

## Demonstration Script

<b>Session</b>	Student Administration	<b>Estimated Time</b>	2 hours
	Assessment and Progression		
<b>Attendees</b>	Student Systems Team		
<b>Scenario</b>	<p>The University operates in virtually all areas a fully unitised curriculum. All units (modules) of study have, by definition, an assessment. This assessment may comprise several components, e.g. project report, unseen exam, coursework etc. A method of recording the full marks history for each individual student (including unconfirmed and confirmed marks, first sit and resit etc.) is essential. Aggregation of component marks to a single unit mark is also required, as well as aggregation of unit marks on a student basis to form profiles for final exam boards. The University currently operates a two-tier exam board system: the first confirming unit marks and considering results on a unit basis; the second confirming awards and progression and considering results by student by course. Systems should support decisions not make them. Marks are indicative for the Board. Progression points and duration allocated to a particular level may be course specific rather than dictated by academic or calendar year.</p>		
<b>Preparation</b>	Please set up in advance:		
	The following student records attached to Year 2 of BSc (Honours) Computing (UCAS G501), with the indicated unit registrations and marks.		
	99231449 Samantha Melanie Johnston <ul style="list-style-type: none"> <li>• UNN005 50%</li> <li>• UNN006 48%</li> <li>• UNN007 61%</li> <li>• UNN009 59%</li> <li>• UNN011 60%</li> </ul>	99300754 Pelleren James Kerr <ul style="list-style-type: none"> <li>• UNN005 38%</li> <li>• UNN006 51%</li> <li>• UNN007 43%</li> <li>• UNN008 43%</li> <li>• UNN009 44%</li> </ul>	
	99239974 Rosemary Gunning <ul style="list-style-type: none"> <li>• UNN005 62%</li> <li>• UNN006 59%</li> <li>• UNN007 58%</li> <li>• UNN009 65%</li> <li>• UNN011 68%</li> </ul>	99301345 Robert Michael Duncan <ul style="list-style-type: none"> <li>• UNN005 59%</li> <li>• UNN006 42%</li> <li>• UNN007 40%</li> <li>• UNN009 20%</li> <li>• UNN011 Not yet submitted due to Extenuating Circumstances</li> </ul>	
	99286696 Sharon Joan Elliott <ul style="list-style-type: none"> <li>• UNN005 10%</li> <li>• UNN006 36%</li> <li>• UNN007 40%</li> <li>• UNN009 42%</li> <li>• UNN011 40%</li> </ul>	99339489 Paul Alan Turnbull <ul style="list-style-type: none"> <li>• UNN005 52%</li> <li>• UNN006 35%</li> <li>• UNN007 50%</li> <li>• UNN009 55%</li> <li>• UNN010 38%</li> </ul>	

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Activity	Intending to show:
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	<p>Present all the results of the students on Year 2 of BSc (Hons) Computing with the average weighted mark calculated.</p> <p>Present all the results for unit UNN007</p>	<ul style="list-style-type: none"> <li>• Presentation of Student's Results (PAB)</li> <li>• Calculation of marks depending on course rules</li> <li>• Presentation of Unit Results (SDEB)</li> </ul>
	<p>Enter the following marks to the students currently enrolled on the MBA:</p> <p>99933985 Kaisa Aino Mirjami Thiraja</p> <ul style="list-style-type: none"> <li>• UNN055 62%</li> <li>• UNN054 63%</li> <li>• UNN051 67%</li> <li>• UNN043 65%</li> <li>• UNN036 63%</li> <li>• UNN038 64%</li> <li>• UNN048 65%</li> </ul> <p>99107275 Steven Michael Coultas</p> <ul style="list-style-type: none"> <li>• UNN055 Not submitted</li> <li>• UNN037 42%</li> <li>• UNN049 43%</li> <li>• UNN054 45%</li> <li>• UNN051 49%</li> <li>• UNN039 51%</li> <li>• UNN044 52%</li> </ul> <p>99126894 Stacey Davison</p> <ul style="list-style-type: none"> <li>• UNN055 59%</li> <li>• UNN036 61%</li> <li>• UNN040 62%</li> <li>• UNN045 64%</li> <li>• UNN054 43%</li> <li>• UNN043 51%</li> </ul>	<ul style="list-style-type: none"> <li>• Marks Entry - Ease of use</li> <li>• Marks Entry – Appearance of information on screen</li> <li>• Marks Entry – Show how non-submission of work is recorded</li> <li>• Marks Entry - record how system might highlight that student has not registered for requisite number of units for full award</li> </ul>

