

## Minutes of Assessment & Awards Business Processing Group – 12/12/2011

**Attendees:** Sue Baines, Katherina Bauer, Jackie Barnes, Lorna Bowden, Sarah Coleman, Kim Greenhalgh, Justin Lynas, Sava Savitch-Lee, Harriet Smith, Nicholas Small (notes), Steve Stamp, Richard Throup, Vikki West

### 1. RAS Marks on the My Birkbeck Profile System

A problem existed in the logic between SITS and the My Birkbeck Profile system when displaying RAS marks. This issue is now (largely) resolved and problems shouldn't occur. Only 'published' marks in a COM state should now show.

There is also a minor issue involving pass/fail only marks that Justin Lynas is working to resolve.

Jackie Barnes suggests simplify their re-submission dates in future to prevent multiple occurrences of RAS marks being reported to the Examinations & Assessment Office.

**ACTION:** Schools to look at simplifying their re-submission dates.

### 2. Personal Tutors on My Birkbeck Profile System.

Some requests from the schools for information regarding Personal Tutors to appear on the My Birkbeck Profile system.

After discussion, it was realised that many departments may want to take a different approach to this issue. Justin Lynas stated that while it would be relatively easy to setup, that it may result in other issues arising.

**ACTION:** School reps to discuss this issue before the next meeting a report back on who wishes to proceed with it.

### 3. Module Registration

The current process of converting SMS to SMO on student records is agreed to be cumbersome and prone to mistakes arising, however, no major problems are reported from the previous year's process.

An issue arising is regarding modular students who are entered on to SMS records by mistake.

It is agreed that it is very easy for SMS data to become confused and there are also some problems when the occurrence is not added to the SMS. Which prevents the conversion from SMS to SMO happening correctly. There is also an issue that a student may be double counted on the module if both an SMS and SMO exist on their record-

**ACTION:** Planning and Business Systems is looking into abolishing the SMSs altogether or at least making them 'more robust', particularly removing the ability to create an SMS without an occurrence. In these cases, it is suggested that the SMS defaults to occurrence 'AAA' through an overnight process.

**ACTION:** Planning and Business Systems to offer further training and produce guidance notes for schools on the management of occurrences.

#### **4. Assessment Confirmation**

The module confirmation process has been moved back slightly for 2011/12 and will happen in early January 2012 (approximately January 9<sup>th</sup>). An email will be sent to all students with enrolment status E, N or R to complete the process.

#### **5. Compensated Fails – Regulation Change**

The regulations for compensated fails has changed slightly to include modules that have been given element fails (EF) as long as it is not a core module.

#### **6. AOB**

The Departments were asked to report back at the next meeting their thoughts on the Departments themselves setting up MAV records.

Justin Lynas clarified the use of the 'Dormant' enrolment status for those students who are out-of-contact with the College.

The 'Exams only' fee was clarified to not be in operation for at least the 2011/12 academic year.

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