
Extension System – Changing Submission Dates

User Guide

ASIS Support:

asissupport@hud.ac.uk

Table of Contents

Introduction	2
Component	3
Sub-component.....	3
Last Permitted Hand-in Date	7

Introduction

This document assumes a level of familiarity with using ASIS, particularly module set-up and the data collected and entered for the Extensions/ECs system.

As of 2019 it was recommended that all modules be set up to subcomponent level. Although this documentation includes how to change submission dates at component level it is expected that this will be done at subcomponent level. Opting not to operate at subcomponent level can cause complications in mark entry such as incorrect student marks in ASIS, marks not appearing in the PAT portal or reconciliation of exception reports. Additionally, please be aware that opting not to operate at subcomponent level may result in limited support being available for any individualised processes utilised.

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

Sub-component level

For pieces of work at sub-component level, the submission dates can be changed in the background tables in ASIS.

To do this, **open the SAQL screen:**

[SAQL] Student Assessment Question Log

PAISACR The University of Huddersfield 25/Oct/2016
CAM04 Student Assessment Question Log (SAQL) CAM_SAQL

1 of 0 Student Assessment Question Log (SAQL) records UDF

SPR Code
Year
Period
Module
Occurrence
Assessment Pattern
MAB Sequence
SAQ Sequence
Assessment Question
AQS Sequence
AQE Sequence
Tutor 1
Tutor 2
Submission Status
Stored By
Stored Date/ Time
Orig Due Date/ Time
Cur Due Date/ Time
Received Date/ Time
Trans Ref.
Num of Items

Fill in **year, period, module, occurrence, MAB sequence** (which component) and **AQE sequence** (which sub-component)

Extension System – Changing Submission Dates

[SAQL] Student Assessment Question Log
PAISACR The University of Huddersfield 25/Oct/2016
CAM04 Student Assessment Question Log (SAQL) CAM_SACL

1 of 0 Student Assessment Question Log (SAQL) records UDF

SPR Code
Year 16/17 2016/17
Period YEAR YEAR
Module NFE2156 NFE2156
Occurrence QGA
Assessment Pattern
MAB Sequence 01
SAQ Sequence
Assessment Question
AQE Sequence 1
Tutor 1
Tutor 2
Submission Status
Stored By Stored Date/ Time
Orig Due Date/ Time Cur Due Date/ Time
Received Date/ Time Trans Ref.
Num of Items

Retrieve the records

[SAQL] Student Assessment Question Log
PAISACR The University of Huddersfield 25/Oct/2016
CAM04 Student Assessment Question Log (SAQL) CAM_SACL

1 of 8 Student Assessment Question Log (SAQL) records UDF

SPR Code
Year 16/17 2016/17
Period YEAR YEAR
Module NFE2156 NFE2156
Occurrence QGA
Assessment Pattern NFE2156A NFE2156
MAB Sequence 01
SAQ Sequence 1
Assessment Question NFE2156A-01 NFE2156A-01
AQE Sequence 1
AQE Sequence 1
Tutor 1
Tutor 2
Submission Status NYS NYS
Stored By Stored Date/ Time 13/Oct/2016 11:50
Orig Due Date/ Time 12/Dec/2015 Cur Due Date/ Time
Received Date/ Time Trans Ref.
Num of Items

The '**Orig Due Dat/Tim**' field contains the submission date. This field can be changed to the new due date (**global update** can be used if required and only if you have the correct access). Once you have changed the record(s), remember to **store**.

IMPORTANT: If changing the due date using the **SAQL** screen, you should still go back to **MQD** and correct the due date as this will ensure that any new students registered onto the module will have the correct submission dates.

Component level

For pieces of work at component level (i.e. where there are no subcomponents), there are two ways to change a submission date after SAS1b has been run.

The first way is to **remove** the **SMR** records, alter the **due period/week/year** on the **MAB** (see the training document “[Background set up for extensions and ECs](#)” available on the [ASIS website](#)) then **re-run SAS1b**. This will re-create the records with the correct due date.
****This should only be done if NO student(s) have applied for extensions****

Alternatively, the dates can be changed in the background tables in ASIS.

