



SAINT Support Team

Mitigating Circumstances

How to enter Mit Circs into SAINT at component level

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

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1. Introduction

In the past, when a student has submitted mitigating circumstances it has been recorded on their SPI record, making it unclear which module(s) were affected. Due to system development, it is now possible to note mitigating circumstances at component level. The following sections of this document show you how to do this for assessment and re-assessment.

2. Entering Mitigating Circumstances for assessment

To enter mitigating circumstances for an assessment, open the SMR screen and retrieve the appropriate student(s) record(s) (figure 2a).

Student	Year	Prd	Module	Occ	Level	Atmpt	--Act--	--Agr--	Status	Cur	SCE Details							
						Cu	Co	Mark	Gr	Mark	Gr	Crdts	Rlt	SAS	PRC	Pro	Identifier	SCE Details
2	2008/9	SEM2	BM-2103M	A	1	1	1	50.9	P	50.9	P	10.00	P	R	A	COM		01
2	2008/9	SEM1	OP-0109M	A	1	1	1	47.0	P	47.0	P	10.00	P	A	A	COM		01
2	2008/9	SEM1	OP-0201L	A	1	1	1	45.1	P	45.1	P	20.00	P	A	A	COM		01
2	2008/9	SEM1	OP-0202L	A	1	1	1	49.1	P	49.1	P	20.00	P	A	A	COM		01
2	2008/9	SEM1	OP-0206L	A	1	1	1	42.5	P	42.5	P	20.00	P	R	A	COM		01
2	2008/9	SEM1	OP-0207L	A	1	1	1	40.3	P	40.3	P	20.00	P	A	A	COM		01
5/2	2008/9	SEM1	OP-0302L	A	1	1	1	40.5	P	40.5	P	20.00	P	R	A	COM		01

Optometric Mathematics

Figure 2a – student records in SMR

Highlight the appropriate module (as shown in figure 2a) then go to Other → Assessment Log Dates (figure 2b).

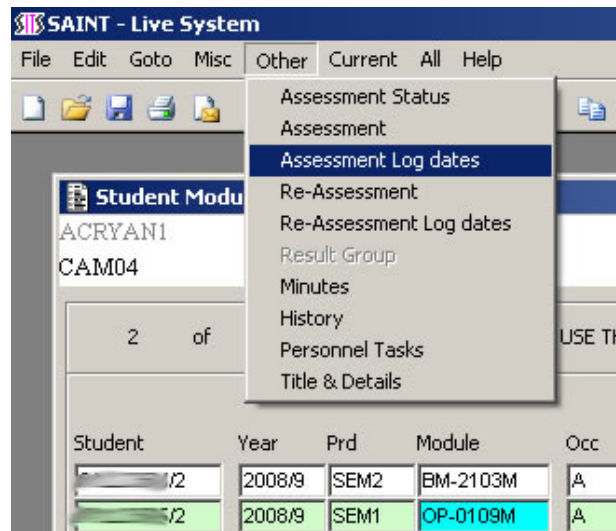


Figure 2b – Other → Assessment Log Dates

The 'Student Assessment Log' window will open, as shown in figure 2c.

