

PGT Students - Producing Outcome Letters

Summary of the process

Once the department has sent up the Pass List to The Assessment Team, staff will complete a few final checks and will then flag the results for backloading to ESIS (the main student record system) by the Systems Development Team.

Once the marks are backloaded, the students will be sent an email to say the results are live on the web. A copy of the email will also be sent to the named contact in the department and to the Assessment Team.

a) Award Letters

The Assessment Team will no longer be producing award letters for successful students unless a student requests one directly. We will still produce letters for anyone who has failed their award completely or who has been awarded an exit award of a PG Diploma or a PG Certificate.

b) Outcome Letters for students with reassessment/resubmission of the dissertation

These are letters which departmental staff need to send out. A template letter is produced automatically by the system for each student who has an outcome code which shows they have reassessment and/or resubmission of the dissertation.

c) Customising Paragraphs in advance

The department can customise some paragraphs (eg related to arrangements for submitting work or who to contact in the department) in advance of the templates being produced and paste them into the individual letters once the templates are available after the results have been backloaded. See the appendix for the standard text.

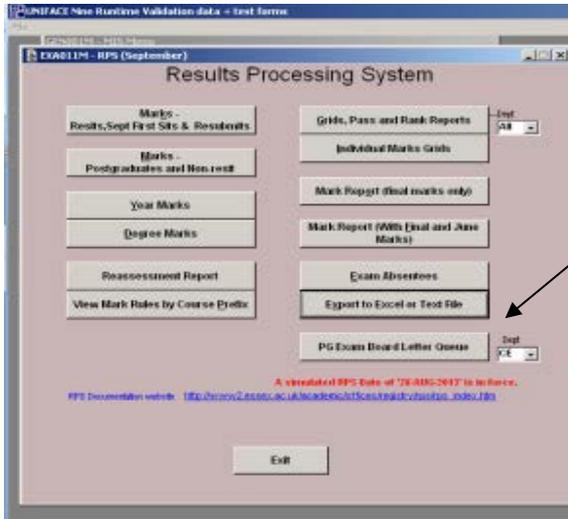
How to Run Outcome Letters

As soon as the marks are backloaded to ESIS a batch of outcome letters will be created for all students who have been given the overall outcome which involves reassessment. Letters will **not** be produced for students who are obtaining an overall award or those who have been made WAIT or EXTENSION.

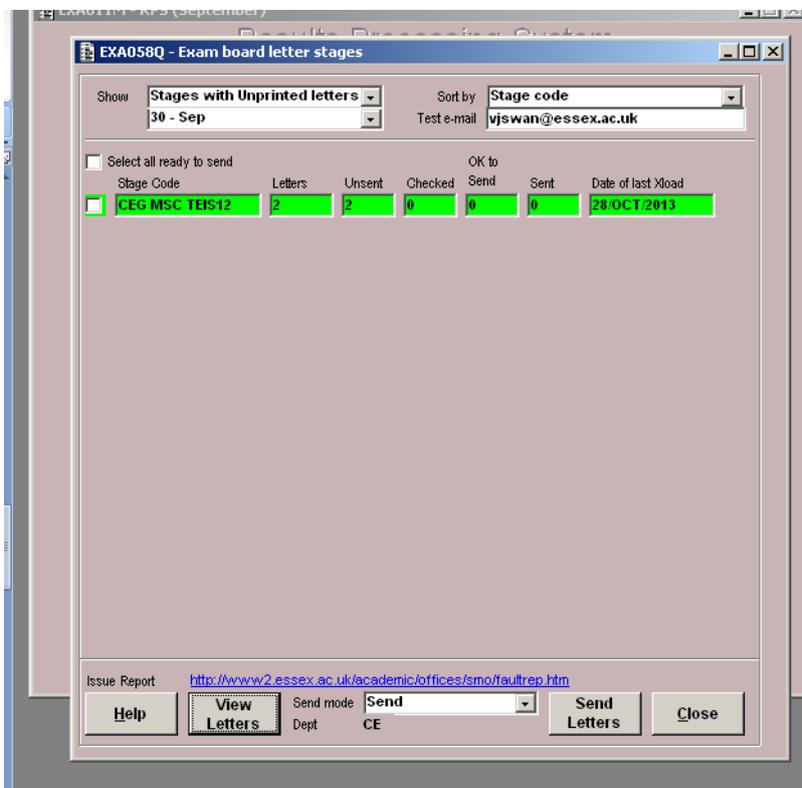
You will need to complete the following steps as soon as possible after the results are backloaded:

STEP 1 – SELECTING THE LETTERS

- Go into the RPS system and look for the button labeled 'PG Exam Board Letter Queue'. You will be shown only the letters for students in your department.



