# Mitigating Circumstances Solution

## User & Technical Guide

Created by Stu3 Ltd

Version 1.0

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## Overview

Stu3 have developed a simple eVision-based mitigating circumstances solution for students and staff. The solution allows students to submit and track mitigating circumstances claims against individual student modules (SMR) or their assessment components (SAS). Staff are then able to review and update the claims.

**Log and track a Mitigating Circumstance Claim (Student)**

Once the student has logged into the eVision portal they will be able to see the Mitigating Circumstances container which contains a link to the claims process. Alternatively a Single Sign On link could be used in an email to the student so they can navigate straight to the claims process.

| Mitigating Circumstances |
| --- |
| Submit/Review Mitigating Circumstances Claims |

The screen will show a list of all assessment (SAS) records for the current academic year. When running in SMR mode then the Assessment and Weighting columns are hidden and instead the list is derived from SMRs for the current academic year.

# Mitigating Circumstances
Submit/Review Mitigating Circumstances Claims

**My Assessments**

| Module Code | Module Name | Assessment | Weighting | Action |
| --- | --- | --- | --- | --- |
| 400587 | Computer Modelling | 3 hour exam | 100 | Submit Mitigating Circumstances Claim |
| 400588 | Graphics | 3 hour exam | 100 | Submit Mitigating Circumstances Claim |
| 400589 | Functional Mathematics 1 | 2 hour exam | 100 | Submit Mitigating Circumstances Claim |
| 400590 | Functional Mathematics 2 | 2 hour exam | 100 | Submit Mitigating Circumstances Claim |
| 400591 | Cryptography | 2 hour unseen examination | 100 | Submit Mitigating Circumstances Claim |
| 400601 | Basic Design | 3000 word essay | 100 | Submit Mitigating Circumstances Claim |

A student can then click the Submit Mitigating Circumstances Claim button to start the claim process.

**Submit Mitigating Circumstance**

**Module Code**
400589
**Module Name**
Functional Mathematics 1
**Assessment**
2 hour exam
**Weighting**
100

Please specify the type of mitigating circumstance*

Please describe the nature of your mitigating circumstance*

Supporting Evidence    Upload/View/Delete Supporting Evidence **0**

Save & Exit    Submit

After they have filled out the reason, description and uploaded any documentation the claim can be submitted.

**Mitigating Circumstance Submitted**

**Module Code**
400589
**Module Name**
Functional Mathematics 1
**Assessment**
2 hour exam
**Weighting**
100

Exit

The process ends by confirming the claim has been submitted and allowing them to return to the main screen where they can log another claim or view the status of any pending claims.

# Mitigating Circumstances

Submit/Review Mitigating Circumstances Claims

**My Assessment Mitigating Circumstances**

| Module Code | Module Name | Assessment | Type | Status | Action |
|---|---|---|---|---|---|
| 400589 | Functional Mathematics 1 | 2 hour exam | Poor Internet Connection | In Progress | Details |

**My Assessments**

| Module Code | Module Name | Assessment | Weighting | Action |
|---|---|---|---|---|
| 400587 | Computer Modelling | 3 hour exam | 100 | Submit Mitigating Circumstances Claim |

Clicking into a claim will show further details.

## Mitigating Circumstance Details

This screen can be used to view you mitigating circumstance details

| Mitigating Circumstance Details | |
| --- | --- |
| Module code | 400589 |
| Module Name | Functional Mathematics 1 |
| Assessment | 2 hour exam |
| Weighting | 100 |
| Type | Poor Internet Connection |
| Status | In Progress |
| Details | My internet did not work for 3 weeks. |
| Supporting Evidence | letter_from_isp.docx |
| | Back |

The student will be able to log back in at any point to review the progress of their claim.

STUDENT SYSTEM SOLUTIONS

**Review and Update a Submitted Mitigating Circumstance (Staff)**

Once the staff member has logged into the eVision portal they will be able to see the Mitigating Circumstances container which contains a link to the claims review process.

| Mitigating Circumstances |
| --- |
| Review/Update Mitigating Circumstances |

The next screen allows the staff member to retrieve the claims they are interested in by filtering on the criteria, such as faculty or department.

