

Extensions for assessments

How to record coursework extensions granted and show hand-in date using Assessment and Re-Assessment Logs

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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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The Student Assessment Log (SAL) screen

There is a screen in SAINT which can be used to log extensions on components for a module as well as recording when Mitigating Circumstances have been received see SAINT site – Training Documents for Mitigating Circumstances documentation.

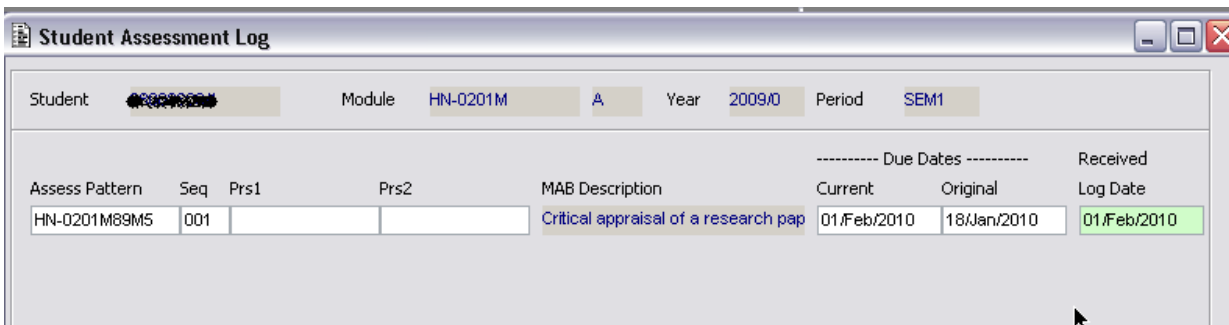
Accessing SAL screen

- Go to SMR screen
- Enter Student's UoB number and appropriate module code then retrieve (F5)

Student (SPR)	Year	Prd	Module	Occ	Level	Atmpt	-- Act --	-- Agr --	Status	Cur	Identifier	SCE Details
██████████	2009/0	SEM1	HN-0201M	A	2	1	0			SAS		02

- Go to Other – Assessment Log dates

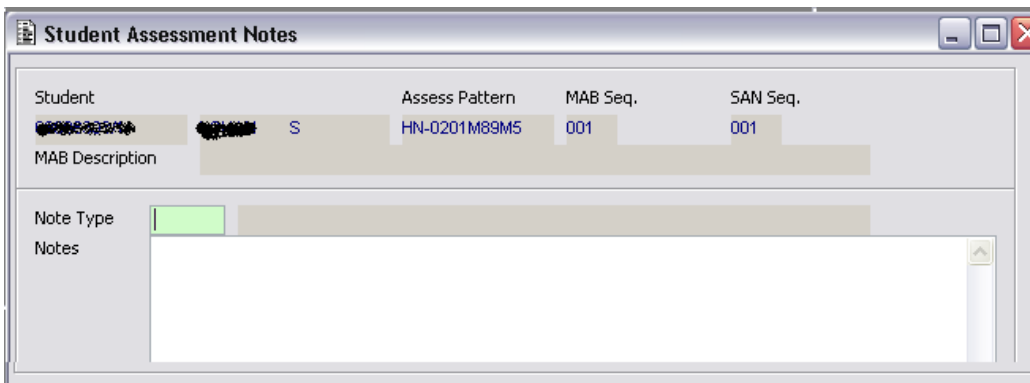
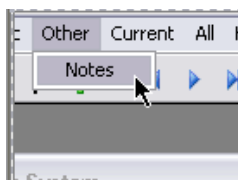
- Another screen appears where you can record the original hand-in date and the extension date – also you can record when the coursework is actually handed in (see below)



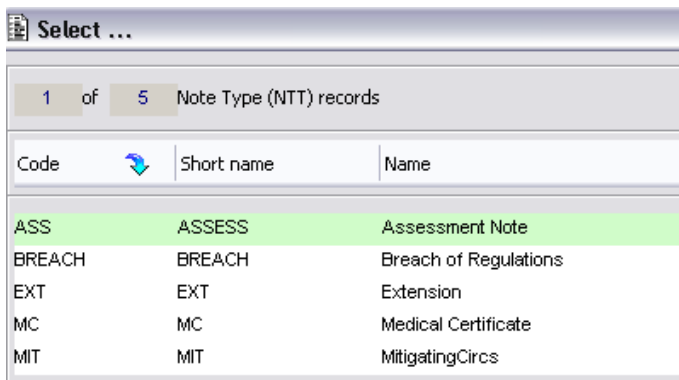
- Store (F6)

Notes on SAL

- These are accessed via Other – notes



- Double click in Note Type to select appropriate code



Student Assessment Notes

Student: [redacted] Assess Pattern: HN-0201M89M5 MAB Seq.: 001 SAN Seq.: 001

MAB Description: [redacted]

Note Type: EXT Deadline extension given

Notes: 21/02/10 Dr Jekyl agreed the Mit circs before the assessment deadline

- Enter your notes
- Store

Re-assessment on SAL

This is almost the same as the above instructions for assessment the first time but when you go to OTHER – you choose Re-Assessment Log dates :

Student Re-Assessment Received

Student: [redacted] Module: HN-0103L A: A Year: 2008/9 Period: SEM1

Seq	Re-assessment	Cura	A5e	Tutor 1	Tutor 2	Due Date	Orig Due	Received	Note
001	Essay; legal, ethical & professional issues. 3,000 w	2	001						>>
002	Essay; legal, ethical & professional issues. 3,000 w	2	001						>>

Other Current All Help

- Assessment Status
- Assessment
- Assessment Log dates
- Re-Assessment
- Re-Assessment Log dates
- Result Group

- To enter 'Notes' you click on the double chevron >>
- Enter notes as appropriate and STORE

Entering more than one set of notes on SAL or SRN

If there is already notes attached to a module eg MIT. Press CONTROL + N – this will give another blank note screen for you to fill in

Reporting on Student Assessment Log

You can report on which students have extensions, either for first assessment or re-assessment, by using a Standard Report Letter (SRL).

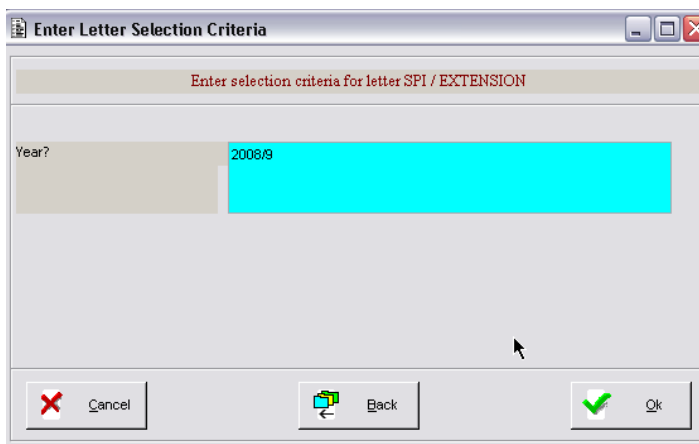
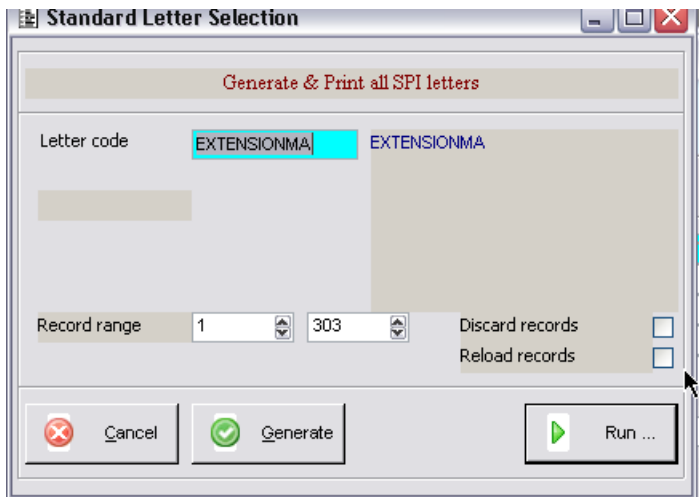
Reporting on which students have extensions by ROUTE