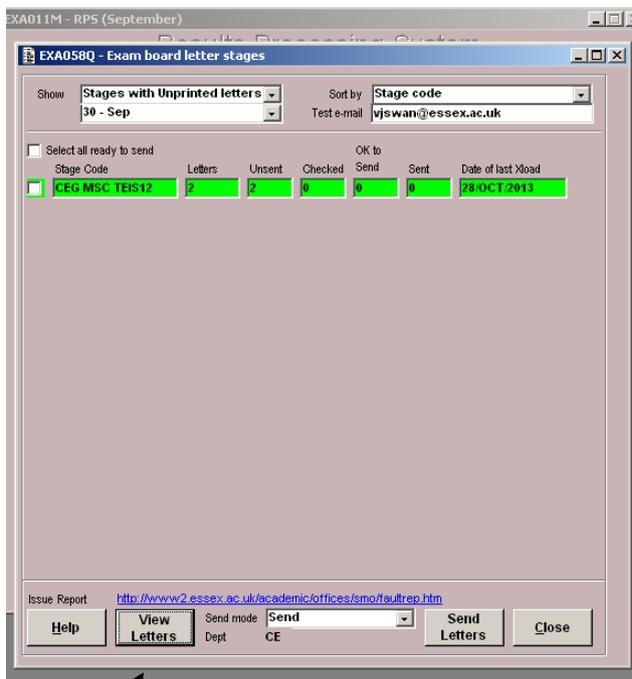
- Click the button PG Exam Board Letter Queue which will bring up the screen below. This will only be populated with the courses for your department which have reassessment letters for students.



- The screen will list all stages that have been backloaded and the letters are ready for printing. The default view “show” is “stages with unprinted letters” which is how you will generally work. There are two other views
 - All relevant stages – shows you all stages for the dept
 - Stages with letters – shows you all stages that have letters at all, whether or not they have been sent.

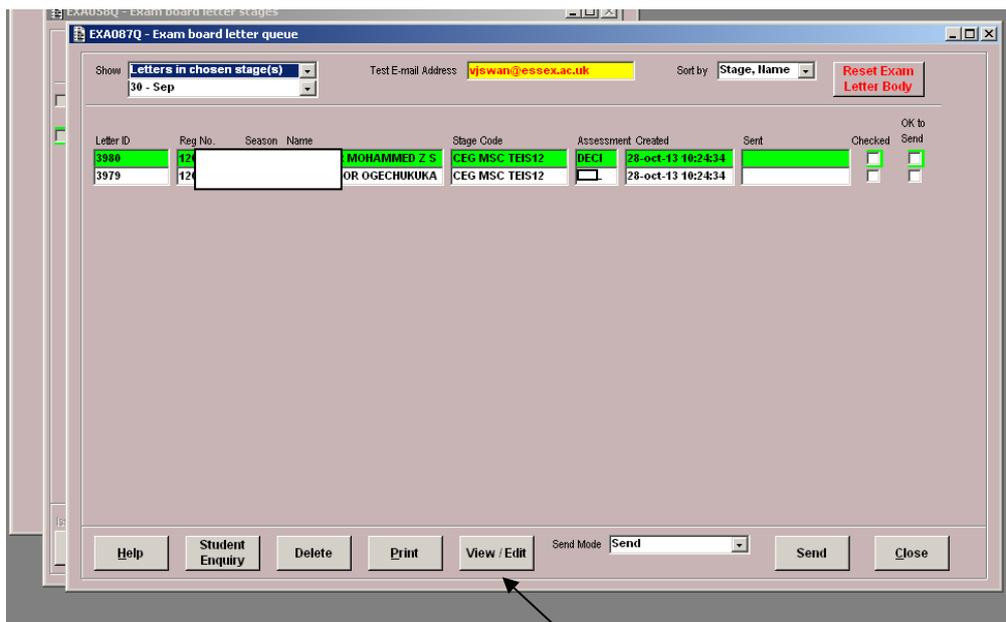
You should generally not need to use these views.