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	<p>99933862 Kalaivani Koskinen</p> <ul style="list-style-type: none"> <li>• UNN055 54%</li> <li>• UNN038 63%</li> <li>• UNN039 38%</li> <li>• UNN044 Advanced standing (APEL)</li> <li>• UNN045 58%</li> <li>• UNN046 59%</li> <li>• UNN048 57%</li> </ul> <p>99108104 Stuart MacIntyre</p> <ul style="list-style-type: none"> <li>• UNN055 32%</li> <li>• UNN041 31%</li> <li>• UNN037 29%</li> <li>• UNN049 6%</li> <li>• UNN054 38%</li> <li>• UNN051 32%</li> <li>• UNN044 35%</li> <li>• UNN040 39%</li> </ul>	<ul style="list-style-type: none"> <li>• Marks Entry – record how exemptions such as APEL are recorded</li>   <li>• Marks Entry – Show how fail units are recorded</li> </ul>
	<p>Show how students 99231449 Samantha Johnston-Maude and 99239974 Rosemary Gunning can be successfully progressed to Year 4 of BSc (Hons) Computing studies (as they both elect not to undertake the optional work placement)</p> <p>99286696 Sharon Joan Elliott has not achieved an average of 40%. Show how the system flags this and recalculates an average over the 10 best units. Show how the system indicates that progression to an Ordinary degree is dependant on the successful resit of UNN006</p>	<ul style="list-style-type: none"> <li>• Demonstrate Student Progression on the system</li>   <li>• Show how a student can progress to a different degree on the system i.e. Progress to Ordinary Degree</li> </ul>

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<p>99300754 Pelleren James Kerr has not passed UNN005. The Examination Board agrees to condone this mark. Show how the system records this and allows the students to progress to Year 4 (as he elects not to undertake the placement)</p> <p>99301345 Robert Michael Duncan has had serious Personal Extenuating Circumstances which have affected the student's performance over the whole of the year. The Examination Board have agreed that it would be in the student's best interests to repeat the year and take every unit as if for the first time. Show how the system would reflect this.</p> <p>99339489 Paul Alan Turnbull has not passed UNN006 or UNN010. The Board makes the following decisions, please demonstrate how they are able to be represented on the system: Condonation of UNN006; A resit for UNN010.</p>	<ul style="list-style-type: none"> <li>• Show a student Condoned in 1 unit and then progressed</li> <li>• Demonstration of PECs resulting in retaking year as if for first time</li> <li>• Show a student Condoned in 1 unit who has to Resit 1 unit</li> </ul>	

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	<p>The CATS student Becky Ann Hickford (99803741) has achieved the following unit marks:</p> <ul style="list-style-type: none"> <li>• UNN020 71%</li> <li>• UNN021 64%</li> <li>• UNN002 64%</li> <li>• UNN004 63%</li> <li>• UNN008 20%</li> </ul> <p>Enter these marks onto the system, indicating any failed units            Show how the system would indicate the amount of credit accumulated            and the type of award for which the student is eligible.            The exam board agree the subject title of 'Computing for Carers' for this programme of study – how may this individual title be logged on the system?</p>	<ul style="list-style-type: none"> <li>• Demonstration of a student Profile on a “units only” route</li> <li>• CATS/continuing education</li>   <li>• Calculation of eligibility for awards</li> <li>• Individual subject titles for tailored programmes of study.</li> </ul>

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	<p>99000009 Zoë Cook has achieved the following marks for the components of UNN001:</p> <ul style="list-style-type: none"> <li>• Assignment 72%</li> <li>• Examination 55%</li> <li>• Practical 50%</li> </ul> <p>Please enter these component marks onto the system and show how the overall unit mark may be calculated.</p> <p>Her other marks are as follows:</p> <ul style="list-style-type: none"> <li>• UNN002 75%</li> <li>• UNN003 52%</li> <li>• UNN004 48%</li> </ul> <p>It has been found that Zoë Cook is guilty of plagiarism on unit UNN002; the assignment is heavily derivative and therefore the recorded mark should be reduced by 30%. Show how the system would record this, retaining a record of this sequence of events.</p>	<ul style="list-style-type: none"> <li>• Demonstration of entry of intra-unit marks</li> <li>• Calculation of overall unit mark</li> <li>• Changing marks and retaining history of changes</li> </ul>
	<p>At the Subject Division Exam Board it is agreed that there has been a Technical Extenuating Circumstance (TEC) at the assessment of Unit UNN054. The Examination Board agrees to increase all overall marks for this unit by 10%.</p> <p>Show all students on UNN054 with original marks; Adjust all marks as agreed by the exam board; Show how the system would record this sequence of events. Show how the system would record these changes if it had been an External Examiner who had increased the marks as above.</p>	<ul style="list-style-type: none"> <li>• Recording of TECs on the system</li> <li>• Record of Marks History</li> <li>• Change of marks for cohort</li> <li>• Record of reason for change for audit purposes</li> </ul>

