

Subject Results Sheets

And

Mark Amendments

In Banner

Subject Results Sheets and Mark Amendments in Banner 3

1. The Task 3

2. Producing the Subject Result Sheets and supplementary documents 4

3. Making Amendments To Students' Marks..... 12

4. Verifying Mark Amendments 15

5. MARK AMENDMENT GUIDELINES FOR SCHOOL/FACULTY STAFF 16
(Appendix)

Subject Results Sheets and Mark Amendments in Banner

To facilitate the consideration of students enrolled on Combined Undergraduate Honours Degrees (modular degrees) a two-tier system was introduced comprising of Subject Boards and Campus Progress and Award Boards. The respective responsibilities for the two tiers are:

- **Subject Board (first tier)** considers students' performance in a subject and confirm the marks achieved for their subject modules.
- **Campus Progress and Award Board** (second and final tier) makes decisions on academic progress and recommendations for awards for all subjects taken on campus.

The Task

- Results sheets required for Subject Boards are produced by subject. Within the subject students are sorted by course and year, and alphabetically within year.

Production of the necessary documentation required by Subject Boards requires the following:

- For each subject, use Cognos 8 to produce
 - Subject Result Sheets (Current year and all years if requested)
 - List of subject codes by Campus
- After the Subject Board has met, make amendments to student marks as annotated on the Subject Result Sheets.
- Verify the mark amendments.

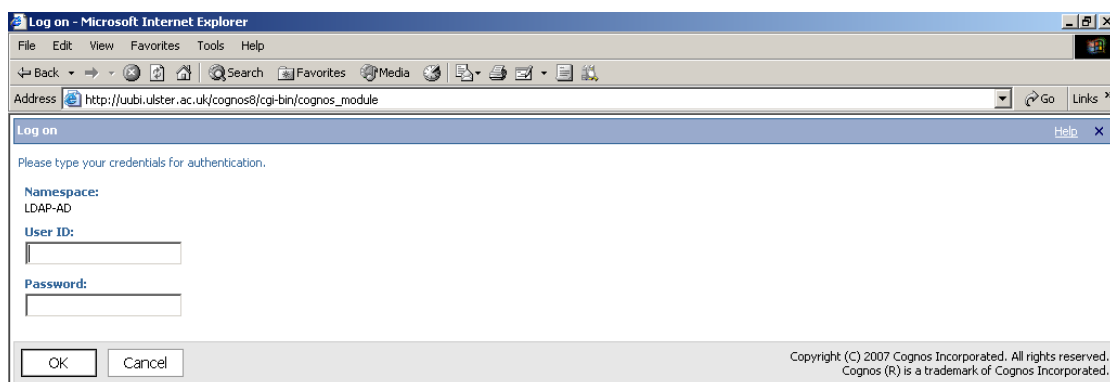
Producing the Subject Result Sheets and supplementary documents

1. Enter the following URL to open the application:

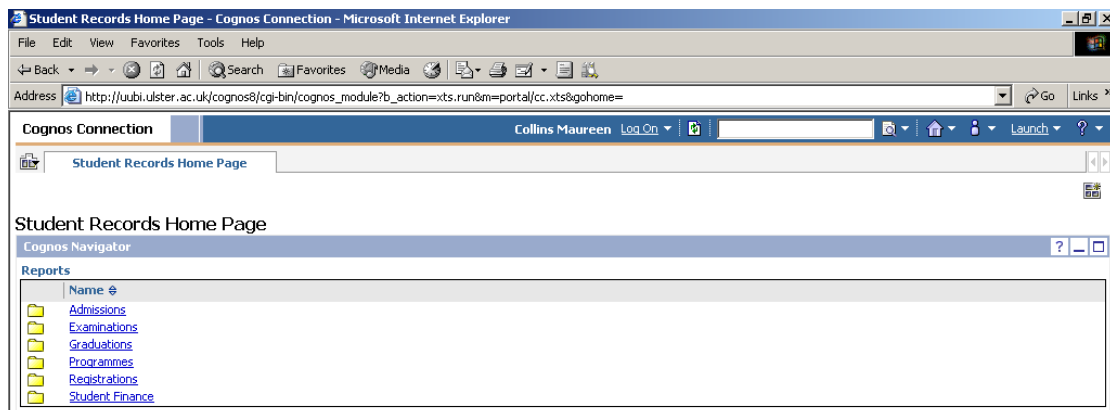
<http://bi.ulster.ac.uk>

It is advisable to Bookmark this web page as a Favourite.

2. Log in using your Windows password, i.e. the password you use to first log on to your computer in the morning. Please remember, if you update this password, you will need to use the updated password here.