To do this, **open** the **SALS** screen:

The screenshot shows the 'Student Assessments Log Supervisor (SALS)' interface. The window title is '[SALS] Student Assessments Log Supervisor'. The header area displays 'PAISACR The University of Huddersfield 25/Oct/2016' and 'CAM04 Student Assessments Log Supervisor (SALS) CAM_SAL'. Below the header, it indicates '1 of 0 Student Assessment Log (SAL) records' and includes a 'UDF' button. The main form area contains several input fields organized into two columns. The left column includes: Student, Year, Module, Ass. Pattern, Personnel 1, MAB Description, Orig Due Dat/Tim, Curr Due Dat/Tim, Rec'd Dat/Tim, Submit Status, and No. of Items. The right column includes: Cand No., Period, Occurrence, Seq, Personnel 2, Transaction Ref., Stored Date, Stored Time, and Stored By. The 'Student' field is highlighted in cyan.

Fill in the **year, period, module, occurrence** and **seq** (**MAB** sequence – i.e. which component)

Extension System – Changing Submission Dates

[SALS] Student Assessments Log Supervisor
PAISACR The University of Huddersfield 25/Oct/2016
CAM04 Student Assessments Log Supervisor (SALS) CAM_SAL

1 of 0 Student Assessment Log (SAL) records UDF

Student			Cand No.	
Year	16/17	2016/17	Period	S1 SEMESTER 1
Module	NMM3512	NMM3512	Occurrence	QGA
Ass. Pattern			Seq	01
Personnel 1			Personnel 2	
MAB Description				

Orig Due Dat/Tim			Transaction Ref.	
Curr Due Dat/Tim			Stored Date	
Rec'd Dat/Tim			Stored Time	
Submit Status			Stored By	
No. of Items				

Retrieve the records

[SALS] Student Assessments Log Supervisor
PAISACR The University of Huddersfield 25/Oct/2016
CAM04 Student Assessments Log Supervisor (SALS) CAM_SAL

1 of 6 Student Assessment Log (SAL) records UDF

Student	13		Cand No.	13
Year	16/17	2016/17	Period	S1 SEMESTER 1
Module	NMM3512	NMM3512	Occurrence	QGA
Ass. Pattern	NMM3512B	NMM3512B	Seq	01
Personnel 1	LC		Personnel 2	
MAB Description	COURSEWORK			

Orig Due Dat/Tim	31/Oct/2016		Transaction Ref.	
Curr Due Dat/Tim			Stored Date	
Rec'd Dat/Tim			Stored Time	
Submit Status	NYS	NYS	Stored By	
No. of Items				

The '**Orig Due Dat/Tim**' field contains the submission date. This field can be changed to the new due date (**global update** can be used if required and only if you have the correct access). Once you have changed the record(s), remember to **store**.

IMPORTANT: If changing the due date using the **SALS** screen, you should still go back to **MAB** and correct the **due period/week/day** as this will ensure that any new students registered onto the module will have the correct submission dates.

Last Permitted Hand-in Date

Changing the last permitted hand-in date can be used to extend the period of a time extensions are available without directing a student towards an EC.

To do this for subcomponents open the **MQD** screen. Fill in **year**, **period**, **module**, **occurrence**, **MAB sequence** (which component) and **AQE sequence** (which sub-component).

[MQD] Module Assessment Question Due Date

FINAELE The University of Huddersfield 30/Mar/2020
CAM04 Module Assessment Question Due Date (MQD) CAM_MQD

