

## Exams: Candidate Details

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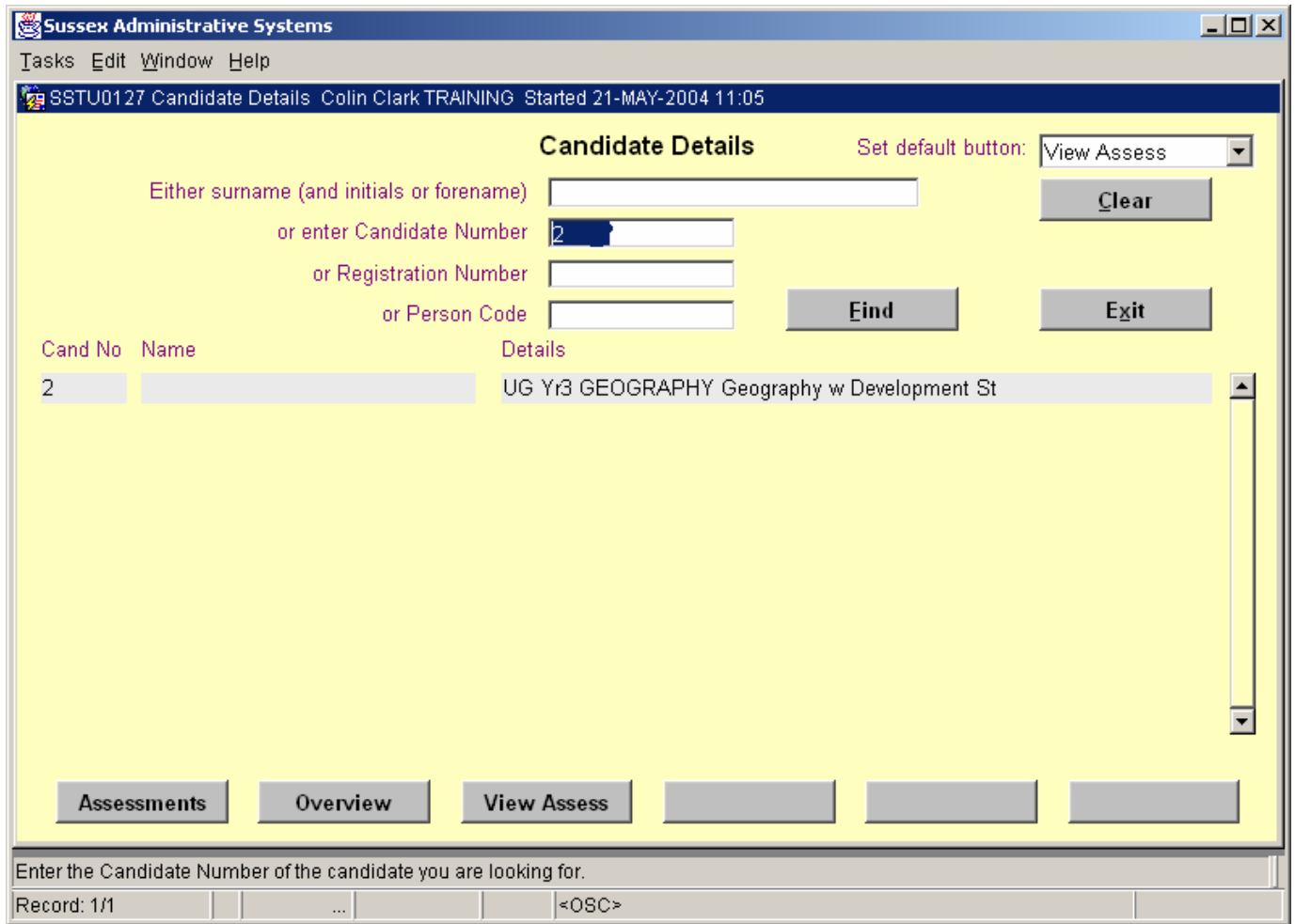
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### 1.0 Overview

The menu option Exams: Candidate Details gives the ability to search for a student and look up the formal assessments for which they have been entered. There is a screen listing all the courses the student has taken along with credit and net marks for each course, and a screen showing the detailed breakdown of marks for each course with its component assessments.

## 2.0 Candidate Details

To search for a candidate enter a Surname and an initial or forename, or a Candidate Number, or a Registration Number or a Person Code. Select the candidate in the list that is returned.