# Review Mitigating Circumstances
The screen can be used to search and review mitigating ciircumstances

| Review Mitigating Circumstances | | |
| --- | --- | --- |
| Please enter criteria and select view to review mitigating cirucmstances | | |
| Student code | | |
| Academic Year | 2019/20   List | 2019/20 |
| Module code | List | |
| Period Slot code | List | |
| Faculty code | List | |
| Department | List | |
| Type | ▼ | |
| Status | ▼ | |
| | Clear Fields   Back   View | |

Any claims that match the criteria are then shown in a list.

| Review Mitigating Circumstances | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Module Code | Module Name | Student ID | Name | Type | Status | Action |
| 400589 | Functional Mathematics 1 | 201900029 | GUTHRIE FE | Poor Internet Connection | In Progress | View/Edit |

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

Back

The staff member can click into each claim and update any of the details including the status.

# Mitigating Circumstance Details

This screen can be used to view you mitigating circumstance details

| Mitigating Circumstance Details | |
|---|---|
| Module code | 400589 |
| Module Name | Functional Mathematics 1 |
| Assessment | 2 hour exam |
| Weighting | 100 |
| Type | Poor Internet Connection ▾ |
| Status | In Progress ▾ |
| Details | My internet did not work for 3 weeks. |
| Supporting Evidence | letter_from_isp.docx |

| Back | Save and Exit |
|---|---|

Saving will take the staff member back to the list of claims for review.

## Installation

The solution can be loaded into any SITS environment through a single XPC file (STU3_MC.XPC) using the XPC screen import functionality.

The two container (CON) records STU3_MC_STU (Students) and STU3_MC_PRS (Staff) will need a role group added (RGR). The container page, default row, default column will also need to be updated.

All configuration is contained within the project (PRJ) STU3_MC - which is included in the XPC.

| Config Table | Key |
|---|---|
| CON / COP | CON_CODE=STU3_MC_STU |
| CON / COP | CON_CODE=STU3_MC_PRS |
| DMV | DMV_DCTC=CAMS,DMV_ENTC=SMM,DMV_CODE=STU3_MC_SMM |
| DMV | DMV_DCTC=CAMS,DMV_ENTC=SMM,DMV_CODE=STU3_MC_PRS |
| DTY | DTY_CODE=STU3_MC_EVD |
| NTT | NTT_CODE=STU3MC |
| POD | POD_CODE=STU3_MC_STU |
| POD | POD_CODE=STU3_MC_PRS |
| SLP | SLP_CODE=STU3_MC_STU_TITLE |
| SLP | SLP_CODE=STU3_MC_001_HEADER |
| SLP | SLP_CODE=STU3_MC_001_HEADER_MAB |
| SLP | SLP_CODE=STU3_MC_STU_SMM |
| SLP | SLP_CODE=STU3_MC_SMM_DOCS |
| SLP | SLP_CODE=STU3_MC_PRS_SMM |
| SLP | SLP_CODE=STU3_POP_PROFILE |
| SLP | SLP_CODE=STU3_MC_001_SEQ3 |
| SLP | SLP_CODE=STU3_MC_SAS_OR_SMR |

| SRL | SRL_SLGC=STU,SRL_CODE=STU3_MC_STU |
|-----|-----------------------------------|
| SRL | SRL_SLGC=MHD,SRL_CODE=STU3_MC_001R |
| SRL | SRL_SLGC=SAS,SRL_CODE=STU3_MC_STU |
| SRL | SRL_SLGC=SMO,SRL_CODE=STU3_MC_PRS |
| SRL | SRL_SLGC=MHD,SRL_CODE=STU3_MC_003R |
| SRL | SRL_SLGC=SMR,SRL_CODE=STU3_MC_STU |
| TKT | TKT_CODE=STU3_MC_001 |
| TKT | TKT_CODE=STU3_MC_002 |
| TKT | TKT_CODE=STU3_MC_003 |
| UDF | UDF_DCTC=CAMS,UDF_ENTC=SMM,UDF_FLDC=SMM_UDF1 |
| UDF | UDF_DCTC=CAMS,UDF_ENTC=SMM,UDF_FLDC=SMM_UDF2 |
| UDF | UDF_DCTC=CAMS,UDF_ENTC=SMM,UDF_FLDC=SMM_UDF4 |
| UDF | UDF_DCTC=CAMS,UDF_ENTC=SMM,UDF_FLDC=SMM_UDF3 |
| UDV | UDV_CODE=STU3_MC_TYPE |
| UDV | UDV_CODE=STU3_MC_STAT |