via SPI

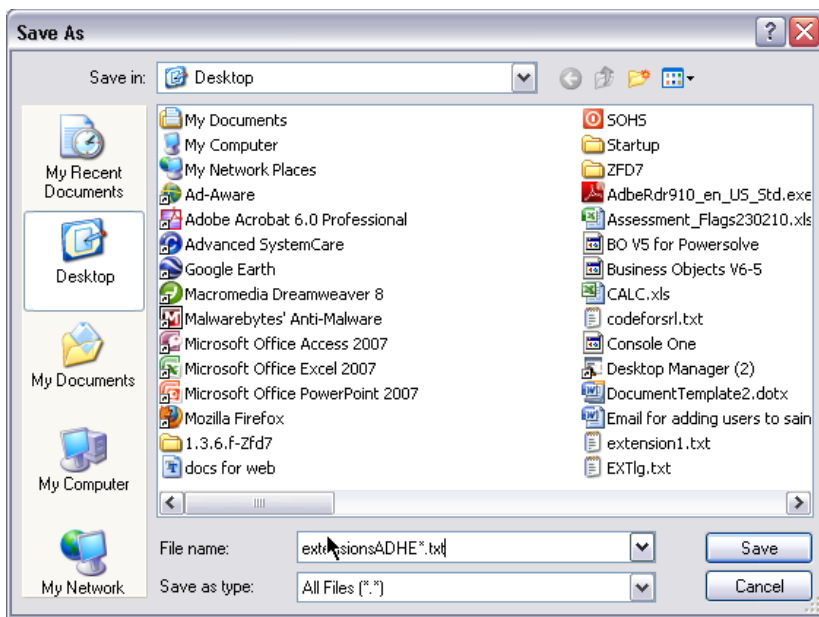
- Go to SPI screen
- Enter academic year; route code; block and occurrence

- Retrieve (F5)
- Go to ALL – Gen + Print Letters

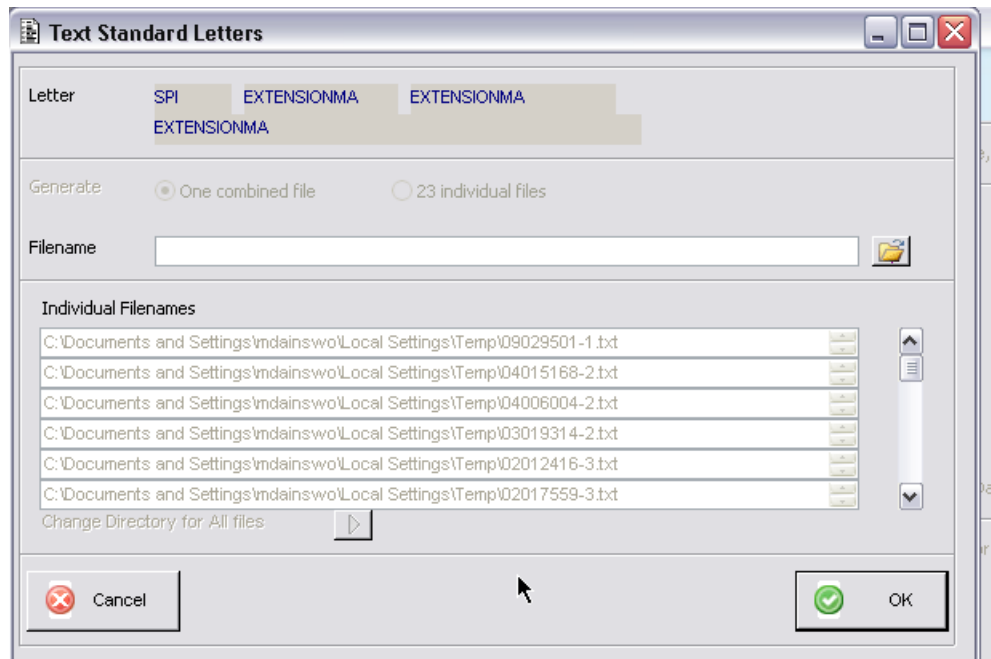
Enter EXTENSIONMA in Letter code and tab out of field – press RUN



- Enter the academic year you want and press OK
- Using the yellow folder icon 
- Open area on PC where you wish to store this folder (I have chosen DESKTOP) and enter filename and .txt extension



- Press SAVE
- Another screen appears press OK



- Open Excel
- Open your .txt document:
 - Choose Delimited - next
 - Enter | next to Other box - next
 - finish
- The report will bring out all those students, from the Route stipulated in SPI, that have extensions to coursework; what modules are affected and what notes were written
- This procedure can be run at various times throughout the year to keep it up-to-date

Reporting on which students have extensions by MODULE

via SMR

This report you can run by MODULE.

Retrieve module details in SMR using Academic Year; Period; Module code and Occurrence

Then follow as for SPI

Reporting for Re-Assessment Logs

You run this in the same way as above