**Candidate Details** Set default button: View Assess

Either surname (and initials or forename)

or enter Candidate Number

or Registration Number

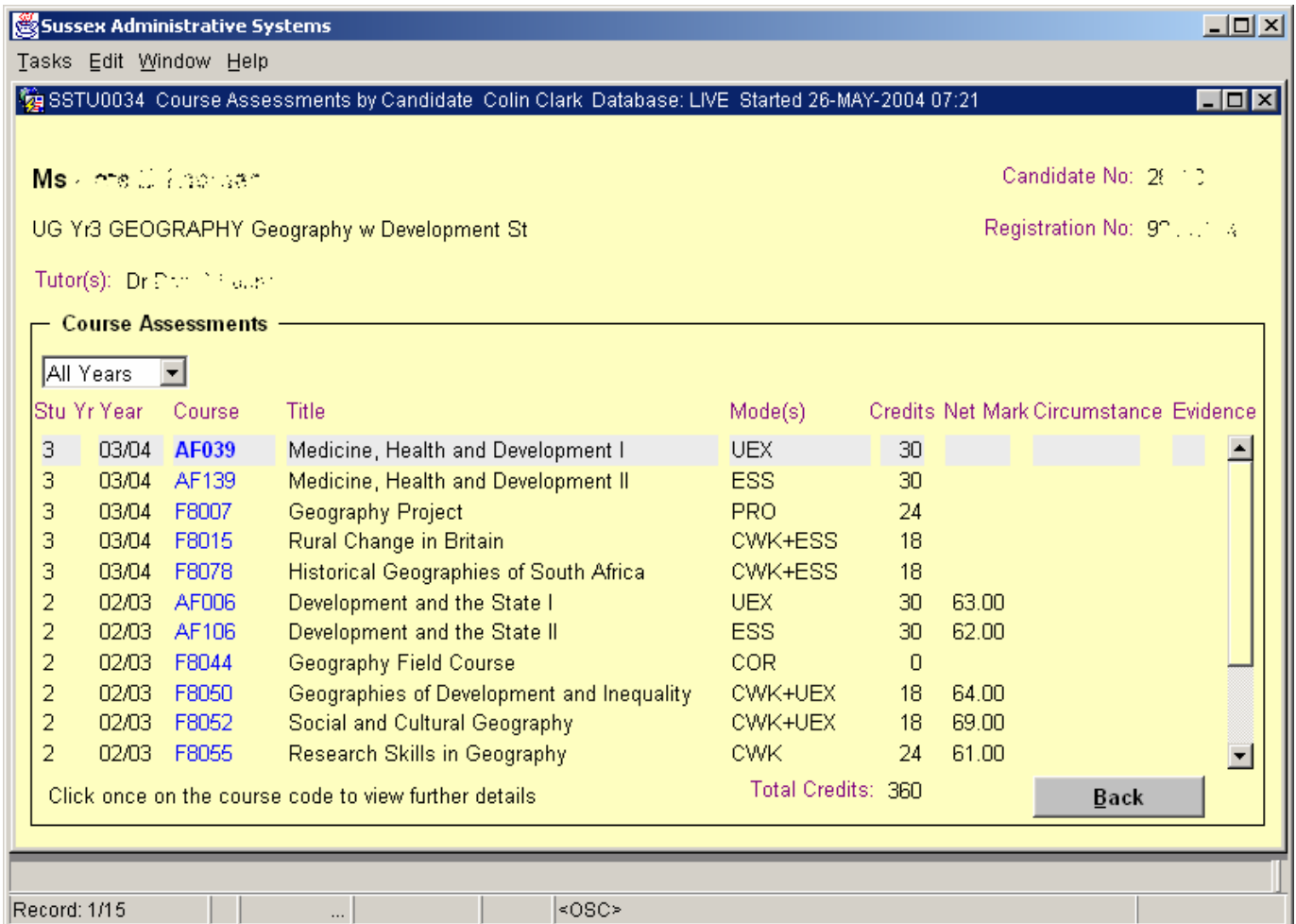
or Person Code

| Cand No | Name | Details                                    |
|---------|------|--|
| 2       |      | UG Y3 GEOGRAPHY Geography w Development St |

Enter the Candidate Number of the candidate you are looking for.