You will be directed to your Cognos8 homepage.

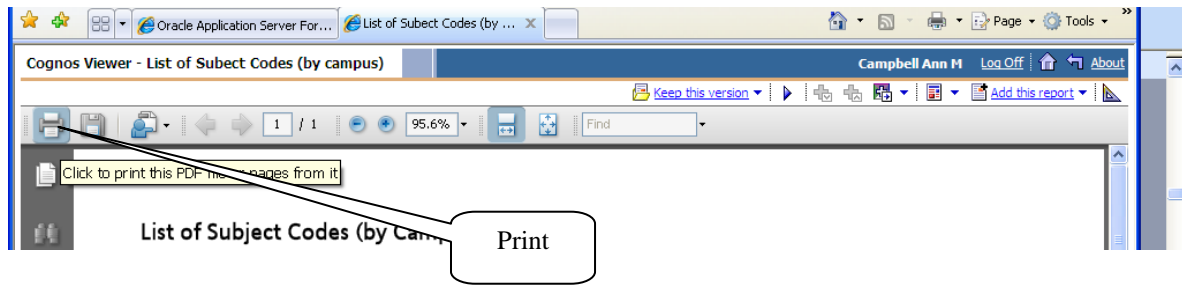


3. Firstly, you may wish to print off a list of subject codes for your specific campus for reference. To do this, run the report:

Examinations/Subject Result Sheets/ List of subject Codes (by Campus)

Simply enter the campus value e.g. JN (in upper case) and click Finish to run the report.

To print the report, click on the  icon in the top right corner and select View in PDF format. The report will open as an adobe .pdf document. To print this, click on the print icon in the top left hand corner of the screen.



4. To print the Subject Results Sheets (Current Year), Open the report:

Examinations/Subject Result Sheets/ Subject Results Sheet (Current Year).

5. Select the appropriate value for Academic Year followed by Campus. Please note - the Subject value prompt will not become active until you have selected a Campus.

Once you have selected a Campus value, the subject prompt takes this value and populates itself with the appropriate subject codes for the selected campus. At this stage you might notice a small message advising you that the report is running. This should only last 10 – 15 seconds.

Report Name: Subject Results Sheets (Current Year)

Select Academic Year: 201011

Select Campus: Magee

Select Subject: SUBJECT_CODE

Programs
Choose Select All


Select Program Year
Hold down the CTRL key and click to select non-adjacent values

Supplementary Yes No [Select all](#) [Deselect all](#) [Deselect](#)

Cancel Finish

The 'Select Subject' prompt will then list the subject codes for you to choose from.

Select the required subject code. Once the subject code has been selected, the Programs prompt will be populated with programs associated with that particular subject code. Again, you will notice a small message advising you that the report is running. This should only last 10 – 15 seconds. Click the Select all link so that all programs are highlighted.


Report Name: Subject Results Sheets (Current Year)

Select Academic Year*

Select Campus*

Select Subject*

1178

1424

1706

1716

1721

1766

1777

2376

2405

2436

2846

Select all Deselect all

Programs
Choose Select All

1

2

3

4

5

6

7

A

B

C

X

Select all Deselect all

Select Program Year
Hold down the CTRL key and click to select non-adjacent values

Supplementary Yes No Optional
Deselect

Cancel
Finish

The Program prompt will display programs associated with the selected subject. Click Select All

Continue by selecting the Program Year (NB: you can select one or more values for Program Year by holding down the CTRL key as you click).

If users are producing **Supplementary** Subject Result Sheets (Current Year), click the 'Yes' radio button, otherwise ignore this prompt field.

University of ULSTER

Report Name: Subject Results Sheets (Current Year)

Select Academic Year* 201011

Select Campus* Magee

Select Subject* L400

Programs
Choose Select All

3029
3072
3082
3091
3093
3386
5891
5905
5908
5909
6610

Select all Deselect all

Optional

1
2
3
4
5
6
7
A
B
C
X

Select Program Year
Hold down the CTRL key and click to select non-adjacent values

Optional


Supplementary Yes No

Deselect

Optional

Click Finish to run the report

Cancel Finish

- It is important to note at this stage that the report may take between 5 – 15 minutes to run, depending on its size. The report will run automatically as a PDF format.
- You can print this immediately by clicking on the Print icon  in the top left corner of the screen.