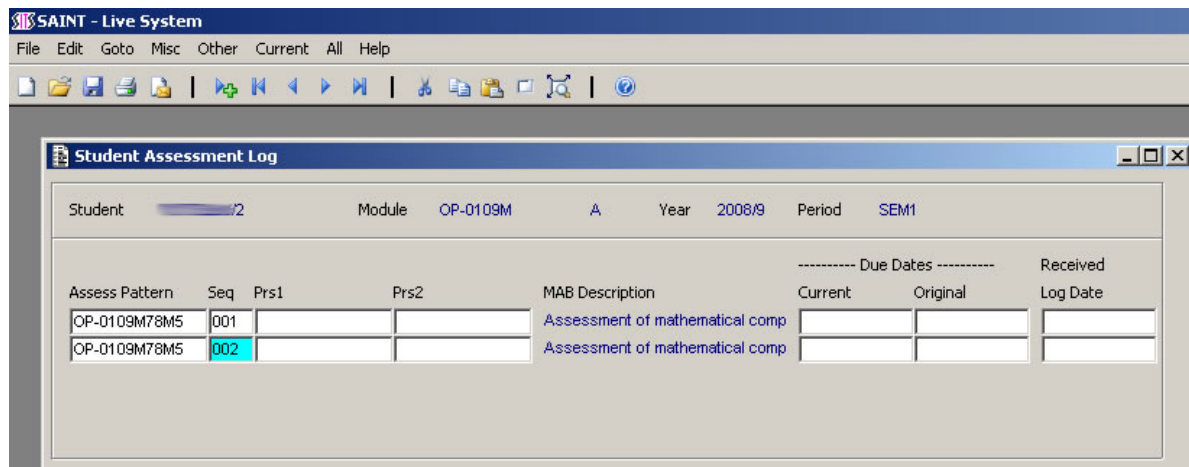


Figure 2c – the Student Assessment Log window

Highlight the component to which the mitigating circumstances apply, as shown in figure 1c. Go to Other → Notes (figure 2d)

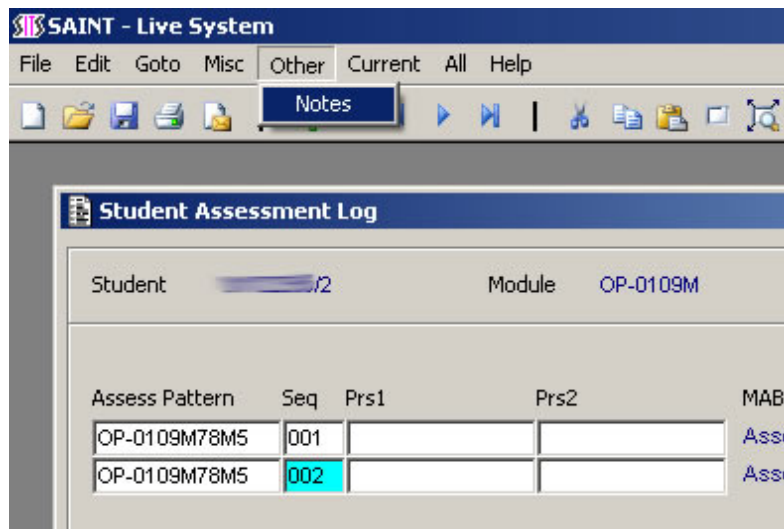


Figure 2d – select component then go to Other → Notes

The Student Assessment Notes window will now open. At this point, enter one of the codes in the table below into the Note Type box (figure 2e), and any notes into the Notes box.

Note Type	What it does
MIT	Automatically enters an 'M' into the MitCircs field on the highest sequence number SPI for the academic year in which the module was studied
MITP	Automatically enters an 'M' into the MitCircs field on the highest sequence number SPI, regardless of academic year