Record: 1/1 ... <OSC>

### 3.0 View Assess



**Ms. [Name]** Candidate No: 28110

UG Yr3 GEOGRAPHY Geography w Development St Registration No: 9011114

Tutor(s): Dr. [Name]

**Course Assessments**

All Years

| Stu Yr Year | Course      | Title                                     | Mode(s) | Credits | Net Mark | Circumstance | Evidence |
|-------------|-------------|---|---------|---------|----------|--------------|----------|
| 3           | 03/04 AF039 | Medicine, Health and Development I        | UEX     | 30      |          |              |          |
| 3           | 03/04 AF139 | Medicine, Health and Development II       | ESS     | 30      |          |              |          |
| 3           | 03/04 F8007 | Geography Project                         | PRO     | 24      |          |              |          |
| 3           | 03/04 F8015 | Rural Change in Britain                   | CWK+ESS | 18      |          |              |          |
| 3           | 03/04 F8078 | Historical Geographies of South Africa    | CWK+ESS | 18      |          |              |          |
| 2           | 02/03 AF006 | Development and the State I               | UEX     | 30      | 63.00    |              |          |
| 2           | 02/03 AF106 | Development and the State II              | ESS     | 30      | 62.00    |              |          |
| 2           | 02/03 F8044 | Geography Field Course                    | COR     | 0       |          |              |          |
| 2           | 02/03 F8050 | Geographies of Development and Inequality | CWK+UEX | 18      | 64.00    |              |          |
| 2           | 02/03 F8052 | Social and Cultural Geography             | CWK+UEX | 18      | 69.00    |              |          |
| 2           | 02/03 F8055 | Research Skills in Geography              | CWK     | 24      | 61.00    |              |          |

Click once on the course code to view further details Total Credits: 360 Back

Record: 1/15 ... <OSC>

This screen shows basic details about the candidate across the top of the screen. The candidate's level, current year, department and programme title are shown beneath the candidate name.

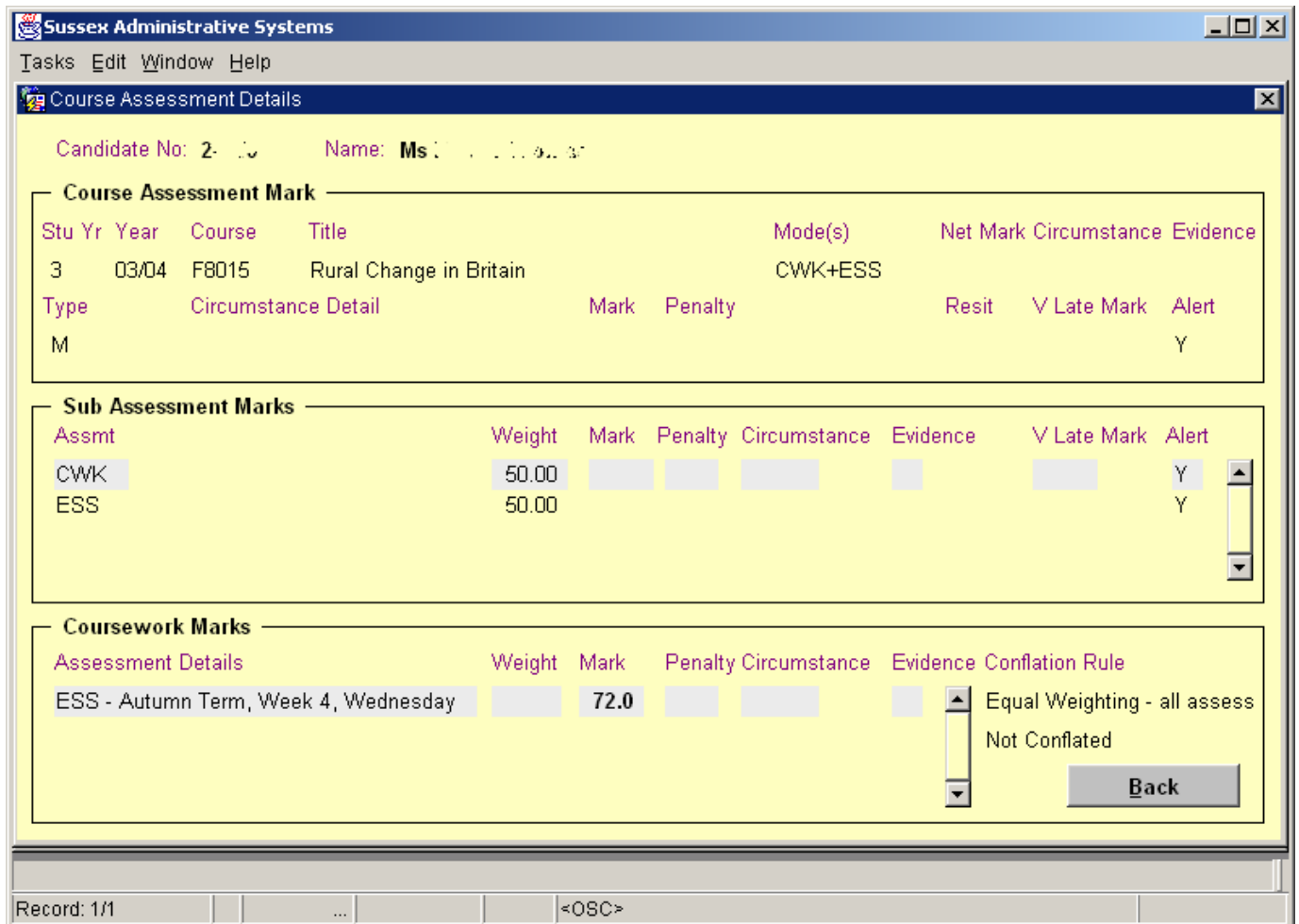
The course assessments block contains a drop down list that allows you to filter the years of study shown on the screen allowing a clearer view if you are only interested in the assessments for one year of study.

