
Student System

The University of Manchester

The New Degree Regulations

User Guide

Version: 5.0, 21-May-2014

Author: Tony Fargher

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1. Document Information

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2. Change History

| Version No. | Date | Author | Description of Change |
|-------------|-------------|--------------|--|
| 1.0 | 22-Mar-13 | Tony Fargher | <p>First published version</p> <p>Sent out in SSO Bulletin in w/c 25-Mar-13</p> <p>This document is a combination of all the user guides and guidance notes regarding the New Degree Regs that have been sent out so far by the Student System Office</p> <p>It covers the all relevant material that was included in the SSO Bulletins, starting with SSO Bulletin 48 and ending with SSO Bulletin 59</p> <p>An updated version of this guide will be sent out each time a new area of the system is updated.</p> <p>The parts of Campus Solutions that have NOT yet been updated for the new degree regs are: (i) Batch Upload of Grades; (ii) PGT Year Mark Process; and (iii) UG Degree Mark Process.</p> <p>Watch out for further updates in May 2013</p> |
| 2.0 | 24-May-13 | Tony Fargher | <p>I have corrected the worked examples for PGT referral marks under the OLD regulations. These are on pages 67 and 68. The examples for the case where the student <i>fails</i> the resit were not correct in the previous version of this guide and they have now been amended.</p> <p>Added a new section (section 7.8) where we list any additional weighting rules that have been created at the request of School staff.</p> <p>Added new weighting rule (UG_108) in section 7.8 on page 38. This new weighting rule was requested by Gill Clarke in MBS.</p> |
| 3.0 | 05-Sep-2013 | Tony Fargher | <p>Added new section to cover the changes that have been made to the Batch Upload of Grades facility.</p> <p>See section 15 on page 75</p> |
| 4.0 | 09-May-2014 | Tony Fargher | <p>Added new section to cover the changes that have been made to the Undergraduate Degree Mark Process.</p> <p>This new section has been added as section 8. Later sections in the guide have been re-numbered as a result.</p> |
| 5.0 | 23-May-2014 | Tony Fargher | <p>Added new section to cover the changes that have been made to the Postgraduate (PGT) Year Mark Process.</p> <p>This new section has been added as section 9. Later sections in the guide have been re-numbered as a result.</p> |

3. Introduction

In September 2012, the University of Manchester introduced new regulations for taught degrees, both Undergraduate (UG) and Postgraduate Taught (PGT). These new regulations will normally apply to all new students starting their studies on or after that date. For most returning students, the previous taught regulations will continue to apply. You can access the new regulations and the associated supporting documents and guidance using the TLSO website at: <http://www.tlso.manchester.ac.uk/degree-regulations/>

A number of changes are being made to Campus Solutions to support the New Taught Degree Regulations. In particular, all the key Marks & Exams processes are being updated so that they can work with both the old regulations and the new ('dual regs'). The main parts of the system that are affected by the new degree regulations are:

- Online Exam Grids
- Exam Grid Spreadsheets
- Resit Grading Bases
- The process for Posting Resit Exam Grids
- UG Year Mark Process
- UG Degree Mark Process
- PGT Year Mark Process
- Batch Upload of Grades
- Student Self-Service

This document provides an overview of the changes that have been made to Campus Solutions so far and explains how to use the updated functionality correctly. You will find separate chapters covering each of the processes listed above.

4. Checking which regulations apply for a student

The new taught degree regulations were implemented in September 2012. In general, students who begin their studies on or after that date will be subject to the NEW regulations. Meanwhile, students who started their studies before that date will usually fall under the OLD regulations.

However, there are some exceptions to this general rule. Hence, in some cases we must *override* the admit term – it does not reflect the degree regulations the student falls under and so cannot be used. This override takes the form of a positive service indicator (PSI). Section 5 provides more detail on when you might need to use such a PSI and how you can assign one to a student.

What this means in practice, however, is that there are two key fields that we need to look at if we want to decide which taught degree regulations a student falls under. These two fields are:

- the student's **Admit Term**
- any **Positive Service Indicators** (PSIs) the student may have

And the general rule we will use is: the student falls under the regulations that were in force when he or she began their studies (as shown by their admit term), **UNLESS** they have a positive service indicator that says otherwise.

In view of this, the main Marks & Exams processes in Campus Solutions have been updated to *automatically* check these two fields for each student, and then decide which regulations they are subject to. Each process will then apply the appropriate regulations for that student.

So when you post a Resit Exam Grid, for example, the system will check the student's admit term, look for any relevant positive service indicator, decide which regulations the student is subject to, and then process their resit marks accordingly. All of this will happen automatically.

Because the main processes in Campus Solutions will carry out these checks for each and every student, it won't be a problem if different students in the given cohort are on different regs. The process will apply the correct rules in each case. For example, if your Resit Exam Grid consists mainly of students who are on the old regs, with just a few who are on the new regs, the system will be able to deal with them accordingly. When you post the grid, the system will process each student according to the correct rules.

IMPORTANT NOTE: To make this work, you must ensure that the relevant positive service indicators are attached to all affected students **BEFORE** you run any marks & exams processes in Campus Solutions. In fact, it would be safest to assign PSIs to all affected students well in advance, before the exam period starts. If you forget to assign the relevant PSI in time, the marks & exams processes will calculate the *wrong* results for those students, and you will have to re-do your work.

5. Positive Service Indicators

5.1. Introduction

In Campus Solutions, we will generally use the Admit Term to decide which set of regulations apply for the given student. This approach will work well in the vast majority of cases. However, there are certain situations in which it may not be appropriate to use the student's Admit Term. This section describes the approach we will use to deal with these exceptional cases: the School administrator will assign a positive service indicator of the appropriate type, with the code OLD or NEW.

IMPORTANT NOTE: You should not change the student's Admit Term unless there is a very good reason to do so. If you want to show that a student falls under different regulations than their admit term suggests, assign the relevant positive service indicator to them. The Admit Term is left unchanged.

5.2. The New Positive Service Indicators

5.2.1. *When to apply a positive service indicator*

In Campus Solutions, we will generally use the Admit Term to decide which set of regulations apply for a given student. For example, if the student's admit term is 1111 (academic year 2011/12) or earlier, then the OLD taught regulations apply. On the other hand, if the student's admit term is 1121 (2012/13) or later, then the NEW taught regulations apply. This approach will work well in the majority of cases, and so you will not normally need to take any special action.

However, there are certain situations in which it may not be appropriate to rely on the student's Admit Term when deciding which regulations apply. For example, a student who began their studies before September 2012 may have since *transferred* to the new regulations. Some example scenarios where a student may fall under different regulations than you would expect from their admit term are provided below:

- The student is returning after interruption, and it has been agreed with the student that they will transfer to the New Taught Degree Regulations
- A first year student is repeating the year, and it has been agreed that they will transfer the New Taught Degree Regulations
- A direct entry student is joining the second year of a Manchester program in September 2012, and so will join a cohort who are subject to the old regulations.

You can find out more about this by referring to the 'Guide to the Taught Degree Regulations' provided by the TLSO, which you can access on their website: <http://www.tlso.manchester.ac.uk/degree-regulations/>

In exceptional situations like these, you can use a Positive Service Indicators (PSI) as a way of 'overriding' the student's Admit Term. We can't *change* the admit term, because it is used for a variety of other purposes (including fees, and HESA reporting). Instead, a positive service indicator provides a way of recording the fact that, for the given student, different regulations apply than their admit term would suggest.

The rules for using the new PSIs are straightforward:

- If you want to record that a student who started before September 2012 is in fact subject to the NEW taught degree regulations, then assign a 'NEW' positive service indicator to the student.
- If the student began their studies on or after September 2012, but falls under the OLD taught degree regulations nevertheless, then assign an 'OLD' positive service indicator to the student.

When Marks and Exams processes in Campus Solutions identify a student with such a PSI, they will automatically apply the appropriate taught regulations for those students.

NOTE: You only need to assign a Positive Service Indicator (PSI) to a student if they are subject to different degree regulations than you would expect from their admit term. Hence, for the vast majority of your students, you will NOT need to assign a PSI.

5.3. Overview of Service Indicators in Campus Solutions

In this section, we will look at the basic idea behind Positive Service Indicators (PSI). The best way to understand them is by comparing them to the more familiar Negative Service Indicators (NSI).

5.3.1. Negative Service Indicators

If you are a School administrator who uses Campus Solutions on a regular basis, you will probably already be familiar with Negative Service Indicators, or NSIs as they are more commonly known. The most common NSIs are used to flag up students who have outstanding debts or bad debts.

If a student has an NSI, then this will appear as a red STOP symbol (circle with diagonal bar) on various key pages in the system. An example is shown in the screenshot below from the Student Program/Plan page:

There are a variety of different negative service indicators, and they are all represented by the same symbol. Indeed, if the student has several negative service indicators, the STOP symbol will still show only once.

To see how many NSIs a student has and which ones they are, you simply click on the NSI symbol. Provided you have the necessary security rights, you will be presented with a list of the student's service indicators. Each negative service indicator has a three-letter code.

For example, the student below has a debt NSI which has been applied by the Credit Control Office. This NSI has the code CCO:

Manage Service Indicators

Display: Effect Negative Institution The University of Manchester [Refresh](#) 

[+ Add Service Indicator](#)

| Service Indicator Summary Customize Find View All  First 1 of 1 Last | | | | | | | | | |
|--|----------------------------|----------------------------|-------------|------------|------------------------|----------|----------------------|------------|----------|
| Code | Code Description | Reason Description | Institution | Start Term | Start Term Description | End Term | End Term Description | Start Date | End Date |
| CCO | Credit Control Office Debt | Credit Control Office Debt | UMANC | 0000 | Begin Term | | | 19/03/2012 | |


[+ Add Service Indicator](#)

If the student has more than one negative service indicator, then they will be listed under each other. The student in the following screenshot has both a credit control debt (CCO) and a temporary registration (TRG):

Manage Service Indicators

Display: Effect Negative Institution The University of Manchester [Refresh](#) 

[+ Add Service Indicator](#)

| Service Indicator Summary Customize Find View All  First 1-2 of 2 Last | | | | | | | | | |
|--|----------------------------|----------------------------|-------------|------------|------------------------|----------|----------------------|------------|----------|
| Code | Code Description | Reason Description | Institution | Start Term | Start Term Description | End Term | End Term Description | Start Date | End Date |
| CCO | Credit Control Office Debt | Credit Control Office Debt | UMANC | 0000 | Begin Term | | | 19/03/2012 | |
| TRG | Temporary Registration | Passport not Available | UMANC | 0000 | Begin Term | | | 24/11/2011 | |

[+ Add Service Indicator](#)

5.3.2. Positive Service Indicators

Positive service indicators (PSIs) work in much the same way as negative service indicators (NSIs). The main difference is in the *intent* of the indicator. Whereas NSIs usually represent some sort of problem, such as a hold or a restriction on the student's progression, positive service indicators generally represent some sort of permission or benefit that the student will receive.

In our case, we are using positive service indicators to flag up students who will be subject to different regulations than their admit term suggests. The choice of regulations should always ensure the best outcome for the student, so it makes sense that this benefit is recorded as a positive service indicator.

The symbol for a positive service indicator is a STAR shape. If a student has any positive service indicators, then this symbol will appear on all of the main pages in Campus Solutions. The screenshot below shows an example on the Student Program/Plan page:

The screenshot shows the 'Student Program/Plan' page with the 'Student Degrees' tab selected. A red box highlights a star icon (PSI symbol) next to the 'Student Degrees' tab. The page displays student information for an Undergraduate student, including status, effective date, program action, and institution. The 'Admissions' section shows 'From Application' checked.

| Field | Value |
|------------------------|-------------------|
| Academic Career: | Undergraduate |
| Status: | Active in Program |
| 'Effective Date: | 30/08/2011 |
| 'Program Action: | MATR |
| Action Reason: | |
| 'Academic Institution: | UMANC |
| 'Academic Program: | 01113 |
| 'Admit Term: | 1111 |
| Requirement Term: | 1111 |
| Expected Grad Term: | |
| Last Updated On: | |
| By: | |

Registration Details

| | |
|---------------------|--------------------------|
| Effective Sequence: | 1 |
| Action Date: | 30/08/2011 |
| Joint Prog Appr: | <input type="checkbox"/> |

Admissions

| |
|--|
| <input checked="" type="checkbox"/> From Application |
| Application Nbr: |
| Application Program Nbr: |

'Campus:

| |
|------|
| MAIN |
|------|

'Academic Load:

| |
|-----------|
| Full-Time |
|-----------|

[HESA Instance](#)
[CAS Details](#)

To see how many PSIs a student has and which ones they are, you simply click on the PSI symbol. Provided you have the necessary security rights, you will be presented with a list of the student's service indicators.

5.4. Applying the new Positive Service Indicator

If you want to assign a PSI to a given student, follow the navigation path below to the 'Manage Service Indicators' component:

[Main Menu](#) > [Campus Community](#) > [Service Indicators](#) > [Person](#) > [Manage Service Indicators](#)

You will then see a typical Campus Solutions Search Page:

Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

ID:


Campus ID:

National ID:

Last Name:

First Name:


☐ **Case Sensitive**

[Basic Search](#)  [Save Search Criteria](#)

Note: You can also assign service indicators using the alternative navigation path: [Main Menu](#) > [Campus Community](#) > [Service Indicators \(Student\)](#) > [Active Service Indicators](#). Most School administrators have access to service indicators via *both* of these routes, and they are broadly equivalent for most student records purposes.

Enter the student's ID (or their First and Last Name) and press the Search button. You will then be presented with a list of ALL of this student's service indicators, both positive and negative. Before adding the degree regulations PSI to the student, make sure they don't already have one.

Manage Service Indicators

Display: **Effect** **Institution** [Refresh](#) 

[+ Add Service Indicator](#)

Service Indicator Summary

No Service Indicators exist for selected criteria.

[+ Add Service Indicator](#)

In the example screenshot above, you can see that this student does not have any service indicators assigned to them at all. Hence, we simply click on the link to 'Add Service Indicator'.

Add Service Indicator

*Institution: The University of Manchester

*Service Indicator Code: New Degree Regulations Apply

*Service Ind Reason Code: Student interrupted

Description:

Effect: Positive

Effective Period

Start Term: End Term:

Start Date: End Date:

Assignment Details

*Department: Manchester Business School

Reference:

Amount: Currency:

Contact Information

Contact ID: Contact Person:

Placed Person ID: Placed By:

Comments

Services Impacted

No Impacts are associated with the selected Service Indicator Code.

Service Indicator Date Time: 04/10/2012 10:31:57

User ID:

The screenshot above shows the 'Add Service Indicator' page. Here are the fields you need to complete on this page:

| | |
|--------------------------|---|
| Service Indicator Code | Enter the code for the degree regulations PSI. This will be NEW or OLD . |
| Service Indicator Reason | Select the reason which explains why the student falls under the selected regulations. A student might fall under the new regs because they are returning from an interruption (INTR) or intercalation (ICAL), or repeating a year (REP). If there is some other reason, then simply select 'other' (OTH). A student be subject to the old regs if they are a direct entry student (DIR) or perhaps for some other reason (OTH) |
| Department | Select your School or discipline area from the look-up list. |
| Comments | Enter any additional comments to explain the student's situation and add any other relevant details. Students will not be able to see these comments. |

Finally, press OK and the new positive service indicator will be saved.

5.5. Viewing a student's Positive Service Indicators

The screenshot displays the 'Student Program/Plan' page in Campus Solutions. The 'Student Degrees' tab is active, and a red box highlights a star symbol (Positive Service Indicator) next to the 'Student Degrees' tab. The record shows details for a student at The University of Manchester, including their academic program (LLB(Hons)), admission date (11/12 Year), and registration details.

| Field | Value |
|------------------------|--|
| Academic Career: | Undergraduate |
| Status: | Active in Program |
| 'Effective Date: | 30/08/2011 |
| 'Program Action: | MATR Matriculation |
| Action Reason: | |
| 'Academic Institution: | UMANC The University of Manchester |
| 'Academic Program: | 01113 LLB(Hons) |
| 'Admit Term: | 1111 11/12 Year |
| Requirement Term: | 1111 11/12 Year |
| Expected Grad Term: | |
| Last Updated On: | |
| By: | |
| Effective Sequence: | 1 |
| Action Date: | 30/08/2011 |
| Joint Prog Appr: | <input type="checkbox"/> |
| Admissions | <input checked="" type="checkbox"/> From Application Application Nbr: Application Program Nbr: 0 |
| 'Campus: | MAIN Main |
| 'Academic Load: | Full-Time |
| HESA Instance | |
| CAS Details | |

As we saw earlier, the Positive Service Indicator symbol is displayed on the Student Program/Plan page, which is one of the main pages used by School administrators in Campus Solutions. This is illustrated in the screenshot above.

