



Panel and Board Report

Exam Board Secretary Training

How to locate and run the correct Reports for Panel and Boards of Examiners.

March 2019

Version History

Version	Full name	Team/Department	Changes/Version
0.1			
1.0	Claire Hopkins-Weatherhead	Student Records	First full version updated for 2017 training
2.0	Darren Stringer	Student Records	Updated for 2018 training
3.0	Gemma Parker	Student Records	Updated for 2019 training

Panel and Board Reports

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MyStudentRecord

SPI Records

Student Progression Information records are set up in advance of the Board of Examiners to enable you to run the relevant calculations once the Panels have met and the department have confirmed the modules which can be closed off.

Login to MyStudentRecord

1. Go to <https://srs.le.ac.uk/>
2. Login with your University IT account username and password
3. Click on the **Reassessment Recommendations** tab (where this is on your screen depends on how many containers you have)

DATA OFFICERS: ASSESSMENT AND AWARDS
Exam Board Management

System Maintenance
Manage MUA records

Under 18 Registration Checks
Upload Consent Form

APPLICANT LOOKUP
Application Search New
Your Programmes and Applications (PG campus)
Your Programmes and Applications (UG campus)
Confirmation Screen
Clearing Call Centre: Applicant Data

Unitemps
Unitemps

HEAR Documents
Maintain Document Text for Programmes (ROU)
Maintain Document Text for Awards (AWD)

CURRICULUM PLANNING
Module Planning

MODULE MARKS
Mark Entry
Reassessment Recommendations

4. The **Year** is defaulted to 2018/9 and the **Period** to JUL. You will need to enter the relevant information to select a record:

Reassessment Recommendations	
Please select either a student number (followed by *) OR a route code.	
Student Number	<input type="text"/>
Route	<input type="text"/> List
Academic Year	2018/9 <input type="button" value="v"/>
Period	JUL <input type="button" value="v"/>
<input type="button" value="Clear"/> <input type="button" value="Retrieve"/>	
<input type="button" value="Back to Menu"/>	

5. Click **Retrieve** to display the relevant records.

6. The automated sit/resit recommendations will show in the “Instruction to Student” column – if you need to make any amendments you can do so and click **Store**:

Reassessment Recommendations

Reassessment Recommendations contain instructions to students about their re-assessments and will appear on their home page. These are generated automatically based on module mark data and populated overnight during the assessments period. If necessary, manual amendment can be made here. These can only be updated once Registry have been informed that all panels for the student has met.
If you make any amendments, please tick the 'Lock Instructions to Student' box as this will prevent the text from being updated by the overnight process.

Route	Student code	Student Name	Instruction to Student
Law	[REDACTED]	[REDACTED]	

Clear Store

Back to Menu

Please note the small arrow in the top right of the screen. This allows you to scroll across and lock the instructions to the students to prevent them being updated by the overnight process.

It is also worth noting that due to a bug in the SITS Upgrade, clicking “Back to Menu” does not unfortunately take you back to the menu. This has been reported to IT Services but it is not anticipated that this will be fixed for the summer board period.

