100		1 36 1		Yes (Y)	▼
Title A portfolio of analytical and reflective materials	Brief		Logging?	Use Mav?	Use AYW?

## 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.

PAISACR       The University of Huddersfield Module Assessment Body (MAB)       18/Apr20/ CAM_MA         1       of       4       Module Assessment Body (MAB)       CAM_MA         1       of       4       Module Assessment Body (MAB)       Visited Total       Visited T	Module ass	essme	ent body (	(CAM_MAB)											- • •
CAM.04       Module Assessment Body (MAB)       CAM_MA         1       of       4       Module Assessment Body (MAB) Records       Image: Calc.         MAP Code       Seq       Ass type       Agr Mrk Sch       Wt       Total       Image: Calc.         MAP Code       Seq       Ass type       Agr Mrk Sch       Wt       Total       Image: Calc.       Group       Group       Print Name       External Ref       Final?       Lock?         AHD3303B       01       CW       A2       75       100       1       36       1       Logging?       Use       Mav?       Use Mav?	PAISACR							The Unive	sity of Huddersfield						18/Apr/2016
1       of       4       Module Assessment Body (MAB) Records       Image: Total       Image:	CAM04						N	Iodule Ass	essment Body (MAB)	)					CAM_MAB
MAP Code Seq Ass type Agr Mrk Set Prd Wk Due Paper Hours R1 Group Print Name External Ref Final? Lod?   AHD3303B 01 CW A2 75 100 1 16 1 Jena	1 of	4	Module A	ssessment Boo	ly (MA	B) Reco	rds							► Up To	date tal
AHD3303B 01 CW A2 75 100 1 36 1 Logging? Use Mav? Use Mav? Use AYW?   AHD3303B 02 PORT A2 25 100 1 36 1 Ogging? Ves Yes Yes<	MAP Code	Seq	Ass type	Agr Mrk Sch	Wt	Total	Qualify Mark Set	Due Prd Wk Day	Exam y Paper	Hours	RI	Calc. Group	Print Name	External Ref	Final? Lock?
Title       Creative work appropriate to the area of study       Brief       Logging?       Use Mav?       Use AYW?         AHD3303B       02       PORT       A2       25       100       1       36       1       Ves       Ves <t< td=""><td>AHD3303B</td><td>01</td><td>CW</td><td>A2</td><td>75</td><td>100</td><td></td><td>1 36 1</td><td></td><td></td><td></td><td></td><td>Yes (Y) 👻</td><td></td><td></td></t<>	AHD3303B	01	CW	A2	75	100		1 36 1					Yes (Y) 👻		
AHD3303B       02       PORT       A2       25       100       1       36       1       37       10       37       37       37       37       37       37       37       37       37       37       37       37	Title Creative	work a	appropriate	to the area of	fstudy	/	Brief		Logging?	-	U	se Mav?		Use AYW?	
Title       A portfolio of analytical and reflective materials       Brief       Logging?       Barcode       Use Mav?       Use AVW?         Image: Module assessment body (CAM_MAB)       Image: Campact and reflective materials       Image: Campact and reflective mat	AHD3303B	02	PORT	A2	25	100		1 36 1		No Yes			Yes (Y) 👻		
Module assessment body (CAM_MAB)       Image: Campage and the system of th	Aportion	oora	laiyadaran			,			20333.	Barcode					-
AISACR CAM04 The University of Huddersfield Module Assessment Body (MAB) 1 of 4 Module Assessment Body (MAB) Records I Argenting MAP Code Seq Ass type Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mrk Sch Wt Total Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Agr Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Mark Set Prd Wk Day Paper Agr Mrk Sch Wt Total Mark Set Prd Wk Day Mark Set Prd Wk Da	🛓 Module ass	essme	nt body (	CAM_MAB)											
CAM_04 COM_0AB) COM_0AB) CAM_0AB COM_0AB COM_0	AISACR							The Unive	sity of Huddersfield						18/Apr/2016
1 of 4 Module Assessment Body (MAB) Records UP date Total Qualify Qualify Mark Set Prd Wk Day Paper Bours RI Group Print Name External Ref Final? Lock?	CAM04						N	Iodule Ass	essment Body (MAB	)					CAM_MAB
MAP Code Seq Ass type Agr Mrk Sch Wt Total Qualify Due Print Name External Ref Final? Lock:	1 of	4	Module A	ssessment Boo	ly (MA	B) Reco	rds								odate UDF
	MAP Code	Seq	Ass type	Agr Mrk Sch	Wt	Total	Qualify Mark Set	Due Prd Wk Day	Exam Paper	Hours	RI	Calc. Group	Print Name	External Ref	Final? Lock?
AHD3303B         01         CW         A2         75         100         1         36         1           Title         Creative work appropriate to the area of study         Brief         Longing2         Barcould         Lise AVW2         Lise AVW2	AHD3303B	01	CW	A2	75	100	Brief	1 36 1	Loging?	Barcode -		se May?	Yes (Y) 🗸	Ise AYW2	