The PSI symbol is also displayed in many of the other commonly-used pages, such as:

- Term History
- Student Grades
- Quick Enrol a Student
- Enrollment
- Student Services Center
- Term Activate a Student

It is important to note, however, that you can't assume that a student has the necessary positive service indicator for the degree regulations just because you can see the PSI star-symbol on their record.

Instead, you must click on the star symbol to see which PSIs have been assigned to this student. At the moment, PSIs are not commonly used – but they are sometimes applied during the registration period, for example. If that happens, then the student might have another type of PSI that is causing the star-symbol to be displayed. So it's best to always check.

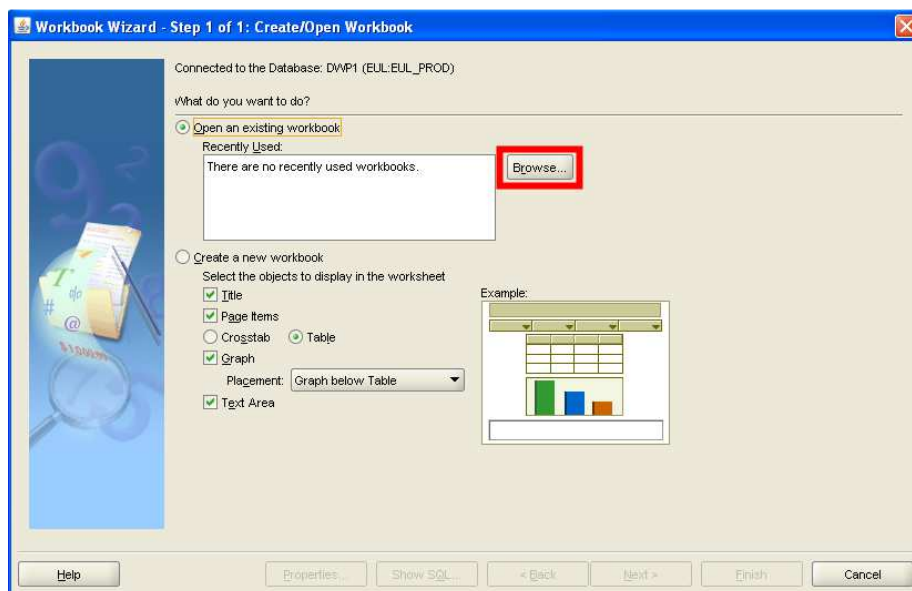
To check which PSIs have been assigned to a student, click on the star symbol. Provided you have the necessary security access, a list of the student's PSIs will then be displayed.

NOTE: In a section 0, you will see that we have added the degree regs Positive Service Indicators into the Online Exam Grid and into the Exam Grid Spreadsheets generated in Campus Solutions.

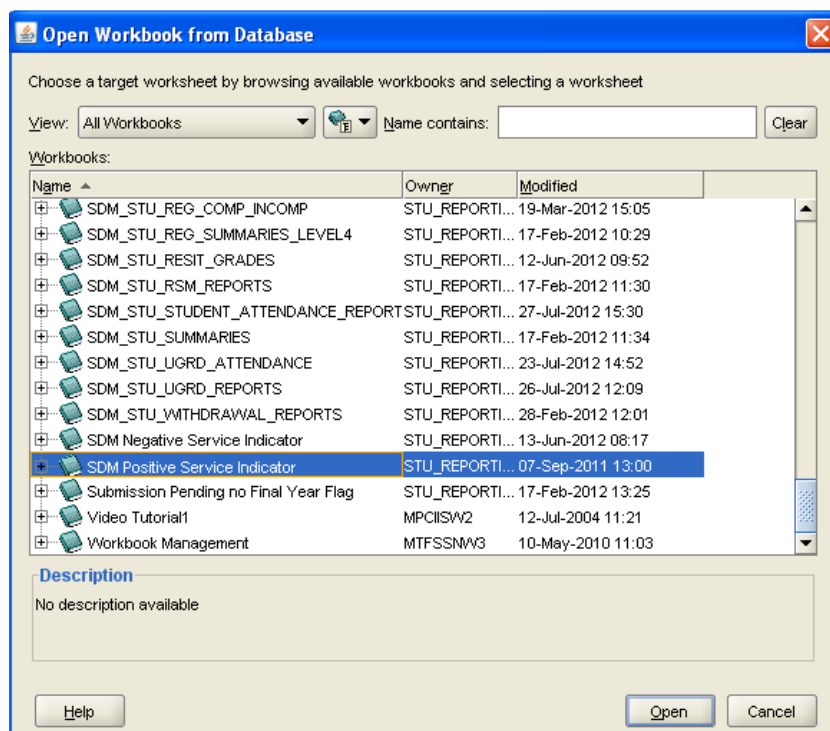
5.6. Discoverer Report

There is already a Discoverer Report for Positive Service Indicators. This report provides a way of getting a full list of all the students who have been assigned a degree regulations PSI. You can access this report in the usual 'STU_REPORTING' area of the Data Warehouse.

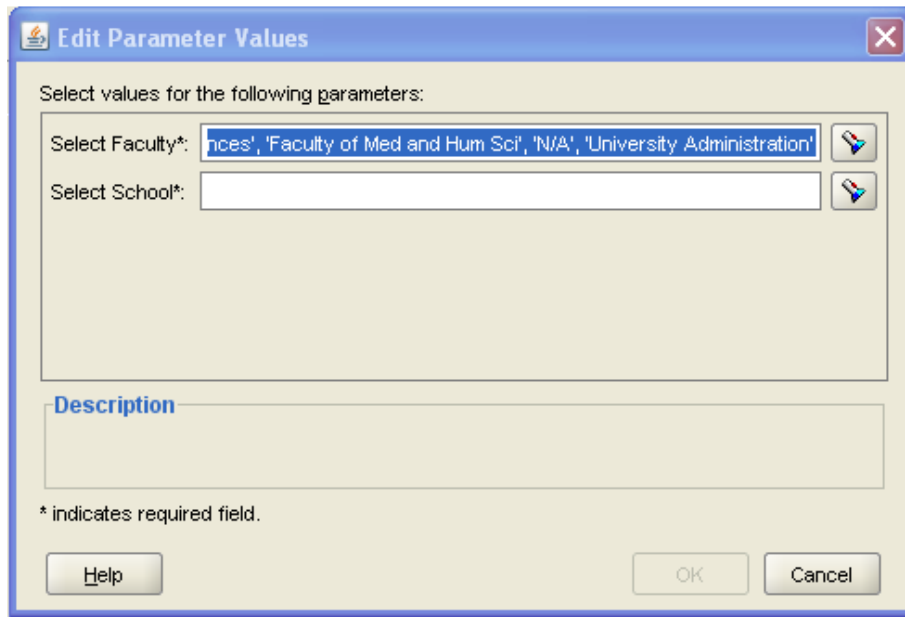
First, select the option to 'Open an existing workbook', and then press the Browse button (highlighted in the screenshot below):



The workbook name is '**SDM Positive Service Indicator**', as you can see in the screenshot below:

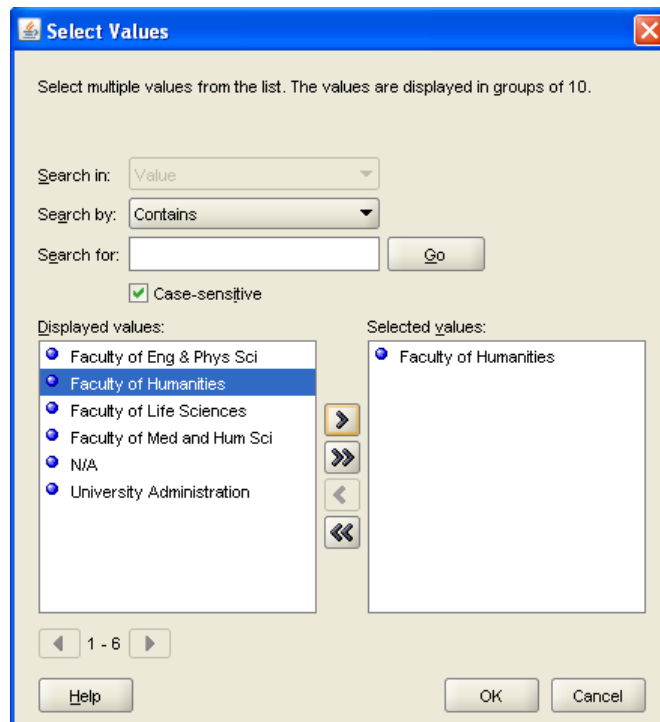


When you open this report, you are presented with a dialog box called 'Edit Parameter Values'.



The 'Edit Parameter Values' dialog box has a title bar with a close button. The main area contains the instruction 'Select values for the following parameters:'. Below this are two fields: 'Select Faculty*' and 'Select School*'. The 'Select Faculty*' field has a text box containing 'nces', 'Faculty of Med and Hum Sci', 'N/A', 'University Administration' and a 'Flashlight' icon to its right. The 'Select School*' field has an empty text box and a 'Flashlight' icon to its right. Below these fields is a 'Description' label and an empty text area. At the bottom left is a '* indicates required field.' note. At the bottom are 'Help', 'OK', and 'Cancel' buttons.

In this dialog box, you can use the drop-down lists to select the relevant Faculty and School. To do this, simply click on the 'Flashlight' symbol at the far right of each parameter box, and then select the appropriate value(s) from the list:



The 'Select Values' dialog box has a title bar with a close button. The main area contains the instruction 'Select multiple values from the list. The values are displayed in groups of 10.'. Below this are search controls: 'Search in:' with a dropdown menu showing 'Value', 'Search by:' with a dropdown menu showing 'Contains', and a 'Search for:' text box with a 'Go' button. There is also a checked 'Case-sensitive' checkbox. Below the search controls are two list boxes. The 'Displayed values:' list box contains: Faculty of Eng & Phys Sci, Faculty of Humanities (highlighted), Faculty of Life Sciences, Faculty of Med and Hum Sci, N/A, and University Administration. The 'Selected values:' list box contains: Faculty of Humanities. Between the two list boxes are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. At the bottom left is a '1 - 6' pagination control. At the bottom are 'Help', 'OK', and 'Cancel' buttons.

In this example, I am running the report for Manchester Business School in the Faculty of Humanities:

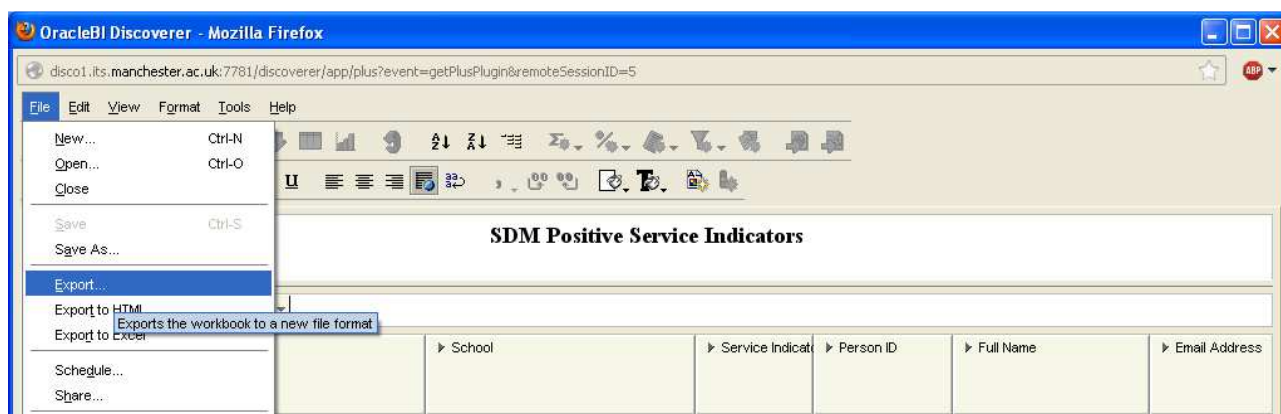
After making all your selections, press the 'OK' button and the report will run and retrieve all students in the selected School who have a Positive Service Indicator of *any* type.

An example report is shown in the screenshot below. Here, the 'Service Indicator Code' column shows the **indicator type**. The positive service indicators for the degree regulations are called **OLD** and **NEW** – one student in the report below has the latter:

| | Faculty | School | Service Indicator Code | Service Indicator Reason Code | Person ID | Full Name | Academic Programme Code | Academic Plan Code | Student Status |
|---|-----------------------|----------------------------|------------------------|-------------------------------|-----------|-----------|-------------------------|--------------------|-------------------|
| 1 | Faculty of Humanities | Manchester Business School | NEW | OTH | | | 01471 | 01408 | Completed Program |
| 2 | Faculty of Humanities | Manchester Business School | REG | REGSI | | | 06605 | 06080 | Active in Program |

NOTE: The screenshot above shows the current version of the Positive Service Indicators report. We can easily modify this report to make it more useful. For example, we could change the parameters that you select (currently Faculty and School), change the columns that are included in the report, and so on. Once staff start using this report, we will review how helpful it is and make any necessary changes. Let me know if you have any suggestions.

You can export the report data to Excel using the menu option 'Export' in the File menu:



In Excel, you will then be able to filter and sort the data as required.

NOTE: For more information on Discoverer and the Data Warehouse, including how to request a user account and creating a connection, see the Student Records Reporting website at:
<http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/WareHouse/>

5.7. Which staff can apply or remove the degree regs PSIs?

Service Indicators have their own security set-up. As a result, we will have to update the user profile of each School administrator who needs to be able to apply or remove the new positive service indicator.

If you need to be able to apply and remove the new positive service indicators, then please contact the Student System Office Helpdesk. The contact details are provided below. The Helpdesk staff will then set up your access as soon as possible.

Email: cs.records@manchester.ac.uk

Telephone: 65444

5.8. Advantages of an approach using PSIs

This chapter has described how we will use a Positive Service Indicator to show that a student is subject to different regulations than their admit term suggests. There are a number advantages to this approach:

- It's a simple approach
- It will be easy to apply this approach to individual students
- Schools are already familiar with negative service indicators (NSIs), so it will be easy for them to get used to the idea of positive service indicators
- Service Indicators are visible in many pages in the system, so it will be easy to check whether a student record has been correctly updated with a PSI
- It uses existing functionality in Campus Solutions and saves us the trouble of developing a new page where users can set up overrides
- There are already Discoverer Reports on Service Indicators, so we don't have to make changes to the setup of the Data Warehouse
- It will be easy to discontinue the use of the PSIs once the transitional period is over and all taught students fall under the new regulations

5.9. Disadvantages of an approach using PSIs

There are some disadvantages to this approach that it is worth keeping in mind:

- School administrators will have to **remember** to apply the positive service indicator to any student who is subject to the new taught degree regulations despite what their admit term would suggest.
- If an administrator runs key Marks and Exams processes (e.g. Year Mark Process, Exam Grids), **without** first applying the positive service indicators to all relevant students, then marks calculations will be carried out incorrectly. The administrator will have to go back and apply the PSIs, and then re-run the relevant processes and re-create any Exam Grids. This could be frustrating and time-consuming.
- This approach will not work well if a student is pursuing **more than one taught program** at the same time, and is subject to different regulations for each. For example, it will not work if a student is studying for a BSc under the old regulations, and for a PGDip under the new regulations. You would have to review these students manually. However, as far as I can tell, this situation is not likely to occur very often.
- Schools administrators will have to pay special attention to cases where a student intercalates to another program. You may have to remove the positive service indicator when the student switches from one to the other, if different regulations apply in each case.

6. UG Year Mark Process

6.1. Introduction

One of the areas that has changed under the new regulations is the rules concerning student progression: Student progression is now based on credit accumulation. We have modified the Undergraduate Year Mark Process in Campus Solutions to take account of this.

The main purpose of the Undergraduate Year Mark Process is to calculate the student's overall year mark. In addition to this, however, the year mark process also checks whether the student has passed the year and then sets the Progression (Pass/Fail) flag accordingly. This Pass/Fail flag is shown in the Exam Grid spreadsheets and provides an easy way to identify students whose mark records need to be reviewed more closely by the Exam Board. Indeed, the progression flag is for internal use only - it is not visible to students.

This section describes the changes we have made to the UG Year Mark Process and the way the progression flag is set. Basically, the year mark process will check for each student which taught degree regulations they fall under (as described in section 4), and it will then apply the appropriate rules for setting that student's progression flag.

