#### Introduction

This procedure note will look at the key areas of board processing by Divisional staff once marked as ready by the central student administration teams

Marking a board as ready will generate an email notification to the relevant Divisional team using the generic email address held on KentVision.

This is confirmation that the central teams are happy with the status of the marks and grades, processed any updates from the missing marks report (Divisional staff can also run this report from the Examination Boards area in KentVision), created progression records for all students under consideration by the board and run the progression rules to generate an initial progression decision for each student.

If the student is eligible for an award (including alternative exit awards for students who record a fail at a module at their final attempt), the award rule calculations will automatically run to additionally generate a provisional classification.

**Note**: In addition to running the screens in KentVision the Board of Examiners composite report, statistical reports and No Detriment Comparison report are available to run via Reporting Services.

The <u>No Detriment Comparison</u> report should be run ahead of the Board so any required changes from this can be annotated on the secretary screens at the interim and/or main boards,

#### **Examination Board Templates:**

A series of examination boards have been created which contains all courses reported to individual boards to ensure all students on these courses will be considered by the board.

The naming convention for these boards is all must start with BOE and end with either PG/UG, the text in-between should be seven characters long, e.g. BOEANTHROPPG (Anthropology PG board).

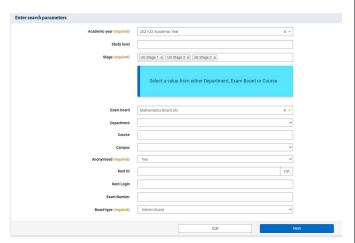
#### A. Selection Screen for Boards

For all board types, the selection screen is the same. There are four board types;

- Interim Board (also known as a pre-board)
- Main Board
- UG Resit Interim Board
- UG Resit Main Board

**Note:** for PGT boards there is no concept of a standalone resit board so either Interim or Main board must always be selected.

Go to Examination Boards and select Examination Board Secretary Screen.



- Academic Year: defaults to the current academic year.
- Study Level: Undergraduate or Postgraduate Taught must be selected.
- Stage: at least one stage must be selected but multiple selections can be made.
- Exam Board: select the relevant examination board from the drop down list. This is an extensive list and to make the search easier you can start typing the name of the board and the selection is reduced.
- Department: select the academic department from the dropdpwn list.
- Course: the board can be run against an individual course and by typing the name the course can be selected.

\*\*You can only retrieve by examination board, Department **OR** course; once you have selected one the other option is greyed out and cannot be used.

- Campus: to select a specific campus select the appropriate value from the dropdown list.
- Anonymised: this can be set to "Yes" or "No" as required. If you select "Yes", details of an end of year extenuating circiumstance request will not be available.
- **Kent ID**: an individual student can be retrieved using a Kent ID number.
- Kent Login: an individual student can be retrieved using a Kent login.
- Exam number: an individual student can be retrieved using an examination number.
- Board Type: one of the board types must be selected e.g. Main Board
- Click Next to proceed.

**Note:** if you opt to quit from the secretary screen you will be returned to the selection parameters screen and it will restore your selection criteria. If you logout of KentVision these will need to be re-entered.

### B. Examination Board Secretary Screen - General View

On clicking Next the screen will start to load the student details for the board.

The tolerance level for the screen has been set to 1,000 students so if your board criteria exceeds this, the page will not load and you will need to amend your search criteria e.g. remove a stage value.

The general view for all board types is the same with the default view as course, stage and Kent ID. The default view is 50 records on the screen but this can increased by using the drop down options.



The default sort criteria on the page are stage, course and ID but the data can be sorted by any of the columns provided by clicking on the grey downwards arrow next to the column headings and these can be multiple e.g. Exam Number and Stage.



- If you change the sort options this will remain unless you quit KentVision or use the Refresh table – rest sorting/filters option to resore the default view.
- If a progression record does not exist for a student no action buttons will be displayed. Please contact CSAO/MSAO so this can be actioned.



- For each student a summary is displayed displaying their stage average, total credits accrued, provisional result and if applicable their provisional award and classification.
- If an end of year extenuating circumstance request has been raised the Ext Circs column will be populated and if the Mitigation Committee have recommended any mnodule action(s) the Board Action column will also be populated.



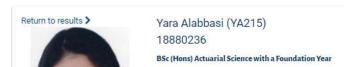
- Summary details can be created and exported to CSV file using the Export option.
- Click Export and a GDPR statement will be displayed.



Click **CONTINUE** to proceed and a CSV file will be generated and saved to the Download folder. The display of the document is as below and will vary depending on whether you have anonymised the data or not.



If you select not to anonymise the data clicking on the student ID in the Kent ID column will launch the quick student look up details for the student. Click Return to results to return to the secretary screen.



#### STUDENT SUMMARY DETAILS:

There are five main areas;

- 1. Student Details: basic summary information for individual students.
- Extenuating Circumstances: if the board has not been anonymised, expanding this area provides a summary details of the Year-End extenuating circumstance request, student statement, modules and assessment(s) the request is raised against and a link to any uploaded documents/evidence.