Store the record ( $\square$  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.

alify		Due	2		
Set	Prd	Wk	Day	1	Pa
	1	36	1		
Brief	-	1			

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

• Prd 1

Background set up for Exts/ECs

- 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 28<sup>th</sup> 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
10/17	VEAD	-	17/10/2010	22/10/2010
16/17	YEAR	6	24/10/2016	30/10/2016
10/1/	TEAK	/	51/10/2010	00/11/2010
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 15<sup>th</sup> 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 14<sup>th</sup> 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 24<sup>th</sup> February 2017. What is the period, week and day? Answer:

### ASIS Training

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.

🛓 User Defined F	ields Screen (MEN	YUDF)				<b>—</b> ×-		
PAISACR MAS01	PAISACR The University of Huddersfield 18 MAS01 Module Assessment Body (MAB) User Defined Fields. M							
<ol> <li>Hand in type</li> <li>Open for extensional</li> <li>Last permitted et</li> <li>Is evidence man</li> <li>PRS code for extensional</li> <li>PRS code for extensional</li> </ol>	sion? extension date idatory? idence handler tended extension		MANUAL Y 01/JUN/2016 N RYANA01 AUSTL01	Yes No ANDREA RY LUKE AUST	YAN IN			
X <u>C</u> ancel		Clear	2	Edit UDFs	~	Apply		

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 (

Background set up for Exts/ECs

## 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.

Tel module ass	essme	nt body (	CAM_MAB)											- • ×
PAISACR							The Universit	ty of Huddersfield						18/Apr/2016
CAM04						N	Iodule Asses	sment Body (MAB)						CAM_MAB
1 of	1 of 4 Module Assessment Body (MAB) Records													
MAP Code	Seq	Ass type	Agr Mrk Sch	Wt	Total	Qualify Mark Set	Due Prd Wk Day	Exam Paper	Hours	RI	Calc. Group	Print Name	External Ref	Final? Lock?
AHD3303B	01	CW	A2	75	100		1 36 1					Yes (Y) 👻		
Title Creative	work a	ppropriate	to the area o	fstud	y	Brief		Logging?	•	Us	se Mav?	•	Use AYW?	
AHD3303B	02	PORT	A2	25	100		1 36 1	No	E			Yes (Y) 🗸		
Title A portfoli	o of an	alytical an	d reflective m	aterial	S	Brief		Logging? Barc	ode	Us	se Mav?	-	Use AYW?	
Module ass	essme	nt body (	CAM_MAB)										(	
PAISACR							The Universi	ty of Huddersfield					l	18/Apr/2016
PAISACR CAM04						N	The Universi Iodule Asses	ty of Huddersfield sment Body (MAB)					l	18/Apr/2016 CAM_MAB
PAISACR CAM04 1 of	4	Module As	ssessment Bo	dy (MA	AB) Reco	N	The Universi Iodule Asses	ty of Huddersfield sment Body (MAB)					D U	18/Apr/2016 CAM_MAB
PAISACR CAM04 1 of MAP Code	4 Seg	Module As	ssessment Bo	dy (MA Wt	AB) Reco	rds Qualify Mark Set	The Universi Adule Asses Due Prd Wk Day	ty of Huddersfield sment Body (MAB) Exam Paper	Hours	RI	Calc. Group	Print Name	External Ref	18/Apr/2016 CAM_MAB
PAISACR CAM04 1 of MAP Code	4 Seq	Module As	ssessment Bo Agr Mrk Sch	dy (MA Wt	AB) Recon	rds Qualify Mark Set	The Universi Module Asses Due Prd Wk Day	ty of Huddersfield sment Body (MAB) Exam Paper	Hours	RI	Calc. Group	Print Name	External Ref	18/Apr/2016 CAM_MAB pdate ptal Final? Lock?
AISACR CAM04 1 of MAP Code AHD3303B	4 Seq 01	Module As Ass type CW	Agr Mrk Sch	dy (MA Wt 75	AB) Recol Total	rds Qualify Mark Set	The Universi Module Asses Due Prd Wk Day	ty of Huddersfield sment Body (MAB) Exam Paper	Hours	RI	Calc. Group	Print Name Yes (Y)	External Ref	18/Apr/2016 CAM_MAB

Store the record ( $\blacksquare$  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.