6.1.1. *Is this chapter relevant for you?*

As you can see from the summary above, the New Taught Degree Regulations do not have a major impact on the Undergraduate Year Mark Process. The only aspect of the process that is affected is the way the Progression (Pass/Fail) flag is set.

As a result, you only need to read this section if you use the Pass/Fail flag in your Exam Grid spreadsheets. If you don't use this flag – or, indeed, if you don't use the Undergraduate Year Mark process at all – then you will not need to read this section

6.2. Overview of Year Mark Process

This section provides a brief review of the Undergraduate Year Mark Process and the Progression (Pass/Fail) flag.

The screenshot below shows the Run Control page for the Undergraduate Year Mark Process. This is the page in Campus Solutions where you define your target group of students, set some key parameters and then start the process by pressing the Run button:

Calculate Year/Resit Year Mark

Run Control ID: law_11b [Report Manager](#) [Process Monitor](#) [Run](#)

Request Parameters

☒ Calculate Year Mark
☐ Calculate Resit Year Mark

***Academic Institution** UMANC The University of Manchester
Academic Career UGRD Undergraduate
***Academic Organization** 4074 Law
***Term** 1081 2008/9 Academic Year
***Academic Level** Second Year

Academic Program Selection Find First 1 of 1 Last
Academic Program 01113 LLB(Hons)

Progression Rule (Old Regs)

Overall Mark: 40%
Credits Passed: 80

Run Mode

☐ Validation (No Updates)

Two of the key parameters on this page are used by the Year Mark Process to decide whether students have passed or failed the year. These parameters are the Overall Mark and the Credits Passed:

Progression Rule (Old Regs)

Overall Mark: 40%
Credits Passed: 80

As you can see in the detailed screenshot above, the box that contains these two parameters now has the name 'Progression Rule (Old Regs)'. This is because these two fields are in fact only relevant for students on the old regulations now. In sections 6.3 and 6.4, we'll look more closely at the different progression rules that apply under the old regulations and the new.

Once the UG Year Mark Process has calculated the student's Year Mark, it is stored in the system on the Special GPA page, as shown below:

Term Withdrawal Session Withdrawal Academic Standing Student Grade Review Student Special GPA Special GPA Detail

Find | View All First 1 of 1 Last

Academic Career: Undergraduate

Find | View All First 2 of 3 Last

Term: 2011/12 Academic Year The University of Manchester

Find | View All First 1 of 2 Last

GPA Type: L2CM Level 2 Mark Sequence: 2

GPA: 64.000 Entered Online

Academic Program: 01113 LLB(Hons)

Academic Plan: 01052 LLB(Hons)

Academic Sub-Plan:

User ID: Action Date: 17/10/2012

Other data relating to the student's Year Mark is stored on the companion page, the Special GPA Detail page. This data includes the Progression (Pass/Fail) flag, which is highlighted in the screenshot below by a red border:

Term Withdrawal Session Withdrawal Academic Standing Student Grade Review Student Special GPA Special GPA Detail

Academic Career Undergraduate

Find | View All First 2 of 3 Last

Term 2011/12 Academic Year The University of Manchester

Find | View All First 1 of 2 Last

GPA Type L2CM Sequence 2

Progression Pass

Units Taken Toward GPA 120.000

From Current Level 120.000

From Other Levels 0.000

Total Grade Points for Special GPA 7680.000

From Current Level 7680.000

From Other Levels 0.000

Matches Term GPA Y

Process Instance 4007267

Link to Year Mark Enquiry

User ID

Units in First (70) 0

Units in 2.i (60) 100

Units in 2.ii (50) 20

Units in 3rd (40) 0

Units in CF (30) 0

Units in Fail 0

PGT Resit / Comp Flag N/A

Action DateTime 17/10/2012 16:14:20

As you can see, this student has passed the year.

The Pass/Fail flag is included both in the Online Exam Grid in Campus Solutions, and also in the Exam Grid spreadsheets that you generate from the system. This is illustrated in the screenshot below, which shows an excerpt from a **Style A Plus** grid. As well as the student's various year marks, this spreadsheet style also includes the Pass/Fail flag:

| L1CM | L2CM | L3CM | L4CM | Pass / Fail |
|--------|------|------|------|-------------|
| 63.667 | 64 | | | Pass |

All of the newer spreadsheet styles include the same information. For example, the screenshot below shows how the Pass/Fail flag appears in a **Style A Hum** exam grid. This is the spreadsheet style commonly used by Schools in the Faculty of Humanities:

| Progr. | | | | | | | | | |
|-----------|--------|-----|-----|-----|-----|----|------|-------|-----------|
| cf lev1 2 | | | | | | | | | |
| Taken | Passed | 1st | 2.1 | 2.2 | 3rd | CF | Fail | Total | Plan |
| Pass | | | | | | | | | |
| 64.000 | | 0 | 100 | 20 | 0 | 0 | 0 | 120 | LLB(Hons) |
| 120 | 120 | | | | | | | | |

6.3. Old Regulations: Pass/Fail flag

This section will review how the Progression (Pass/Fail) flag is set for students who fall under the OLD taught degree regulations.

According to the OLD taught degree regulations, there are three criteria which are used to decide whether or not a student on a standard Undergraduate program has passed the year. These criteria are given in paragraph 23 of the old regs:

23. To progress from one year of a programme to the next, except from Year 3 to Year 4 of a programme for the integrated Degree of Master, a student must
- reach the minimum pass mark overall; and
 - reach the pass mark in individual units totalling at least two thirds of the credits for that year; and
 - reach the compensatable fail mark in all remaining units.

You can access the OLD taught degree regulations at the TLSO website below:

<http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/teaching/degreeregulations>

As you can see from the extract above, the three separate criteria that play a part in deciding whether the student has passed the year under the OLD regulations are:

- the student's **overall mark** (year mark)
- the number of **credits passed**
- the student's **lowest mark** (which must not be less than 30%)

To pass the year, then, a student on a standard Undergraduate program must usually achieve an overall year mark of 40%, pass 80 credits at the first attempt, and have no course unit mark under 30%. If a student meets all three of these criteria, then they have passed the year.

In practice, some programs use slight variations on these criteria. For example, some undergraduate programs in the Faculty of Engineering and Physical Sciences require an overall year mark of 50%, 55% or 60%, rather than the standard 40%. Similarly, some programs in the Business & Management and Social Science discipline areas require students to pass 100 credits at the first attempt, instead of the more usual 80 credits.

The current UG Year Mark Process caters for these local variations. Using the drop-down lists for the parameters on the Run Control page, you can set the cut-off values for these criteria (overall mark, credits passed) to the relevant values for your program.

When the UG Year Mark Process processes a student who falls under the OLD taught degree regulations, it will automatically apply the rules described above and set the Progression (Pass/Fail) flag accordingly.

6.4. New Regulations: Pass/Fail flag

This section will review how the Progression (Pass/Fail) flag is set for students who fall under the NEW taught degree regulations.

In the New Taught Degree Regulations, progression for undergraduate students is based on credit accumulation:

10. Undergraduate students progress on the basis of credit accumulation in accordance with the programme requirements. Students can progress once they have achieved enough credit as specified in the programme handbook at each level of their programme.

Hence, the student's progression no longer depends on the three criteria that we looked at in the previous section.

Given this change in the regulations, it makes sense to use a much simpler rule for setting the Pass/Fail flag:

- **PASS.** If the student has passed 120 credits, then they have passed the year and the Pass/Fail flag should be set to 'Pass'
- **FAIL.** If the student has NOT passed 120 credits, the Pass/Fail flag should be set to 'Fail'. The Exam Board will now have to review the marks of such a student and decide which marks will be compensated, which failed course units should be re-sat, which units (if any) can be carried forward to the following year, and so on.

When the UG Year Mark Process processes a student who falls under the NEW taught degree regulations, it will automatically apply the simple 120-credit rule described above and set the Progression (Pass/Fail) flag accordingly.

6.5. Output Report

Run Control Parameters:

Calculate Year Mark

| | | |
|------------------------|-------|------------------------------|
| Academic Institution: | UMANC | The University of Manchester |
| Academic Career: | UGRD | Undergraduate |
| Academic Organisation: | 4074 | Law |
| Term: | 1121 | 2012/13 Academic Year |
| Academic Level: | 02 | Second Year |
| Academic Programme: | 01113 | LLB (Hons) |

| EmplID | Name | Level at BoT | Admit Term | PSI Code | Year Mark |
|--------|-------------------|-----------------|------------|----------|-----------|
| | Aaron, Barbara | 02 | 1111 | | 67.500 |
| | Abel, James | | 1111 | | 57.500 |
| | Accrington, Roger | | 1111 | NEW | 68.833 |

Note: For data protection reasons, student IDs have been removed and names changed in the above screenshot.

When the UG Year Mark Process runs, it creates a PDF output report listing all the students it has processed and the year mark it has calculated for each.

As part of the changes to support the new taught degree regulations, we have modified this report. It now includes two additional columns: For each student, it now displays **both** their admit term **and** the code for any positive service indicator (PSI), if one has been assigned to the student.

Of course, for the majority of students, the relevant degree regulations will be depend on their admit term alone and they will not have a positive service indicator. Hence, the PSI code column will usually be blank.

In the example above, you can see that year marks have been calculated for three students. All three students have the same admit term of 1111 and so would normally be subject to the OLD taught degree regulations. However, the third student has a positive service indicator of the type 'NEW', and this override means that he falls under the NEW taught degree regulations.

This is perhaps not a realistic example of a scenario where a student might have a PSI, but it at least illustrates the changes that have been made to the PDF output report.

IMPORTANT NOTE: You should not change the student's Admit Term unless there is a very good reason to do so. If you want to show that a student falls under different regulations than their admit term suggests, assign the relevant positive service indicator to them. The Admit Term is left unchanged.

6.6. Minor changes

This section provides details of a few other minor changes we have made to the Undergraduate Year Mark Process. These changes do not relate directly to the new taught degree regulations – they are just minor improvements to the process in general.

6.6.1. Students with a year mark of ZERO

When the Undergraduate Year Mark Process runs, it calculates a year mark for every student who matches the criteria you have entered on the Run Control page (term, program, level). If a given student does not already have a year mark on their student record, or the calculated value is different from the one already stored, then the *new* year mark is stored on the Student Special GPA page.

In the past, the process has stored a new year mark even if its value is in fact ZERO. In an effort to improve the way the process works, we have made a small change in this area. Now, if the year mark calculation comes up with a value of zero, this will NOT be stored on the student record. Really, a year mark of zero suggests that there is some sort of problem with the student's record - the process has clearly been unable to find *any* course unit marks for the student concerned.

In view of this, there is little point storing the zero year mark. All the same, we will still show such students in the PDF output report, so that they are not overlooked. This is illustrated in the example screenshot below. As you can see, the second student in the list has a blank year mark – the process has been unable to calculate a value:

Run Control Parameters:

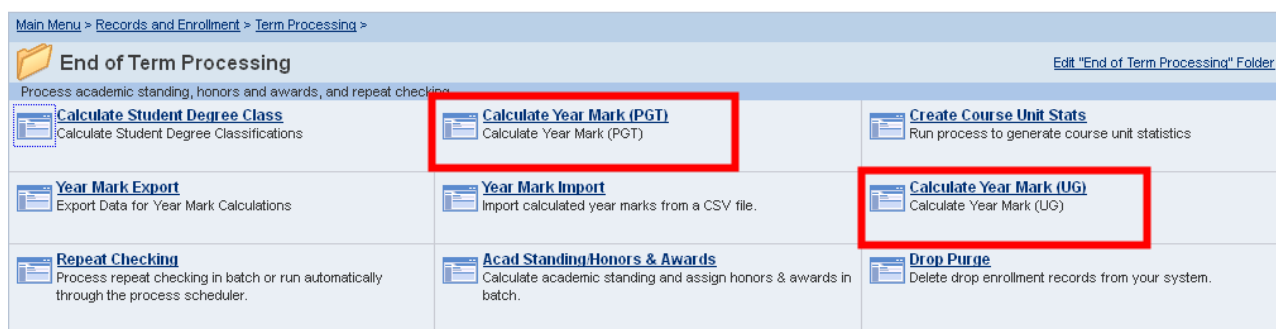
| | | |
|------------------------|-------|------------------------------|
| Calculate Year Mark | | |
| Academic Institution: | UMANC | The University of Manchester |
| Academic Career: | UGRD | Undergraduate |
| Academic Organisation: | 4074 | Law |
| Term: | 1121 | 2012/13 Academic Year |
| Academic Level: | 02 | Second Year |
| Academic Programme: | 01113 | LLB (Hons) |

| EmplID | Name | Level at BoT | Admit Term | PSI Code | Year Mark |
|--------|--------------------------|--------------|------------|----------|-----------|
| | Aaron, Barbara Shawadhin | 02 | 1111 | | 67.500 |
| | Abel, James | | 1111 | | |
| | Accrington, Roger | | 1111 | NEW | 68.833 |

In cases like this, you should review the student's record to try to find out why no year mark was calculated. Once the problem has been resolved, re-run the year mark process if need be.

6.6.2. Page Headings

In Campus Solutions, we have changed some of the headings and menu items to distinguish more clearly between the Undergraduate (UG) Year Mark Process and the Postgraduate Taught (PGT) Year Mark Process. For example, in the menu below you can see that each is clearly labeled, to remove any potential confusion:



But note that there is never any danger that you might accidentally run the *wrong* process for your program. On the Run Control page for each process, the Academic Career is fixed and you will only be able to enter your program code if you are on the correct Run Control page to begin with.

7. UG Degree Mark Weighting Rules

7.1. Introduction

One of the areas that has changed under the new regulations is the classification of Bachelors programs and Integrated Masters programs. Specifically, there are now just a limited number of weighting rules that can be used to calculate a student's overall degree mark at undergraduate level.

This section shows you how these UG weighting rules are used in Campus Solutions, and it explains how you can record for your UG programs BOTH the weighting rule that applies under the OLD regulations and the weighting rule that applies under the NEW regulations.

You will need to update your weighting rules before you run the UG Degree Mark Process for students who are on the new regulations. You should also update your weighting rules if year marks are being displayed in Student Self-Service.

| |
|---|
| <p>NOTE: Access to the Academic Plan Table in Campus Solutions is restricted. You may need to ask your local Quality Administrator to carry out these system updates on your behalf.</p> |
|---|

7.2. What the new taught regulations say

Here's what the new taught degree regulations say about the classification of Bachelors programs:

L. Classification in Bachelors programmes

55. Bachelors degree classification will be decided using weighted total points for three year degrees. Schools can choose to implement either of the following options: **Y1 to Y3 (L4 to 6 FHEQ) using weights of 0.0 (L4), 0.33 (L5), and 0.67 (L6)** or **Y1 to Y3 (L4 to 6 FHEQ) using weights of 0.1 (L4), 0.3 (L5), and 0.6 (L6)**.
56. Four year Bachelors programmes, including a year studying abroad or in Industrial Placement will be classified using L55 as a guide. Programme Handbooks must specify how/ if the year abroad/ on placement is assessed and credit weighted.
57. Four year taught Bachelors programmes will be will be classified using L55 as a guide. Programme Handbooks must specify how the programme is weighted.

Here's what the new taught degree regulations say about the classification of Integrated Masters programs:

K. Classification of Integrated Masters programmes

52. Integrated Masters classifications will be decided using weighted total points for four year degrees. Schools can choose to implement either of the following options: **1 to Y4 (L4 to L7 FHEQ) using weights of 0.0 (L4), 0.2 (L5), 0.4 (L6) and 0.4 (L7)**; or **1 to Y4 (L4 to L7 FHEQ) using weights of 0.06 (L4), 0.19 (L5), 0.375 (L6) and 0.375 (L7)**; unless there are alternative requirements for external accreditation, (see Appendix A for boundaries for classification and boundary zone demarcation).

Under the new taught degree regulations, as you can see, only a limited number of degree mark weighting rules will be used at Undergraduate level in future.

However, for a transitional period, the old and new taught degree regulations will be in operation side by side ('dual regs'). As a result, for any given academic program and plan, Campus Solutions must cater for BOTH the weighting rule that applies under the OLD regulations AND the weighting rule that applies under the NEW regulations. This section will tell you more about how that will work.

7.3. UG Weighting Rules in Campus Solutions

This section contains a brief review of how degree mark weighting rules are used in Campus Solutions. If you are already familiar with this aspect of the system, skip to the next section on page 36.

