

Demonstration Script

Session	Student Administration	Estimated Time	2 hours
6.5	Continuing Students, Awards, Congregation and Alumni		
Attendees	Student Systems Team		

Scenario	Students are required to re-enrol having been successfully progressed. At present this provides an annual opportunity to update the student record (addresses etc) and to confirm their intention to attend for a further year of study. Students final results are considered by Examination Boards and the final result calculated dependant on the Progression Rules of the Course undertaken. All students who successfully gain an award are invited to the Academic Congregation and sent information that will allow them to join the Alumni association.
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Preparation	<p>Please set up in advance:</p> <ul style="list-style-type: none"> • The following student records for students on the final year of HND Computing • 99397017 Paul Hodgkinson has achieved the following marks: Year 1: UNN001 48%; UNN002 52%; UNN003 55%; UNN004 53% Year 2: Successfully completed work placement (therefore studies course in Thick Sandwich mode) Year 3: UNN005 Not submitted; UNN006 50%; UNN007 57%; UNN008 54%; UNN009 52% • 99411539 Michelle Armstrong has achieved the following marks: Year 1: UNN001 55%; UNN002 58%; UNN003 60%; UNN004 62% Year 2: did not elect to undertake work placement (therefore studies course in Full Time mode) Year 2: UNN005 63%; UNN006 60%; UNN007 58%; UNN008 54%; UNN009 56% • 99524961 Karen Elizabeth Natress has obtained the following marks for Year 2 and Year 4 of LLB Exempting with French Year 2: UNN101 40%; UNN102 41%; UNN103 45%; UNN106 43%; UNN114 50%; UNN122 40%; Year 3: Study placement at University of Orleans, France was passed successfully; Year 4: UNN105 41%; UNN110 42%; UNN113 43%; UNN112 40%; UNN133 40%; UNN134 40% <p>Attach 99401557 Nicola Marie Tait to course G501 (BSc(Hons) Computing). She has previously commenced study for Year 4 but interrupted studies at the end of Semester 1 in the previous year.</p>
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Activity		Intending to show:
	<p>The following students have been successfully progressed by the Examination Board and need to enrol on the next year of the course (via the Web):</p> <p>99231449 Samantha Melanie Johnston-Maude to Year 4 of BSc (Hons) Computing taking optional units UNN015, UNN037 and UNN014 as well as the mandatory unit UNN012</p> <p>99239974 Rosemary Gunning to Year 4 of BSc (Hons) Computing taking optional units UNN013 and UNN014 as well as mandatory unit UNN012</p> <p>99286696 Sharon Joan Elliott to Year 4 of BSc Computing (Ordinary Degree) taking units UNN012, UNN014 and UNN037.</p> <p>99300754 Pelleren James Kerr has successfully completed all components of the academic programme but cannot re-enrol as he owes Hall Fees from last session. Show how this may be indicated on the system and thus how re-enrolment may be prevented</p>	<ul style="list-style-type: none"> • Demonstration of re-enrolment • Web enablement for student use • Ordinary degrees • Represent the tracking of student debts and how re-enrolment can be prevented
	<p>Show how the system may have stored Placement details, should 99301345 Samantha Melanie Johnston-Maude have elected to undertake the Placement during her 3rd year of BSc (Hons) Computing. The placement details would have been for Procter & Gamble, Longbenton, Newcastle upon Tyne, supervised by Mr Paul Smith, running from 1 September until 1 August.</p>	<ul style="list-style-type: none"> • Record Placement Year details
	<p>99301345 Robert Michael Duncan has been permitted to repeat the year by the Progression and Awards Board – show how the system will represent this</p>	<ul style="list-style-type: none"> • Record Repeat Year details

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Activity		Intending to show:
	99339489 Paul Alan Turnbull has decided not to take up the resit opportunity offered at the Progression and Awards Board and has chosen not to re-enrol – how will the system represent this?	<ul style="list-style-type: none"> • Demonstrate that records show a Student withdraws at point of enrolment
	99401557 Nicola Marie Tait interrupted study on the final year of the course at the end of Semester 1 (10 January) – she will resume study at the beginning of Semester 2 the following year (24 January). Show how this interruption can be represented on the system, and; Show how enrolment can be resumed for Year 4 of BSc (Hons) Computing.	<ul style="list-style-type: none"> • Representation of Intercalation /Interruption of study

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	99003959 Timothy Richard Elliott successfully completed Year 2 of RN/DipHE Child Branch (September) and has now requested a transfer to RN/DipHE Mental Health Branch (September) which has been agreed. Please enrol him on this course and show how the system records the transfer history.	<ul style="list-style-type: none"> Course transfer – maintenance of student history
	Please demonstrate how all students who are eligible for a final award may be identified on the system.	<ul style="list-style-type: none"> Identification of students to be invited to Congregation
	<p>99231449 Samantha Melanie Johnston-Maude has now completed Year 4 of BSc (Hons) Computing and has achieved the following marks –</p> <ul style="list-style-type: none"> UNN012 61% UNN015 60% UNN037 59% UNN014 63% <p>Enter these marks and show the profile of this student for Year 2 and Year 4 weighted 40%:60% respectively. Calculate the overall average and indicate expected classification. How may the system be configured to highlight borderline classifications?</p>	<ul style="list-style-type: none"> Marks entry Calculation of final mark Indication of classification Highlight if borderline