If you click **View** you can view the full request. Click **Back** to return to the summary screen.

#### 3. Composite Details: Open and Completed Modules

By default only the **current/open modules** will be displayed in summary form i.e. aggregate and final module marks and module outcome. Module Outcomes will generally be **PASS** or **FAIL**; **MISS** would indicate missing marks and **HELD** the either a "H" or "MW" grade has been entered on one or more of the assessment components.

If the attempt number is greater than 1, this will indicate that the student is in reassessment and the overall module mark will be capped for the module.

**Note:** these include any modules with open reassessment from a previous academic year and trailed modules from a previous year.

\*\*NOTE: for migrated, historic modules for a previous academic year only the aggregate component and overall module result will be displayed.\*\*



Any active extenuating circumstance request for a module are visible via the warning sign in the **Extenuating Circumstance** column.

Click **Expand all** to view assessment components for all modules or click **Expand** to see components for an individual student. Click **Hide** to revert to the summary view.



Any active concessions for an assessment component are visible via the warning sign in the **Extenuating Circumstance** column.

This expanded view enables a user to view all components for the module, their mark and grade, weighting, session\_examined and name.

**Advanced Deferral**: if it has been agreed in advance that a student will defer an assessment a mark of 0 and a grade of H will have been applied ahead of the board. This displays as **HELD** next to the final module mark and the progression outcome will default to **POSTPONE**.

**Academic Discipline issue**: if the student has a MW i.e. mark withheld grade on an assessment component indicating a case is still outstanding this is flagged next to the final module mark as **HELD**. The progression outcome will default to **POSTPONE**.

**Missing Marks:** if the student has assessment component(s) entirely missing **HELD** is displayed against the final module mark and the progression outcome will default to **POSTPONE** for UG students and **MISS** for PGT students.

#### 4. Completed Modules:

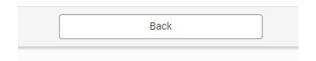


#### 5. Progression & Award Summary:

This section displays stage averages and any historic progression decisions and related examination board notes. *Notes will only be displayed from the 2020/2021 academic year onwards where these have been recorded in KentVision.* 



To return to the summary view scroll to the foot of the page and click Back.



#### C. Board Processing:

- The board functionality enables users to refer to the module actions and notes recorded at the mitigation committee and to update adjustment to modules for such mitigation reasons or to indicate the recommended retrieval method for failed modules.
- Notes can be entered and also recommendations for a change to a progression decision and an overall classification can also be made. All changes recorded will be carried forward to the main board where they can be agreed or adjusted if needs be.
- The board selections should be made as described in section 1 against a Board Type of Interim or Main Board and with Anonymised set as required.



If a student has raised an end of year/Board of examiners extenuating circumstance request a warning sign is populated in the Ext Circs Column. If the mitigation committee have recorded module adjustments, this will be recorded in the Board Actions column/n/

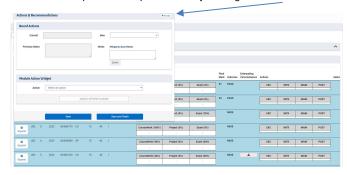


- > To view full details for an individual student click the View option.
- If no action is required click Agree which will remove the Action option and add a tick to the Status column.



- Click Undo if you wish to reverse this and record actions against the student.
- Select Action to initiate the recording of module action(s) and overall note from the mitigation committee to present to th eBoard of Examiners.

The **Actions & Recommendations** box is displayed. As you scroll down the screen to the module details the box will dynamically move but can be pinned to a specific area by clicking on the **Pinned** icon.



The **Multiple Action Widget** has a dropdown of available actions of which the majority are recorded at the overall **module level**.

The following actions are recorded at the assessment component level;

- Deferral on Pass
- Extension
- Substitute marks
- Missing marks
- Disregard
- Undo No Detriment (ND) disregard

#### (A) Action at the Module Level:

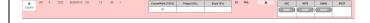
From the dropdown select the appropriate action. This activates **the Apply to all failed modules** and can be selected if the same action applies to ALL failed modules. Alternative you can select individual module(s) to apply the action to.



Click Save to display confirmation text. Click **CANCEL** to rescind the action or **CONTINUE – PROCESS** to proceed.



This recorded is recorded in the **Actions** section against the three board types (mitigation, Internal and Main). **Note: these actions can be viewed and amended at later boards.** 



#### (B) Action at the Assessment Level:

If it is an assessment level action e.g. disregard, select the appropriate action from the dropdown list and the **Expand** button against the relevant module. This enables selection against the specific assessment component(s) to be actioned.





Click Save to display confirmation text. Click **CANCEL** to rescind the action or **CONTINUE – PROCESS** to proceed.



This recorded is recorded in the **Actions** section against the three board types (mitigation, Internal and Main). **Note:** these actions can be viewed and amended at later boards. The final agreed action at the Main board is what will be used the central teams to process results once the boards has been closed.