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<p>Show the profile for 99933895 Kaisa Aino Mirjami Thiraja and calculate the final average mark. Is she eligible for a Distinction?</p> <p>Show the profile for 99933862 Kalaivani Koskinen and calculate the final average. Show how the system would reflect the fact that UNN038 can be disregarded.</p> <p>Show the profile for 99107275 Steven Michael Coultas. Show how it would be recorded that this student is eligible for the interim award of PG Diploma.</p> <p>Show the marks profile for 99107275 Stuart MacIntyre and show how the system would indicate that this student has not achieved an average of 40% and therefore fails the course. How would any units passed be highlighted for carrying forward for future credit accumulation.</p> <p>Show the profile for 99126894 Stacey Davidson. Show how the system would highlight that she has insufficient credit to be awarded the MBA.</p>	<ul style="list-style-type: none"> <li>• Representation of student profiles for Postgraduate awards – highlight distinctions/borderlines</li> <li>• Representation of Disregarded units</li> <li>• Recording of Interim Award</li> <li>• Record student fail. Demonstrate the carry forward of any units passed against student profile for future use.</li> <li>• Credit accumulation</li> <li>• Highlight if student does not have required number of units</li> </ul>	

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Activity	Intending to show:	
	<p>99408952 Mark James Grant (RN/DipHE Child Branch (Sept) has gained the following marks for Level 0.</p> <ul style="list-style-type: none"> <li>• UNN017 49%</li> <li>• UNN018 52%</li> <li>• UNN019 55%</li> </ul> <p>UNN016 has 2 components: Assignment 50% and Examination 50%. Course regulations are that students have to successfully complete both parts of the assessment.</p> <p>Mark has achieved 70% for his Assignment and 30% for Examination for UNN016. Show how the system would reflect the fact that the student has not passed both components of the assessment and needs to resit the examination in order to progress.</p>	<ul style="list-style-type: none"> <li>• Calculation of intra unit marks and recording of where students have to pass both components in order to progress</li> </ul>
	<p>Please input the following marks for 99003959 Timothy Richard Elliott, for Year 2 of RN/DipHE Child Branch (September):</p> <p>UNN020 55% UNN021 64% UNN022 73% UNN023 52% UNN027 55%</p>	<ul style="list-style-type: none"> <li>• (Preparation for script 6.5)</li> </ul>
	<p>Please input the following marks for 99916501 Françoise Jarroux, for Year 4 of the LLB Exempting with Law</p> <p>UNN105 50% UNN110 61% UNN113 59% UNN112 58% UNN133 52% UNN166 54%</p>	<ul style="list-style-type: none"> <li>• (Preparation for script 6.5)</li> </ul>

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	<p>Can your system cope with a full range of numeric percentages - i.e. 0 to 100? (Bearing in mind progression and award calculations).</p> <p>Does the system rely solely on numeric marks entry? We have situations where 'pass' or 'fail' may be the unit result without the need for a percentage mark.</p>	<ul style="list-style-type: none"> <li>• Demonstration of range of values in marks fields</li> </ul>
	<p>Discuss functionality that may assist with receipting and logging of intra-unit assessments</p>	<ul style="list-style-type: none"> <li>• Assignment receipting</li> </ul>
	<p>Examination boards may wish to assess students 'anonymously'. This would require printed exam board reports that do not disclose the students name, but instead use a unique identifier such as their student ID. Following the agreement of marks they then need to be entered to the system. Given that entering marks against only a numeric ID increases the risk of data error, outline any functionality that may assist with the tracking and administration associated with anonymous marking</p>	<ul style="list-style-type: none"> <li>• Anonymous marking</li> </ul>
	<p>Discuss the production of transcripts, in view that the University will need to supply a number of different types, for example:</p> <ul style="list-style-type: none"> <li>• European Credit Transfer Scheme (ECTS) transcript</li> <li>• Regional transcript</li> <li>• QAA transcript</li> </ul>	<ul style="list-style-type: none"> <li>• Production of transcripts</li> </ul>