Undergraduate Degree Mark Weighting Rules have two roles in Campus Solutions:

- UG Degree Mark Process
- Student Self-Service

The following sections provide a brief summary of each of these areas.

7.4. UG Degree Mark Process

The Run Control page for the UG Degree Mark Process is shown below:

Predicted Awards

Run Control ID: example [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution: UMANC The University of Manchester

Academic Career: UGRD Undergraduate

*Academic Organisation: 3031 School of Law

*Term: 1121 2012/13 Academic Year

*Academic Level: Third Year

Degree Mark Decimals: ☐ 0 ☒ 1 ☐ 2

Higher Class Rule: ☒ Method A (by marks) ☐ Method B (by viva)

Run Mode: ☐ Validation (no updates)

| Academic Program | Description |
|------------------|-------------|
| 01113 | LLB(Hons) |

Save Notify Add Update/Display

When you run the UG Degree Mark Process in Campus Solutions, it calculates the student's final degree mark as a weighted average of the relevant year marks. The Year Mark weightings used depend on the 'weighting rule' that has been defined for the relevant Academic Plan. In the near future, we will modify the UG Degree Mark Process so that it automatically checks which degree regs apply for each student and then uses the corresponding weighting rule.

For more information on the UG Degree Mark Process, see the 'Assessment and Progression' training guide (version 5.0, page 153). You can access this document via the following website:

<http://www.staffnet.manchester.ac.uk/employment/training/course-guides/>

7.5. Student Self-Service

In the View My Grades page in Student Self-Service, students can see various data about their marks and results. Here, we are particularly interested in the Term Statistics section of the View My Grades page. The screenshot below shows how the Term Statistics section may look for an Undergraduate student:

| ▼ Term Statistics - 2011/12 Academic Year | | |
|---|-----------|-----------------------------------|
| Overall Year Mark | | |
| Level 03 | | 51.500 |
| Progression Status | | Activate - progress to next level |
| Academic Level | Year Mark | Weighting % |
| 01 | 47.500 | |
| 02 | 49.167 | 33.300 |
| 03 | 51.500 | 66.700 |

The View My Grades page is configurable. School staff can use checkboxes in the Student Grade Visibility component to control which boxes or tables appear on this page. The screenshot above illustrates how the Term Statistics section will appear if the administrator has ticked the 'Include Year Marks (LCMs)' checkbox for the relevant program, term and level.

With this configuration setting, the Term Statistics section displays information about the student's year marks. For Undergraduate students, there are two separate Year Mark features:

- Overall Year Mark. This box shows the student's Year Mark for the selected term. This example student was on Level 3 in the term 1111. As a result, the Overall Year Mark box shows the student's overall mark for level 3, which was 51.500%.
- Year Mark Grid with weightings. This grid shows all of the student's year marks, for both the current term and the previous terms. Alongside each year mark, the weighting of that year mark is displayed. For example, this student's third year mark (level 03) contributes 66.7% towards their final degree mark. The appropriate weightings are found by referring to the Academic Plan table, where the relevant weighting rule is recorded.

In this chapter, we are specifically interested in the Year Mark Weightings for Undergraduate students. We have modified the Year Mark Grid in Term Statistics so that it *automatically* takes account of whether the student falls under the OLD taught degree regulations or the NEW, and then displays the corresponding weightings. Of course, to make this possible, you will need to record the relevant weighting rules in the system. The next section describes how to do this.

7.6. Setting up weighting rules for your programs

Navigate To: [Setup SACR > Foundation Tables > Academic Structure > Academic Plan Table](#)

Locate your Academic Plan:

Academic Plan Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Academic Institution: begins with

Academic Plan: begins with

Description: begins with

Academic Plan Type: =

Academic Program: begins with

Only Current Active: =

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Click on the Degree Classification tab:

[Academic Plan Table](#)
[Degree Classification](#)
[Degree Options](#)
[Taxonomy](#)
[Owner](#)
[Application Defaults](#)

Academic Institution: UMANC The University of Manchester

Academic Plan: 01052

Find | View All | First **1 of 1** Last

***Effective Date:** 31/07/2008 ***Status:** Active

Academic Program: 01113 LLB(Hons) ☐ Closed for admission

Academic Career:

***Academic Plan Type:** Programme

***Description:** LLB(Hons)

Short Description: 65LW **First Term Valid:** 1001 00/01 Year

***Formal Description:** LLB(Hons)

The screenshot below shows how the Degree Classification tab appears for our example Academic Plan, the LLB(Hons):

Academic Plan Table Degree Classification Degree Options Taxonomy Owner

Academic Institution: UMANC The University of Manchester
Academic Plan: 01052 LLB(Hons) Programme

Find | View All First 1 of 2 Last

Effective Date: 31/07/2008 Status: Active

Old Degree Regs (before Sept 2012)

Classification Scheme: STDUGRDB Std UGRD Bachelor Class Scheme

Degree Mark Weighting Rule: UG_08 UG L2 (33.3%) L3 (66.7%)

New Degree Regs (from Sept 2012)

Classification Scheme: STDUGRDB Std UGRD Bachelor Class Scheme

Degree Mark Weighting Rule: UG_100 UG L2 (33%) L3 (67%)

This weighting rule applies under the OLD regulations

This weighting rule applies under the NEW regulations

As you can see, there are two separate areas on this page – one for the OLD taught degree regulations and one for the NEW. In this example, the second year (L2) contributed 33.3% towards the final degree mark under the old degree regulations, and the third year (L3) contributed 66.7%. Hence, the weighting rule **UG_08** was recorded in the upper section of the page.

Under the new regulations, however, these weightings have changed to 33% and 67% respectively. Hence, the Quality Administrator has now added the weighting rule **UG_100** in the lower section of the page. The classification scheme, on the other hand, is the same as before.

We have already set up in the system all the weighting rules you might want to use under the new taught degree regulations. You can see a list of them in the next section. Select the relevant weighting rule from the list, and enter it against your Academic Plan. Access to the Academic Plan Table in Campus Solutions is restricted, so you may need to ask your local Quality Administrator to carry out these updates on your behalf.

You must enter the classification scheme and weighting rule that apply for your Undergraduate program under the NEW taught degree regulations, even if they are in fact the same as those that applied under the OLD regulations. All fields must be completed.

IMPORTANT NOTE: Use Correct History to add this new information into the existing data row in the Academic Plan table. Do not add a new data row.

7.7. New Undergraduate Weighting Rules

The table below provides a list of the new weighting rules that have been set up in Campus Solutions. These weighting rules are specifically designed for use with the new taught degree regulations.

| Code | Short Descr (10) | Long Description (30 chars) | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|--------|------------------|---|---------|---------|---------|---------|---------|
| UG_100 | UG_100 | UG L2 (33%) L3 (67%) | | 33% | 67% | | |
| UG_101 | UG_101 | UG L2 (33%) L4 (67%) | | 33% | | 67% | |
| UG_102 | UG_102 | UG L1 (10%) L2 (30%) L3 (60%) | 10% | 30% | 60% | | |
| UG_103 | UG_103 | UG L1 (10%) L2 (30%) L4 (60%) | 10% | 30% | | 60% | |
| UG_104 | UG_104 | UG L2 (20%) L3 (40%) L4 (40%) | | 20% | 40% | 40% | |
| UG_105 | UG_105 | UG L2 (20%) L3 (40%) L5 (40%) | | 20% | 40% | | 40% |
| UG_106 | UG_106 | UG L1 (6%) L2 (19%) L3 (37.5%) L4 (37.5%) | 6% | 19% | 37.5% | 37.5% | |
| UG_107 | UG_107 | UG L1 (6%) L2 (19%) L3 (37.5%) L5 (37.5%) | 6% | 19% | 37.5% | | 37.5% |

If you cannot find a suitable degree mark weighting rule for one of your programs, please contact the Student System Office on ext. 65444.

A full list of weighting rules that have been used in the past under the OLD degree regulations can be found in the 'Assessment and Progression' training guide (version 5.0, pages 211-213). You can access this document via the following website:

<http://www.staffnet.manchester.ac.uk/employment/training/course-guides/>

7.8. Additional Weighting Rules requested by Schools

The table below provides a list of further weighting rules that have been set up in response to requests from specific Schools.

| Code | Short Descr (10) | Long Description (30 chars) | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|--------|------------------|-----------------------------|---------|---------|---------|---------|---------|
| UG_108 | UG_108 | UG L2(30%) L3(10%) L4(60%) | | 30% | 10% | 60% | |

7.9. Additional Notes

Here are some other points worth noting:

- Who needs to enter or update weighting rules? You only need to enter degree mark weighting rules against your Academic Plans if you are using the UG Year Mark Process. If you do use that process, then you will need to update your weighting rules – as described in this document – before you run the UG Year Mark Process for students who are on the new taught degree regulations.
- Some new weighting rules are the same as existing ones. Three of the new weighting rules that are shown on page 38 are the same as existing weighting rules. For example, the weighting rule UG_100 says that the second year contributes 33% and the third year 77% to the student's final degree mark. In fact, this is exactly the same as the existing rule UG_22. These duplicate weighting rules have been set up simply to make it easier for you to recognize which ones are most relevant for the new regulations. All weighting rules from UG_100 to UG_107 (that is, 100+) are specifically designed to cater for the new regulations. However, you can use one of the existing weighting rules if you prefer. So, in this example, you could use either UG_100 or UG_22, as you wish.
- Level 5. The weighting rules UG_105 and UG_107 assign a weighting to Level 5. These two weighting rules have been set up on the assumption that there *may* be four-year programs that include an additional year abroad or on placement. In fact, no programs in the system currently use a weighting rule where a Level 5 mark contributes to the overall degree mark. But let me know if you intend to use one of these rules. We may need to carry out some testing to make sure that everything works as expected.
- Integrated Masters. The weighting rules above cater for Integrated Masters programs. If you are planning to start using the UG Year Mark Process and/or the UG Degree Mark Process in Campus Solutions for an Integrated Masters program, let me know. We may need to check whether there are any specific program requirements that are NOT catered for by the current processes.
- Classification Scheme. The Classification Scheme contains the rules that specify what marks a student must achieve in order to be awarded a particular degree class. You can find out more about this in the 'Assessment and Progression' training guide (version 5.0, page 160): <http://www.staffnet.manchester.ac.uk/employment/training/course-guides/> As far as I can tell so far, there won't be any changes to classification schemes for the purposes of the new degree regulations. So for now, you should enter the same classification scheme for the new regs as for the old.

8. UG Degree Mark Process

8.1. Introduction

In the previous section, we looked at the way Degree Mark Weighting Rules have been affected by the New Taught Degree Regulations. As we saw, there are only a limited number of weighting rules that can be used under the new regulations. For a transitional period, however, we will need to use both the old weighting rules and the new weighting rules side by side. For each Academic Plan, then, you must specify the relevant weighting rules that apply under both the old and the new regs.

This section describes the changes we have made to the UG Degree Mark Process (UG DMP) to cater for the new taught degree regulations. Basically, the degree mark process will now check for each student which taught degree regulations they fall under (as described in section 4), and it will then apply the appropriate weighting rule when calculating the student's final degree mark.

8.2. Running the UG Degree Mark Process

The screenshot below shows the Run Control page for the UG Degree Mark Process:

Predicted Awards

Run Control ID: law_dmp [Report Manager](#) [Process Monitor](#) [Run](#)

| | | |
|------------------------|------------|------------------------------|
| *Academic Institution | UMANC | The University of Manchester |
| Academic Career | UGRD | Undergraduate |
| *Academic Organisation | 3031 | School of Law |
| *Term | 1131 | 2013/14 Academic Year |
| *Academic Level | Third Year | |

Degree Mark Decimals

☐ 0 ☒ 1 ☐ 2

Higher Class Rule

☒ Method A (by marks)
☐ Method B (by viva)

Run Mode

☐ Validation (no updates)

| Academic Program | Description | | |
|------------------|-------------|---|---|
| 01113 | LLB(Hons) | + | - |

The first thing to notice is that we have not made any changes to this Run Control page. You run the UG Degree Mark Process in exactly the same way as you did previously, selecting the appropriate career, organisation, term, level and program in the usual way, and then pressing the Run button.

When you run the process, however, it will now automatically check the student's admit term and also check whether the student has a degree regulations PSI (OLD or NEW). Using this information, the degree mark process will decide which degree regulations the student falls under, and then automatically use the appropriate weighting rule when calculating the student's final degree mark.

8.3. Output Report

| | | |
|-------------------|---------|------------------------------|
| Institution | : UMANC | The University of Manchester |
| Career | : UGRD | Undergraduate |
| Term | : 1131 | 2013/14 Academic Year |
| Academic Org | : 3031 | School of Law |
| Academic Level | : 03 | Third Year |
| Decimal Places | : 1 | |
| Higher Class Rule | : A | Method A (by marks) |
| Validation Mode | : N | Perform Updates |
| Academic Program | : 01113 | LLB (Hons) |

| EMPLID | NAME | ADMIT TERM | PSI | PROGRAM | PLAN | DEGR MARK | CLASS | AWARD |
|--------|-------------------|------------|-----|---------|-------|-----------|-------|-------|
| | Aaron, Barbara | 1111 | | 01113 | 01052 | 65.60 | 2.1 | LLB |
| | Abel, James | 1111 | | 01113 | 01052 | 55.40 | 2.2 | LLB |
| | Accrington, Roger | 1111 | NEW | 01113 | 01052 | 71.40 | 1 | LLB |

Note: For data protection reasons, student IDs have been removed and names changed in the above screenshot.

When the UG Degree Mark Process runs, it creates a PDF output report listing all the students it has processed, along with the degree mark and class it has calculated for each.

As part of the changes to support the new taught degree regulations, we have modified this report. It now includes two additional columns: For each student, it displays **both** their admit term **and** the code for any positive service indicator (PSI), if one has been assigned to the student.

Of course, for the majority of students, the relevant degree regulations will depend on their admit term alone and they will not have a positive service indicator. Hence, the PSI code column will usually be blank.

In the example above, you can see that degree marks have been calculated for three students. All three students have the same admit term of 1111 and so would normally be subject to the OLD taught degree regulations. However, the third student has a positive service indicator of the type 'NEW', and this override means that he falls under the NEW taught degree regulations. As a result, a different weighting rule will have been used when calculating this student's degree mark.

This is perhaps not a realistic example of a scenario where a student might have a PSI, but it at least illustrates the changes that have been made to the PDF output report.

If you are familiar with this PDF output report, you will also notice that we have changed the format of the report: the degree mark, class and award are now shown in separate columns, in order to make the data in the report easier to read.

IMPORTANT NOTE: Whenever you run a process in Campus Solutions, you should always check the output report to see what changes the process has made, and to identify any problems or errors. This is particularly important when you run Marks & Exams processes, such as the UG Degree Mark Process.

8.4. Special Case: Final Year Credits and Next Lower Degree Class

In this section, we look at the question of what happens when a final year student fails a number of final year course units: What degree class is the student awarded in this case?

For example, if a student achieves a final degree mark of 61%, but they have failed 60 final year credits, do they get a 2.i, a 2.ii or an exit award?

Obviously, this is not a common issue and we would expect Exam Boards to deal with just a handful of such cases each year. Nevertheless, it is important that you have a good understanding of the rules that apply in this case, and in particular how these rules have changed under the new taught degree regulations.

The following pages provide worked examples of how this situation is handled both under the old taught degree regulations and under the new. The UG Degree Mark Process has now been updated to apply these rules accordingly.

8.4.1. Old Regulations

Principles:

- The student gets the degree class corresponding to their final degree mark, provided they have passed 80 final year credits.
- If the student passes less than 80 final year credits, then they drop to the next lower degree class
- There is no limit on how many final year credits the student can fail and still get the next lower degree class. So even if, say, the student passes only 40 final year credits and fails the remaining 80, they will still get the next lower degree class. Of course, this sort of situation doesn't occur very often because of the way year marks are weighted in the degree mark calculation.
- For a student with a final degree mark in the third-class range (40% to 49.9%), the rules are slightly different. They will be awarded a third-class degree if they have passed at least 60 final year credits (and not 80). If they have passed less than 60 final year credits, they will be considered for an exit award

The worked examples below show how these rules work in practice:

| # | Regs | Final Degree Mark | Expected final degree class | Number of Final Year credits passed (out of 120) | Actual final degree class |
|----|------|-------------------|-----------------------------|--|---------------------------|
| 1 | OLD | 75 | 1 | 80 | 1 |
| 2 | OLD | 75 | 1 | 60 | 2.1 |
| 3 | OLD | 75 | 1 | 40 | 2.1 |
| 4 | OLD | 65 | 2.1 | 80 | 2.1 |
| 5 | OLD | 65 | 2.1 | 60 | 2.2 |
| 6 | OLD | 65 | 2.1 | 40 | 2.2 |
| 7 | OLD | 55 | 2.2 | 80 | 2.2 |
| 8 | OLD | 55 | 2.2 | 60 | 3 |
| 9 | OLD | 55 | 2.2 | 40 | 3 |
| 10 | OLD | 45 | 3 | 80 | 3 |
| 11 | OLD | 45 | 3 | 60 | 3 |
| 12 | OLD | 45 | 3 | 40 | Exit Award (*) |

(*) Exit Award - In this last case, the UG Degree Mark Process will actually set the student's degree class to the dummy value 'XXX' and leave the degree award field blank. The Exam Board will decide what the student's final award will in fact be. The administrator should enter the correct information into the system based on the Exam Board's decision.