Business Objects

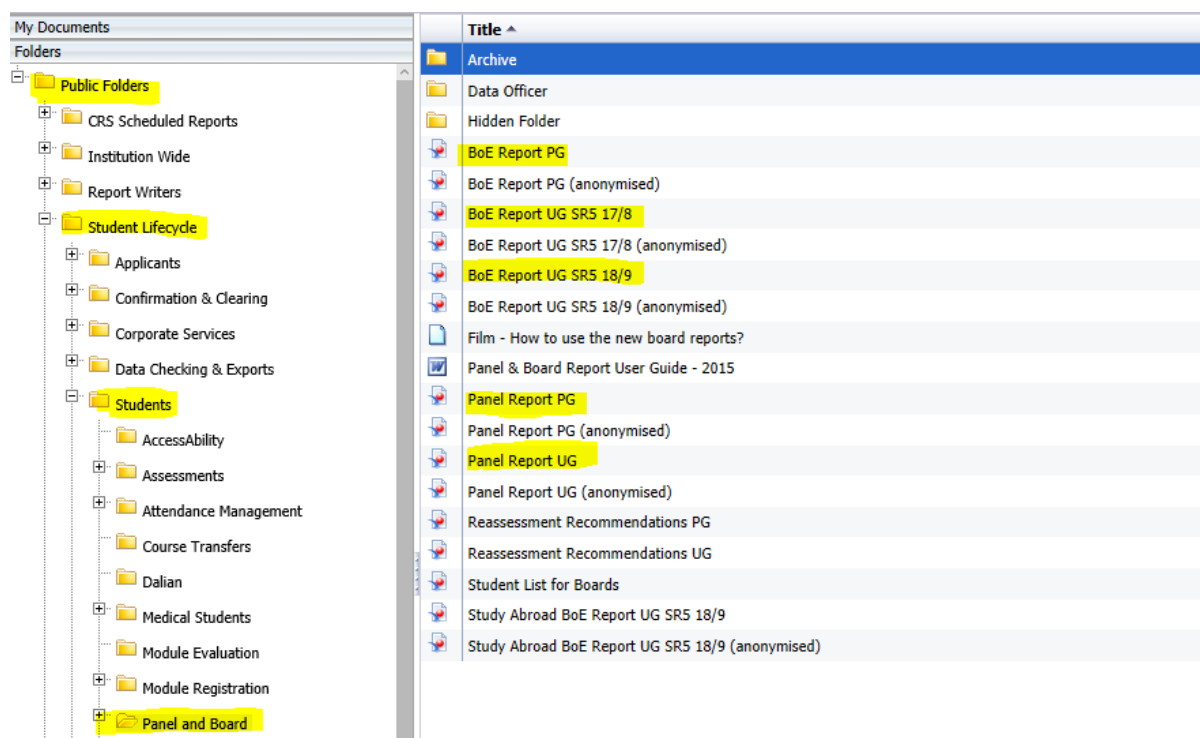
Panel and Board Reports

There are multiple Business Objects reports which provide the necessary information for the smooth running of Panels and Boards of Examiners. They are:

- **Panel Report UG** – Panel of Examiners Report for undergraduate modules
- **Panel Report PG** – Panel of Examiners Report for postgraduate modules
- **BoE Report UG** – Board of Examiners Report for undergraduate courses by Senate Regulation year:
 - **BoE Report UG SR5 17/8** (for students under Senate Regulation 5 in place for 2017/18)
 - **BoE Report UG SR5 18/9** (for students under Senate Regulation 5 commencing their studies in 2018/19 or later)
- **BoE Report PG** – Board of Examiners Report for postgraduate courses

Login to Business Objects

7. Go to <http://crs.le.ac.uk>
8. Login with your University IT account username and password
9. Click on the **Documents** tab at the top left of the screen
10. Display the **Folder** pane at the bottom left of the screen
11. Navigate to **Public Folders > Student Lifecycle > Students > Panel and Board**
12. Double click on the name of the relevant report to open



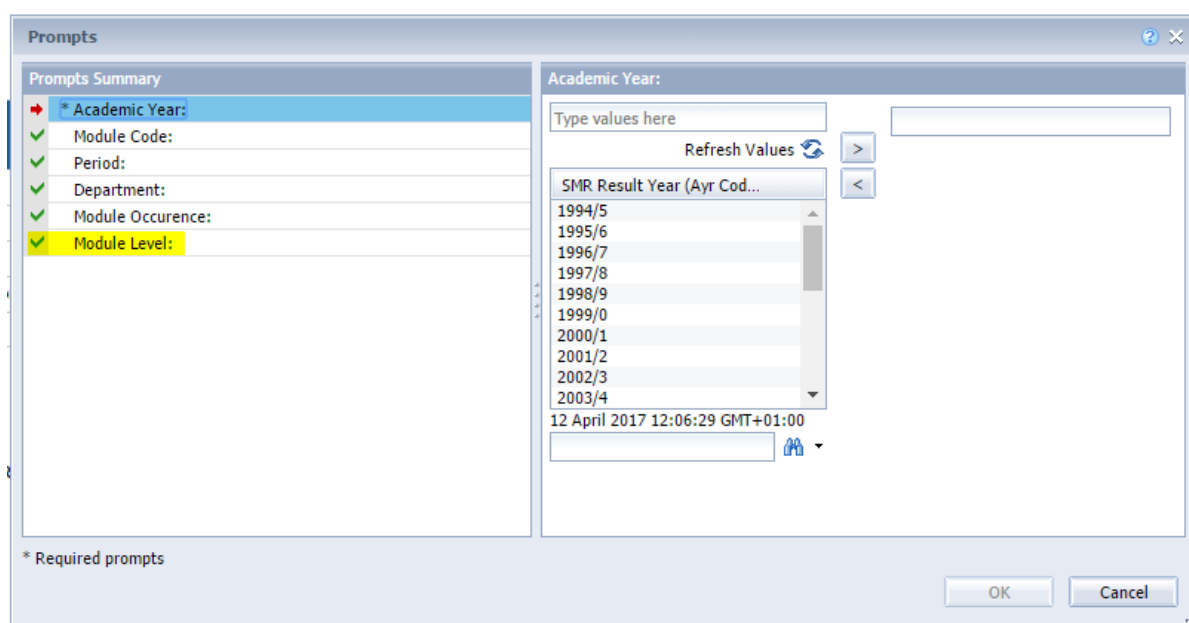
13. Enter the prompts in the popup: **Academic Year**, **Department**, **Module Code** (Panel Report only), **Module Level** (Panel Report only), **Progression Period** (Board Report only), **SPI Level** (Board Report only) and **Board Name** (Board Report only)
14. Click **OK** to run the query