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	<p>99239974 Rosemary Gunning has now completed Year 4 of BSc (Hons) Computing and has achieved the following marks:-</p> <ul style="list-style-type: none"> • UNN012 54% • UNN013 39% • UNN014 43% <p>Show the profile of this student for Year 2 and Year 4 weighted as above (this student elected not to undertake the work placement year). Calculate the overall average and indicate expected classification.</p> <p>Note rules re “disregarding units for classification”. This student will be entitled to the option to retrieve the original classification. How will the system reflect this?</p>	<ul style="list-style-type: none"> • Calculation of final mark • Indication of classification • Demonstration of how disregarded units are shown on the system • Demonstration of how the student has the ‘Option to Retrieve’ on the system
	<p>99286696 Sharon Joan Elliott has now completed Year 4 of BSc Computing (Ordinary degree) and has achieved the following marks:-</p> <ul style="list-style-type: none"> • UNN012 45% • UNN037 51% • UNN014 48% <p>Show the Year 4 profile and calculate the average mark for the year.</p>	<ul style="list-style-type: none"> • Calculation for Ordinary degree

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Activity		Intending to show:
	<p>99401557 Nicola Marie Tait has the following profile for Year 2:</p> <ul style="list-style-type: none"> • UNN005 55% • UNN006 57% • UNN008 58% • UNN010 53% • UNN011 60% <p>She has the following profile for Semester 1 of Year 4 which she took last year (electing not to undertake the placement year).</p> <ul style="list-style-type: none"> • UNN013 57% • UNN015 55% <p>The version of UNN013 studied by Nicola during this time was a previous version of the unit. It has since been re-validated and is now worth 30 credits rather than the 40 credit value of the previous version.</p> <p>How might the system retain different versions of units? How will the system recall the appropriate version of a unit in relation to a historical student record? Please enter the mark for Semester 2 of this year (55% for UNN012) and show the whole profile. Calculate the weighted average and indicate classification.</p>	<ul style="list-style-type: none"> • Recording Marks profile for a student who has interrupted study • Versioning of units to provide history • Marks entry • Profiles • Calculation of classification
	<p>As an exchange student, 99916501 Françoise Jarroux would require a European Credit Transfer Scheme (ECTS) transcript which will count towards an award by her home institution in France.</p> <p>Outline how this may be achieved Please confirm that your system can store accented names and therefore produce documentation such as transcripts and parchments with these included.</p>	<ul style="list-style-type: none"> • Exchange student • Accented name on parchment

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	Please show the final classification calculated for 99524961 Karen Elizabeth Natress.	<ul style="list-style-type: none"> • Different calculation • Different rules for classification
	Please produce a results list for all students who have achieved an award in the BSc (Hons) Computing degree categorising the students by classification.	<ul style="list-style-type: none"> • Show Course Results Lists for publication
	<p>99003959 Timothy Richard Elliott has achieved the following marks for Level 2 of the RN/DipHE Mental Health Branch.</p> <ul style="list-style-type: none"> • UNN031 64% • UNN032 69% • UNN033 68% • UNN034 73% • UNN035 71% <p>Show how the system indicates that the student is borderline for a Distinction.</p> <p>Students who successfully pass UNN035 are also awarded an ENB Intermediate Award.</p> <p>How would the system reflect that this student has been awarded this in addition to the DipHE and the professional Nursing qualification?</p> <p>Show how the system would produce a transcript for this student reflecting the change of course for the final year.</p>	<ul style="list-style-type: none"> • Show that student is Borderline for DipHE with distinction • Recording of Joint professional/academic award. Professional award awarded in conjunction with main award • Transcript of student marks

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Activity		Intending to show:
	<p>99397017 Paul Hodgkinson has Extenuating Circumstances for UNN005 which he was unable to complete due to ill-health. The Board has agreed that the student should be awarded a Unit Pass which should be taken out of the overall calculation. Show how the system would represent this.</p>	<ul style="list-style-type: none"> • Representation of PECs resulting in Unit Pass • Ability for system to hold non-numeric results
	<p>99397017 Paul Hodgkinson and 99411539 Michelle Armstrong are final year HND students. As part of the BTEC HND award, students are assessed in 'Common Skills'. Common Skills are not units in their own right but are assessed across the units studied by HND students. The Common Skills are as follows:</p> <ol style="list-style-type: none"> 1. "Managing and Developing Self" 2. "Working with and relating to others" 3. "Communicating" 4. "Managing Tasks and Solving Problems" 5. "Applying Numeracy" 6. "Applying Technology" 7. "Applying Design and Creativity" <p>A grade of 'fail', 'pass', 'merit' or 'distinction' may be achieved in each category. Students must achieve at least a pass in each skill in order to obtain the BTEC HND qualification.</p> <p>How would the system reflect the need to record success in Common Skills, in a way that would generate the Common Skills grades on production of a transcript or certificate?</p>	<ul style="list-style-type: none"> • Presentation of BTEC Common Skills on system
	<p>99401557 Nicola Marie Tait has recently married and as a result has changed her surname to Brown. Please show how the system would record this and thus ensure that any certificate produced had the correct name on it.</p>	<ul style="list-style-type: none"> • Change of name after Examination Board prior to Certificate being produced

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	Discuss how it would be possible to 'group e-mail' cohorts of student, for example to notify if an option had to be cancelled and they were required to make another choice.	<ul style="list-style-type: none"> • Use of E-mail to contact students
	Discuss how electronic signatures could be used especially if enrolment were to be carried out via the web.	<ul style="list-style-type: none"> • Example of Electronic signatures
	Discuss outline facilities for archiving past student records and querying/resurrecting these records.	<ul style="list-style-type: none"> • Archiving of past records
	Discuss how awarded students would be sent Alumni information and subsequent recording on the Alumni system.	<ul style="list-style-type: none"> • Demonstration of Alumni membership recorded