8.4.2. New Regulations

Principles:

- The student gets the degree class corresponding to their final degree mark, provided they have passed 80 final year credits.
- If the student has not passed 80 final year credits but they have passed at least 60 final year credits, then they will drop to the next lower degree class.
- If the student has passed less than 60 final year credits, then they are considered for an exit award.
- For a student with a final degree mark in the third-class range (40% to 49.9%), the rules are slightly different. They will be awarded a third-class degree if they have passed at least 60 final year credits (and not 80). If they have passed less than 60 final year credits, they will be considered for an exit award.

The worked examples below show how these rules work in practice:

| # | Regs | Final Degree Mark | Expected final degree class | Number of Final Year credits passed (out of 120) | Actual final degree class |
|----|------|-------------------|-----------------------------|--|---------------------------|
| 13 | NEW | 75 | 1 | 80 | 1 |
| 14 | NEW | 75 | 1 | 60 | 2.1 |
| 15 | NEW | 75 | 1 | 40 | Exit award (*) |
| 16 | NEW | 65 | 2.1 | 80 | 2.1 |
| 17 | NEW | 65 | 2.1 | 60 | 2.2 |
| 18 | NEW | 65 | 2.1 | 40 | Exit award (*) |
| 19 | NEW | 55 | 2.2 | 80 | 2.2 |
| 20 | NEW | 55 | 2.2 | 60 | 3 |
| 21 | NEW | 55 | 2.2 | 40 | Exit award (*) |
| 22 | NEW | 45 | 3 | 80 | 3 |
| 23 | NEW | 45 | 3 | 60 | 3 |
| 24 | NEW | 45 | 3 | 40 | Exit award (*) |

NOTE: As you can see if you compare this table with the one on the previous page, the changes in the new taught degree regulations specifically affect the examples numbered 15, 18 and 21.

(*) Exit Award - In this case, the UG Degree Mark Process will actually set the student's degree class to the dummy value 'XXX' and leave the degree award field blank. The Exam Board will decide what the student's final award will in fact be. The administrator should enter the correct information into the system based on the Exam Board's decision.

8.4.3. *Additional Notes*

- Final Degree mark of less than 40%. You will notice that the worked examples on the previous pages only cover cases where the final degree mark is 40% or more. If the student gets a final degree mark of less than 40%, then the UG Degree Mark Process in Campus Solutions will set the degree class to 'XXX' and leave the degree award field blank. It is then up to the Exam Board to decide what the final award will be. The administrator should enter the correct information into the system, based on the Exam Board's decision.
- Ordinary Degree as Exit Award. These worked examples do not specifically mention the case where a student might be awarded an Ordinary degree. If a student is to be given an Exit Award, it is up to the Exam Board to decide what that final award will be. An Ordinary degree might well be one of the options that they consider. The administrator should enter the correct information about the final award into the system, based on the Exam Board's decision.
- MBS and Social Sciences. The worked examples on the previous two pages are based on the standard rules set out in the University's Taught Degree Regulations. Some Schools, however, apply slightly stricter requirements. In MBS and the School of Social Sciences, for example, students are required to pass 100 final year credits (instead of 80) for a 1, 2.i or 2.ii, and 80 final year credits (instead of 60) for the third class degree.
- Credits at the level of the Award. The New Taught Degree regs specify an additional condition, which is that the student must complete 90 credits at the level of the award. So a student on a three-year UG program must complete 90 credits on third-year course units. In the Worked Examples above, we have not looked into the student's credits at that level of detail. Likewise, the UG Degree Mark Process will not check that this condition has been met. Instead, this rule is something that administrators will have to be aware of and check for any students who study first-year or second-year units as part of the third year of their program.

9. PGT Year Mark Process

9.1. Introduction

One of the main changes that the New Taught Regulations have introduced for Postgraduate Taught programs is in the way that classification is carried out. Under the old regulations, the student's final degree class depended on their separate research and taught averages.

According to the new regulations, however, the award of a Merit or Distinction will now normally depend solely on the overall average, taken across the program as a whole (see paragraph **H31** of the regulations). That said, Schools can – with Faculty approval - opt to apply additional requirements regarding the separate taught and research averages when awarding a Distinction, if they wish to (see paragraph **H33**). The award of a Pass, on other hand, is based on credit accumulation alone under the new taught degree regulations.

In the light of these changes to the classification process for PGT programs, we have modified the PGT Year Mark Process in Campus Solutions so that it can now calculate the students' overall average. This new feature is in addition to the already existing functionality, which enabled the taught and research averages to be calculated. On the following pages, we will look in detail at how this new feature works.

9.2. Running the process

Calculate Year/Resit Marks

Run Control ID: pgt_law [Report Manager](#) [Process Monitor](#) [Run](#)

Request Parameters

☒ Calculate Year Mark
☐ Calculate Resit Year Mark

***Academic Institution** UMANC The University of Manchester
Academic Career PGDT Postgraduate Taught
***Academic Organization** 3031 School of Law
***Term** 1131 2013/14 Academic Year
Academic Level PGDT Taught Component

Academic Program Selection Find First 1 of 1 Last
Academic Program 01117 LLM (FT)

Research Course Units Find First 1-2 of 2 Last

| Subject Area | Catalog Nbr | Course Title |
|--------------|-------------|------------------------|
| LAWS | 70901 | LLM Research Paper One |
| LAWS | 70902 | LLM Research Paper Two |

Calculate

☒ Taught Average
☒ Research Average
☒ Overall Average

Run Mode

☒ Validation (No Updates)

The screenshot above shows the new version of Run Control page for the PGT Year Mark Process.

This is the page where you select the parameters that define the students for whom you want to calculate year marks. You first enter the relevant academic organisation, term, and academic program, along with the appropriate course code for the research units. Then you select the year marks you wish to calculate and press the 'Run' button to start the process.

The only change that we have made to this page concerns the 'Calculate' options in the upper right-hand corner of the page. This is where you select the type(s) of year mark that you wish the process to calculate. Previously there were just two options: the taught average and the research average. In the new version of the page, we have added a third option for the overall average.

When you run the PGT Year Mark Process, you can select any combination of these options that you wish. Normally, of course, you are likely to want to calculate the taught average in the summer, at the end of the taught part of the program. In the autumn or winter, on the other hand, when research marks are typically available, you are likely to calculate the research and overall averages. These are just suggestions, however. You are free to select whichever options you require.

Clearly, though, you must be sure to select at least one of the three available options. If for any reason you leave all of them unselected, you will get the error message below when you press Save or Run:

Message

You must select at least one type of PGT Year Mark when you run this process. (23100,11)

Please select one or more of the three available options: Taught Average, Research Average and/or Overall Average.

If you see this message, press OK and select the relevant year mark option(s). You will then be able to run the process.

9.3. Storing the year marks

Term Withdrawal Session Withdrawal Academic Standing Student Grade Review Student Special GPA Special GPA Detail

[Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Academic Career: Postgraduate Taught

[Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Term: 2013/14 Academic Year The University of Manchester

[Find](#) | [View All](#) | [First](#) | [2 of 3](#) | [Last](#)

| | | | |
|---------------------------|--------------------------------|---|--|
| *GPA Type: | L6OM <input type="text"/> | PGT Overall Average | Sequence: 2 <input type="button" value="+"/> <input type="button" value="-"/> |
| *GPA: | 70.667 | <input type="checkbox"/> Entered Online | |
| Academic Program: | 01117 <input type="text"/> | LLM (FT) | |
| Academic Plan: | 05861 <input type="text"/> | LLM in Corporate Governance | |
| Academic Sub-Plan: | <input type="text"/> | | |
| User ID: | mwvssaf3 | | |
| | Action Date: 13/05/2014 | | |

Like the other PGT Year Marks, the student's Overall Average is stored on the Student Special GPA page in the Term History component. The code used for the overall average is 'L6OM' (Level 6, Overall Mark). You can see this in the screenshot above. Key fields are highlighted by a red box.

9.4. Online Exam Grid

Currently, when you run the process to create an Exam Grid, it automatically picks up the year marks that you have calculated using the PGT Year Process. These year marks are then displayed in Online Exam Grid.

Exam Grid Students

Exam Grid Student Details

Batch Number: 4857111

Active

Organization: Law

Institution: The University of Manchester

Program: LLM (FT)

Career: Postgraduate Taught

Term: 2013/14 Academic Year

Acad Level: PGDT Taught

List of Students

Toggle Name

Cancel

Post

*Sort 1: Acad Plan

Asc Desc

Sort 2: Overall Avg (PGT)

Asc Desc

Sort 3:

Asc Desc

Generate Report

*Style: 6. PGT Style A

Anon Grdbk

Ser Nbr Mlstns

Further Options

Degree Mark Decimals

0 1 2

Student Details

Find | View All

First 84 of 93 Last

Empl ID:

Acad Standing: REVW

Review

Acad Plan: 05861

LLM in Corporate Governance

Admit Term: 1131

PSI:

Units Taken: 180.000

Classification Mark:

PGT Overall (L6OM): 70.667

PGT Taught (L6TM): 72.000

PGT Research (L6RM): 68.000

We have now modified the 'Create Exam Grid' process so that it also picks up the Overall Average, in addition to the Taught Average and the Research Average.

These three year marks are displayed together on the second tab in the Online Exam Grid, as you can see in the screenshot above. The three year marks are highlighted by the red box at the bottom right of the screenshot.

9.5. Exam Grid Spreadsheet

*Sort 1: Year Mark (LCM)

Asc Desc

Sort 2:

Asc Desc

Sort 3:

Asc Desc

Generate Report

*Style: 6. PGT Style A

Anon Grdbk

Ser Nbr Mlstns

Further Options

Degree Mark Decimals

0 1 2

If you already use the PGT Year Mark Process and Exam Grids in Campus Solutions, then you will already be familiar with the way that you can create an Excel spreadsheet containing all the data from the Exam Grid. To do this, you select appropriate values for the various parameters shown in the screenshot above, and then press the 'Generate Report' button.

One of the features that you can use when creating your Exam Grid spreadsheet is the sort options, which are shown on the left-hand side in the previous screenshot. Here, you can use any combination of the three different sort options to ensure that the students appear in the Exam Grid spreadsheet in the order that best suits the way your Exam Board works.

For PGT programs, there are two particular sort options that are worth noting:

- **Year Mark (LCM).** This sort option was introduced when the PGT Year Mark Process first went live several years ago, and it is best suited to the case where you classify your students according to their separate taught and research averages. If you select the 'Year Mark (LCM)' sort option, students will be sorted by their taught average first, and then by their research average. So, if two students have the same taught average, then the student with the highest research average will be listed first.
- **Overall Avg (PGT).** This is a new sort option that we have just introduced. If you select this option, students will be sorted according to the value of their overall average alone. This options is best suited to classification according to the new regulations.

Obviously, you can combine different sort options if you wish. One interesting new option that is now available is to sort your students first by Academic Plan and then by year mark. In the screenshot below we sort by Academic Plan and then by Year Mark (taught, then research):

*Sort 1: Acad Plan ☒ Asc ☐ Desc

Sort 2: Year mark (LCM) ☐ Asc ☒ Desc

Sort 3: ☒ Asc ☐ Desc

Degree Mark Decimals ☐ 0 ☒ 1 ☐ 2

Alternatively, you could choose to sort by Academic Plan and then by Overall Average:

*Sort 1: Acad Plan ☒ Asc ☐ Desc

Sort 2: Overall Avg (PGT) ☐ Asc ☒ Desc

Sort 3: ☒ Asc ☐ Desc

Degree Mark Decimals ☐ 0 ☒ 1 ☐ 2

As you may notice, one of the sort options listed in the drop-down list is 'Acad Prog'. This option does not currently have any effect on the final spreadsheet, however. This is something we will correct in a future project.

NOTE: When you change the report options in the Online Exam Grid, make sure that you pause after each change and leave enough time for it to register with the system. As you will notice, after each change you make the clock symbol appears at the top-right corner to show that the system is busy. If you make further changes while the system is still busy, then these may not register and as a result they will have no effect on the final spreadsheet.

When you press the Generate Report button, the Excel spreadsheet will be created in the usual way. As you will already know, there are two spreadsheet styles that are relevant for PGT programs. These are 'PGT Style A' and 'PGT Style B'. We have modified each of these two styles to include **three** new columns:

| Batch ID: 4857111 | | | Term: 1131 | | | |
|---------------------------|------|------------|----------------|--------------------------------|----------------|----|
| Creation Date: 21/05/2014 | | | Level: 06 | | | |
| | | | Program: 01117 | | | |
| | | | | | | |
| Emplid | Name | Admit Term | PSI | Plan | Unit 1 | |
| | | | | | M | EN |
| | | 1131 | | LLM | LAWS70081 (30) | |
| | | | | | 53 | |
| | | 1131 | | LLM Int'l Bus & Commercial Law | LAWS63051 (30) | |
| | | | | | 61 | |
| | | 1131 | | LLM Public Intl & Euro Law | LAWS60291 (30) | |
| | | | | | 72 | |
| | | 1131 | | LLM in Corporate Governance | LAWS66061 (30) | |
| | | | | | 65 | |
| | | 1131 | | LLM Public Intl & Euro Law | LAWS66061 (30) | |
| | | | | | 58 | |
| | | 1131 | | LLM Law and Development | LAWS65021 (15) | |
| | | | | | 66 | A1 |
| | | 1131 | | LLM Int'l Bus & Commercial Law | LAWS63051 (30) | |
| | | | | | 61 | |

The screenshot above shows the left-hand side of a 'PGT Style A' spreadsheet. As you can see, there are two new columns displaying the student's Admit Term and any relevant degree regs PSIs. Using this data in these columns, you can check which degree regulations each student falls under. The screenshot below, on the other hand, shows the left-hand side of the spreadsheet, where the summary data such as units, year marks, classification and so on are displayed.

| Units Taken | Units Passed | AS Code | Taught Average | Research Average | Overall Average | Award | Classification | Deg. GPA |
|-------------|--------------|---------|----------------|------------------|-----------------|-------|----------------|----------|
| 180 | 180 | REVV | 75 | 74.5 | 74.833 | LLM | | |
| 180 | 180 | REVV | 72 | 68 | 70.667 | LLM | | |
| 180 | 180 | REVV | 64 | 82 | 70 | LLM | | |
| 180 | 135 | REVV | 60.75 | 82.5 | 68 | LLM | | |
| 180 | 180 | REVV | 60.5 | 73 | 64.667 | LLM | | |
| 180 | 120 | REVV | 29 | 70 | 42.667 | LLM | | |
| 180 | 120 | REVV | 29 | 69.5 | 42.5 | LLM | | |

As you can see, the spreadsheet now includes an 'Overall Average' column, which displays the new Overall Average that is calculated by the PGT Year Mark Process. This new column, highlighted by a red box in the screenshot, has been added next to the usual columns for the Research Average and Taught Average.

We have modified the PGT Style B spreadsheet in the same way as described above for the PGT Style A spreadsheet.

9.6. Student Self-Service

 **Term Statistics - 2013/14 Academic Year**

| Overall Marks | |
|----------------------|---------------|
| PGT Taught Average | 72.000 |
| PGT Research Average | 68.000 |
| PGT Overall Average | 70.667 |

The screenshot above shows part of the View My Grades page in Student Self-Service and illustrates the changes we have made for the new taught degree regulations. As you can see, we have now added the PGT Overall Average to the display of the student's year marks.

9.7. Interim Result

When we first introduced the PGT Year Mark functionality several years ago, we included a feature called the 'Interim Result', which was displayed in Student Self-Service. The interim result showed the student what final degree classification (Pass, Merit, Distinction) he or she was heading for, based on their taught average alone.

Unfortunately, because of the way that the classification rules have changed under the new taught degree regulations, we have had to temporarily withdraw this feature, as we are unable to build in the necessary logic to correctly predict this. If you would like to see this feature re-instated in a future project, please let me know and we will see what we can do.