**Frequently Asked Questions**

F01: How do I switch between SMR and SAS based records?

By default the solution is set to run in SAS mode - this means a student will be able to pick an assessment they wish to log a claim against.

This can be changed to SMR mode by opening the SLP STU3_MC_SAS_OR_SMR and setting the SMR flag to Y and SAS flag to N.

You can run the solution in both SMR and SAS mode at the same time (both flags set to Y) - but this might be a little confusing for the student so is not suggested.

With relatively minor changes to the task configuration it would be possible to run in SMR and SAS mode simultaneously for specified different sets of modules. We would be happy to advise your technical support in how to go about this if needed.

F02: How do I change the UDFs that are used?

There are four SMM UDF fields (1 to 4) used by the process:

- SMM_UDF1 - MAP Code
- SMM_UDF2 - MAB Sequence
- SMM_UDF3 - Mitigating Circumstance Type
- SMM_UDF4 - Mitigating Circumstance Status

These can be changed by carefully updating the XPC file using search and replace in a tool such as notepad before it is imported. We would be more than happy to do this for any customer if you let us know which UDFs you would like to use instead.

F03: What records are created by the tool?

SMM records are the driving record created when a claim is logged. Attached to these records using Document Manager are any documents uploaded by the student. They will all use the DTY STU3_MC_EVD which is included in the project.

F04: How can I change the document type (DTY) used for uploads?

You will need to update 3 records:

- The DUO record STU3_MC_EVD with a new DTY_CODE
- The DTY parameter on TTE STU3_MC_001, seq 30
- The DTY parameter on the document options tab of TTQ STU3_MC_001, element 10, seq 2

F05: How do I create a single sign-on (SSO) link for students?

A single sign link can be created with the following SRL text within a STU based letter:

<<USER=<STU_CODE.STU>·;ENTC=STU·;FORM=SIW_POD·;PARAMETERS=STU3_MC_STU&#SSOREC>>

### F06: How do I update the Mitigating Circumstance Type a student can select?

These are held in the UDV/UDD records coded to STU3_MC_TYPE.

### F07: How do I update the Mitigating Circumstance Status a staff member can select?

These are held in the UDV/UDD records coded to STU3_MC_STAT.

### F08: Where is the current academic year controlled from?

All screens use the system parameter SRS_QESU_05 to default the academic year.

### F09: Does this tool use the SITS extenuating circumstances tables (EXR, EXS, EXI etc..)?

No it does not. You do not need to own the specialist component CAM45 to use this solution.

### F10: Is this tool suitable for mitigating circumstances claims from research students?

The short answer is no, unless the research student is taking some taught modules and they want to raise a claim against a module or assessment component of that module. This particular solution is designed with taught students in mind and their claims against specific modules or assessment components. It requires SMR records to exist for the current academic year. The solution could be enhanced to additionally cater for non-module-specific claims and we'd be happy to advise on this.

### F11: Will this solution be suitable for all institutions?

This solution will not be suitable for all institutions. For example, if you use SMM extensively for other purposes then this solution will impact on existing functionality. Some institutions do not use SMR/SAS/SMM records at all so this won;t be suitable for them. You will need to assess the impact of this solution on existing configuration as part of your pre-go-live analysis. For example, you might need to exclude SMMs of type 'STU3_MC' from specific reports where these entries are inappropriate. We'd be happy to advise on how to assess the impact.