Panel Reports

Panel reports show all module results for your department – when prompted to do so. The Reports can only be run for one academic year at a time, so if for example you have some students resitting modules from previous academic years you will need to run the report for each academic year:

Module code	Academic Year	Notes
AB1234	2016/7	Students who commenced studies this year
AB1234	2015/6	Students who first took the module last year, and are resitting this year
AB1234	2014/5	Students who first took the module two years ago and are resitting this year

The only difference between the Undergraduate and Postgraduate Panel report is that the UG report also allows you to select by Module Level:



This allows you to choose Level 1 or Level 2 modules for example, so you can separate out first year, second year etc. at your Panel. This functionality was introduced during the Semester 1 Panel of Examiners period in January/February 2017 as the Reports were ‘timing out’ when trying to retrieve data for larger departments all in one go.



Module Marks UG - 2018/9

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By Module [\(Click on "Module" for additional information\)](#)

AM1001 Freedom Written in Blood: United States History, 1776-1877

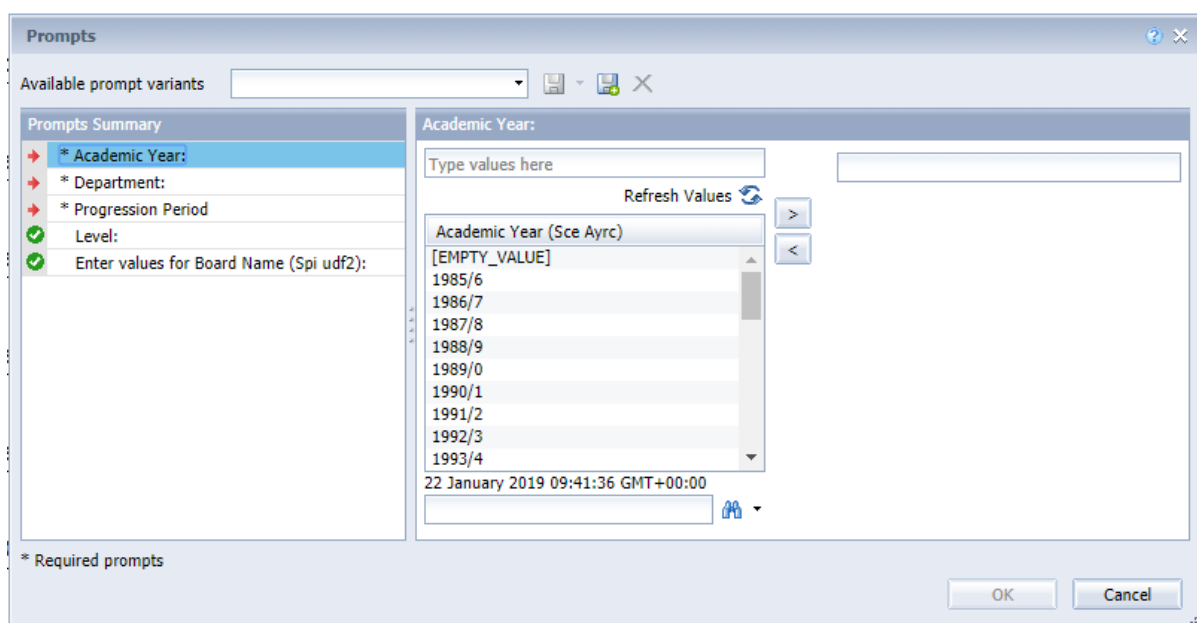
Programme	Student No	Surname	Forenames	Module Mark & Grade	Sit CW Weight 40 001		Sit CW Weight 60 002		001	002
					Written Assignment (1,000 words)		Written Assignment (1,500 words)			
American Studies with a...	189008650/1			70.00 P	67.00	P	72.00	P	67.00	72.00
American Studies with a...	189008099/1			66.20 P	65.00	P	67.00	P	65.00	67.00
American Studies with a...	189003065/1			66.00 P	66.00	P	66.00	P	66.00	66.00
History and American...	169014237/1			65.20 P	67.00	P	64.00	P	67.00	64.00