- There is also sort by options (top right) of
 - Stage code – this is all by stage code and the default – coupled with the “Show” default you should not need to change them
 - Unprinted then stage code – unprinted letters by stage code
 - Crossload date then stage code
- Select the course for which you want to view letters by clicking on the stage so it highlights green

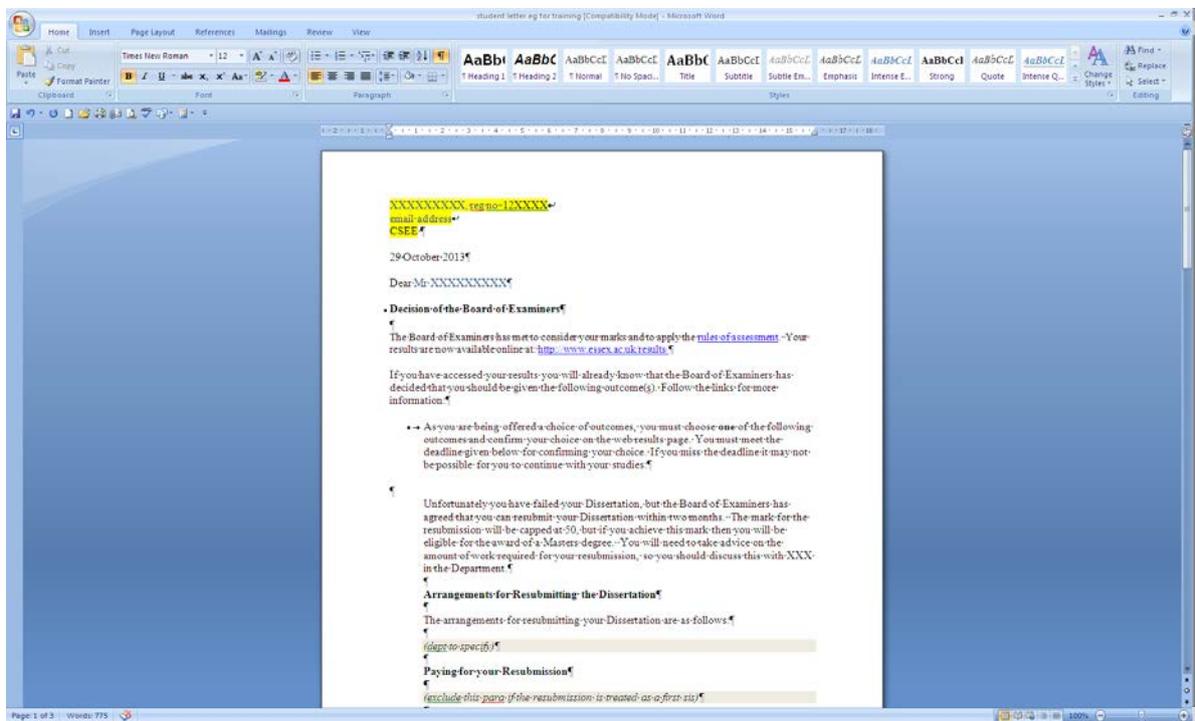


- Click on View letters which will take you into the screen below

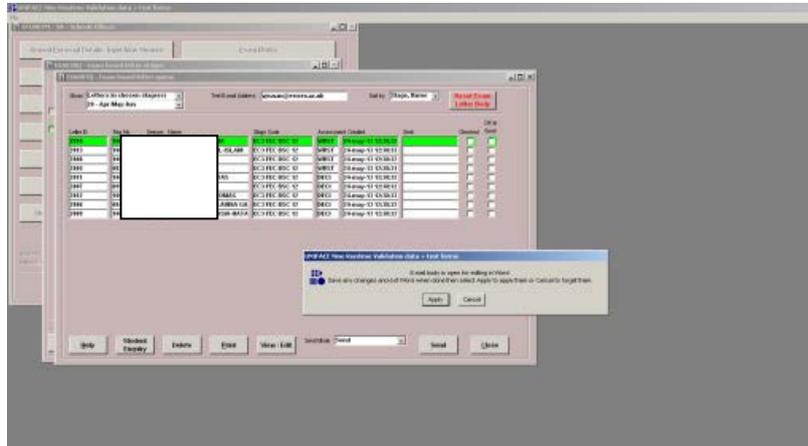
STEP 2 –VIEWING AND EDITING A LETTER



- To check and edit an individual letter you need to click on the student's record which will highlight it in green. You then need to click on the View/Edit button.
- This will put the letter into word in an html format, example below (NB – I have removed student's details)



- check each letter against the pass list to ensure the student has the right outcome and assessment is correctly showing. Add any additional 'customised' paragraphs or extra information.
- Once you have made any changes to the letter you need to save the change while you are in the letter and then exit it. You will then be shown a message box asking whether you want to apply the changes or not. Click APPLY.



[NB. If you have two screens open at once, you MUST save and exit the letter BEFORE you click APPLY. If you do it the other way around the system will wipe all the contents of the letter and just save a blank page. You will then have to ask for the entire letter to be reloaded by Carla. Note also, that you will not be able to leave the letter to open another document/email/database page unless you have saved it and clicked APPLY. Otherwise you are in danger of losing the contents.]

- Once checking complete, tick box marked 'Checked' and 'OK to Send'.
- If you have a complicated letter which needs additional work or are not ready to send it, then leave the boxes unticked.

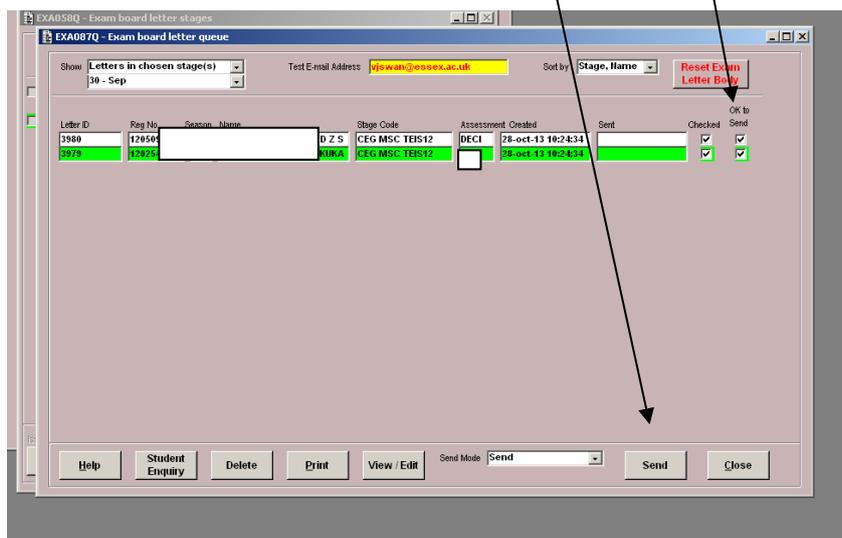
STEP 3 – SENDING A LETTER

- There are two ways to send letters, from within the letters screen or the main screen. See below for instructions:

a) Sending letters from within the letter screen.

This will be the quickest way if you just have a couple of letters you want to send to individuals;

Make sure the boxes are ticked for 'checked' and 'OK to send'
Then click on the SEND button at the bottom.