#### (C) Action against a Completed module:

It is now possible to raise a module action as described above for a module completed in a previous academic year.

As in the previous section select **Action** and then open up the **Completed modules** section.

Select a component or module action from the **Module Action Widget** and apply to a module(s) or module assessment component(s).



Click Save and Finish to display the confirmation step.



Click **Continue – Process** to return to the full student list. The record has been agreed with the module actions record and **Board Actions** and **Status** columns updated when you return to the full board display.



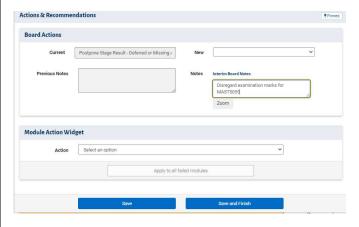


#### Recording a Board note:

A general, free text, **Board note** can be added if you chose. This note can be viewed by the central teams when processing post-board.

This is not required unless circumstances regarding an overall progression outcome change needs specifically outlining or **Missing marks** or **Substitute marks** is selected as a module action as you will need to specify what assessment component mark(s) needs updating.

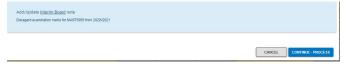
A free text note can be added via the Notes section of Actions & Recommendations. Click **Zoom** to expand the Notes area to addm edit or view any detailed notes.



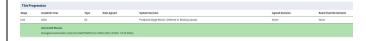
Click Save and a pop up will ask you to Cancel or Continue – Process.



- Clicking Save and Finish and a pop up will ask you to Cancel or Continue – Process.
- > Click **Back** to return to the board.
- A board note can be edited and or appended as required. Once amendments/additions have been completed, click Save and Finish to display the confirmation stage and agree the student details.



Once the note has been saved and the record agreed, the note can be viewed in the This Progression section of the Progression & Award Summary.



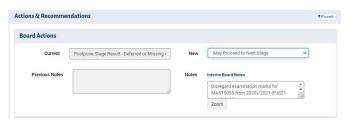


#### Overall outcomes:

In addition to recording recommendations at the module level it is also possible to record changes to the system generated progression outcomes and classifications

For progression outcomes there is no need to record a change to the outcome in such scenarios where compensation or condonement have been applied as these changes will be applied post-board and the progression rules re-run to take these into account and generate a new progression outcome prior to results release *This could be used for the application of the no detriment rules or the notwithstanding rule for awards*.

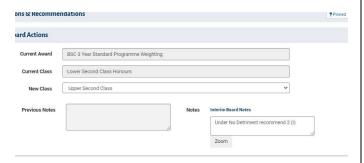
- If you wish to select a new progression outcome, select Action and use the drop down options from the Board Actions of the Actions & Recommendations area
- > From the dropdown list select the appropriate progression outcome and add a note to explain the action in the free text box.



 Click Save or Save and Finish and a pop up will ask you to Cancel or Continue – Process.



To record a change of the classification the process is the same as outlined above. From the dropdown list of **Recommended Classification** select the appropriate classification and an explanatory note in the free text box.



Click Save or Save and Finish and a pop up will ask you to Cancel or Continue – Process.



Anything has been recorded against a student can be further adjusted if required. If we have made a mistake or we need to update further, click **Undo** and the display reverts to its previous state.

#### (D) Board Processing:

- Theboard functionality enables users to refer to the notes recorded and the adjustments and recommendations from the mitigation committee, interim/pre-board and the formal/main board.
- For every student considered by the main board we need to Agree the record prior to closing the board and for post-board processing to take place.
- For Joint Honours students considered by more than one board you may find that the board that runs first has already set students to an agreed status. Student data can still be viewed and the agreement undone and reprocessed, especially if being considered by the lead board second.
- The act of agreeing records can take place in advance or shortly after the board as for the majority of the students where no mitigation evidence has been submitted or no failed module (s) are present and no other adjustment e.g. missing marks are required we can agree without further reference to the board
- The board selections should be made as described in section 1 against a Board Type of Main Board and with Anonymised set to Y.
- In the example below I have clicked Agree for students with a First or 2 (I) classification.



- The Status column has the tick icon to indicate the board has agreed this outcome but we can easily select Undo and make adjustments if required.
- At the top of the screen is the ability to agree all records visible on the page. Click Agree all (visible & valid) and all rercords on the screen/page will be selected to agree.



A confirmration step is displayed. Select **PROCESS** to continue.



The Status column is updated for the records and the Action option removed.





The search box can be used to find an individual student by starting to type the student exam number.



### (E) Mark Board As Complete

- Once all students have been agreed, the board needs to be closed. This will trigger an email to the central teams and prompt them to start the post-board processing.
- > From the Board of Examiners screen, select Mark Flags for Boards.



Select your examination board from the drop down list, the Board type (main or resit), leave the academic year as the default year and mark as Board complete. Click Next.



From Board Options Select All or tick next to the exam board code. Select the stage(s) and click Save.



Confirmation of action is dispalyed on the screen.



Click Return to Exam Boards to quit the screen.

