

Progression & Award FAQs

*Frequently asked questions from the Part 1, 2 & 3
training sessions held in April & May 2009*

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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/trainingdocs.html>

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General Questions

Q1: Is SAINT Test going to be refreshed before the summer 2009 boards so we can test the processes?

SAINT Test was last refreshed in August 2008. We are unable to refresh it again before the summer 2009 boards as it is used for clearing testing.

Part 1: Pre-Assessment Committee

Q1: Are there any problem importing marks into SAINT (using SAS option 5/RAS option 4) when a student has an accent in their name?

No – this was a problem in earlier versions of SAINT but works correctly now.

Q2: Can multiple periods be shown on the same BRAD report?

Yes – leave the period box blank to show all periods

Part 2: Pre-Board of Examiners

Q1: Tell me about SPI records!

A SPI record is a 'Student Progress Information' record. It shows student and course details, along with the actual and agreed PIT (progression information) codes. A student should have one SPI record for each Board of Examiners they have been through – so a pass & proceed student will have one record per year, and a re-sit student will have two or more.

Q2: Should incomplete SPI records from past years be back-filled or deleted?

Incomplete SPI records from past years can be left as they are, there is no need to do anything with them.

Q3: If a student has been referred, do they need to be on two Board of Examiners sheets?

Yes. If a student has been referred (i.e. carrying 20+ credits from a previous year), the previous year's modules need to be ratified by the Board of Examiners before the current years.

Q4: Can we have multiple routes on the same Board of Examiners report?

This function was not requested in the Board of Examiners report specification, and therefore is not possible.

Q5: Does the UG progression web-based report rank in progression order?

This function was not requested in the Board of Examiners report specification, and therefore is not possible. The UG progression web-based report can be sorted alphabetically or by UB number.

Q6: What about Chair's Actions? Do they need a new SPI?

Yes, a Chair's Action that changes an award will need a new SPI record. Once you have created the SPI, please give the SAINT Team a call and we will guide you through the next part of the process.

Part 3: Post-Board of Examiners

Q1: When confirming a student award, what if I don't know the date of the ceremony?

First, check with Student Administration and Support to see if they can confirm the date. If not, enter the first of the month the ceremony will take place (e.g. 01/Jul/09 or 01/Dec/09).

Q2: When confirming a student award, does the cancel button work?

The cancel button stops the process of confirming the award, but the PIT code is already confirmed. If you need to change anything at this point, please contact the SAINT team.

Q3: Why does the results letter show the highest mark, rather than the latest?

The latest mark is the mark presented to the assessment committee. The highest mark is considered by the Board of Examiners, and this is reflected in the results letter.

Q4: Can the results letter show just the current year's modules?

The results letter is designed to show all of a student's modules for a particular course.

Q5: How do capped marks appear in the results letter?

SAINT's internal calculations will take the capped mark into account, but the highest mark will show on the results letter.

Q6: If a student has deferred, will they get 2 results letters automatically?

The student will automatically get a results letter for the highest numbered SPI record (which should be for the latest academic year). For other academic years, they can be generated manually from the appropriate SPI record.

Q7: What do we need to let the SAINT Team know to deactivate automatic results letters in e:Vision?

We will need to know the route codes of the courses which you *do not* want to receive the automatic results letter. Please see

[http://www.bradford.ac.uk/admin/SAINT/docs/training/evision/pwd/2009_05_11-
evision_dates.pdf](http://www.bradford.ac.uk/admin/SAINT/docs/training/evision/pwd/2009_05_11-
evision_dates.pdf) for further details.

Q8: Can we have a covering letter with academic stage in?

Yes, we have set a letter up to include the stage. From SPI, retrieve the student(s), ensuring you have the current records, then use the letter code RES HME STA.