•	SITS:	Visio	n 9.	1.0 Logo	ged into 1	restup	GRA	DE on B	ERLIN	As And	rea Ryan		
E	ile	<u>E</u> di	t	<u>G</u> oto	<u>M</u> isc	<u>O</u> the	r	<u>H</u> elp		-			
	2		3	<u>a</u>	<b>k</b> a K	Ac	lmin	istrators			I M I	0	
_						M	ore [	Details					
ĺ.	🖹 SI	E	) [M	AB] Mo	dule asse	ssment	bod	у					
l	•	PA CA	ISA M0	CR 4								N	The Iodu
			2	of	4 M	Iodule A	ssess	ment Bo	dy (MA	B) Recor	rds		
											Qual	ify	
		м	AP C	ode	Seq A	ss type	Agr	Mrk Sch	Wt	Total	Mark	Set	Prd
	÷6	Ā	AHD3	303B	01 (	CW	Γ	A2	75	100			1
		Ti	tle	Creative	work app	propriate	to th	e area o	f study			Brief	
			HD3	303B	02 F	PORT		A2	25	100			1
		Ti	tle	A portfo	lio of analy	ytical an	d ref	lective m	aterials	5		Brief	
										_			

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:

More MAB details (CAM_MAB_MORE)							
Module A	Assessment Body Properti	es 🕻	AHD3303B Sequer	nce No 02			
Assessment	Print	Use Student	Mark Check	Get Grade			
Туре	Name	Check Pign	Digit Corm	From Mark			
PORT	Yes 🚽	IVO 🖵	No digit 🔶	Yes 🖵			
Exam Paper		Exam Division					
Assessment Question	AHD3303B-02	AHD3303B-02	2				
Reassessment Question	on						
Due Prd-Wk-Day-Time	1 36 1	Include in Re-	Assessment Question copy	/ No (N) 👻			

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:



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

Assessment Question He	ader (CAM_AQH)		
PAISACR	rsfield	19/Apr/2016	
CAM29	ler (AQH)	CAM_AQH	
1 of 0 Asses	sment Question Header (AQH) record	s	UDF
Question Header code	AHD3303B-02	In use?	
Short name			
Name			
Total questions			
Minimum sections			
Maximum sections			
Section weighting mode			
Allow best?	_		

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 ( dor F6)

A completed AQH record looks like this:

Assessment Question Header (CAM_AQH)							
PAISACR	19/Apr/2016						
CAM29	Assessment Question Header (AQH) CAM_AQH						
1 of 1 Assessment Question Header (AQH) records							
Question Header code	AHD3303B-02	Ir	n use?				
Short name	AHD3303B-02						
Name	AHD3303B-02						
Total questions	5						
Minimum sections	1						
Maximum sections	1						
Section weighting mode	-						
Allow best?							

#### 5.2.3 AQS

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

SITS:Vision 9.1.0 Logged into TESTUPGRADE on BERLIN As Andrea Ryan								
ile <u>E</u> dit <u>G</u> oto <u>M</u> isc <u>Qther C</u> urrent <u>A</u> ll <u>H</u> elp								
🗅 💕 🖬 🖨 💁   🍬 K	Section 🖌 🗈 隆 🗆 🏹   🞯							
Assessment Question Header (CAM_AQH)								
PAISACR	The University of Huddersfield	19/Apr/2016						
CAM29 A	ssessment Question Header (AQH)	CAM_AQH						
1 of 1 Assessment	1 of 1 Assessment Question Header (AQH) records							
Question Header code	AHD3303B-02 In use?							
Short name	AHD3303B-02							
Name	AHD3303B-02							
Total questions	5							
Minimum sections	1							
Maximum sections	1							
Section weighting mode	<b>•</b>							
Allow best?	<b>•</b>							

The AQS screen will open with the Question Header and sequence number already filled in.

Assessment Question Se	ection (CAM_AQS)	
PAISACR	The University of Huddersfield	19/Apr/2016
CAM29	Assessment Question Section (AQS)	CAM_AQS
1 of 0 Asse	essment Question Section (AQS) records	<b>U</b>
Question Header	AHD3303B-02	
Sequence number	1	
Name		
Weighting		
Minimum questions		
Maximum questions		
Question weighting mode	▼	
Allow best?	▼	
Mandatory section?		

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 ( dor F6)

A complete AQS record looks like this:

Assessment Question Section (CAM_AQS)							
PAISACR CAM29 A	The University of Hudde	rsfield 19/Apr/2016 ion (AQS) CAM AQS					
· · · · · · · · · · · · · · · · · · ·							
1 of 1 Assessmen	t Question Section (AQS) record	s					
Question Header	AHD3303B-02 AHD330	I3B-02					
Sequence number	1						
Name	AHD3303B-02						
Weighting	100						
Minimum questions	5						
Maximum questions	5						
Question weighting mode	-						
Allow best?							
Mandatory section?							

#### 5.2.4 AQE

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

SITS:Vision 9.1.0 Logged into TESTUPGRADE on BERLIN As Andrea Ryan					
<u>F</u> ile <u>E</u> dit <u>G</u> oto <u>M</u> isc	<u>Other</u> <u>Current</u> <u>All</u> <u>H</u> elp				
🗅 💕 🖬 🖨 💁   🍋 K	Question 🕺 🗈 🎘 🗆 💢 🕴 🎯				
Assessment Question Section	(CAM_AQS)				
PAISACR	The University of Huddersfield	19/Apr/2016			
CAM29	Assessment Question Section (AQS)	CAM_AQS			
1 of 1 Assessme	nt Question Section (AQS) records	UDF			
Question Header	AHD3303B-02 AHD3303B-02				
Sequence number	1				
Name	AHD3303B-02				
Weighting	100				
Minimum questions	5				
Maximum questions	5				
Question weighting mode	<b></b>				
Allow best?	•				
Mandatory section?					

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 ( dor F6)

A completed AQE record looks like this:

Assessment Questi	ion Element (CAM_AQE)	- • •
PAISACR	The University of Huddersfield	19/Apr/2016
CAM29	Assessment Question Element (AQE)	CAM_AQE
1 of 5	Assessment Question Element (AQE) records	UDF
Question Header	AHD3303B-02 AHD3303B-02	
Section sequence	1	
Sequence number	1	
Name	Project Outline	
Mark scheme		
Weighting	20	
Maximum mark		
Requires grade entry?		
Feedback Options		-

To add another AQE, go to File -> Add

SITS:Vision 9.1.0 Logged into TESTUPGRADE on BERLIN										
<u>F</u> ile	<u>E</u> dit	<u>G</u> oto	Miso	:	<u>C</u> u	rren	t	<u>A</u> II	E	<u>l</u> elp
🕜 <u>A</u> d	d	Ctrl+N	4	M	4		M		¥	Ð
<sub> []</sub> <u>R</u> et	rieve	Ctrl+R		-					_	_
🛃 <u>S</u> to	re	Ctrl+S	n Element (CAM_AQE)							
Delete		Alt+D	The University of Hu							
R <u>e</u> l	ease			Α	sse	ssn	nent	Que	estic	on E
🛃 <u>P</u> rin	nt	Ctrl+P	Assess	mer	nt Qu	esti	on El	emen	t (AC	QE) r
♣ Exp	oort				AH	ID33	03B-	-02		AH
a 51			I 1		1	_				
✓ A <u>c</u>	cept	Ctrl+A	I 1		1					
<mark>Х Q</mark> u	it	Ctrl+Q			Pro	oject	Out	ine		
Weig	hting				20					

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.

#### ASIS Training

User Defined F PAISACR MAS01	ields Screen (MEN <u></u> Assessm	_YUDF) Th ent Que	e University o estion Elemen	f Huddersfield t (AQE) User	Defined Fields.	18/Apr/201 MEN_YUD	16 0F
<ol> <li>Hand in type</li> <li>Open for extension</li> <li>Last permitted et</li> <li>Is evidence mar</li> <li>PRS code for extension</li> <li>PRS code for extension</li> </ol>	sion? extension date ndatory? ridence handler stended extension		MANUAL y 31/May/2016 n ryana01 austl01	Yes No ANDREA LUKE AUS	RYAN STIN		
X Cancel		Clear		🎽 Edit UDFs	1	Apply	

#### 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 (

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

SAS] Studer	nt Assessments		
PAISACR CAM04		The University of Huddersfield Student Assessments (SAS)	18/Apr/2016 CAM_XSAS
Year Period Scheme Level	15/16 YEAR	2015/2016 Academic year Year	
Module	AHD3303	Practice Analysis: Final Year Project	
Occurrence	QGA	Assessment sequence number	
Occurrence 1a. Generate a	QGA assessment due da	Assessment sequence number	

In the message line on the bottom of your screen you should see a message stating 'Generation Complete'.

Generation Complete. Please check message buffer for details.

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 (<sup>22</sup> 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 <u>asissupport@hud.ac.uk</u> 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 subcomponents 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.