10. Exam Grids and Exam Grid Spreadsheets

10.1. Introduction

In this section, we look at the Online Exam Grids that you create in Campus Solutions. Two new fields have been added to the grids: the student's Admit Term and the PSI code. As you will see, these two fields are also included in the Exam Grid spreadsheets and this means that during an Exam Board meeting you will be able to use these fields to double-check which regulations a student falls under.

10.2. New fields in the Online Exam Grid

To support the new taught degree regulations, we have added two new fields to the Online Exam Grid: the student's Admit Term and PSI code. As discussed earlier, these two fields are used to decide which degree regulations a student falls under. The new fields are shown in the screenshot below, outlined in red.

Exam Grid Students | Exam Grid Student Details

Batch Number: 4032375 **Active** **Organization:** Law
Institution: The University of Manchester **Program:** LLB(Hons)
Career: Undergraduate
Term: 2012/13 Academic Year **Acad Level:** 1st Year

*Sort 1: Emplid Asc Desc **Generate Report**
Sort 2: Asc Desc
Sort 3: Asc Desc
*Style: 1. Style A
☐ Anon ☐ Grdbk
☐ Ser Nbr ☐ Mlstns
Degree Mark Decimals 0 1 2
[Further Options](#)

Toggle Name
Cancel
Post

| Emplid | Admit Term | PSI | Units Taken | Units Passed | Term GPA | Academic Standing Action | Cum. GPA | Class. Mark | Award | Award Class. |
|--------|------------|-----|-------------|--------------|----------|--------------------------|----------|-------------|-------|--------------|
| 1121 | | | 120.000 | | | | | | LLB | |
| 1121 | | | 120.000 | | | | | | LLB | |
| 1121 | | OLD | 120.000 | | | | | | LLB | ★ |

As you can see, one student in the example grid has a PSI with the code OLD, which means they fall under the old taught degree regulations, in spite of what their admit term suggests.

In the Online Exam Grid, you can sort the list of students by clicking on a column heading. For example, click once on the Admit Term column heading to sort the records in ascending order of admit term. Click the column heading once again to sort in *descending* order of admit term.

Alternatively, if you want to see all the students who have a PSI code, click the PSI column heading twice (to sort them in descending order). All students who have a PSI code will then appear at the top of the list. This provides a quick and easy way of checking how many students in your exam grid have such a positive service indicator.

10.3. New fields in the Exam Grid Spreadsheets

As usual, you can generate an Excel spreadsheet from your Online Exam Grid. This Excel spreadsheet is typically printed out and photocopied for use in Exam Board meetings. We have now updated these spreadsheets to include the new fields we discussed in the previous section: the Admit Term and the PSI code.

To generate the spreadsheet, you select the appropriate spreadsheet parameters (such as Style, Sort Order) and then press the 'Generate Report' button. These spreadsheet parameters are shown in the screenshot below:

The screenshot shows a form for generating a report. It includes the following elements:

- *Sort 1:** A dropdown menu set to 'Admit Term', with radio buttons for 'Asc' (selected) and 'Desc'.
- Sort 2:** An empty dropdown menu, with radio buttons for 'Asc' (selected) and 'Desc'.
- Sort 3:** An empty dropdown menu, with radio buttons for 'Asc' (selected) and 'Desc'.
- Generate Report** button.
- *Style:** A dropdown menu set to '1. Style A'.
- Degree Mark Decimals:** Radio buttons for '0', '1' (selected), and '2'.
- Options:** Checkboxes for 'Anon', 'Grdbk', 'Ser Nbr', and 'Mlstns'.
- [Further Options](#) link.

In many Schools, administrators prefer to sort their exam grid spreadsheets in descending order by year mark. Notice, however, that you can sort the students in the spreadsheet by 'Admit Term' if you wish. There is currently no option to sort the students by PSI code, but let me know if you think this feature would be useful and I will see if it can be added.

When you press the 'Generate Report' button, the Excel spreadsheet will be created automatically.

In the updated versions of most spreadsheet styles, the Admit Term and PSI code are shown as two new columns. As an example, the screenshot below shows an excerpt from a **Style A** spreadsheet:

| | A | B | C | D | E | F | G | H |
|----|---------------------------|------|------------|----------------|-----------|---------------|----|---------|
| 1 | Batch ID: 4032375 | | | Term: 1121 | | | | |
| 2 | Creation Date: 03/12/2012 | | | Level: 01 | | | | |
| 3 | | | | Program: 01113 | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | Unit 1 | | Uni |
| 6 | Emplid | Name | Admit Term | PSI | Plan | M | EN | M |
| 7 | | | 1121 | | LLB(Hons) | LAWS11230 (0) | | LAWS100 |
| 8 | | | | | | | | |
| 9 | | | 1121 | | LLB(Hons) | LAWS11230 (0) | | LAWS100 |
| 10 | | | | | | | | |
| 11 | | | 1121 | OLD | LLB(Hons) | LAWS11230 (0) | | LAWS100 |
| 12 | | | | | | | | |

The only exception is the '**Style A Hum**' spreadsheet style, used in the Faculty of Humanities. In this Exam Grid spreadsheet style, the two new fields appear beneath each other in a single new column. This is illustrated by the screenshot on the next page:

| | A | B | C | D | E | F | G | H | I |
|---|-----------------------|-------------------|------------------|----------|---------------|----------|---------------|----------|---------------|
| 1 | LLB(Hons) | | | | | | | | |
| 2 | Program: 01113 | | Level: 01 | | | | 2012/ | | |
| 3 | | | | | | | | | |
| 4 | Name | Admit Term | Unit 1 | | Unit 2 | | Unit 3 | | Unit 4 |
| 5 | Reg No. | PSI | RM | S | RM | S | RM | S | RM |
| 6 | | | CR | | CR | | CR | | CR |
| 7 | | 1121 | LAWS11230 | | LAWS10011 | | LAWS10021 | | LAWS1 |
| 8 | | OLD | | | | | | | |
| 9 | | | 0 | | 20 | | 20 | | 20 |

As you can see, in a **Style A Hum** spreadsheet there is a new column to the right of the 'Name/Reg No' column. This new column includes the two new fields.

11. Student Self-Service

11.1. Introduction

Clearly, with two sets of regulations running in parallel for a transitional period, there is some potential for confusion. In order to make it easy for both staff and students to check which regulations a given student falls under, we have added a new 'Degree Regulations Notice' in Student Self-Service. This 'notice' is a simple message box that tells the student which regulations apply for them. An example is shown below:

You will be assessed under the NEW taught degree regulations, which were introduced in September 2012. Check your programme handbook for more details.

Staff will also see this notice when they access the student's self-service pages via the 'Student Services Center' component.

This degree regs notice is an *optional* feature. By default, the notice will NOT appear in Student Self-Service. If you believe that it would be useful for your students to see this message, you can switch it on in the Student Grade Visibility component.

When the student accesses Student Self-Service, the system will automatically check BOTH their admit term AND any relevant positive service indicators that have been assigned to them. Using this information, it will then decide which regulations apply for that student and display the relevant Degree Regs Notice.

Obviously, to make this work, you must ensure that the relevant positive service indicators are attached to all affected students in good time.

IMPORTANT NOTE: You should not change the student's Admit Term unless there is a very good reason to do so. If you want to show that a student falls under different regulations than their admit term suggests, assign the relevant positive service indicator to them. The Admit Term is left unchanged.

11.2. Student Grade Visibility

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Student Grade Visibility](#)

Student Grade Visibility

Academic Institution: UMANC The University of Manchester
Academic Organization: 4074 Law
Academic Career: UGRD Undergraduate
Term: 1121 2012/13 Academic Year

Find First 1 of 1 Last

*Acad Prog: All Levels: ☒ Acad Level:

Program: LLB(Hons)

☒ Enable Visibility for Students
☐ Include GPAs
☒ Include Year Marks (LCMs)
☒ Include Degree Regs Notice
☐ Include PGT Interim Result
☐ Include Resit Notes

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

The screenshot above shows the updated version of the Student Grade Visibility component. As you can see, a new checkbox has been added: 'Include Degree Regs Notice'. This new checkbox is highlighted by a red rectangle in the screenshot above.

By default, this checkbox will be un-ticked and the degree regs notice will NOT appear in Student Self-Service. However, if you believe this new feature will be useful for your students, you can switch on for the relevant term, program and academic levels in the usual way.

The main purpose of the new degree regs notice is to help avoid students becoming confused about which regulations they fall under. Obviously, this information is most useful in June and July when students take their exams and grades are released after Exam Boards. However, it may be that you want to leave the notice switched on all year round, so that students can refer to it whenever they need to.

In view of this, we have set up the new notice *separately* from the usual grade visibility controls. What this means in practice is that the degree regs notice will appear in student self-service as soon as the 'Include Degree Regs Notice' checkbox is ticked – and regardless of whether the 'Enable Visibility for Students' checkbox is ticked or not.

So, if you want the degree regs notice to appear, tick the relevant 'Include' checkbox shown above and it will appear immediately in student self-service. Meanwhile, leave the 'Enable Visibility' checkbox un-ticked until your course units grades have been ratified by the Exam Board.

In the following section, you can see screenshots of how this new notice looks in practice.

11.3. Degree Regs Notice for Students

This section provides screenshots to illustrate how the new Degree Regulations Notice will appear in Student Self-Service.

11.3.1. Student on the NEW regulations

The screenshot below shows the degree regs notice that will appear for students who fall under the NEW degree regulations. The text is kept deliberately simple, and refers the student to their programme handbook for more information:

You will be assessed under the NEW taught degree regulations, which were introduced in September 2012. Check your programme handbook for more details.

11.3.2. Student on the OLD regulations

The screenshot below shows the degree regs notice that will appear for students who are subject to the OLD degree regulations. Again, the text is kept simple:

You will be assessed under the OLD taught degree regulations, which generally apply to students who started their studies prior to September 2012. Check your programme handbook for more details.

11.3.3. Grade Visibility is not yet enabled

As we discussed earlier, the degree regs notice has been designed so that it can be displayed at any time of year – and not just during the period following the ratification of exam marks.

So, if you have switched on the degree regs notice, BUT grade visibility has not yet been enabled, then the student will see two separate message boxes. This is shown below:

Your marks for this term will be available after ratification of the exam board.

You will be assessed under the OLD taught degree regulations, which generally apply to students who started their studies prior to September 2012. Check your programme handbook for more details.

In this example, the student is on the old regulations. A student on the new regulations would of course see the corresponding message.

11.3.4. The 'View My Grades' page – Overview

The screenshot below lets you see how the degree regs notice appears in the context of the full View My Grades page. The notice is positioned above the grid of Class Grades (course unit marks):

View My Grades

2012/13 Academic Year | The University of Manchester

[change term](#)

You will be assessed under the OLD taught degree regulations, which generally apply to students who started their studies prior to September 2012. Check your programme handbook for more details.

Class Grades - 2012/13 Academic Year

| Official Grades | | | | | |
|----------------------------|-----------------------------|-------|--------------------------------------|-----------|--------------|
| Class | Description | Units | Grading | Grade | Grade Points |
| LAWS 20011 | Equity and Trusts | 20.00 | Undergraduate Percentage Grade Basis | 65 | 1300.000 |
| LAWS 20022 | Land Law | 20.00 | Undergraduate Percentage Grade Basis | 64 | 1280.000 |
| LAWS 20091 | European Union Law | 20.00 | Undergraduate Percentage Grade Basis | 70 | 1400.000 |
| LAWS 20102 | Jurisprudence | 20.00 | Undergraduate Percentage Grade Basis | 63 | 1260.000 |
| LAWS 30121 | Company Law and Partnership | 20.00 | Undergraduate Percentage Grade Basis | 71 | 1420.000 |
| LAWS 30322 | Intellectual Property Law | 20.00 | Undergraduate Percentage Grade Basis | 60 | 1200.000 |

Key

R = Passed by resit

C = Passed by compensation

Term Statistics - 2012/13 Academic Year

| | |
|-------------------|---------------|
| Overall Year Mark | |
| Level 02 | 65.500 |

Progression Status Not available

| Academic Level | Year Mark | Weighting % |
|----------------|-----------|-------------|
| 01 | 70.500 | |
| 02 | 65.500 | 33.300 |

11.4. Additional Notes

- Academic Career. As you would expect, the new Degree Regulations Notice can be used for both Undergraduate (UGRD) and Postgraduate Taught (PGDT) programs. However, it is *also* possible to switch on the notice for programs in the Postgraduate Research (PGDR) and Continuing Education and Professional Development (CEPD) careers. As far as I can see, this should not normally be necessary. However, that option is being made available just in case it is needed in the future.
- Year Mark Weighting Rules. As you can see in the screenshot on page 58, the View My Grades page displays both the student's year marks and the corresponding weightings. For example, in the screenshot you can see that this student achieved an overall mark of 65.500% in their second year and this contributes 33.3% to their final degree mark. In fact, the new degree regulations have brought changes in this area and it is likely that the exact year mark weighting will depend on whether the student is on the old or the new regulations. Now that Student Self-Service has been upgraded for the new taught degree regulations, the system will first check which regulations apply for the student, and then display the appropriate weightings. However, this will only work if you have set up the relevant weighting rules against your Academic Plans. See section 7.6 on page 36.

12. Referral Marks: Worked Examples

12.1. Introduction

One of the areas that has changed under the new regulations is the way referral (or resit) marks are handled. In this section, we use worked examples to see what the new regulations will mean in practice in a variety of referral scenarios. First of all, in section 12.2.1 we look at Undergraduate students. Then we move on to Postgraduate Taught students. PGT Masters programs are covered in section 12.2.2, while section 12.2.3 looks at students on PGT Diploma and PGT Certificate programs.

Finally, in section 12.3, we review the way referral (or resit) marks were handled under the OLD taught degree regulations. This should make it easier for you to see exactly how things have changed.

The worked examples are presented in tables, and in each case we consider the mark the student got when they were first assessed (First Sit) and the mark they achieved in the resit (Resit Mark). The last column shows the Final Mark, as determined by the relevant regulations. For ease of reference, each of the worked examples is labelled with a number (in the # column).

In all of the examples, the Final Mark is the mark that will be stored on the Student Record and will normally be used in the year mark calculation and the final degree classification. The Final Mark is also the mark that will appear on the transcript. Of course, if the student has *failed* the resit, then this final mark is unlikely to be the last word. Indeed, the Exam Board will decide whether the student must carry forward the failed unit, repeat the year etc. and so the student is in fact likely to undergo further assessment.

In all of these worked examples, we are looking specifically at the way referral marks are handled. Where the student has a first sit mark in the compensation range (such as in examples #5 and #6 in the next section), you should assume that the student has already used up all of the compensation credits that they are allowed and is forced to take a resit as a result.

12.2. The New Degree Regulations (from 2012 onwards)

In this section we look at a variety of referral scenarios under the New Taught Degree Regulations. These worked examples should help you see how the new regulations will work in practice.

12.2.1. UG student under the NEW Regs

The table below shows the mark that the student got when they were first assessed (First Sit) and the mark they achieved in the resit (Resit Mark). The last column shows the final mark that is recorded on the student's record in Campus Solutions (Final Mark).

In the examples below, the student *passes* the resit with a mark of 60% and gains the credit for the completed course unit:

| # | Career | First Sit | Resit Mark | Final Mark |
|---|--------|-----------|------------|------------|
| 1 | UG | 0 | 60 | 30R |
| 2 | | 5 | 60 | 30R |
| 3 | | 15 | 60 | 30R |
| 4 | | 25 | 60 | 30R |
| 5 | | 35 | 60 | 35R |
| 6 | | 39 | 60 | 39R |

In the examples below, the student *fails* the resit with a mark of 20%. In these examples the student has failed the unit and so does not gain any credit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 7 | UG | 0 | 20 | 0 |
| 8 | | 5 | 20 | 5 |
| 9 | | 15 | 20 | 15 |
| 10 | | 25 | 20 | 25 |
| 11 | | 35 | 20 | 35 |
| 12 | | 39 | 20 | 39 |

12.2.2. *PGT student (Masters Level) under the NEW Regs*

We now look at a number of worked examples to see what the regulations will mean in practice for Postgraduate students on Masters-level programs.