Print

Printer

Name: Lexmark E321

Status: Ready

Type: Lexmark E321

Properties

Comments and Forms: Document and Markups

Print Range

All

Current view

Current page

Pages: 1

Subset: All pages in range

Reverse pages

Page Handling

Copies: 1

Collate

Page Scaling: None

Auto-Rotate and Center

Choose Paper source by PDF page size

Preview: Composite

8.27

11.69

Document: 8.5 x 11.0 in

Paper: 8.3 x 11.7 in

1/1 (1)

Printing Tips Advanced

OK Cancel

Change this to NONE

Depending on your printer settings, you may need to remove the Printer Margins before you print out a copy of the report. Otherwise, some of the data may be cropped at either side or the report will not fit on to one page. In order to do this, after you click the printer icon, update the Page Scaling to None before you click OK.

8. To print the Subject Results Sheets (All Years), Open the report:

Examinations/Subject Result Sheets/ Subject Results Sheet (All Years).

9. Select the appropriate value for Academic Year followed by Campus. Please note - the Subject value prompt will not become active until you have selected a Campus.

Once you have selected a Campus value, the subject prompt takes this value and populates itself with the appropriate subject codes for the selected campus. At this stage you might notice a small message advising you that the report is running. This should only last 10 – 15 seconds.

Report Name: Subject Results Sheets (All Years)

Select Academic Year* 201011

Select Campus* Magee

Select Subject* SUBJECT_CODE

Program
Choose [Select All](#)

Select Program Year
Hold down the CTRL key and click to select non-adjacent values


Supplementary Yes [Deselect](#)

[Select all](#) [Deselect all](#)

[Cancel](#) [Finish](#)

The 'Select Subject' prompt will then list the subject codes for you to choose from.

Select the required subject code. Once the subject code has been selected, the Programs prompt will be populated with programs associated with that particular subject code. Again, you will notice a small message advising you that the report is running. This should only last 10 – 15 seconds. Click the [Select all](#) link so that all programs are highlighted.


Report Name: Subject Results Sheets (All Years)

Select Academic Year*

Select Campus*

Select Subject*

Program

Choose Select All

1178
1424
1706
1716
1721
1766
1777
2376
2405
2436
2846

Select all Deselect all

Select Program Year

Hold down the CTRL key and click to select non-adjacent values

1	Optional
2	
3	
4	
5	
6	
7	
A	
B	
C	
X	

Select all Deselect all

Supplementary

Yes Optional

Deselect

Cancel
Finish

The Program prompt will display programs associated with the selected subject. Click Select All

Continue by selecting the Program Year (NB: you can select one or more values for Program Year by holding down the CTRL key as you click).

University of ULSTER

Report Name: Subject Results Sheets (All Years)

Select Academic Year* 201011

Select Campus* Magee

Select Subject* L400

Program
Choose Select All

3029
3072
3082
3091
3093
3386
5891
5905
5908
5909
6610

Select all Deselect all

1
2
3
4
5
6
7
A
B
C
X

Select all Deselect all

Supplementary Yes No

Cancel Finish

Example of non-adjacent values selected


Ignore this unless printing a SUPPLEMENTARY Subject Result Sheet (All Years)

Click Finish to run the report

Select Program Year
Hold down the CTRL key and click to select non-adjacent values

If users are producing **Supplementary** Subject Result Sheets (All Years), click the 'Yes' radio button, otherwise ignore this prompt field.

Click '**Finish**'

10. **It is important to note at this stage that the report may take between 5 – 15 minutes to run, depending on its size.** The report will run automatically as a PDF format.
11. You can print this immediately by clicking on the Print icon  in the top left corner of the screen.

Print

Printer Name: Lexmark E321

Status: Ready

Type: Lexmark E321

Print Range: All

Page Handling: Reverse pages

Page Scaling: None

Change this to NONE

Preview: Composite

Document: 8.5 x 11.0 in

Paper: 8.3 x 11.7 in

1/1 (1)

OK Cancel

Depending on your printer settings, you may need to remove the Printer Margins before you print out a copy of the report. Otherwise, some of the data may be cropped at either side or the report will not fit on to one page. In order to do this, after you click the printer icon, update the Page Scaling to None before you click OK.

Attach the Notes of Guidance for Subject Results Sheets prior to collection by the Subject Director.

Please Note: For this current semester only (Sem1 20010), Schools Staff are asked to write the Subject Name on the Header of the report beside the Subject Code on the first page only. Future versions of this report will have the Subject Name incorporated into the header.

This completes the production of all documentation relating to and required by a Subject Board.