Board Reports

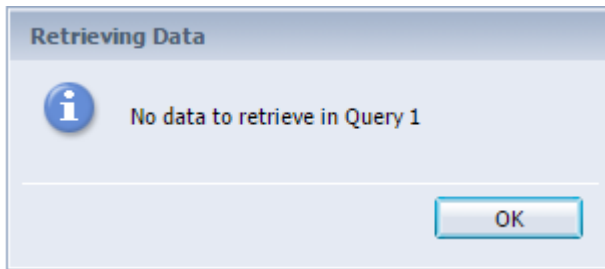
Board reports show the whole student profile for students registered in your department. The report will incorporate all modules that a student is registered to take, even those outside of your department. It is therefore essential that all Panels meet on time, and that your Data Officers are informed as to which modules need to be closed off (from marking) to enable them to run the relevant calculations to enable you to run the Board Report.

There is a moratorium period between the panel and board periods in August and June to ensure that there is time for Data Officers to run calculations knowing that all panels have met and marks will not be amended. For the summer 2019, this is 14th and 15th June. It is important to note that Data Officers do not have to wait until this time to run pre-board processes. If all panels that feed into your board have met before 14th June, please inform your Data Officer and they can run the pre-board process.

Once your Data Officer has run the calculations they will inform you that you can produce a copy of the Board report by entering the relevant prompts:



Make sure you run the correct report – for example if you are trying to retrieve an undergraduate report but have mistakenly open the postgraduate one you will see this error message:

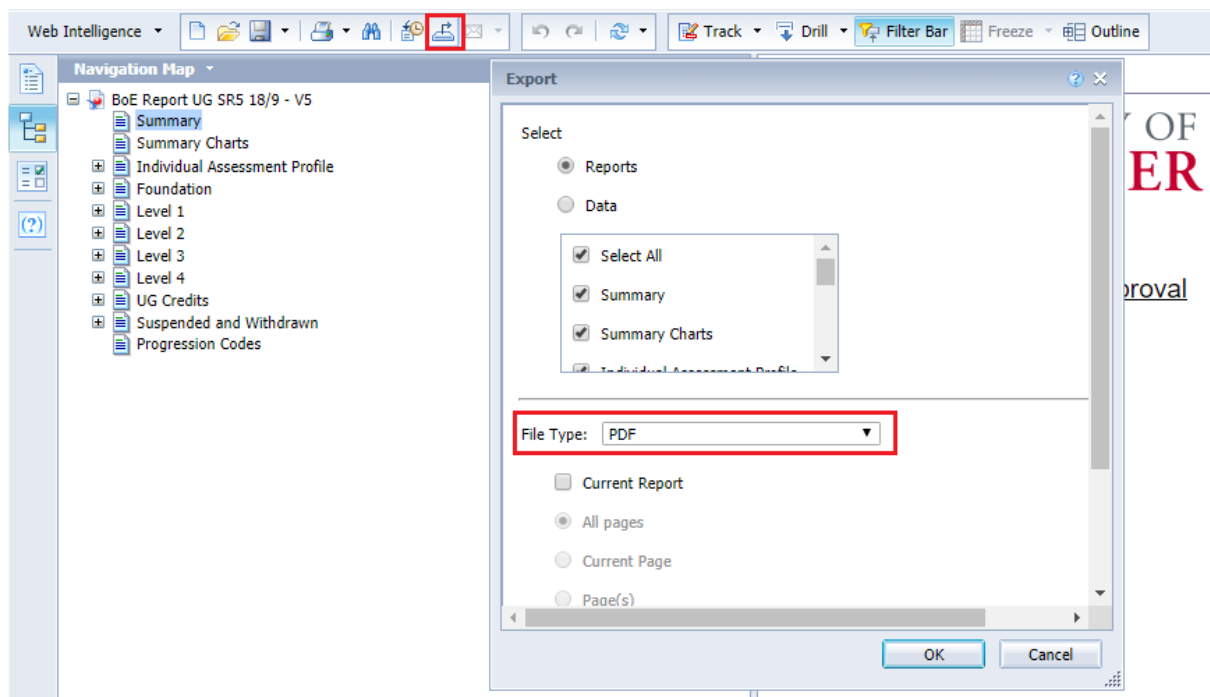


The Board Report has multiple tabs which can be navigated in Business Objects:



The Board Report should be exported as a **pdf** document which can then be printed on A3 paper in preparation for the Board. The report can be **hand annotated** only and the students' records will then be updated when you meet your Data Officer after the Board has met.

To export the document click the Export tab:



The Board report will display as follows – there is a key at the bottom of each page to identify any **Mitigating Circumstances**, **Pass at Reassessment**, **Pass for Credit/Compensated Fail** and **Failed modules**:

