

ESIS Training Sheet

RPS

PGT and Exam Board Decisions

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2016

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[Appendix – Screen shots on flagging reassessment](#)

(includes how to flag reassessment, change the overall progress outcome, give the student the choice of overall progress outcomes)

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1. REMINDER OF NEW FEATURES OF THE REASSESSMENT SCREEN

New assessment period for reassessment

- 1.1. We have included August as a new reassessment period to take into account that coursework submission deadlines are set in August rather than September.

UNIFACE Nine Runtime Validation data + test forms

File

EXA067Q - Reassessment

Asr Key Ser Sq Name Stage Current RPS Candidate

Module Season

Reassessment Type	Period and year	First/Resit	Choice Type	Capped? / Capped at	Attending/Payment	Dissertation Resubmission Deadline	Not Applicable
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Part-time
 Sep CM Rule
 Trail

June
 Sep

2. WHERE REASSESSMENT IS REQUIRED

BOARD DECISION – Reassessment in modules that cannot be condoned

- 2.1. Must be reassessed in BS938 and BS313 as they are both below 40 and can't be condoned.
- 2.2. No ext circs, so will be resits.

MSC C7411213 Year 13 13 MOLECULAR MEDICINE (13 MTHS) BSG MSC MM 13 Variation Note

Special Syllabus

Reg No Cand No Name

Module Code	Mod Level	Module Credit	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag	CW	Exam	C
BS986-7-FY	7	60				Core	B				<input type="checkbox"/>
BS931-7-AP	7	30	65.2		65.0	Comp	C				<input type="checkbox"/>
BS934-7-AU	7	30	63.0	53.5	59.0	Comp	C				<input type="checkbox"/>
BS936-7-AP	7	15	70.7		71.0	Comp	C				<input type="checkbox"/>
BS938-7-SP	7	15	36.0		36.0	Comp	C				<input type="checkbox"/>
BS349-7-AU	7	15	58.0		58.0	Opt	F				<input type="checkbox"/>
BS313-7-SP	7	15	39.0		39.0	Opt	F				<input type="checkbox"/>

June Notes for Board
 Dept/Final PGT Notes for Board
 Final Circs (June) No

Taught Course Average	Additional Information	Credits	Year Credits Awarded	Proposed Outcome
57.0	Credits in ranges	30	90	PROCRAMD
	Under 40	0		
	40 - 49.9	0		
	50 - 59.9	45		
Overall Weighted Average	60 - 69.9	30		
38.0	70 +	15		

RPS ACTION :

- 2.3. Go into the Year Mark/Progress screen and change the overall outcome from Procramd to RESDISS as some or all of the assessment is taking place over the summer.
- 2.4. Go into the Reassessment Screen and flag both modules as compulsory c/wk Sept resits with marks capped at 50
- 2.5. Must be reassessed in BS938 and BS313 as they are both below 40 and can't be condoned.
- 2.6. No ext circs, so will be resits.

EXA067Q - Reassessment

Asr Key Ser Sq 04 Name Stage BSG MSC MM 1 Current RPS Candidate Yes

Module BS313 Season Summer

Reassessment Type	Period and year	First/Rest	Choice Type	Capped? / Capped at	Attending/Payment	Not Applicable
Coursework	Sep 2013/14	Resit	Compulsory	Capped 50	Yes Expected to Pay	<input type="checkbox"/>
<input type="text"/>						<input type="checkbox"/>
MCQ						<input type="checkbox"/>

Module BS313

Part-time Sep CM Rule Trail

June

Sep

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3. WHERE STUDENT HAS A CHOICE OF REASSESSMENT

COND WITH CHOICE.pdf - Adobe Reader

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MSC C7411212 Year 12 12 MOLECULAR MEDICINE (12 MTHS) BSG MSC MM 12 Variation None Special Syllabus

Reg No Cand No Name

Module Code	Mod Level	Module Credit	Flag	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag	CW	Exm	C
BS986-7-FY	7	60					Core	B				<input type="checkbox"/>
BS931-7-AP	7	30		45.0		45.0	Comp	C				<input type="checkbox"/>
BS934-7-AU	7	30		77.0	45.0	64.0	Comp	C				<input type="checkbox"/>
BS936-7-AP	7	15		86.0		86.0	Comp	C				<input type="checkbox"/>
BS938-7-SP	7	15		58.0		58.0	Comp	C				<input type="checkbox"/>
BS316-7-AU	7	15		47.0		47.0	Opt	F				<input type="checkbox"/>
BS321-7-SP	7	15		66.0		66.0	Opt	F				<input type="checkbox"/>