Making Amendments To Students' Marks

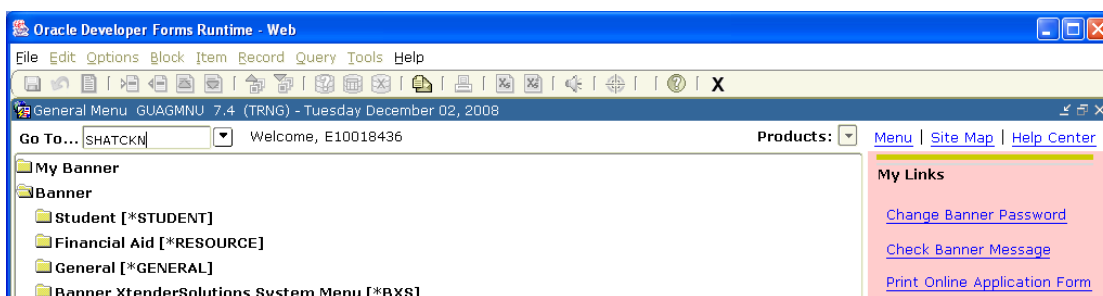
(These procedures apply to changes made by school staff following Subject Boards and post-roll changes made by the Examinations Office.)

In order to make amendments to Student Marks after a subject board, it is necessary to have access to the main Banner system:

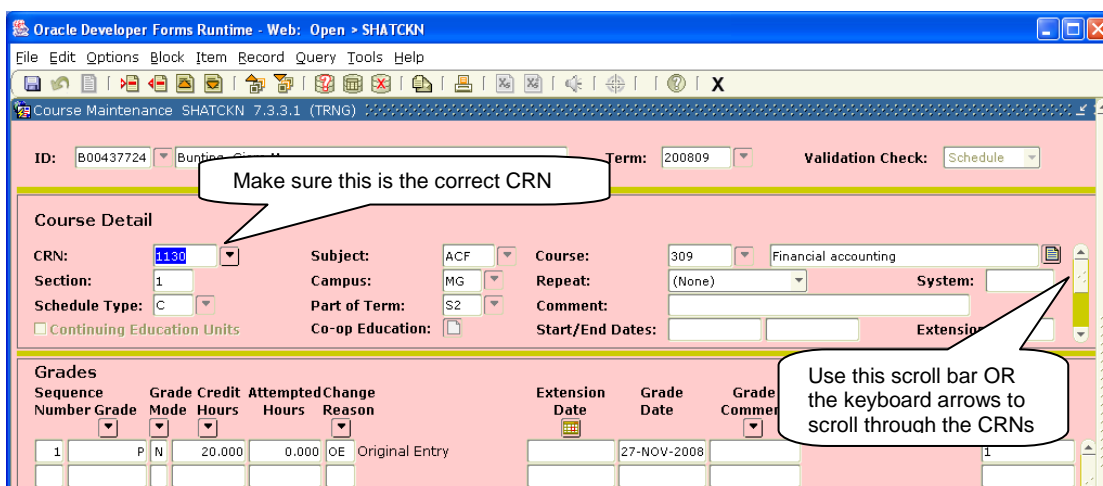
1. Log on to Banner Student System using

<http://inb.ulster.ac.uk>

2. Enter the form name SHATCKN in the Go To field on the main menu, press return

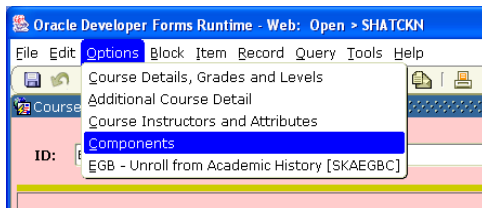


3. Enter the Banner Id and Term (ie. 200910)
4. Next Block
5. Notice the CRN displayed. If this is NOT the CRN you are amending marks for, use the keyboard arrow keys to scroll through the CRNs the student is enrolled on, until you find the record with mark amendments to put in place.



NB: Be very careful to ensure that you are displaying the correct CRN in the second block as the CRN is no longer displayed when the Component Option is accessed.

- From the pull down menu across the top of the screen, select Options then Components.



- Click into Score field of Component (CW or EX) to be amended.

- Enter the new mark(s)

 A screenshot of the Oracle Developer Forms Runtime application showing the 'Component Maintenance' screen. The screen displays a table with columns: Name, Score, Out of, Percent, Letter Grade, Weight, Change Reason, Must Pass, Comments, and Calculated Summary. The table contains two rows: 'CW Coursework' and 'EX_180 Examination'. Callouts provide instructions: 'Save' points to the top left; 'Enter the new mark against the appropriate component' points to the Score field; 'Enter appropriate reason to amend original mark' points to the Change Reason field; 'If appropriate enter Absence/non-submission in here OR remove the flag if you are supplying a mark that was previously unavailable' points to the Must Pass field; and 'The grade will be automatically recalculated' points to the Calculated Summary field. Below the table, there are fields for 'Composite Marks', 'Percent', 'Grade', 'Calculated Summary', 'Change Reason', and 'Grade Comment'.

