Extension System – Changing Submission Dates

User Guide

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Extension System – Changing Submission Dates

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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
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**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 screen screenshot]

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

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:

![Image of SALS screen]

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

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.
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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 Screen]

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)
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.