June Notes for Board
 Sept/Final PGT Notes for Board
 Final Circs (June) No

Taught Course Average	Additional Information	Year Credits Awarded	Proposed Outcome
59.0	Credits in ranges Under 40 0 40 - 49.9 45	75	PROCRAMD
Overall Weighted Average 40.0	50 - 59.9 15 60 - 69.9 45 70 + 15		

BOARD DECISION – Maximum of 40 credits condoned – reassessment in one module

- 3.1 Can only have a maximum of 40 credits condoned, so must be reassessed in one module. Can be either BS931 or BS326 but not both because if the student does more than is required and fails one, it can't be condoned and the student cant resit it again.
- 3.2 No extenuating circumstances, so will be a resit.

RPS ACTION

- 3.3 Go into the Year Mark/Progress screen and change the overall outcome from Proqramd to RESDISS as some or all of the assessment is taking place over the summer.
- 3.4 Go into the Reassessment Screen and flag both of BS931and BS316 as Compulsory Choice c/wk Sept resit with marks capped at 50.
- 3.5 Go into Additional Info Screen and input the min/max credits. In this case the minimum will be 15 and the maximum will be 30.

[\(See appendix for detailed instructions and screen shots\)](#)

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4 WHERE STUDENT HAS A CHOICE OF REASSESSMENT BUT A REQUIREMENT IS SET ABOUT THE COMBINATION OF MODULES WHICH CAN BE CHOSEN

BOARD DECISION – Maximum of 40 credits condoned – combination of modules can be chosen for reassessment

4.1 Can only have a maximum of 40 credits condoned, so must be reassessed. Can't be reassessed in all because if the student does more than is required and fails a module, it can't be condoned and the student can't resit it again.

4.2 Student can be given the choice but must either do BS931 (30 credits) or BS316 (15 credits) AND BS321 (15 credits).

4.3 No ext circs, so will be a resit.

choice.pdf - Adobe Reader

09/MAY/2013 11:55:37 Page 1 VAL

MSC C7411212 Year 12 **12** MOLECULAR MEDICINE (12 MTHS) BSG MSC MM 12 Variation None Special Syllabus

Reg No Cand No Name

Module Code	Mod Level	Module Credit	Flag	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag	CW	Exm	C
BS986-7-FY	7	60					Core	B				<input type="checkbox"/>
BS931-7-AP	7	30		45.0		45.0	Comp	C				<input type="checkbox"/>
BS934-7-AU	7	30		77.0	45.0	64.0	Comp	C				<input type="checkbox"/>
BS936-7-AP	7	15		86.0		86.0	Comp	C				<input type="checkbox"/>
BS938-7-SP	7	15		58.0		58.0	Comp	C				<input type="checkbox"/>
BS316-7-AU	7	15		47.0		47.0	Opt	F				<input type="checkbox"/>
BS321-7-SP	7	15		45.0		45.0	Opt	F				<input type="checkbox"/>

June Notes for Board
Sept/Final PGT Notes for Board
Final Circs (June) No

Taught Course Average	Additional Information	Year Credits Awarded	Proposed Outcome
57.0	Credits in ranges	60	PROCRAMD
	Under 40		
	40 - 49.9		
	50 - 59.9		
	60 - 69.9		
38.0	70 +		

RPS ACTION

- 4.4 Go into the Year Mark/Progress screen and change the overall outcome from Proqramd to RESDISS as some or all of the assessment is taking place over the summer.
- 4.5 Go into the Reassessment Screen and flag BS931, BS321 and BS316 as Compulsory Choice c/wk Sept resit with marks capped at 50.
- 4.6 Go into Additional Info Screen and input the min/max credits. In this case the minimum will be 30 and the maximum will be 30.
- 4.7 While in this screen you need to add a note to the 'June Notes for Student' field to say

“You must choose either BS931 or BS316 AND BS321”

[\(See appendix for detailed instructions and screen shots\)](#)

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5 BOARD DECISION - WHERE REASSESSMENT TAKES A DIFFERENT FORM FROM THE ORIGINAL ASSESSMENT

Example – EBS where reassessment often takes the form of an exam rather than coursework.