The fields in the main list are as follows:

- Stu Yr                      The year of the programme that the course assessment belongs to
- Year                        The academic year in which the course assessment was taken
- Course                     The course code
- Title                        The name of the course
- Mode(s)                  The modes of assessment used for the course
- Credits                    The number of credits ascribed to the course
- Net Mark                  The overall mark for the course with all penalties applied
- Circumstance            Contains codes giving information about absences, non-submissions, resits etc. A full list of these codes is given in the appendix
- Evidence                  This field contains an E if the student has submitted mitigating evidence
- Total Credits            This shows the total credits for the courses currently displayed on the screen. Usually an undergraduate student will take courses that total 120 credits per year

### 4.0 Course Details

If you click on the [blue course code](#) on the course assessments screen you will see further details for the course:



**Sussex Administrative Systems**  
 Tasks Edit Window Help

**Course Assessment Details**

Candidate No: 2- Name: Ms

**Course Assessment Mark**

| Stu Yr | Year  | Course | Title                   | Mode(s) | Net Mark | Circumstance | Evidence |
|--------|-------|--------|-------------------------|---------|----------|--------------|----------|
| 3      | 03/04 | F8015  | Rural Change in Britain | CWK+ESS |          |              |          |

Type: M    Circumstance Detail:    Mark:    Penalty:    Resit:    V Late Mark:    Alert: Y

**Sub Assessment Marks**

| Assmt | Weight | Mark | Penalty | Circumstance | Evidence | V Late Mark | Alert |
|-------|--------|------|---------|--------------|----------|-------------|-------|
| CWK   | 50.00  |      |         |              |          |             | Y     |
| ESS   | 50.00  |      |         |              |          |             | Y     |

**Coursework Marks**

| Assessment Details                   | Weight | Mark | Penalty | Circumstance | Evidence | Conflation Rule                               |
|--------------------------------------|--------|------|---------|--------------|----------|---|
| ESS - Autumn Term, Week 4, Wednesday |        | 72.0 |         |              |          | Equal Weighting - all assess<br>Not Conflated |

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Record: 1/1    ...    <OSC>

This screen has 3 blocks:

**Course Assessment Mark** contains details of the course and its marks at the highest level. The overall mark for the course is shown as Net Mark in this block. If the course only has one mode of assessment and it is not CWK then only this block will contain information. If the only mode of assessment on the course is CWK this block and the Coursework Marks block will be populated.

If there is more than one mode of assessment for the course the marks for assessment modes that contribute to the overall mark (called sub assessments) are detailed in the **Sub Assessment Marks** block.

If the course is assessed by coursework the details of coursework assessments are shown in the **Coursework Marks** block

### Course Assessment Mark

Contains the details of the course, its assessment and the overall mark for the course. If a course only has one mode of assessment the Sub Assessment Marks and Coursework Marks blocks will be empty.

| Course Assessment Mark |         |        |                         |         |          |              |          |      |                     |
|------------------------|---------|--------|-------------------------|---------|----------|--------------|----------|------|---------------------|
| Stu Yr                 | Year    | Course | Title                   | Mode(s) | Net Mark | Circumstance | Evidence | Type | Circumstance Detail |
| 3                      | 03/04   | F8015  | Rural Change in Britain | CW+E    | 60.50    |              |          | M    | ESS:XVL             |
| Mark                   | Penalty | Resit  | V Late Mark             | Alert   |          |              |          |      |                     |
| 60.50                  |         |        |                         | C       |          |              |          |      |                     |