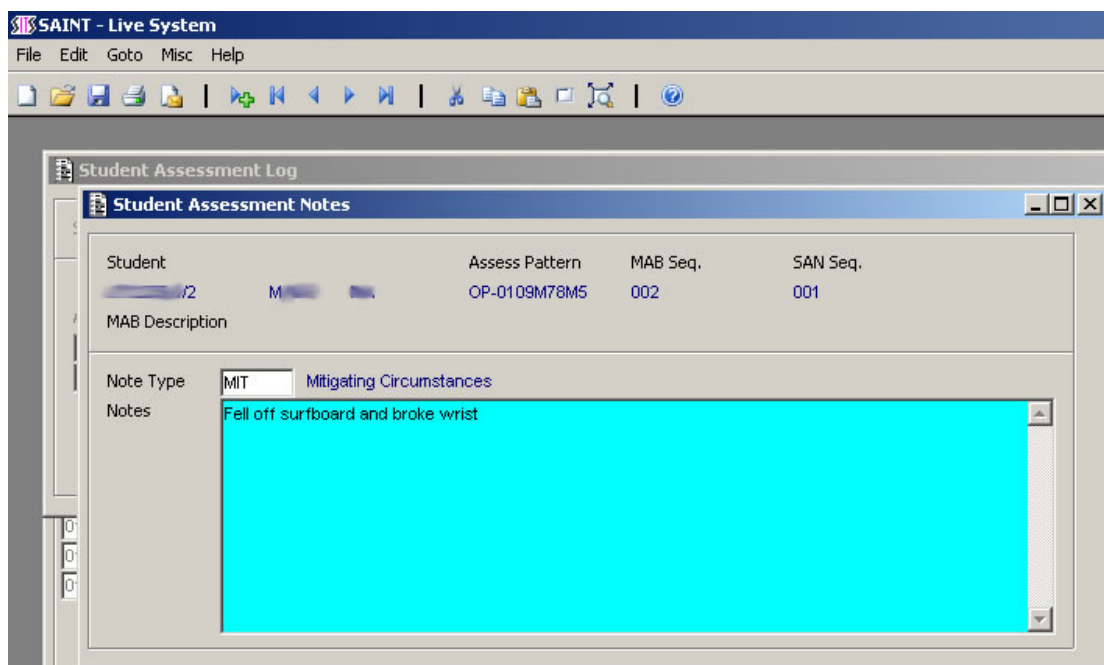


Figure 2e – Student Assessment Notes window with MIT as the note type

Store the record and close the Student Assessment Notes window. This process should be repeated for all affected modules/components.

Student Progress Info

ACRYANI SAINT - Test System 15/Dec/2009
 CAM01 Student Progress Info (SPI) CAM_SPI

1 of 1 Student Progress Information (SPI) records

SPR code	2	Seq No.	02
Year	2008/9 2008/2009	Sort name	
Period	SEM2 SEMESTER 2	SCJ code	/2
Level	1 MODLEV/CSESTG 1	Course	OPUGD UG OPTOMETRY
Programme	UBSOP BSC OPTOMETRY	Block	1
Route	OPTOME BSc Optometry	Occ	A
Updated By		Status	
Updated Date			

Scope Year		MitCircs	M	QCA factor	
Scope Period		Current batch	HONS	QCA residual	

Process status	Incomplete	BREACH	
Actual PIT		Attempted Hrs	
Agreed PIT		Credit Hrs	
Decision Date		Non-Qual Hrs	
		QCS	

Minutes

SPI notes

M (UBSOP - OPTOME)

Figure 2f – SPI record with the MitCircs field automatically populated

3. Entering Mitigating Circumstances for supplementary assessment

To enter mitigating circumstances for a supplementary assessment, open the SMR screen and retrieve the appropriate student(s) record(s) (figure 3a).

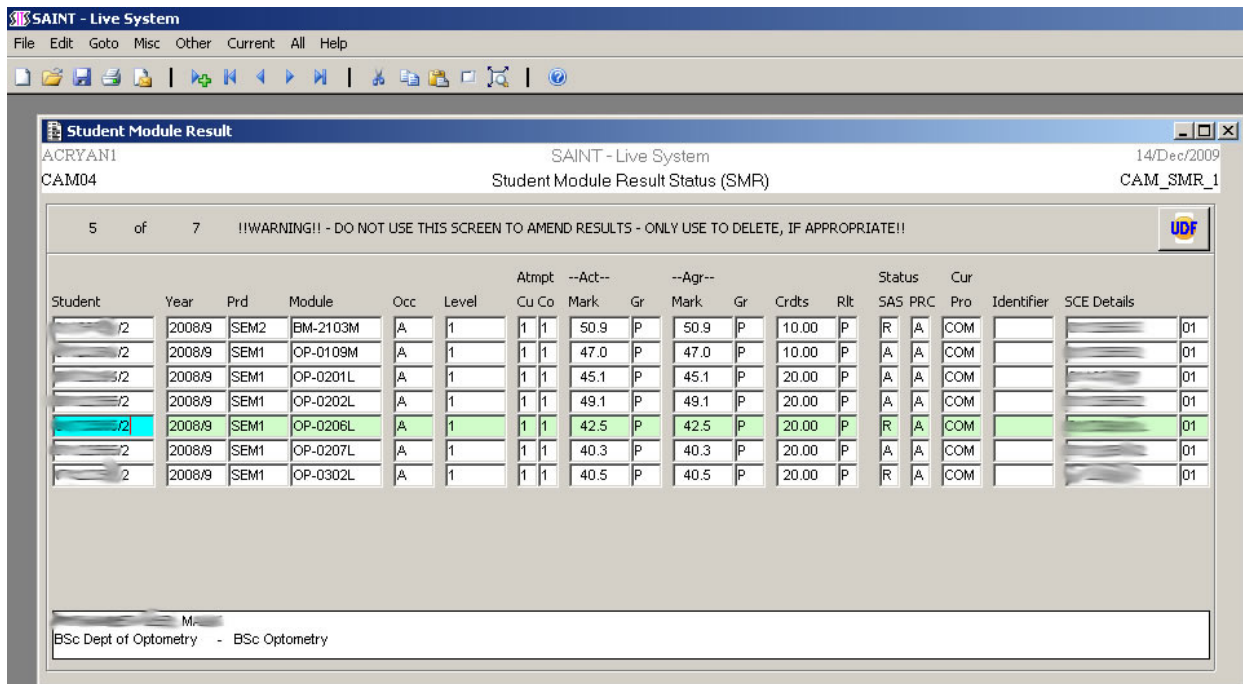


Figure 3a – student records in SMR

Highlight the appropriate module row then go to Other → Re-Assessment Log dates (figure 3b).

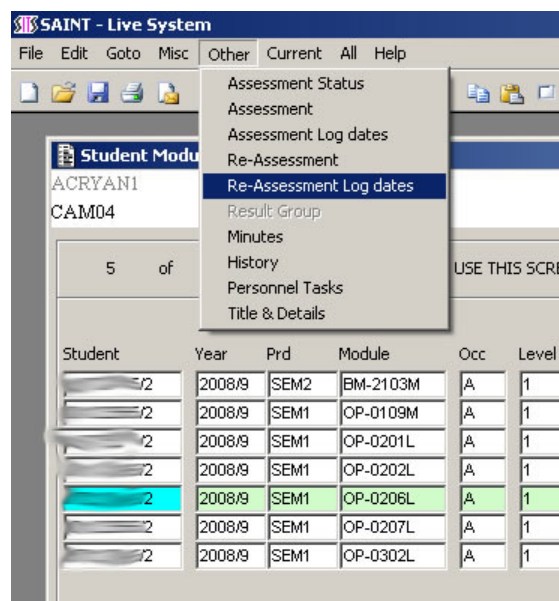


Figure 3b – Other → Re-Assessment Log dates

The ‘Student Re-Assessment Received’ window will open (figure 3c). Click on the ‘Note’ button at the end of the appropriate component’s row.

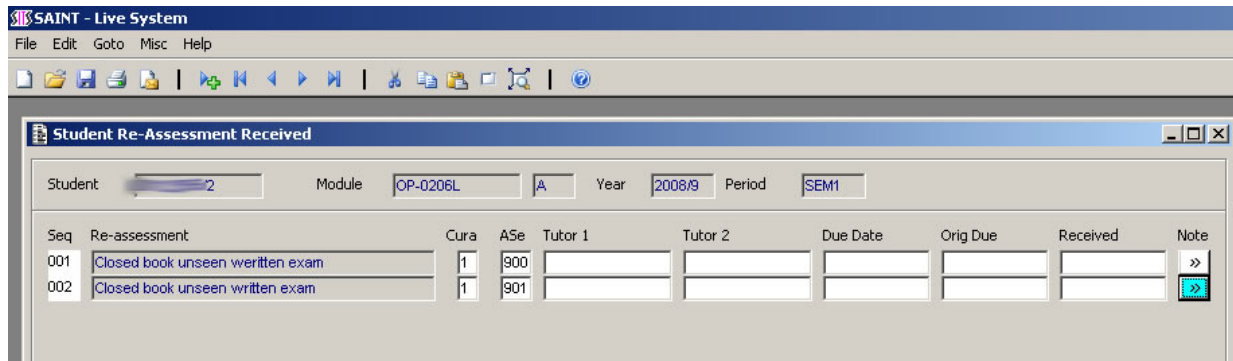


Figure 3c – Student Re-Assessment Received window

The ‘Student Re-Assessment Notes’ window will open (figure 3d). At this point, enter one of the codes in the table below into the Note Type box, and any notes into the Notes box.

Note Type	What it does
MIT	Automatically enters an ‘M’ into the MitCircs field on the highest sequence number SPI for the academic year in which the module was studied
MITP	Automatically enters an ‘M’ into the MitCircs field on the highest sequence number SPI, regardless of academic year

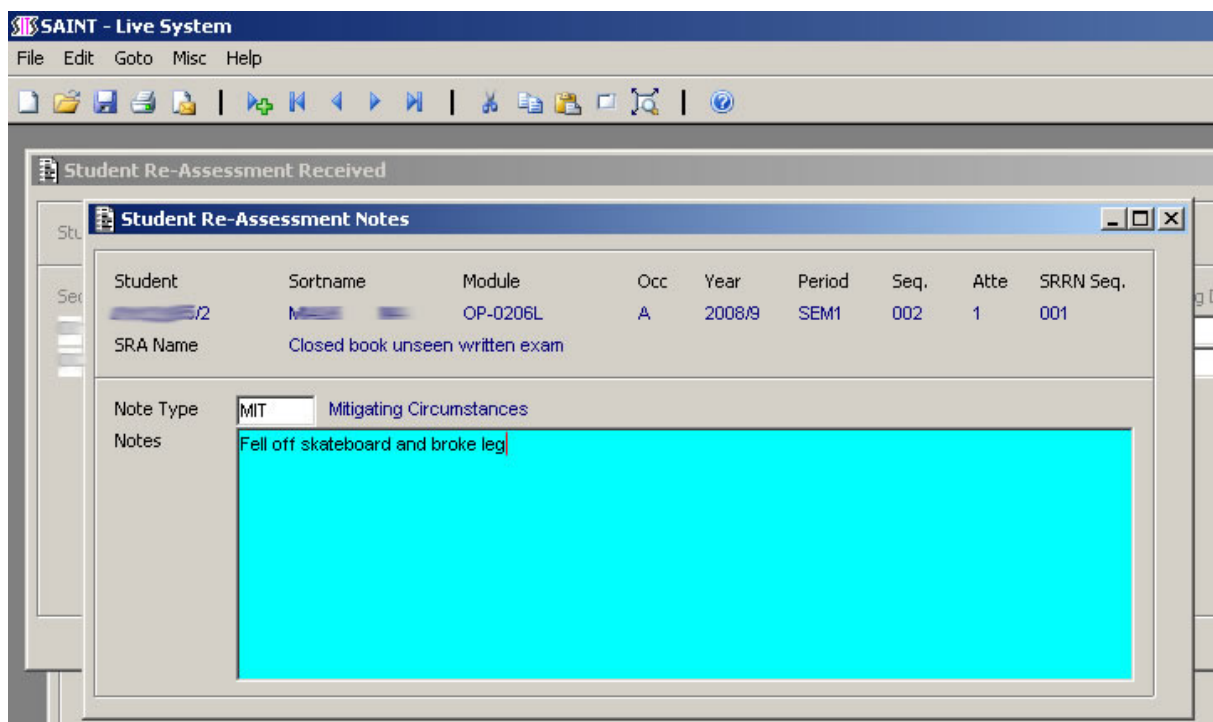


Figure 3d – Student re-assessment notes with MIT as the note type

Store the record and close the Student Assessment Notes window. This process should be repeated for all affected modules/components.

4. Reporting Mitigating Circumstances

To produce a report showing which students have submitted mitigating circumstances, open the SPI screen and enter your retrieve criteria, ensuring that you put 'M' in the MitCircs box (figure 4a).

1 of 0 Do not use this screen to amend PIT Codes – Only use to delete, if appropriate.

SPR code: [] Seq No.: []
 Year: 2008/9 2008/2009 Sort name: []
 Period: [] SCJ code: []
 Level: [] Course: []
 Programme: []
 Route: OPTOME Block: 1
 BSc Optometry Occ: []

Scope Year: [] MitCircs: M
 Scope Period: [] Current batch: [] QCA Factor: []
 Amended: []

Process status: [] BREACH: [] []
 Actual PIT: [] Attempted Hrs: [] []
 Agreed PIT: [] Credit Hrs: [] []
 Decision Date: [] Non-Qual Hrs: [] []
 QCS: [] []

Minutes: []
 SPI notes: []

Figure 4a – retrieving students with mitigating circumstances

Press retrieve/F5 to retrieve the records, then go to All → Gen + Print Letters (figure 4b).