Name	Score	Out of	Percent	Letter Grade	Weight	Change Reason	Must Pass	Comments	Calculated Summary
CW Coursework	65.00	100.00	65.00	P	25	OU	<input checked="" type="checkbox"/>		Component record c
EX_180 Examination	66.00	100.00	66.00	P	75	OE	<input checked="" type="checkbox"/>		Component updated

- Select the 'Change Reason' for each component mark amended. The Reason selected will depend on the assessment period the changes are being made for. Use the drop down list to display the values.

Assessment Period 'Change Reason'

Sem 1, Sem 2 or Sem 3 - Change from 'OE' (Original Entry) to 'OU' (Original Update)

If you do not change the Reason you will not be able save the amended mark.

Supp. (resit) exam period - The correct Reason of 'SF (supplementary first sit) or 'SR' (supplementary resit) should already be populated. You need only click Save. If a different Reason is displayed please contact the campus Examinations Office for advice.

*Please also remember to remove the absence/non-submission Comment for the appropriate component when the new mark is being recorded.

If a student is to be recorded as absent from the examination, or as not having submitted coursework, or as mark unavailable amend the mark to 0, and select the appropriate Comment for the component comment *

10. To delete Comments press Delete, or back space on comment and save.
11. For amendment of a grade, for a grade only assessed CRN, click on the list of values for the Letter Grade column and select the grade. Remember to select the appropriate Comments value e.g Only Grade or Only Grade NS

Once you are happy that all the mark amendments for the given Banner Id on the chosen CRN have been made

12. Click Save and OK to the Component amendment message.
 - Note that the component grade is automatically updated.
 - Note that the composite grade and overall module percent are automatically updated.

Users should be aware they are replicating the process of recording marks using EGB on this form. The same rules apply on this form when flagging absence, non-submission etc as do within the EGB pages.

To apply a mark amendment for the next student

13. Click on the rollback button

This will clear the form ready for the next student Banner Id to be input. Repeat the process for the next student.

Verifying Mark Amendments - Checking Marks by Subject

1. Enter the following URL to open Cognos8:

http://uubi.ulster.ac.uk/cognos8/cgi-bin/cognos_module

2. Open the Cognos8 report named:

Examinations/Mark Amendments/Mark Amendment Report

Enter the prompt values as follows:

Academic Year: *200910*

Campus: Your local campus

Program: *Optional*

Ecode: *Enter the ecode of the member of staff who made the mark amendment*

Date to detect Changes on or after: *Click on the date that the first change was made*

Use this report to ensure the marks recorded on Banner accurately reflect the mark amendments made at the Subject Boards.

Appendix

MARK AMENDMENT GUIDELINES FOR SCHOOL/FACULTY STAFF

PLEASE PRINT OUT AND KEEP THIS DOCUMENT FOR REFERENCE.

The following 'guidelines' are intended to help you answer queries from Academic members of staff and other staff in your area:

1. **Mark changes made prior to the Subject Board meeting should be done in Electronic Gradebook (EGB) provided the marks have not been rolled; once the Subject Boards have met mark amendments are to be done in the designated form (SHATCKN) in Banner.**
2. **Mark amendments made AFTER module marks have been rolled but BEFORE the Subject Board has met** – school staff are to contact their campus Examinations Office and request that the CRN in question be 'unrolled'. The changes should be made in EGB, and the marks rolled to Academic History as usual.
3. Following Subject Boards mark amendments should be made as soon as possible after receipt of changes from Subject Directors and not later than the deadlines communicated by the Examinations Office to schools prior to each assessment period.
4. **Mark amendments made AT a Subject Board** – processed by School/Faculty staff on receipt of a Subject Result Sheet with mark amendments made in red ink or circled in red ink.

Once you have received the copy of the subject results sheets from the member of faculty staff who attended the Board you should NOT accept any further changes to marks. It is important that this rule be observed because changes to marks made after the final Board may have implications beyond the updating of the marks database which the Examinations Office may need to be aware of.

5. **Module/CRN deletions on a Subject Result Sheet** – School/Faculty staff to communicate the module to be deleted to the campus Registry Office via email.
6. **Module/CRN insertions i.e. modules 'written in' on a Subject Result Sheet** - communicate the module to be inserted to the campus Registry Office via email and record the module marks in EGB and Roll to History..
7. **Checking mark amendments** – don't forget to run your check report!!