University of Essex - ESIS - Test UNIFACE 9 Test data + test forms

EXA067Q - Reassessment

Asst Key: 1304159 Ser Sq: 01 Name: GU BO Stage: CFG MSC CF 71: Current RPS Candidate: Yes

Module: CF961 Season: Summer

Reassessment Type	Period and year	First/Resit	Choice Type	Capped? / Capped at	Attending/Payment	Not Applicable
Coursework						<input type="checkbox"/>
Exam	Sep 2013/14		Uncapped		-Choose- -Choose-	<input type="checkbox"/> Delete

Module CF961

Part-time Sep CM Rule Trail

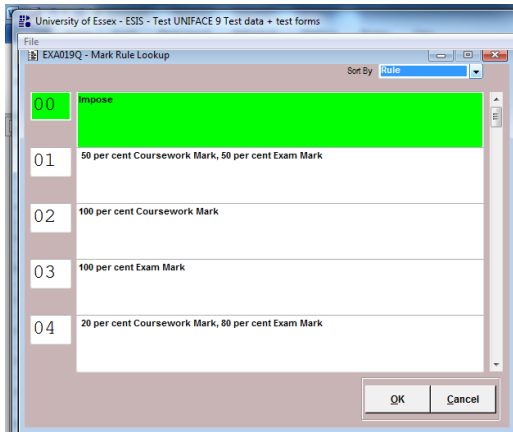
June

Sep

Save Close

RPS ACTION

If the reassessment is different from the normal assessment you will need to input the appropriate RPS assessment code number. For example, a module might normally be assessed by coursework and exam but the reassessment is by exam only. In that case you would need to choose 03 as the RPS code. If you click on the arrow you can bring up a list of assessment codes. You can sort them by description or rule number. This will ensure that the mark is correctly calculated when the grid is run for the next Exam Board.



6 Where marks IN THE 40-49 RANGE can be condoned

[Example where a max of 30 credits are in 40-49 range so could be condoned for the Masters or pg dip]

procond.pdf - Adobe Reader

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MSC C7411212 Year 12 **12** MOLECULAR MEDICINE (12 MTHS) BSG MSC MM 12 Variation None Special Syllabus

Reg No Cand No Name

Module Code	Mod Level	Module Credit	Flag	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag	CW	Exm	C
BS986-7-FY	7	60					Core	B				<input type="checkbox"/>
BS931-7-AP	7	30				66.0	Comp	C				<input type="checkbox"/>
BS934-7-AU	7	30			45.0	77.0	Comp	C				<input type="checkbox"/>
BS936-7-AP	7	15				86.0	Comp	C				<input type="checkbox"/>
BS938-7-SP	7	15				56.0	Comp	C				<input type="checkbox"/>
BS316-7-AU	7	15				63.0	Opt	F				<input type="checkbox"/>
BS321-7-SP	7	15				48.0	Opt	F				<input type="checkbox"/>

June Notes for Board
Sept/Final PGT Notes for Board
Final Circs (June) No

Taught Course Average	Additional Information	Credits	Year Credits Awarded	Proposed Outcome
64.0	Credits in ranges		105	PROCEED
	Under 40	0		
	40 - 49.9	15		
	50 - 59.9	15		
	60 - 69.9	75		
Overall Weighted Average	70 +	15		
43.0				

Start | Microsoft Outlook | handbooks and guidance | handbooks for pgt boards... | pgt reassessment instr... | Document1 - Microsoft... | UNIFACE Nine Runtime V... | procond.pdf - Adobe... | 11:05

BOARD DECISION - marks IN THE 40-49 RANGE can be condoned

6.1 Can have BS321 condoned for Masters or PG Dip as:

6.2 It is in the 40-49 range

It is not core

it is below the max limit of credits for condonement

He has taught course average of over 50

RPS ACTION

6.3 Into the Year Mark/Progress screen and change the overall outcome from Proceed to PROCCOND as the student has only failed a max of 30 credit so it would be condoned both for the masters and the PG Dip.