SAINT - Live System

File Edit Goto Misc Other Current All Help

Gen + Print Letters
 Generate Letters
 Batch Letters
 Generate XML message

Student Progress Info

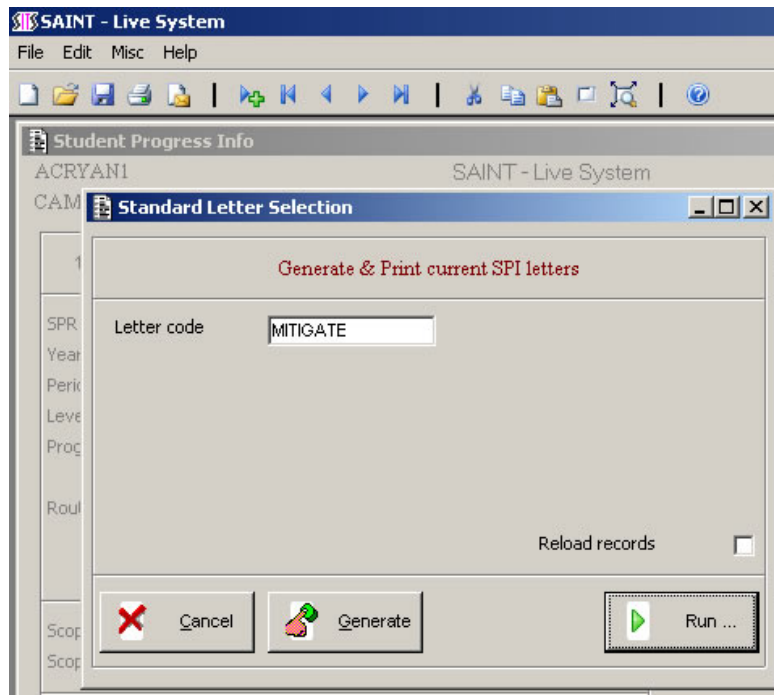
ACRYAN1
 CAM01

1 of 1 Do not use this screen to amend PIT Codes – Only use to delete, if appropriate.

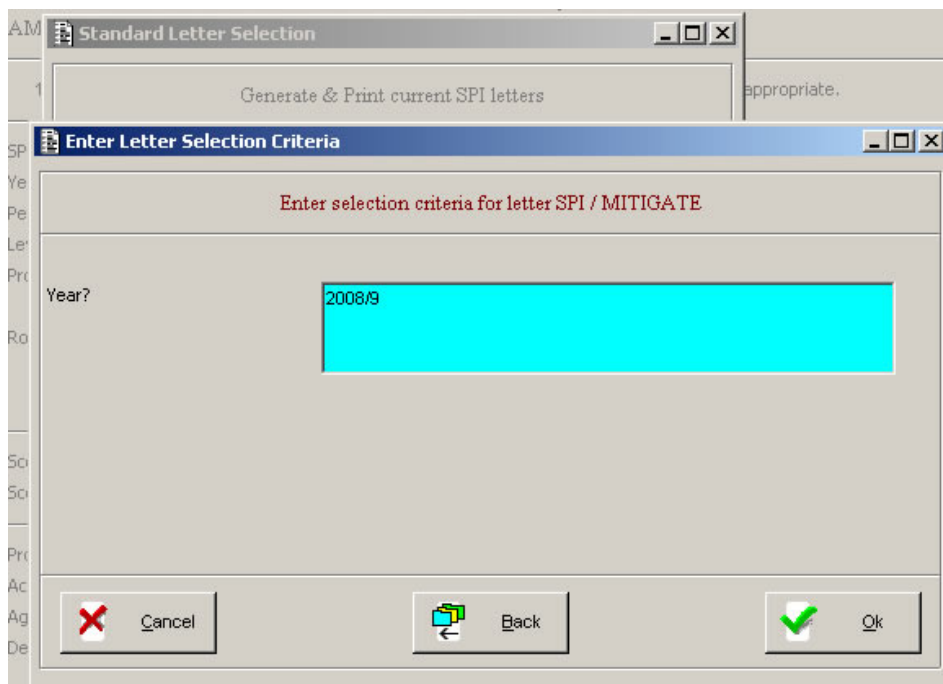
SPR code: [2] Seq No.: 02
 Year: 2008/9 2008/2009 Sort name: M
 Period: SEM2 SEMESTER 2

Figure 4b – Go to All → Gen + Print Letters

Enter the letter code MITIGATE, and click the 'Run' button (figure 4c).

**Figure 4c** – use the letter code MITIGATE

You will be prompted for the year you wish to run the report on. Enter the year in the standard SAINT format and click the OK button (figure 4d), or leave blank to show records for all academic years.

**Figure 4d** – enter the year you wish to run the report on

The Text Standard Letters window will appear (figure 4e). Click on the file open button



and specify a location on your PC to save the file (figure 4f). Remember to add the .txt extension to the filename as shown in figure 4f.