In the examples below, the student *passes* the resit with a mark of 60% and gains the credit for the completed course unit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 13 | PGT | 0 | 60 | 40R |
| 14 | | 5 | 60 | 40R |
| 15 | | 15 | 60 | 40R |
| 16 | | 25 | 60 | 40R |
| 17 | | 35 | 60 | 40R |
| 18 | | 45 | 60 | 45R |
| 19 | | 49 | 60 | 49R |

In the examples below, the student *fails* the resit with a mark of 20%. In these examples the student has failed the unit and so does not gain any credit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 20 | PGT | 0 | 20 | 0 |
| 21 | | 5 | 20 | 5 |
| 22 | | 15 | 20 | 15 |
| 23 | | 25 | 20 | 25 |
| 24 | | 35 | 20 | 35 |
| 25 | | 45 | 20 | 45 |
| 26 | | 49 | 20 | 49 |

12.2.3. PGT student (Dip/Cert Level) under the NEW Regs

We now look at a number of worked examples to see what the regulations will mean in practice for Postgraduate students on Diploma and Certificate programs.

In the examples below, the student *passes* the resit with a mark of 60% and gains the credit for the completed course unit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 27 | PGT | 0 | 60 | 30R |
| 28 | | 5 | 60 | 30R |
| 29 | | 15 | 60 | 30R |
| 30 | | 25 | 60 | 30R |
| 31 | | 35 | 60 | 35R |
| 32 | | 39 | 60 | 39R |

In the examples below, the student *fails* the resit with a mark of 20%. In these examples the student has failed the unit and so does not gain any credit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 33 | PGT | 0 | 20 | 0 |
| 34 | | 5 | 20 | 5 |
| 35 | | 15 | 20 | 15 |
| 36 | | 25 | 20 | 25 |
| 37 | | 35 | 20 | 35 |
| 38 | | 39 | 20 | 39 |

NOTE: In Campus Solutions, the rules shown above will only be applied if the grading basis for the student's enrolment is set to 'DIP'. So, if a student switches from Masters-level to Diploma or Certificate, you should change the grading basis on their enrolments to DIP to reflect this.

12.2.4. Summary of the Basic Principles

This section is an extract from the “Guide to the Taught Degree Regulations” (November 2012 version), which you can access at the website below:

<http://www.tlso.manchester.ac.uk/degree-regulations/guidetothe taughtdegree regulations/>

Some of the principles behind the way Referrals are handled in the new taught degree regulations are as follows:

- If a student passes a course unit by resit, then they should not end up with a lower mark than they obtained at the first sit. So if a PGT student gets 45% in the first sit (which is a fail), and then gets 60% in the resit, then their final mark should be 45R and not 40R.
- A student who got a low mark in the first exam should not gain an advantage compared to a student who got a relatively good mark in the first sit. So, for example, if a PGT student got 23% in the first sit and then 60% in the resit, their final mark will be 40R. That is, their resit mark is capped at the compensation level. This final mark is lower than that of the student in (1), as intended.

So the basic rule is:

- If the student passes the resit, then the resit mark is capped at the compensation level. However, if the original first-sit mark was in the compensation range, then this original mark is retained.
- On the other hand, if a student fails a resit, then the first-sit mark stands.

12.2.5. *Compensated referral marks*

SUMMARY: If a referral mark is compensated, it is capped at the compensation level and recorded as a pass-by-resit with a suffix **R**

It can sometimes happen that a student who resits a course unit ends up with an overall mark after resit that is in the compensation zone. This is illustrated in the example below, which is based on the marks for an Undergraduate student.

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 77 | UG | 25 | 38 | 30R |

In this example, an Undergraduate student has failed the module with an overall mark of 25%. As a result, the student is asked to resit the unit.

While the student's performance has improved after resit, they have still not passed the course unit: The overall mark after resit is 38%, and this is in the compensation zone.

According to the New Taught Degree Regulations, referral marks are compensatable. After reviewing the student's overall record, the Exam Board decides to allow this course unit mark to be compensated.

The resit mark is capped at the compensation level, and so the final course unit mark is 30%. Nevertheless, in spite of this use of compensation, the final mark is recorded on Campus Solutions with a suffix of **R**. If a referral mark is compensated, it is still treated as a pass by resit.

The same principle applies for Postgraduate Taught programs. The worked example below shows how this will work for postgraduate students on Masters-level programs:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|---------------|-----------|------------|------------|
| 78 | PGT (Masters) | 25 | 48 | 40R |

Finally, the worked example below looks at Postgraduate students on Diploma and Certificate programs:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------------------|-----------|------------|------------|
| 79 | PGT (Diploma/Cert) | 25 | 38 | 30R |

12.3. The Old Degree Regulations (pre-2012)

To make it easier to understand the impact of the new taught regulations, in this section we look at worked examples for referrals under the OLD regulations.

12.3.1. UG student under the OLD Regs

In the examples below, the student *passes* the resit with a mark of 60% and gains the credit for the completed course unit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 39 | UG | 0 | 60 | 0R |
| 40 | | 5 | 60 | 5R |
| 41 | | 15 | 60 | 15R |
| 42 | | 25 | 60 | 25R |
| 43 | | 35 | 60 | 35R |
| 44 | | 39 | 60 | 39R |

In the examples below, the student *fails* the resit with a mark of 20%. In these examples the student has failed the unit and so does not gain any credit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 45 | UG | 0 | 20 | 0 |
| 46 | | 5 | 20 | 5 |
| 47 | | 15 | 20 | 15 |
| 48 | | 25 | 20 | 25 |
| 49 | | 35 | 20 | 35 |
| 50 | | 39 | 20 | 39 |

12.3.2. PGT student (Masters Level) under the OLD Regs

We now look at a number of worked examples to see how the OLD regulations worked for Postgraduate students on Masters-level programs.

In the examples below, the student *passes* the resit with a mark of 60% and gains the credit for the completed course unit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 51 | PGT | 0 | 60 | 50R |
| 52 | | 5 | 60 | 50R |
| 53 | | 15 | 60 | 50R |
| 54 | | 25 | 60 | 50R |
| 55 | | 35 | 60 | 50R |
| 56 | | 45 | 60 | 50R |
| 57 | | 49 | 60 | 50R |

In the examples below, the student *fails* the resit with a mark of 20%. In these examples the student has failed the unit and so does not gain any credit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 58 | PGT | 0 | 20 | 20R |
| 59 | | 5 | 20 | 20R |
| 60 | | 15 | 20 | 20R |
| 61 | | 25 | 20 | 20R |
| 62 | | 35 | 20 | 20R |
| 63 | | 45 | 20 | 20R |
| 64 | | 49 | 20 | 20R |

12.3.3. PGT student (Dip/Cert Level) under the OLD Regs

Here we look at a number of worked examples to see how the OLD regulations worked for Postgraduate students on Diploma and Certificate programs.

In the examples below, the student *passes* the resit with a mark of 60% and gains the credit for the completed course unit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 65 | PGT | 0 | 60 | 40D |
| 66 | | 5 | 60 | 40D |
| 67 | | 15 | 60 | 40D |
| 68 | | 25 | 60 | 40D |
| 69 | | 35 | 60 | 40D |
| 70 | | 39 | 60 | 40D |

Note: The use of 'D' (instead of R) as the suffix on a capped resit mark is not mentioned in the OLD regulations. It seems to be a convention that was adopted in Campus Solutions when the system was first implemented at Manchester in 2005. Under the **new** regulations (see 12.2.3), we will change this – we will use the suffix R when a course unit has been passed by resit at PGT Diploma/Cert level.

In the examples below, the student *fails* the resit with a mark of 20%. In these examples the student has failed the unit and so does not gain any credit:

| # | Career | First Sit | Resit Mark | Final Mark |
|----|--------|-----------|------------|------------|
| 71 | PGT | 0 | 20 | 20R |
| 72 | | 5 | 20 | 20R |
| 73 | | 15 | 20 | 20R |
| 74 | | 25 | 20 | 20R |
| 75 | | 35 | 20 | 20R |
| 76 | | 39 | 20 | 20R |

NOTE: In Campus Solutions, the rules shown above will only be applied if the grading basis for the student's enrolment is set to 'DIP'. So, if a student switches from Masters-level to Diploma or Certificate, you should change the grading basis on their enrolments to DIP to reflect this.

13. Resit Exam Grids and Referral Marks

13.1. Introduction

One of the areas that has changed under the new regulations is the way referral (or resit) marks are handled. In Campus Solutions, the Exam Grid functionality has been upgraded to take account of these changes and support the processing of resit marks under the new regs. This section provides a summary of the changes we have made.

When you post a resit grid, the system will automatically check the resit marks you have entered and carry out the relevant adjustments to determine the final course unit mark – depending on the career (UG or PGT) and the relevant regulations, this might include changing the grading basis, capping the resit mark, adding a suffix to the original mark, and so on. This is described briefly in section 13.2.

Of course, not all resit marks are processed using Resit Exam Grids in Campus Solutions. Some Schools may not use Resit Exam Grids at all, while others may enter some additional resit marks manually for individual students, after they have finished their main resit-grid processing. In these cases, where you are not relying on the Resit Exam Grid to correctly process resit marks, it is important to use the correct grading basis and apply the correct rules to determine the final mark. The new resit grading bases are described in section 14, while section 12 looks at the detailed rules for determining the student's final mark after resit.

13.2. Posting Resit Exam Grids – Referral Marks

One of the key areas where there have been changes under the New Taught Degree Regulations is in the way referral (or resit) marks are handled. For students who fall under the new regulations, there are new rules for determining the final mark that appears on the transcript and is recorded on the student record.

These different rules are illustrated by the examples below for an Undergraduate student:

| Regulations | Career | First Sit | Resit Mark | Final Mark |
|-------------|--------|-----------|------------|------------|
| OLD | UG | 15 | 60 | 15R |
| OLD | UG | 35 | 60 | 35R |
| NEW | UG | 15 | 60 | 30R |
| NEW | UG | 35 | 60 | 35R |

Under the old regulations, then, the final mark of a UG student who passes the resit is the same as the original first-sit mark, with a suffix of R added. Under the *new* regulations, on the other hand, the final mark is usually – but not always – capped at 30R. Similar changes have been made to the way PGT resit marks are processed.

There isn't space here to explain these new rules in detail. The best way to understand them is using worked examples. You can see a full set of such worked examples in section 12, which covers both the old and the new regulations, for both UG and PGT programs.

The main thing to note here is that the Resit Exam Grids in Campus Solutions have now been updated to *automatically* cater for these new rules for handling referral marks.

The basic process remains the same: You create your Resit Exam Grid; you print out and photocopy the Exam Grid for your Resit Exam Board; after the exam board meeting, you make any necessary manual changes and updates in the usual way. However, when you post the grid, the process will now automatically check which regulations each student falls under (old or new) and handle the student's referral marks accordingly. To do this, the process will use the two new fields (Admit Term, PSI code) that we discussed earlier in section 0.

At the end of this processing, the final mark will be stored on the student's record, as before, with the correct resit grading basis. Hence, as you can see, the system will automatically apply the appropriate rules for each student.

To make this work, you must ensure that the relevant positive service indicators are attached to all affected students **BEFORE** you create your Exam Grid. If you forget to do so, the student's resit marks will not be processed correctly.

14. Grading Bases

As discussed above, there are new rules for the way referral marks are handled under the New Taught Degree Regulations. As a result, we have had to introduce two new resit grading bases.

The table below provides an overview of ALL the main grading bases that are used in Campus Solutions, for both the UG and PGT careers. The two resit new grading bases are **URN** and **PRN**, and these are used for recording resit passes when the student is on the new regulations.

14.1.1. Undergraduate Grading Bases

The table below provides a summary of the main UG grading bases in Campus Solutions.

| Grading Basis | Description |
|---------------|--|
| UMK | The standard Undergraduate grading basis. This is used for all first-sit marks. It is also the grading basis that is used if the student completes a resit-as-first-attempt (R1). |
| URT | An old UG resit grading basis that <u>should no longer be used</u> . Under this grading basis, the student's final mark is equal to the capped resit mark. Resit marks are capped at 40R. This is how resits were handled in some Schools <i>before</i> the University merger. However, this approach does not agree with how resit marks are handled under either the old or the new regulations – and so this grading basis should no longer be used. |
| UPR | This is the grading basis that should be used for UG resit passes under the OLD taught degree regulations. Under this grading basis, if the student passes the resit, then the student's final mark is equal to the original first-sit mark with an R-suffix added. If the student fails the resit, the original fail mark stands. The UPR grading basis was introduced when we first started improving the Marks & Exams functionality in Campus Solutions in 2008/09. |
| URN [NEW] | This is the grading basis that should be used for UG resit passes under the NEW taught degree regulations. Under the new regs, if the student passes the resit, then the student's final mark is equal to 30R – except if the original mark was over 30%. See the full set of 'Worked Examples' for more details of how the new rules work. There isn't room here to describe these rules in detail. |
| CPU | This is the grading bases that should be used for UG compensated passes under both the OLD and the NEW taught degree regulations. |

14.1.2. Postgraduate Taught Grading Bases

The table below provides a summary of the main PGT grading bases in Campus Solutions.

| Grading Basis | Description |
|---------------|---|
| PMK | <p>This is the standard Postgraduate Taught grading basis for Masters-level programs. In this grading basis, the pass mark for a course unit is 50%.</p> <p>This grading basis is used for all first-sit marks. It is also the grading basis that is used if the student completes a resit-as-first-attempt (R1).</p> |
| DIP | <p>This is the standard Postgraduate Taught grading basis for Diploma- and Certificate-level programs. In this grading basis, the pass mark for a course unit is 40%.</p> <p>This grading basis is used for all first-sit marks. It is also the grading basis that is used if the student completes a resit-as-first-attempt (R1).</p> <p>If a student switches from Masters-level to Diploma or Certificate, you should change the grading basis on their enrolments to DIP to reflect this.</p> |
| PRT | <p>This is the grading basis for PGT resit marks (both passes <i>and</i> fails) under the OLD regulations.</p> <p>Under this grading basis, the student's final mark is equal to the capped resit mark. Resit marks are capped at 50R.</p> |
| PRN [NEW] | <p>This is the new resit grading basis that should be used for resit passes under the NEW taught degree regulations.</p> <p>Under the new regs, if the student passes the resit, then the student's final mark is equal to 40R – except if the original mark was over 40%.</p> <p>See the full set of 'Worked Examples' for more details of how the new rules work. There isn't room here to describe these rules in detail.</p> |
| CPP | <p>This is the grading bases that should be used for PGT compensated passes under both the OLD and the NEW taught degree regulations.</p> |

IMPORTANT NOTE: In this section, we are looking specifically at the way Resit Exam Grids will handle the new rules for resit marks that apply under the New Taught Degree Regulations. Of course, these rules must be applied in just the same way when you *manually* process resit marks. So, if you use Quick Enrol to enter a student's resit marks, for example, be careful how you work out the final mark and make sure you record it with the correct grading basis.

14.1.3. Marks in the new UG Resit Grading Basis URN

The table below shows the full range of marks that are available on the new URN grading basis. This is the grading basis that should be used for resit passes for UG students who are on the NEW taught degree regulations.

As you can see, there is only a limited range of values. See the Worked Examples document for full details of how resit passes are handled under the new regs.

| Grading Basis | Use for.... | Available Resit Grades |
|--|-----------------|------------------------|
| URN | All UG programs | 30R |
| | | 31R |
| Undergraduate Resit Grade Basis (New Regs) | | 32R |
| | | 33R |
| | | 34R |
| | | 35R |
| | | 36R |
| | | 37R |
| | | 38R |
| | | 39R |

NOTE: To minimise confusion for Campus Solutions users and to improve data quality, I have deliberately limited the available values for resit grades to the ones allowed under the new taught degree regulations. Let me know if you are aware of any reason why other values not shown above may need to be recorded.

14.1.4. Marks in the new PGT Resit Grading Basis PRN

The table below shows the full range of marks that are available on the new PRN grading basis. This is the grading basis that should be used for resit passes for PGT students who are on the NEW taught degree regulations.

As you can see, there is only a limited range of values. See the Worked Examples document for full details of how resit passes are handled under the new regs.

| Grading Basis | Use for.... | Available Resit Grades |
|---|--------------------------------------|--|
| PRN Postgraduate Resit Grade Basis (New Regs) | PGT Diploma and Certificate programs | 30R 31R 32R 33R 34R 35R 36R 37R 38R 39R |
| | PGT Masters-level programs | 40R 41R 42R 43R 44R 45R 46R 47R 48R 49R |

NOTE: To minimise confusion for Campus Solutions users and to improve data quality, I have deliberately limited the available values for resit grades to the ones allowed under the new taught degree regulations. Let me know if you are aware of any reason why other values not shown above may need to be recorded.