1 of 1 Module Assessment Question Due Date (MQD) records UDF

Module SFC1004

Occurrence QGA

Year 19/20 2019/20

Period YEAR YEAR

Assessment Pattern SFC1004A

MAB Sequence 02

MQD Sequence 2

Question Name

Assessment Ques SFC1004A-02 SFC1004A-02

AQS Seq 1

AQE Seq 2

Ass or Re-ass Assessment

Due Year

Due Period

Due Date 23/Mar/2020

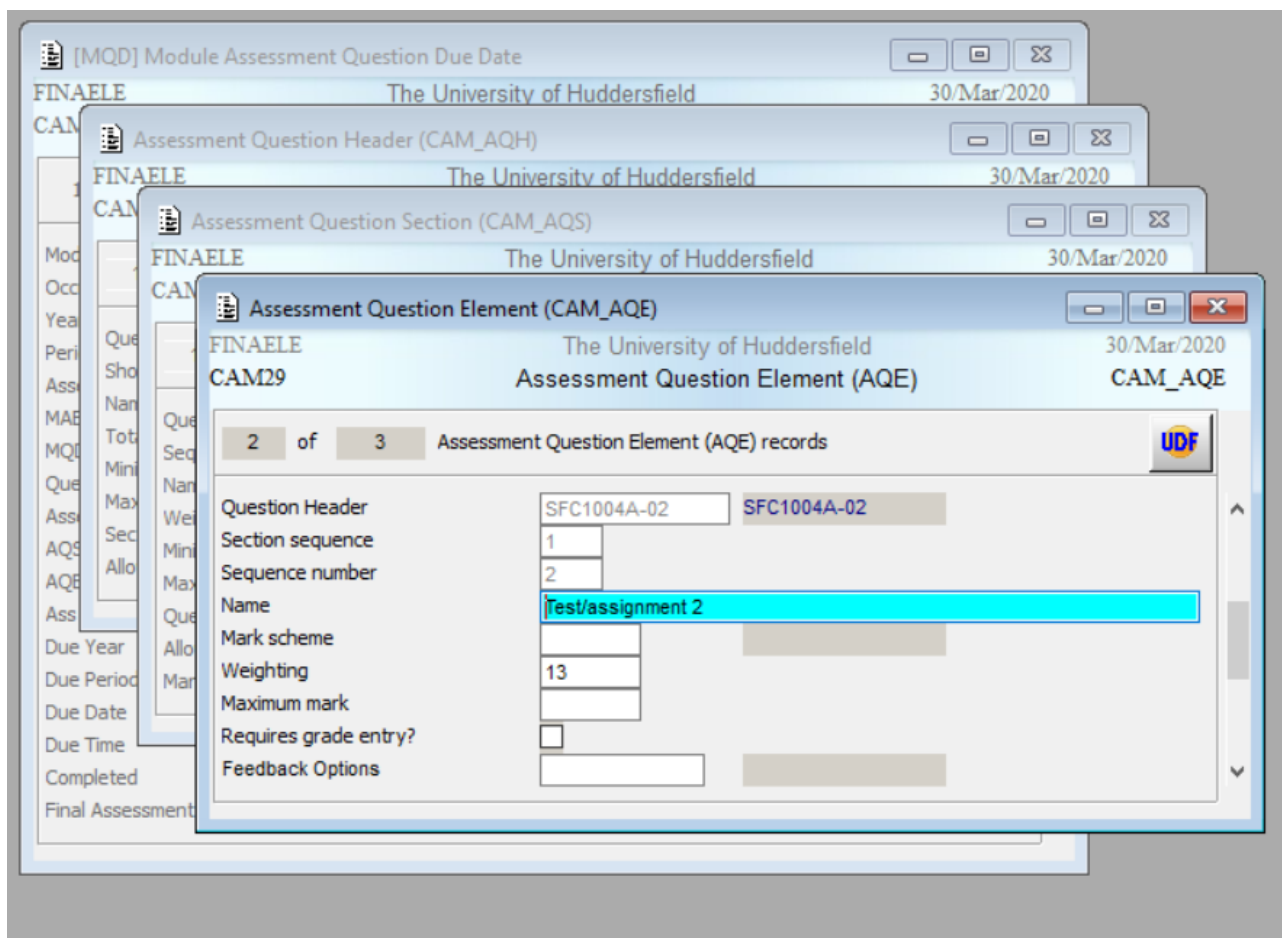
Due Time

Completed

Final Assessment

Double click on the **Assessment Ques** to open the **AHQ** record and use the **Other** Menu option to navigate to the **AQE (AQH > Other > AQS > Other > AQE)**

Extension System – Changing Submission Dates



Open the **UDF** and amend **Last permitted extension date** and **Apply**. **Store** and exit the screens.

For component level changing the last permitted extension date is done on the **UDF** on **MAB**.

Students will see the following message if the UDF **Last permitted extension date** is less than the date they have requested.

Extenuating Circumstances Request

It has been determined on the basis of the information provided that you should submit a request for Extenuating Circumstances.

Passed last submission date. The assessment that you have selected has a final date beyond which an extension cannot be approved. The information you have provided as part of your request indicates that you wish to submit after this final date.

Please click for the Extenuating Circumstances webpage (including forms and guidance). [Click Here](#)