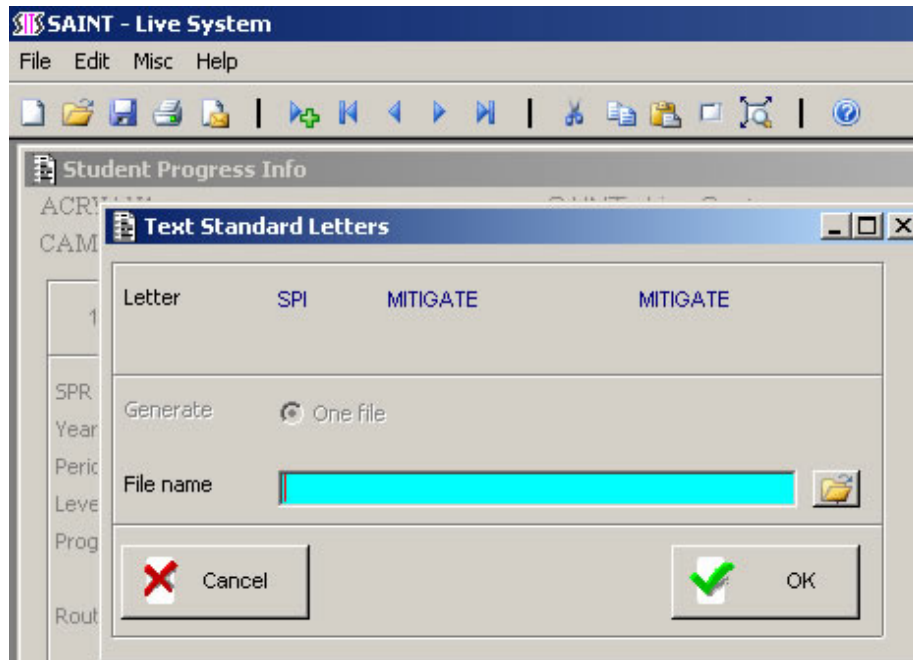


Figure 4e – the Text Standard Letters window

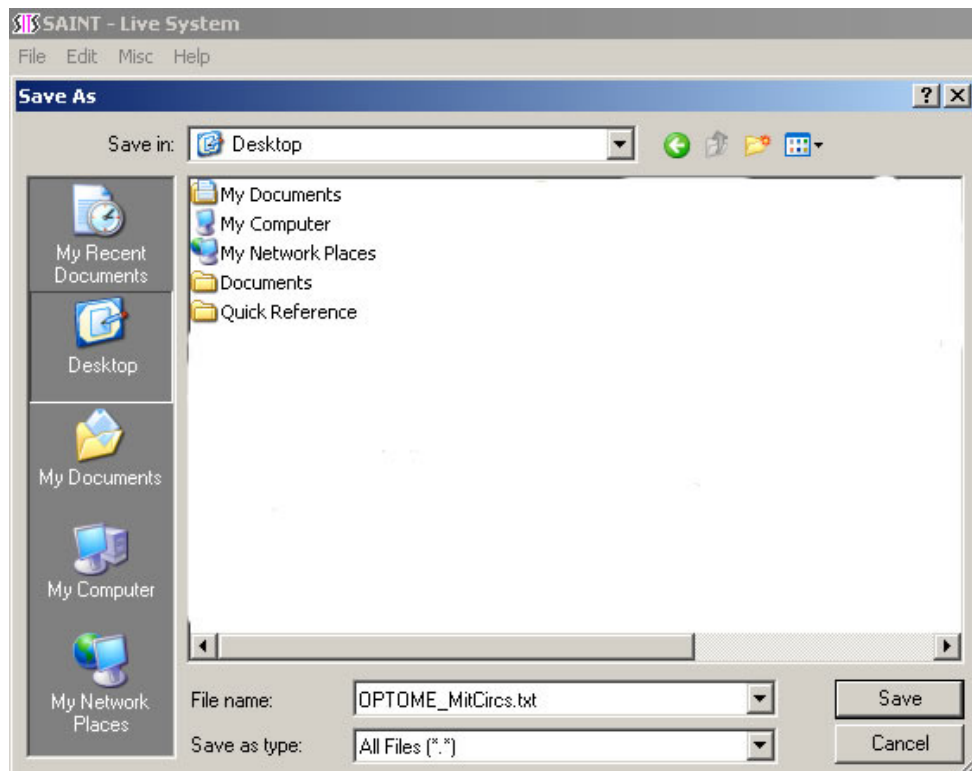


Figure 4f – save the file to your PC, remembering to use the .txt extension after the filename

Click on the Save button, and you will be returned to the Text Standard Letters window, now showing the location of the file (figure 4g). Click on the OK button.

