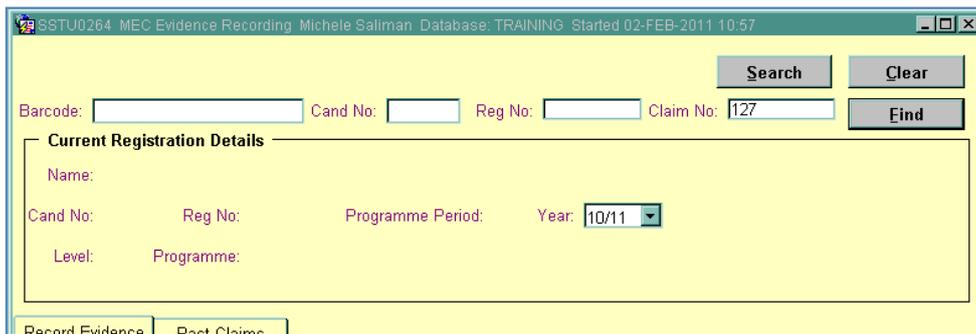


# SSTU0264 – MEC Evidence Recording

You will be able to record mitigating evidence claims made by students using the 'Exams: MEC Final Claim Submission Dates' form.



SSTU0264 MEC Evidence Recording Michele Saliman Database: TRAINING Started 02-FEB-2011 10:57

Barcode:  Cand No:  Reg No:  Claim No: 127

Search Clear Find

**Current Registration Details**

Name:

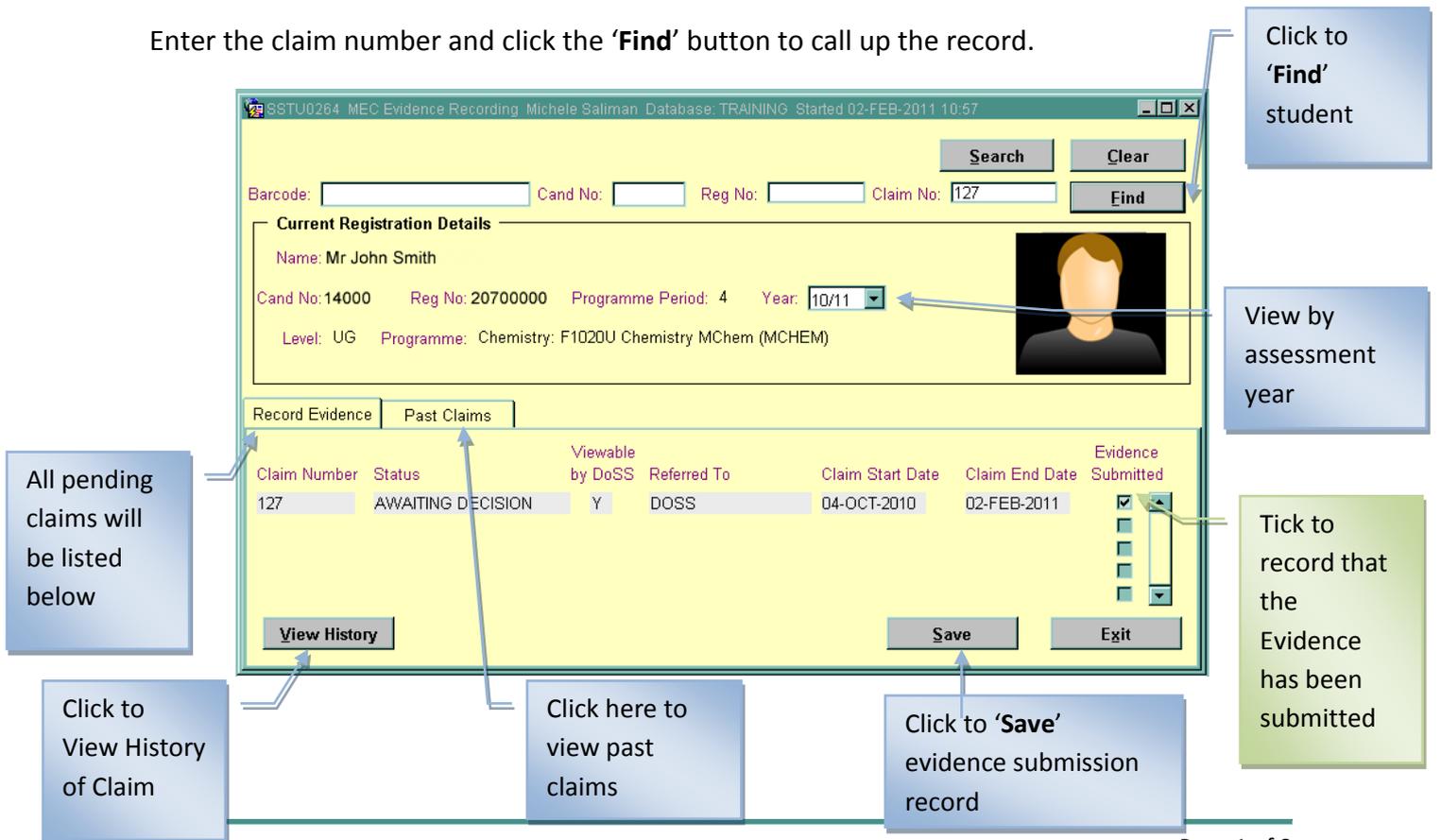
Cand No:  Reg No:  Programme Period:  Year: 10/11

Level:  Programme:

Record Evidence Past Claims

From the claim screen you can search by Claim Number (which will appear on the front of the claim cover sheet), by registration number or candidate number.

Enter the claim number and click the 'Find' button to call up the record.



Click to 'Find' student

View by assessment year

Tick to record that the Evidence has been submitted

Click to 'Save' evidence submission record

Click here to view past claims

Click to View History of Claim

All pending claims will be listed below

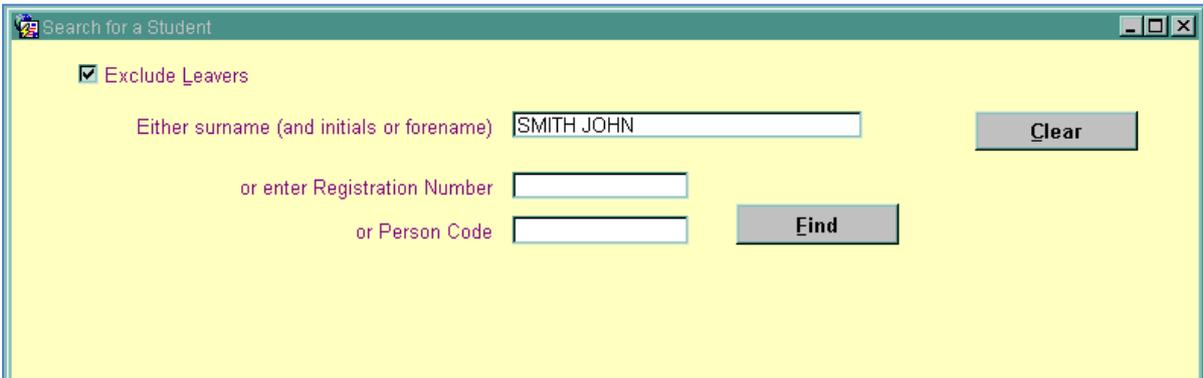
Record Evidence Past Claims

Claim Number	Status	Viewable by DoSS	Referred To	Claim Start Date	Claim End Date	Evidence Submitted
127	AWAITING DECISION	Y	DOSS	04-OCT-2010	02-FEB-2011	<input checked="" type="checkbox"/>

View History Save Exit

Tick the **'Evidence Submitted'** check box and click the **'Save'** button to record that evidence has been submitted by the student.

If you are not able to search for the student by *Registration Number*, *Candidate Number* or *Claim Number* you can search by 'Name' or 'Person Code'. Click the **'Search'** button. This will give you another screen where you can search by name or person code.



Search for a Student

Exclude Leavers

Either surname (and initials or forename)

or enter Registration Number

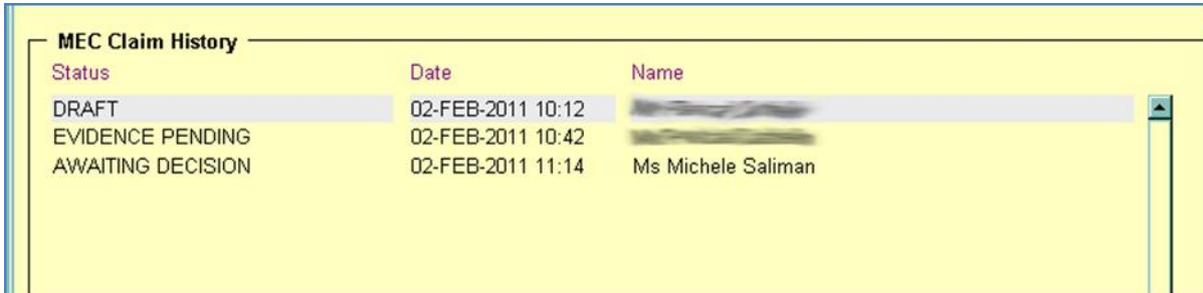
or Person Code

## Past Claims

It is possible to view the past claims made by a student and see their current status. This can be seen by clicking on the **'Past Claims'** tab.

## View History

It is also possible to view the history of the claim: its current status and its status history. This can be seen by clicking the **'View History'** button.



Status	Date	Name
DRAFT	02-FEB-2011 10:12	[REDACTED]
EVIDENCE PENDING	02-FEB-2011 10:42	[REDACTED]
AWAITING DECISION	02-FEB-2011 11:14	Ms Michele Saliman