[\(See appendix for detailed instructions and screen shots\)](#)

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7 Where marks IN THE 40-49 RANGE can be condoned

[Example where more than 30 credits are in 40-49 range so they could be condoned for the Masters only]

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MA L3001212 Year 12 12 SOCIOLOGY (12 MTHS) SCG-MA SOC12 Variation None Special Syllabus

Reg No 1202460 Cand No M107 Name

Module Code	Mod Level	Module Credit	Flag	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag CW	Exm	C
SC981-7-FY	7	60				0.0	Core	B			<input type="checkbox"/>
SC905-7-AU	7	20				56.0	Core	B			<input type="checkbox"/>
SC901-7-AU	7	20				60.0	Core	G			<input type="checkbox"/>
SC551-7-AU	7	20				50.0	Opt	F			<input type="checkbox"/>
SC653-7-SP	7	20				47.0	Opt	F			<input type="checkbox"/>
SC509-7-SP	7	20				48.0	Opt	F			<input type="checkbox"/>
SC657-7-SP	7	20				56.0	Opt	F			<input type="checkbox"/>

June Notes for Board
Sept/Final PGT Notes for Board
Final Circs (June) No

Taught Course Average	Additional Information	Credits	Year Credits Awarded	Proposed Outcome
53.0	Credits in ranges		30	PROCRAD
	Under 40	0		
	40 - 49.9	40		
	50 - 59.9	60		
Overall Weighted Average	60 - 69.9	20		
35.0	70 +	0		

BOARD DECISION - marks IN THE 40-49 RANGE can be condoned

Can have SC653 and SC509 condoned for Masters but not PG Dip as the limit for condonement for a PG Dip is only 30 credits:

RPS ACTION

7.1 Go into the Year Mark/Progress screen and change the overall outcome to DECISION.

7.2 Choose the following outcomes:

PROCONM.

And XXXX

The student will then be directed to a web page which informs them that they are still on track for a masters but if they were to fail the dissertation they would need to undertake reassessment for a PG Dip. They therefore have

[\(See appendix for detailed instructions and screen shots\)](#)

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8 WHERE SOME REASSESSMENT IS REQUIRED BUT MODULES IN 40-49 RANGE CAN BE CONDONED

REASCOND.pdf - Adobe Reader

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MSC C7411212 Year 12 12 MOLECULAR MEDICINE (12 MTHS) BSG MSC MM 12 Variation None Special Syllabus

Reg No Cand No Name

Module Code	Mod Level	Module Credit	Flag	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag	CW	Exm	C
BS986-7-FY	7	60					Core	B				<input type="checkbox"/>
BS931-7-AP	7	30		66.0		66.0	Comp	C				<input type="checkbox"/>
BS934-7-AU	7	30		77.0	45.0	64.0	Comp	C				<input type="checkbox"/>
BS936-7-AP	7	15		86.0		86.0	Comp	C				<input type="checkbox"/>
BS938-7-SP	7	15		36.0		36.0	Comp	C				<input type="checkbox"/>
BS316-7-AU	7	15		47.0		47.0	Opt	F				<input type="checkbox"/>
BS321-7-SP	7	15		54.0		54.0	Opt	F				<input type="checkbox"/>

June Notes for Board
 Sept/Final PGT Notes for Board
 Final Circa (June) No

Taught Course Average	Additional Information	Credits	Year Credits Awarded	Proposed Outcome
60.0	Credits in ranges		90	PROCRAMD
	Under 40	15		
	40 - 49.9	15		
	50 - 59.9	15		
	60 - 69.9	60		
Overall Weighted Average	70 +	15		
40.0				

BOARD DECISION – some reassessment required but modules in 40-49 range can be condoned

8.1 Can have BS316 condoned as:

It is in the 40-49 range

It is not core

it is below the max limit of 40 credits for condonement

He has taught course average of over 50

8.2 Must be reassessed in BS938 As it is below 40.

8.3 No ext circs, so will be a resit.

RPS ACTION

8.4 Go into the Year Mark/Progress screen and change the overall outcome from Proqramd to REASCOND

8.5 Go into the Reassessment Screen and flag BS938 as compulsory c/wk Sept resit with marks capped at 50

[\(See appendix for detailed instructions and screen shots\)](#)

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9 WHERE STUDENT IS ONLY ELIGIBLE FOR A PG CERTIFICATE

pg cert.pdf - Adobe Reader

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MSC C7411212 Year 12 12 MOLECULAR MEDICINE (12 MTHS) BSG MSC MM 12 Variation None Special Syllabus

Reg No. Cand No. Name

Module Code	Mod Level	Module Credit	Flag	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag CW	Exm	C
BS986-7-FY	7	60					Core	B			<input type="checkbox"/>
BS931-7-AP	7	30		45.0		45.0	Comp	C			<input type="checkbox"/>
BS934-7-AU	7	30		77.0	45.0	64.0	Comp	C			<input type="checkbox"/>
BS936-7-AP	7	15		37.0		37.0	Comp	C			<input type="checkbox"/>
BS938-7-SP	7	15		58.0		58.0	Comp	C			<input type="checkbox"/>
BS316-7-AU	7	15		47.0		47.0	Opt	F			<input type="checkbox"/>
BS321-7-SP	7	15		45.0		45.0	Opt	F			<input type="checkbox"/>