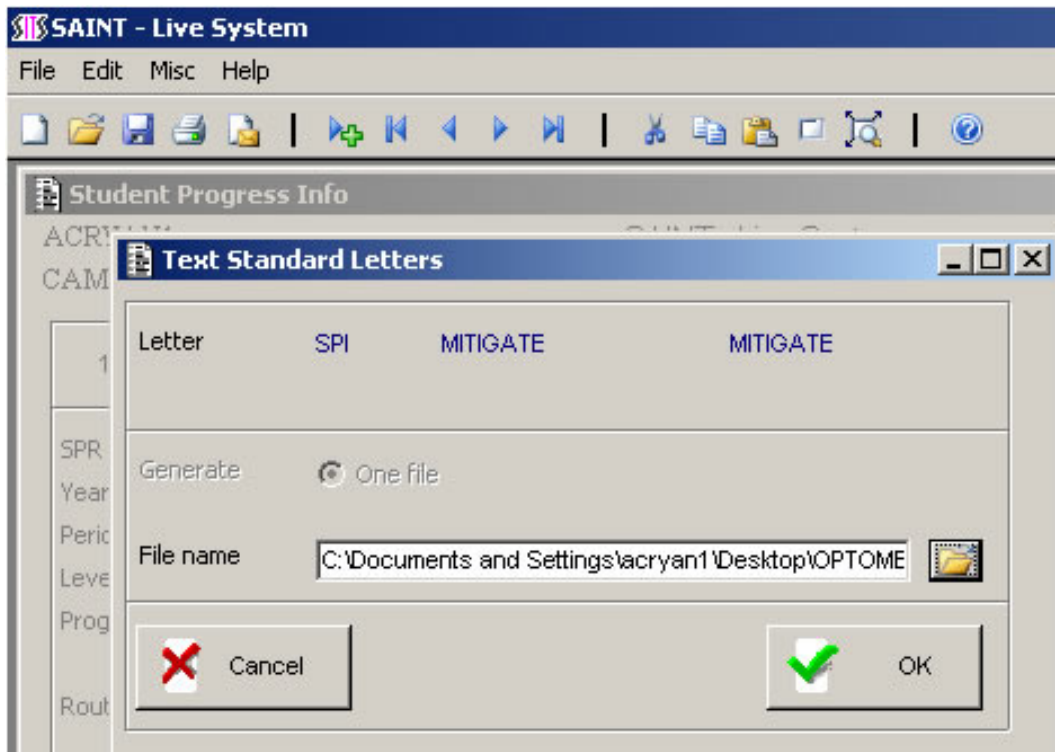


Figure 4g – click OK to save the file

The Mitigating Circumstances report is now saved as a text file on your PC (figure 4h). This can be formatted using Word or Excel as required.

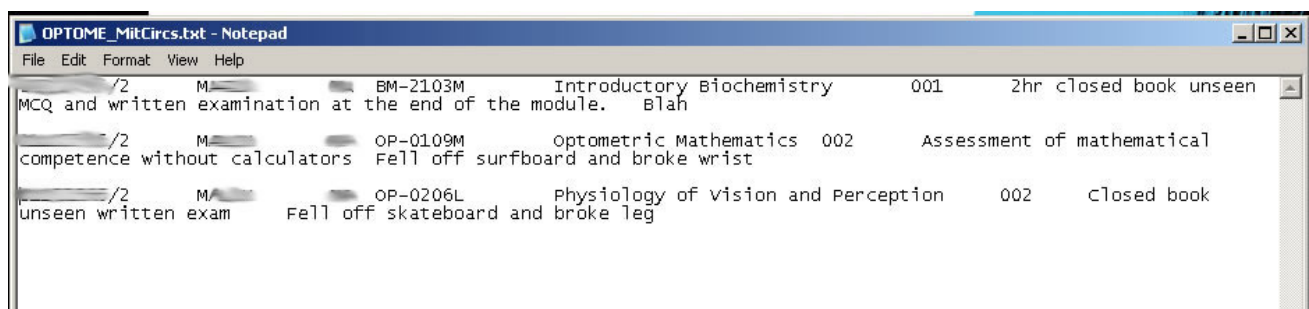


Figure 4h – Mitigating Circumstances report as a text file