The fields in Course Assessment Mark are:

|                     |  |
|---------------------|--|
| Stu Yr              | The year of programme that the student was on when they took this course   |
| Year                | The academic year in which this course was taken by this student   |
| Course              | The course code  |
| Title               | The course title   |
| Mode(s)             | The mode(s) of assessment used for this instance of this course  |
| Net Mark            | The overall mark for this course after all penalties have been applied   |
| Circumstance        | Contains codes giving information about absences, non-submissions, resits etc. A full list of these codes is given in the appendix   |
| Evidence            | This field contains an E if the student has submitted mitigating evidence  |
| Type                | Contains M for Major, S for School, O for Other, Y for Year abroad, PG for postgraduate  |
| Circumstance Detail | Contains circumstance codes for sub assessments – the codes are preceded by the mode of assessment e.g. ESS:NS for non submitted Essay. A full list of these codes is given in the appendix  |
| Mark                | This is the mark before any penalties are applied at this level. If the course only has one mode of assessment any relevant penalties will be applied at this level. If there are any sub-assessments penalties will have already been applied as part of the conflation process |
| Penalty             | Shows the value of any penalty applied at this level.  |
| Resit               | If the assessment is a resit this shows the actual mark achieved at resit. The mark used for classification is shown in the Net Mark field   |
| V Late Mark         | If the course has one mode of assessment and a piece of work has been submitted more than 24 hours late and there is a mark it will be stored here. If mitigating evidence is accepted and the mark can be used it is moved to Mark.   |
| Alert               | Shows codes that give information about the status of the mark:<br>C – This mark has been conflated<br>K – Used by Undergraduate Office when zero marks are set aside<br>N – No warning<br>Y – There is a problem with the mark  |

**Sub Assessment Marks**

Contains the details of the all the sub assessments for the course.

| Assmt | Weight | Mark  | Penalty | Circumstance | Evidence | V Late Mark | Alert |
|-------|--------|-------|---------|--------------|----------|-------------|-------|
| CWK   | 50.00  | 55.00 |         |              |          |             | C     |
| ESS   | 50.00  | 66.00 |         | XVL          |          |             | N     |

The fields in Sub Assessment Marks are:

- Assmt The mode of assessment
- Weight The weight of the sub assessment mode
- Mark The mark for the sub assessment before penalties are applied (except for CWK mode where penalties are applied in the conflation of course assessment marks to give the overall CWK mark)
- Circumstance Contains codes giving information about absences, non-submissions, resits etc. A full list of these codes is given in the appendix
- Evidence This field contains an E if the student has submitted mitigating evidence
- V Late Mark If the course has sub assessment and a piece of work has been submitted more than 24 hours late and there is a mark it will be stored here (except for CWK). If mitigating evidence is accepted and the mark can be used it is moved to Mark.
- Alert Shows codes that give information about the status of the mark:  
 C – This mark has been conflated  
 K – Used by Undergraduate office when zero marks are set aside  
 N – No warning  
 Y – There is a problem with the mark

### Coursework Marks

This block contains the details of all the formal coursework assessments

| Assessment Details                   | Weight | Mark | Penalty | Circumstance | Evidence | Conflation Rule   |
|--------------------------------------|--------|------|---------|--------------|----------|---|
| ESS - Autumn Term, Week 4, Wednesday |        | 50.0 |         |              |          | Equal Weighting - all assess<br>Transferred 18-MAY-2004 |
| ESS - Autumn Term, Week 9, Wednesday |        | 60.0 |         |              |          |   |

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The fields are

|                    |  |
|--------------------|--|
| Assessment Details | Mode and timing of assessment  |
| Weight             | The weight the assessment contributes to the coursework mark   |
| Mark               | The raw mark for this assessment   |
| Penalty            | The amount of penalty that will be/has been applied to the mark during conflation  |
| Circumstance       | Contains codes giving information about absences, non-submissions, resits etc. A full list of these codes is given in the appendix |
| Evidence           | This field contains an E if the student has submitted mitigating evidence  |
| Conflation Rule    | Shows how the coursework assessments are conflated.  |

### 5.0 Assessments

This section is still in development.