June Notes for Board
 Sept/Final PGT Notes for Board
 Final Circs (June) No

Taught Course Average	Additional Information	Year Credits Awarded	Proposed Outcome
51.0	Credits in ranges	45	DISCUSS
	Under 40		
	40 - 49.9		
	50 - 59.9		
Overall Weighted Average	60 - 69.9		
34.0	70 +		

BOARD DECISION - Eligible for a PG Certificate

9.1 Student has not passed 60 credits at the first attempt. There are no ext circs.

9.2 Can condone a module in the 40-49 range, so student can be award a PG Certificate. Student cannot proceed to the dissertation.

YOUR ACTION

9.3 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to PGCERTIF

[\(See appendix for detailed instructions and screen shots\)](#)

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10 WHERE THE STUDENT IS GIVEN A CHOICE OF PROGRESSING TO THE DISSERTATION FOR a PG DIPLOMA OR LEAVING WITH A PG CERTIFICATE

BOARD DECISION - CHOICE OF PROGRESSING TO THE DISSERTATION FOR a PG DIPLOMA OR LEAVING WITH A PG CERTIFICATE

10.1 Student has passed 60 credits at the first attempt but has failed more than 60 credits worth of other modules where marks cannot be condoned (likely only to happen in departments where the taught element is more than 120 credits). There are no ext circs.

RPS ACTION

10.2 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to DECISION

10.3 Choose the following outcomes:

PGCertif
PROGDIP

[\(See appendix for detailed instructions and screen shots\)](#)

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11 WHERE STUDENT NEEDS REASSESSMENT FOR A PG CERTIFICATE

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MSC C7411212 Year 12 **12** MOLECULAR MEDICINE (12 MTHS) BSG MSC MM 12 Variation None Special Syllabus

Reg No Cand No Name

Module Code	Mod Level	Module Credit	Flag	C/W	Exam	Module Aggr	Core/Comp/Opt	Enr St	Reass flag	CW	Exm	C
BS986-7-FY	7	60					Core	B				<input type="checkbox"/>
BS931-7-AP	7	30		16.0		16.0	Comp	C				<input type="checkbox"/>
BS934-7-AU	7	30		77.0	45.0	64.0	Comp	C				<input type="checkbox"/>
BS936-7-AP	7	15		37.0		37.0	Comp	C				<input type="checkbox"/>
BS938-7-SP	7	15		35.0		35.0	Comp	C				<input type="checkbox"/>
BS316-7-AU	7	15		19.0		19.0	Opt	F				<input type="checkbox"/>
BS321-7-SP	7	15		50.0		50.0	Opt	F				<input type="checkbox"/>

June Notes for Board
 Sept/Final PGT Notes for Board
 Final Circs (June) No

Taught Course Average	Additional Information	Year Credits Awarded	Proposed Outcome
38.0	Credits in ranges Under 40 40 - 49.9 50 - 59.9 60 - 69.9 70 +	45	DISCUSS
Overall Weighted Average 25.0	Credits 75 0 15 30 0		

BOARD DECISION – Reassessment for a PG Certificate

- 11.1 Student has not passed 60 credits at the first attempt. There are no ext circs.
- 11.2 There are no modules in the condonable 40-49 range, so student cannot be award a PG Certificate immediately. Board confirms the student must undertake reassessment in 15 credits for a PG Cert.

RPS ACTION

- 11.3 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to RACERSEP (if reass is over summer).
- 11.4 Go into the Reassessment Screen and flag failed modules as Compulsory Choice c/wk Sept c/wk resit with marks capped at 50.
- 11.5 Go into Additional Info Screen and input the min/max credits. In this case the minimum will be 15 and the maximum will be 30. [\(See appendix for detailed instructions and screen shots\)](#) [GO BACK TO TOP](#)

12 WHERE A STUDENT HAS FAILED

BOARD DECISION - FAIL

There are likely to be two scenarios where an Exam Board will confirm an overall fail:

12.1 If a student has not achieved 15 credits at the first attempt, with no ext circs.

12.2 Where a student is already undertaking reassessment for a PG Certificate and fails at the second attempt, with no ext circs.

RPS ACTION

12.3 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to FAIL.