15. Batch Upload of Grades

The recommended approach for processing resit marks in Campus Solutions is to use Resit Exam Grids. However, a few Schools use the Batch Upload of Grades facility instead. In view of this, we have upgraded the Batch Upload of Grades so that it can now also process resit marks for students who fall under the NEW taught degree regulations. This section explains the changes we have made.

15.1. Introduction

The Batch Upload of Grades facility provides a quick way of uploading student marks directly into the student term record, without the need for using Gradebook or Grade Roster.

Originally, this facility was developed in 2007 to enable Schools to transfer their course unit mark records from the legacy systems (OES, SITS) into Campus Solutions, so that the new system would have a full record of course unit marks for all active students.

These days, most Schools use Campus Solutions to store both assignment marks and course unit marks, with the course unit marks being calculated automatically from the assignments marks. Hence, most Schools use the full range of CS functionality from Gradebook through to Exam Grids, and they don't need to use the Batch Upload facility.

All the same, there are still a few Schools (such as Nursing, MACE, and Life Sciences) that do rely on the Batch Upload of Grades to some degree. In view of this, we have now updated this facility to cater for the New Taught Degree Regulations. Specifically, we have changed the way it handles resit marks.

15.2. Overview of Batch Upload

The Batch Upload of Grades facility allows you to upload a CSV file containing course unit marks. Once this data has passed through a validation step, the system can automatically create and process the necessary Enrolment Requests, which will update the student term record with the uploaded marks. In this way, the Batch Upload facility is able to process all types of student marks – whether that be first-sit marks, compensated passes or resit marks.

One of the key areas that has changed in the new taught degree regulations is the way that resit marks are handled, and the Batch Upload of Grades facility has now been updated to take account of these new rules. In this section, then, we will focus on the changes we have made to the way resit marks are processed.

15.2.1. *Two ways of uploading resit marks*

There are two ways of processing resit marks using the Batch Upload of Grades facility:

- **Upload the final mark.** You can work out the student's final mark yourself, and then upload this into the system. In this case, you would have to apply any capping rule yourself and also manually set the grading basis to the appropriate value.
- **Let the system work out the final mark.** You can upload the relevant raw mark (see later), along with the suffix R, and let the system work out the final mark. In this case, the system will automatically apply any capping rules and also set the grading basis to the appropriate value.

In the first approach, the user takes responsibility for calculating the final mark and no automatic processing takes place. We will not discuss this method any further here. Instead, we will focus in this section on the second approach, where the *system* applies the relevant resit rules.

15.2.2. Limitations of the Batch Upload facility

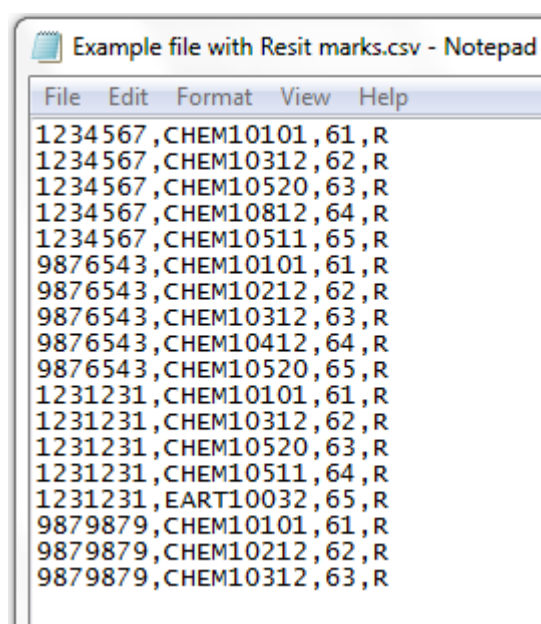
Before we go into further detail about how the Batch Upload facility processes resit marks, there are a number of limitations to the Batch Upload of Grades facility that it is worth keeping in mind:

- **PGT Diploma and PGT Certificate.** The Batch Upload of Grades facility cannot currently process resit marks for PGT Diploma and PGT Certificate programmes. This feature was never built into the original Batch Upload facility, and in this project we have not had the time to develop it. Let me know if this limitation affects you – for example, if you expect to have large numbers of diploma and certificate resit marks that you will need to process in this way.
- **Cross-career enrolments.** A cross-career enrolment is when, for example, a PGT student studies an undergraduate course unit. Currently, the Batch Upload facility automatically uses the career of the course unit to determine the mark at which resit marks are capped. This may not match the way you expect the resit marks to be processed.

In the following sections, we will look in practical terms at how you can process resit marks using the Batch Upload of Grades.

15.3. Format and Content of the Upload file

The screenshot below shows the typical format of a file of resit marks that is ready to be uploaded into the Batch Upload of Grades component:



Each line of data includes the following fields:

- Student EmplID
- Course Code
- Mark
- R-Suffix

Most of these fields are self-explanatory. However, you do need to make sure that you provide the correct mark in each case. The correct mark will usually be the **resit mark** – but that is not always the case. The table below summarises the different scenarios:

| Regulations | Career | Mark to Upload |
|-------------|--------|----------------|
| Old | UG | Original Mark |
| Old | PGT | Resit Mark |
| New | UG | Resit Mark |
| New | PGT | Resit Mark |

As you can see, for UG students who are subject to the OLD taught degree regulations, you need to upload the **original first sit mark** and not the resit mark. This is an inconsistency in the way the Batch Upload facility works, and we will improve this in a later project.

The presence of the **R suffix** as the final field in each line of data will prompt the system to automatically work out the student's final mark and the relevant grading basis, depending on which degree regulations the student is subject to.

15.4. Step 1: Import Step

Batch Upload of Grades

Batch - Basic Details

Batch Number: 0 Created by: mwwssaf3

Batch Status: Newly Created Created Datetime: 29/08/13 10:39

*Description: Example Batch Upload

Acad Career: Undergraduate

*Term: 1121 2012/13 Academic Year

Resit Marks: Use NEW Taught Regs

File Path:

Error Filters

☒ None

☐ Display Validation Errors Only

☐ Display Enrl Req Errors Only

*Select Action: Step 1 : Import CSV File

Go

Help

Save Notify Add Update/Display

The screenshot above shows the Batch Upload of Grades page in Campus Solutions. Before you can upload your CSV file, you first need to enter a number of key fields, which are highlighted by the red box in the screenshot. These fields are described below:

- **Description.** Enter some text to describe the marks you are uploading. For Example: 'CHEM 21402 marks'. This description is just to make it easier for you later, when you may want to search for batches of marks that you have processed previously.
- **Acad Career.** Enter the Academic Career for the group of students you are processing. Although this is technically an optional field, you must select the appropriate value when you are processing resit marks. Otherwise, the system will not be able to correctly calculate the students' final marks.
- **Term.** Enter the Term for which the student marks apply.
- **Resit Marks.** This is a new field that we have added to the page. Select the relevant set of taught degree regulations that apply to the students in the upload file. As discussed earlier, you should process students on the new regs and students on the old regs in separate files.

Once you have entered these values, press the 'GO' button to locate. You will then be asked to browse for and select the file you wish to import.

15.4.1. Checking the data after import

Once you have selected your upload file, the system will upload the data in it. During this import step, the system will automatically process the resit marks, setting both the grading basis (Basis) and final mark (Result) fields to the appropriate values. You can see an example of this in the screenshot below:

| Empl ID | Name | Admit Term | PSI | Course | Class | Description | *Action | Basis | Result | Suffix |
|-------------------------------------|-----------|------------|-----|-----------|-------|-----------------|-----------|-------|--------|--------|
| <input checked="" type="checkbox"/> | Student 1 | | | CHEM10101 | 2548 | Chemistry 10101 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | | | CHEM10212 | 2577 | Chemistry 10212 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | | | CHEM10312 | 2579 | Chemistry 10312 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | | | CHEM10412 | 2581 | Chemistry 10412 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | | | CHEM10520 | 2583 | Chemistry 10520 | Add Grade | URN | 31R | R |
| <input checked="" type="checkbox"/> | Student 2 | | | CHEM10101 | 2548 | Chemistry 10101 | Add Grade | URN | 32R | R |
| <input checked="" type="checkbox"/> | Student 2 | | | CHEM10312 | 2579 | Chemistry 10312 | Add Grade | URN | 33R | R |
| <input checked="" type="checkbox"/> | Student 2 | | | CHEM10520 | 2583 | Chemistry 10520 | Add Grade | URN | 34R | R |
| <input checked="" type="checkbox"/> | Student 2 | | | CHEM10511 | 2654 | Chemistry 10511 | Add Grade | URN | 35R | R |
| <input checked="" type="checkbox"/> | Student 2 | | | EART10032 | 11735 | EarthSci 10032 | Add Grade | URN | 36R | R |
| <input checked="" type="checkbox"/> | Student 3 | | | CHEM10101 | 2548 | Chemistry 10101 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | | | CHEM10312 | 2579 | Chemistry 10312 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | | | CHEM10520 | 2583 | Chemistry 10520 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | | | CHEM10812 | 2585 | Chemistry 10812 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | | | CHEM10511 | 2654 | Chemistry 10511 | Add Grade | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 4 | | | CHEM10101 | 2548 | Chemistry 10101 | Add Grade | URN | 37R | R |
| <input checked="" type="checkbox"/> | Student 4 | | | CHEM10212 | 2577 | Chemistry 10212 | Add Grade | URN | 38R | R |
| <input checked="" type="checkbox"/> | Student 4 | | | CHEM10312 | 2579 | Chemistry 10312 | Add Grade | URN | 39R | R |

Once the system has finished uploading your file, you should carry out some quick checks to make sure that everything has worked correctly. In particular, review the values in the grading basis and final mark columns and make sure that they make sense to you.

The table below provides a quick guide to the values you would expect to find in these columns, depending on the regulations that apply for the students in your upload file:

| Regulations | Career | (Grading) Basis | Result |
|-------------|--------|-----------------|-----------------------------------|
| Old | UG | UPR | Between 0R and 39R |
| Old | PGT | PRT | Between 0R and 50R |
| New | UG | URN | Between 30R and 39R |
| New | PGT | PRN | Between 40R and 49R |

In the case of my example upload file, the students are undergraduate students who are all on the NEW taught degree regulations. This means that I would expect the grading basis to be set to URN for each data row, and the final marks should all be in the range 30R-39R. As you can see from the screenshot above, this is indeed the case, and this gives me some confidence that the system has correctly processed my file of resit marks

Once you have completed the file import, you can move onto the next step: validation.

15.5. Step 2a: Validation Step

The purpose of the validation step is to make sure that all the data in the 'Grades Detail' grid is valid and correct. For example, the system will check that the student is enrolled on the relevant course unit, that the grading basis is correct, that the mark is valid, and so on.

As part of the project to upgrade the Batch Upload of Grades facility for the new taught degree regulations, we have made some changes to the validation step.

(1) New columns. First of all, we have added two new columns to the Batch Upload page. These are the Admit Term column and the PSI column. These columns are highlighted by a red box in the screenshot below. Initially, after the file import, these two columns are left blank. During the validation step, the system will retrieve these fields from the student record and populate these two columns.

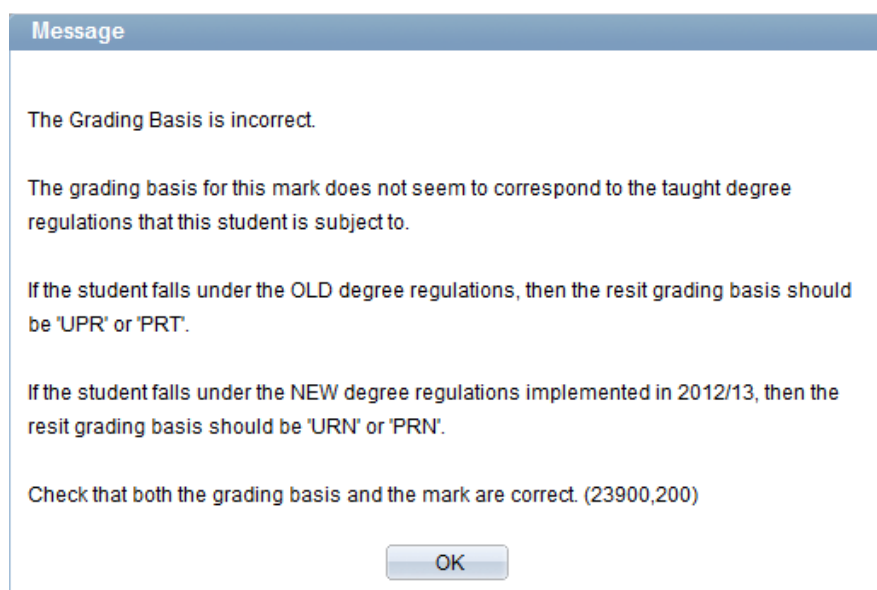
| Empl ID | Name | Admit Term | PSI | Course | Class | Description | *Action | Basis | Result | Suffix |
|-------------------------------------|-----------|------------|-----|-----------|-------|-----------------|------------|-------|--------|--------|
| <input checked="" type="checkbox"/> | Student 1 | 1121 | | CHEM10101 | 2548 | Chemistry 10101 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | 1121 | | CHEM10212 | 2577 | Chemistry 10212 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | 1121 | | CHEM10312 | 2579 | Chemistry 10312 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | 1121 | | CHEM10412 | 2581 | Chemistry 10412 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 1 | 1121 | | CHEM10520 | 2583 | Chemistry 10520 | Change Gra | URN | 31R | R |
| <input checked="" type="checkbox"/> | Student 2 | 1121 | | CHEM10101 | 2548 | Chemistry 10101 | Change Gra | URN | 32R | R |
| <input checked="" type="checkbox"/> | Student 2 | 1121 | | CHEM10312 | 2579 | Chemistry 10312 | Change Gra | URN | 33R | R |
| <input checked="" type="checkbox"/> | Student 2 | 1121 | | CHEM10520 | 2583 | Chemistry 10520 | Change Gra | URN | 34R | R |
| <input checked="" type="checkbox"/> | Student 2 | 1121 | | CHEM10511 | 2654 | Chemistry 10511 | Change Gra | URN | 35R | R |
| <input checked="" type="checkbox"/> | Student 2 | 1121 | | EART10032 | 11735 | EarthSci 10032 | Change Gra | URN | 36R | R |
| <input checked="" type="checkbox"/> | Student 3 | 1121 | | CHEM10101 | 2548 | Chemistry 10101 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | 1121 | | CHEM10312 | 2579 | Chemistry 10312 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | 1121 | | CHEM10520 | 2583 | Chemistry 10520 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | 1121 | | CHEM10812 | 2585 | Chemistry 10812 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 3 | 1121 | | CHEM10511 | 2654 | Chemistry 10511 | Change Gra | URN | 30R | R |
| <input checked="" type="checkbox"/> | Student 4 | 1121 | | CHEM10101 | 2548 | Chemistry 10101 | Change Gra | URN | 37R | R |
| <input checked="" type="checkbox"/> | Student 4 | 1121 | | CHEM10212 | 2577 | Chemistry 10212 | Change Gra | URN | 38R | R |
| <input checked="" type="checkbox"/> | Student 4 | 1121 | | CHEM10312 | 2579 | Chemistry 10312 | Change Gra | URN | 39R | R |

(2) Check Grading Basis. The second change we have made to the validation step is to add in a new validation check. Using the values of the admit term and the PSI code retrieved earlier, the system will automatically work out which set of degree regulations apply for the each student. It will then check that the grading basis that has been entered is correct. This is only a basic check, however. It is not intended to identify all problems.

As we saw earlier, if the student is on the new taught degree regulations, then the correct grading basis will be either **UPR** or **PRT**. For students on the new regulations, the correct values are **URN** and **PRN**. If the grading basis has been set incorrectly, then the validation step will result in an error for the affected data row, as illustrated in the screenshot below:

| | | | | | | | | |
|-----------|------|-----------------|------------|-----|-----|---|------|-------|
| CHEM10520 | 2583 | Chemistry 10520 | Change Gra | UPR | 34R | R | None | Error |
|-----------|------|-----------------|------------|-----|-----|---|------|-------|

If you click on this 'Error' link, the following error message will be displayed:



As the error message makes clear, the selected grading basis is not consistent with the degree regulations the student falls under, and you will need to set both the grading basis and the result field yourself. After you have done that, re-run the validation step.

15.6. Steps 3 and 4: Create and Submit Enrolment Requests

Once you have uploaded the data from your file and validated it, you are ready to create the necessary enrolment requests (Step 3) and submit them for processing (Step 4), so that the corresponding updates are carried out on the student's record. We have not made any changes to the functionality in these two steps, so you simply carry them out in the same way as you did in previous years.