## 6.0 Appendix: Circumstance Codes

Below is a list of circumstance codes in use this year. New circumstances are shown in **bold**.

|               |  |
|---------------|--|
| AB            | Absent   |
| EX            | Set aside by Exam Board - Classification purposes      |
| <b>EX1</b>    | <b>Exam board set aside weight and credit</b>          |
| <b>EX2</b>    | <b>Exam board set aside weight</b>                     |
| LA            | Late submission  |
| NS            | Non-submission   |
| <b>OPR</b>    | <b>Optional professional resit</b>                     |
| OPRAB         | Absent from optional professional resit                |
| <b>OPRLA</b>  | <b>Optional prof resit late submission</b>             |
| <b>OPRNS</b>  | <b>Optional prof resit non-submission</b>              |
| <b>OPRVL</b>  | <b>Optional prof resit 24hrs+ late</b>                 |
| ORAB          | Absent from optional resit                             |
| <b>ORE</b>    | <b>Optional resit</b>                                  |
| <b>ORLA</b>   | <b>Optional resit late submission</b>                  |
| ORNS          | Non-submitted optional resit                           |
| <b>ORVL</b>   | <b>Optional resit 24hrs+ late</b>                      |
| OSAB          | Absent from optional sit                               |
| <b>OSI</b>    | <b>Optional sit</b>                                    |
| <b>OSLA</b>   | <b>Optional sit late submission</b>                    |
| OSNS          | Optional non-submitted sit                             |
| <b>OSVL</b>   | <b>Optional sit 24hrs+ late submission</b>             |
| PR            | Professional resit                                     |
| PRAB          | Absent from professional resit                         |
| <b>PRLA</b>   | <b>Professional resit late</b>                         |
| <b>PRNS</b>   | <b>Professional resit non-submission</b>               |
| <b>PRVL</b>   | <b>Prof resit 24hrs+ late</b>                          |
| RAB           | Absent from resit                                      |
| RE            | Resit  |
| RLA           | Late for resit   |
| RNS           | Non-submitted resit                                    |
| <b>RVL</b>    | <b>Resit 24hrs+ late</b>                               |
| SAB           | Absent from sit  |
| SI            | Sit  |
| SLA           | Late for sit   |
| SNS           | Non-submitted sit                                      |
| <b>SVL</b>    | <b>Sit 24hrs+ late</b>                                 |
| <b>VL</b>     | <b>24hrs+ late</b>                                     |
| XAB           | Condoned absent  |
| XLA           | Condoned late submission                               |
| XNS           | Condoned non-submission                                |
| <b>XOPRAB</b> | <b>Condoned absence from optional prof resit</b>       |
| <b>XOPRLA</b> | <b>Condoned late submission of optional prof resit</b> |
| <b>XOPRNS</b> | <b>Condoned non-submission of optional prof resit</b>  |
| <b>XOPRVL</b> | <b>Excused opt prof resit 24hrs+ late</b>              |
| <b>XORAB</b>  | <b>Condoned absence from optional resit</b>            |
| <b>XORLA</b>  | <b>Condoned late submission of optional resit</b>      |
| <b>XORNS</b>  | <b>Condoned non-submission of optional resit</b>       |
| <b>XORVL</b>  | <b>Excused opt resit 24hrs+ late</b>                   |
| <b>XOSAB</b>  | <b>Condoned absence from optional sit</b>              |
| <b>XOSLA</b>  | <b>Condoned late submission of optional sit</b>        |



|              |  |
|--------------|--|
| <b>XOSNS</b> | <b>Condoned non-submission of optional sit</b>         |
| <b>XOSVL</b> | <b>Condoned 24hrs+ late submission of optional sit</b> |
| <b>XPRAB</b> | Condoned absent from professional resit                |
| <b>XPRLA</b> | <b>Condoned late submission of prof resit</b>          |
| <b>XPRNS</b> | <b>Condoned non-submission of prof resit</b>           |
| <b>XPRVL</b> | <b>Excused prof resit 24hrs+ late</b>                  |
| <b>XRAB</b>  | Condoned absent from resit                             |
| <b>XRLA</b>  | Excused lateness for resit                             |
| <b>XRNS</b>  | Excused non-submission for resit                       |
| <b>XRVL</b>  | <b>Excused resit 24hrs+ late</b>                       |
| <b>XSAB</b>  | Excused absent from sit                                |
| <b>XSLA</b>  | Excused lateness for sit                               |
| <b>XSNS</b>  | Excused non-submission for sit                         |
| <b>XSVL</b>  | <b>Excused sit 24hrs+ late</b>                         |
| <b>XVL</b>   | <b>Excused 24hrs+ late</b>                             |