[\(See appendix for detailed instructions and screen shots\)](#)

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13) APPENDIX A – SCREEN SHOTS AND DETAILED GUIDANCE ON FLAGGING REASSESSMENT

There are three possible designations for modules when they are flagged for reassessment:

- 13.1 Voluntary – used in cases of ext circs where an exam board offers the student the chance to undertake reassessment but it doesn't matter if the student doesn't take it.
- 13.2 Compulsory - Reassessment must be undertaken in the specified module, no choice given.
- 13.3 Compulsory with choice – student must undertake reassessment in at least one module, but student has the choice of modules in which to be reassessed. Limits will be set on the minimum and maximum number of credits for reassessment.
- 13.4 NB - only modules flagged as compulsory choice are included in the credit range – ignore any compulsory modules or voluntary modules.

Examples of ranges for Compulsory Choice modules (this list is not exhaustive):

What student has to do	Credit sizes of modules being flagged as compulsory choice	Credit range to set
Do max of 20 credits	Mixture of 10 credits and 20 credits - MBAs	Min 20, max 20
Do one out of 3 modules	all 15 credits	Min 15, max 15
Do one out of 3 modules	two 15 credits, one 30	Min 15, max 30
Do one out of 3 modules	all 20 credits	Min 20, max 20
Do one out of 3 modules	two 20, one 40	Min 20, max 40
Do 2 out of 3 modules	all 15 credits	Min 30, max 30
Do 2 out of 3 modules,	two 15 credits one 30	Min 30, max 30
Do 2 out of 3 modules	all 20 credits	Min 40, max 40
Do 2 out of 3 modules	two 20, one 40	Min 40, max 40
Do 2 out of 3 modules	two 15, one 20	Min 30, max 35
Do 2 out of 3 modules	two 20, one 15	Min 35, max 40

14 How to Flag the Reassessment

(See also the section on '[New Features of the Reassessment Screen](#)' as it shows the additional fields which have been added this year)

Step one: Selecting modules for reassessment

14.1 Click on the R button against the relevant module. This will take you into the Reassessment screen.

UNIFACE Nine Runtime Validation data + test forms

GEN001M - MIS Menu

EXA085Q - Coursework Mark Entry (formerly EXA001Q)

Module or Exam Num **▲ 9644** Order by **Course** Number of Records **8**

F* = Final Grid Printed

Student's Name	Stage Code	Exm No	Module	Cswk	Exam	CM	Aggr	Cap?	Module Imp	Class	Co	Un	F	Resit Options	Flag
	BSG MSC CR 12	9644	BS900-7-AU	65.0		02	65.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS904-7-SP	39.0		02	39.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS911-7-AP	49.0		02	49.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS912-7-SP	77.5		02	78.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS913-7-AU	34.0	49.0	07	44.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS914-7-AU	85.0	55.0	07	65.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS981-7-AP	48.0		02	48.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS995-7-FY	0.0		P1	0.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲

Print Notepad Show Regs Import Marks Additional Information Year Mark Progress Degree Mark /Class (UG) Help Close

Candidate Control Recalc Upper Levels Recalc all Aggr Marks Close Without Checks

14.2 In this example the student must resit the following:

14.2.1 BS313 as he has a mark below 40. We will flag it as Compulsory.

14.2.2 One of BS911, BS913 or BS981 – as only 40 credits' worth of modules can be condoned in the 40-49 range and he currently has 45 credits in the range. The Exam Board is letting the student make the choice.

14.2.3 Once in the Reassessment Screen you will see there are the normal options to flag coursework and/or exam.

14.2.4 You will flag the Period, First/Resit and Capping fields as normal. **PLEASE DO NOT AMEND THE ATTENDING/PAYMENT FIELD.**

14.2.5 Choose the appropriate option from the field 'CHOICE TYPE' .

14.2.6 For the student in the example above you would flag BS313 as 'Compulsory'. You would then flag each of BS911, BS913 and BS981 as 'Compulsory Choice'.

Step Two – indicating where a choice of modules for reassessment is given

14.2.7 As you are giving the student the choice to resit one of three modules you need to set the limits on the number of credits in which he can be reassessed.