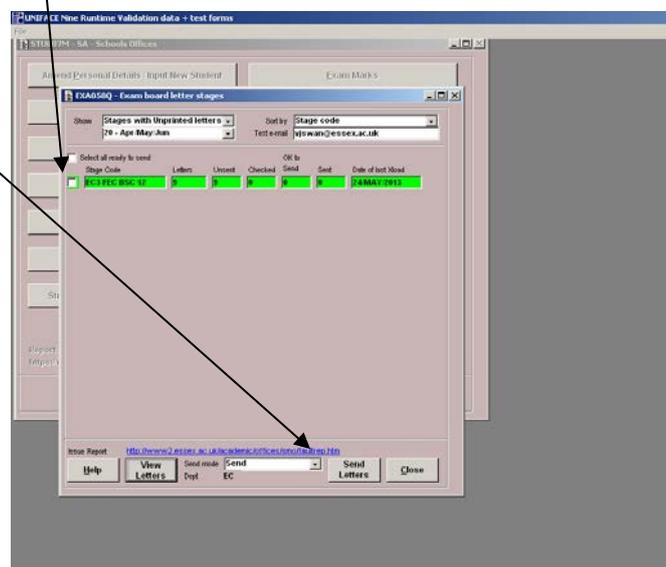


b) Sending letters from the main screen

If you want to send all letters for all courses in one go the quickest way to do it will be from the main screen

Go to the main letter screen and tick the boxes against the courses for which letters can be sent.

Then press 'send letters'.



STEP 4 – KEEPING TRACK OF WHAT YOU HAVE SENT

The main letter page will show you how many letters have been sent or are awaiting checking. However, you may also want to make a note on your working copy of the pass list of any letters not yet sent. If you go into the letters screen for a particular course, you will see whether a letter has been sent to an individual student. Where a letter has been sent, the 'checked' and 'OK to send' boxes will have disappeared.

The screenshot shows the 'EXA087Q - Exam board letter queue' window. At the top, there are filters: 'Show Letters in chosen stage(s)', 'Test E-mail Address: vjswan@essex.ac.uk', and 'Sort by Stage Name'. Below this is a table with the following columns: Letter ID, Reg No., Name, Stage Code, Assessment Created, Sent, Checked, and OK to Send. The table contains 14 rows of data. The 'Checked' and 'OK to Send' columns contain checkboxes. An arrow points from the text above to the 'Checked' and 'OK to Send' columns, indicating that these boxes disappear when a letter has been sent.

Letter ID	Reg No.	Name	Stage Code	Assessment Created	Sent	Checked	OK to Send
19	11		AA1 HUM 11	WRST 19-jun-12 12:12:32	20-jun-12 16:32:34	<input type="checkbox"/>	<input type="checkbox"/>
22	11		MANTH. AA1 HUM 11	WRST 19-jun-12 12:12:32		<input type="checkbox"/>	<input type="checkbox"/>
23	11	A MARIJ	AA1 HUM 11	WRST 19-jun-12 12:12:32	20-jun-12 09:20:21	<input type="checkbox"/>	<input type="checkbox"/>
15	10		AA1 HUM 11	WRST 19-jun-12 12:12:32	20-jun-12 16:32:35	<input type="checkbox"/>	<input type="checkbox"/>
17	11	GH	AA1 HUM 11	WRST 19-jun-12 12:12:32		<input type="checkbox"/>	<input type="checkbox"/>
14	09	IGISA	AA1 HUM 11	DECI 19-jun-12 12:12:32	20-jun-12 09:20:21	<input type="checkbox"/>	<input type="checkbox"/>
20	11	BELLE	AA1 HUM 11	WRST 19-jun-12 12:12:32		<input type="checkbox"/>	<input type="checkbox"/>
21	11		AA1 HUM 11	WRST 19-jun-12 12:12:32		<input type="checkbox"/>	<input type="checkbox"/>
24	11	ANY	AA1 HUM 11	WTYR 19-jun-12 12:12:32	20-jun-12 16:32:35	<input type="checkbox"/>	<input type="checkbox"/>
18	11		AA1 HUM 11	WRST 19-jun-12 12:12:32	20-jun-12 09:20:21	<input type="checkbox"/>	<input type="checkbox"/>
16	11	E	AA1 HUM 11	WRST 19-jun-12 12:12:32		<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the window, there are buttons for 'Help', 'Student Enquiry', 'Delete', 'Print', 'View / Edit', 'Send Mode' (set to 'Send'), 'Send', and 'Close'.

Dw/z/assessment team/exam bds 2016/web and letter templates/standard additional paras for pgt interim bd letters oct 16.doc