14.2.8 Go back to the main screen and click on the Additional Information button.

UNIFACE Nine Runtime Validation data + test forms

File

GEN001M - MIS Menu

EXA085Q - Coursework Mark Entry (formerly EXA001Q)

Module or Exam Num **9644** Order by **Course** Number of Records **8**

F* = Final Grid Printed

Student's Name	Stage Code	Exm No	Module	Cswk	Exam	CM	Aggr	Cap?	Module Imp	Class	Co	Un	F*	Resit Options	Flag
	BSG MSC CR 12	9644	BS900-7-AU	65.0		02	65.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS904-7-SF	39.0		02	39.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS911-7-AP	49.0		02	49.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS912-7-SP	77.5		02	78.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS913-7-AU	34.0	49.0	07	44.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS914-7-AU	85.0	55.0	07	65.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS917-7-AP	48.0		02	48.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS919-7-FY	0.0		P1	0.0	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲

Print Notepad Show Reqs Import Marks **Additional Information** Year Mark Progress Degree Mark /Class (UG) Help Close

Candidate Control Recalc Upper Levels Recalc all Aggr Marks Close Without Checks

- 14.3 In this screen you need to set the limits based **ONLY ON THE COMPULSORY CHOICE** modules. **Ignore any purely compulsory or voluntary reassessment.**
- 14.4 In this case the student must pick only one out of three modules. As this department uses 15/30 credits, it means you would set the Min Reassess Credits as 15 and the Max as 15.

UNIFACE Nine Runtime Validation data + test forms

File

EXA014Q (formerly EXA003Q) - Additional Information

Student's Name: RI [redacted] HEA

Reg No: 08 [redacted]

Exam No: 13 [redacted]

Year: 11 [redacted]

Exten Circs:- June No Yes C/F

June Notes for Student: [redacted]

June Notes for Board: [redacted]

Qualifier: [redacted]

Compulsory choices only:

Min Reassess Credits: [redacted]

Max Reassess Credits: [redacted]

Help Close

Help Close

Step Three - Giving Further Instructions to Students

There may be times when you still need to give students specific instructions about what to take. For example,

Let's say the student has failed 60 credits' worth of modules in the 40-49 range.

BS119 – 30 credits

BS288 – 15 credits

BS371 – 15 credits

We wouldn't give them reassessment in all 60 credits because they can have a max of 40 credits condoned. They would have to do at least 30 so they could have a 30 condoned

They could either do BS119 (30) or both of BS288 and BS371 (15 each).

14.5 You would need to add a note in the 'June Notes for Student' field as follows:

When choosing between your compulsory choice modules you must do BS119 or BS288 AND BS371

UNIFACE Nine Runtime Validation data - test forms

EXA014Q (formerly EXA003Q) - Additional Information

Student's Name: FLAHAGAIL, SCOTT CHARLES

Reg No: 1203820

Exam No: 5644

Year: 12

Max Reassess Credits: []

Min Reassess Credits: []

Exem Circs - June: No Yes Off

June Notes for Student: []

June Notes for Board: []

Qualifier: []

Help Close

Step Four – changing the progress outcome

14.6 You need to change the student's overall progress outcome. Go back to the main screen and click on the Year Mark/Progress button.

UNIFACE Nine Runtime Validation data + test forms

File

GEN001M - MIS Menu

EXA085Q - Coursework Mark Entry (formerly EXA001Q)

Module or Exam Num Order by Number of Records

F* = Final Grid Printed

Student's Name	Stage Code	Exm No	Module	Cswk	Exam	CM	Aggr	Cap?	Imp	Class	Co	Un	F*	Resit Options	Flag
	BSG MSC CR 12	9644	BS900-7-AU	65.0		02	65.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS904-7-SP	39.0		02	39.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS911-7-AP	49.0		02	49.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS912-7-SP	77.5		02	78.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS913-7-AU	34.0	49.0	07	44.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS914-7-AU	85.0	55.0	07	65.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS981-7-AP	48.0		02	48.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲
	BSG MSC CR 12	9644	BS995-7-FY	0.0		P1	0.0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	▲

Print Notepad Show Regs Import Marks Additional Information

Candidate Control Recalc Upper Levels Recalc all Aggr Marks

Year Mark Progress Degree Mark /Class (UG) Help Close

Close Without Checks

14.6.1 From the Year Mark/Progress screen you can change the overall progress.

14.6.2 Click on the P rule field, and overwrite the existing rule with 00. Then click on the Progress list and bring up the list of progress outcomes.

Student's Name	Stage	Exm No	Taught Aggr	PGT 120 TCA	MM	Yr Mk	P	Progress	Vol. Resit	Wgt	Additional Information	Choices
	BSG MSC CR 12	9644	55.0	01	36.0	00	DISCUSS					

14.6.3 In this case the student is still on track for the Masters award and must do his reassessment over the summer. Therefore you would choose RESDISS. Close out of the screen and the work is complete for this student.

Step Five – where you are offering a choice of overall outcomes

14.7 If you were offering the student a choice of outcomes (e.g proceed to the dissertation to use the credits for a PG Diploma or leave now with a PG Cert as an exit award) you must change the outcome to DECISION.

14.8A 'Choices' box will then appear. Click on the box to go into a Progress Choices screen.

University of Essex - MIS Applications - Validation

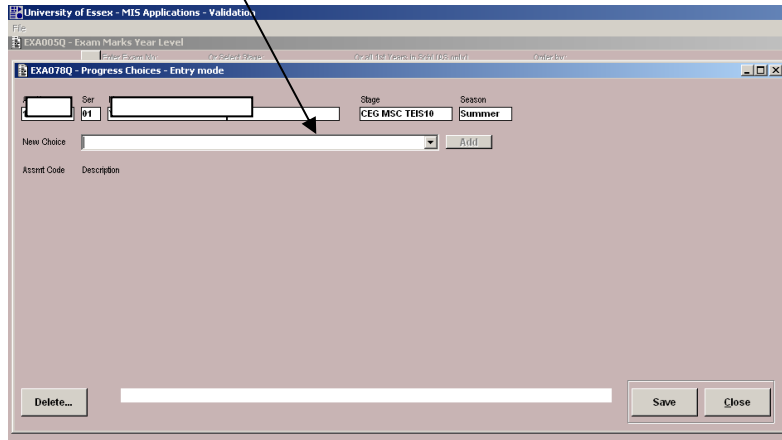
005Q - Exam Marks Year Level

Enter Exam No: 9920 Or Select Stage: Or all 1st Years in Schl (AS only) Order by: Name

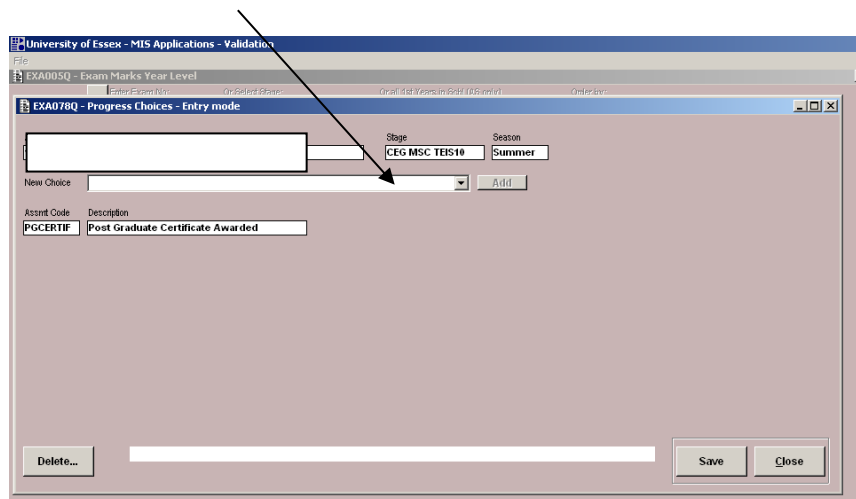
Student's Name	Stage	Exm No	Taught Aggr	M/M	Yr Mkt	P	Progress	Wlgt	Additional Information	Choices
PEHG	CEG MSC TEIS10	9920	58.0	01	39.0	00	DECISION	0.00		DECISION DISCUSS EXTH FAIL GDIP HONCOMPL HOPDMA PASS PASSCR PASSDIST PASSMRIT PASSHOCR PGCERTIF PGDIP PROC2HD PROC2IP PROC2IP PROCEED PROCPHD PROCRAD PROCRAM PROCRAMD RACERDPS RACERSEP RACERTSU RADIPSEP RADIPSU RAGCEDIP REPE15 RES.DIP RESDISS RESIT RESITSU RESJA RESSU RESUBDIP RESUBDIS RESUBDJA RESUBDSU SUCCHOUR TRAIL WAIT

Print Individual Grid... Prizes / Distinction Close

14.8.3 Click on the drop down arrow to select the first relevant outcome (eg PGCERTIF).



14.8.4 Press ADD to select a choice.



14.8.5 Repeat to add the next outcome (eg PROCDIP)

14.8.6 Press ADD to select the choice. Then SAVE