

# Exam Results Reporting

This document details the exam results reporting process and how to operate the **MMS Exam Reporting Facility**. If you have any questions concerning the contents of this document, please call or email using the contact information found in the document footer.

**The MMS Exam Reporting Facility** transfers module results from a School or Department's local records to the central Academic Registry database, **SITS**.

The starting point is a record of the student ID numbers and names of those students that a Department believes to have been enrolled in a module.

The end point is a file that is visible from within the SITS system used by Registry staff to maintain the University's student database. That file is in the format required by SITS for incorporation into the database and contains the data uploaded by the Department.

The submission process for results has changed to use electronic sign-off as of January 2012. Schools are no longer required to print and submit hard-copy module results reporting sheets to Registry. **When module results have been submitted via MMS, the Deans will electronically sign each submission off. Once modules have been signed off by the Deans, results will automatically be uploaded to SITS by Registry and will be available to students via the Data Warehouse after the next system refresh.** .....

Schools will still be required to download an exam board pro-forma, capture the actual exam board signatures including external examiner signatures, and send these in to Registry following the exam board meeting.

**The proforma can be found at:**

[http://www.st-andrews.ac.uk/media/proforma\\_undergraduate1.pdf](http://www.st-andrews.ac.uk/media/proforma_undergraduate1.pdf)

[http://www.st-andrews.ac.uk/media/proforma\\_postgraduate1.pdf](http://www.st-andrews.ac.uk/media/proforma_postgraduate1.pdf)

**The system is designed to allow only Exams Officers, Directors of Teaching and Heads of Schools to submit from MMS. Other staff can see the pages, but will not be presented with the "Submit to Registry" button.**

# Exam Results Reporting

You will find MMS at:

<https://www.st-andrews.ac.uk/mms/>

You will be presented with a log-in page as shown in Image 1

**Image 1**



Module Management System

User name:	<input type="text"/>
Password:	<input type="password"/>
Account:	University <input type="button" value="v"/>
<input type="button" value="Login"/>	
For assistance see <a href="#">guides</a> or contact <a href="#">helpdesk</a> .	
<a href="#">Blog</a> - <a href="#">Twitter</a> - <a href="#">Guides</a>	



# Exam Results Reporting

On log-in you are taken to a view of all modules for the academic year split by semester. Please see image 2.

## Image 2

This page lists module for a select year and semester.

**Modules**  
Campbell, Ann (Staff ID: 8938, Student ID: 050013336) Last login: Jan 19, 2010 9:08:19 AM from regpo-also.st-and.ac.uk

My Preferences My Details User Diagnosis Events Modules

Show: 2009/0 School of Computer Science Get My Modules Get All Modules View School Search: Search

[Public Announcements](#)  
There are no announcements applicable to you.

All Year Modules	Semester One	Semester Two
<a href="#">CS3099: Software Team Pro...</a> Coursework Tutorial Attendance [Admin]	<a href="#">CS1002: Computer Science</a> CS1002 Coursework CS1002 Enrolment [Admin] CS1002 Exam CS1002 Final grade CS1002 Tutorial Attendance [Admin]	<a href="#">CS3301: Component Technology</a> <a href="#">IS5109: Information Techn...</a>
<a href="#">CS4051: Professional and ...</a> Coursework	<a href="#">CS1005: Computer Science ...</a> CS1005 Coursework CS1005 Enrolment [Admin] CS1005 Exam CS1005 Final grade	
<a href="#">CS4098: Minor Software Pr...</a> Coursework		
<a href="#">CS4099: Major Software Pr...</a> Coursework		
<a href="#">CS9001: PhD</a>		

Select the appropriate module to continue. The **Final Grade** option for each module will automatically aggregate all component marks to produce a final grade for each student. It is this **Final Grade** option that performs the final uploading process to Registry

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January 2012

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Contact for help and support with results reporting: Ann Campbell  
Email: [examoff@st-andrews.ac.uk](mailto:examoff@st-andrews.ac.uk)  
Tel: (01334 46)2122

# Exam Results Reporting

When a module is selected, this takes the user to a page listing the names and identification numbers of all students registered on the central database (SITS) for the selected modules (Image 3).

Image 3

2008/9-S1 CS1010 (Discrete Mathematics...)  
CS1010 FINAL  
View Grades

View Grades | Graph | Upload to Registry | Output | Help | Events | Modules | Logout

[Show final output](#) | [Show detailed presentation](#) | [Show graph](#) | [Download detailed graphs](#) | Download as CSV, XLS or ODS | Final grade calculation model: CS Standard Model w/ Capping shown (Jan '06)

Student				Input			Output	Result					
User Name	Forename	Surname	Matric Number	Exam	Practicals	Resit_Exam	Capped	Calc Grade	Calc Status	Assigned Grade	Assign Status	Comments for Registry	Module Notes
ua11638	Olive	Alaska	080011838	4.3	8.8	n/a	true	5.4	P				[Add]
ab11640	Azura	Dedfordshire	080011840	6.9	12.2	n/a	false	10.2	P				[Add]
bwc11686	Burly Wood	Connecticut	080011686	6.8	7.8	n/a	false	7.2	P				[Add]
ke11683	Knaki	Essex	080011683	7.6	8.4	n/a	false	7.9	P				[Add]
lsg11653	Light Sea Green	Hawaii	080011653	3.5	9.4	n/a	NA	4.4	F	0	X	unjustified absence from resit exam	[Add]
do11360	Dark Orchid	Louisiana	080011360	16.7	17	n/a	false	16.3	P				[Add]
lym11358	Light Yellow	Maryland	080011358	6.6	12.2	n/a	true	8.3	P				[Add]
lsgm5203	Light Sea Green	Minnesota	07005200	n/a	n/a	n/a		0	Z	0	X	PLP withdrawn	[Add]
bmi9632	Bisque	Mortara	08009332	7.1	17	n/a	true	8.9	P				[Add]
met11834	Mint Cream	Toxac	080011834	2.3	7	n/a	true	2.0	F	0	X	unjustified absence from resit exam	[Add]
				6.38	9.98	0.0		7.2					

Update Status and Comments

Once you are happy with the results you have entered, click on the 'Upload to Registry' button (top right).

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# Exam Results Reporting

From this page you can submit the final grades to Registry for upload to SITS and to the Deans for electronic sign-off. (Image 4)

Image 4



You can submit final results to Registry by clicking the 'Upload to Registry' button at the bottom of the screen. This sends an electronic copy for electronic sign-off by the Deans, and then import to SITS by Registry.

Although paper is not needed for recording module results by Registry, some schools may prefer to have paper for their exam board meetings. Both options are still available from the 'Upload to Registry' screen, either the [simple PDF of the numbers](#) as the "View Grades" page, or [Preview PDF, as before](#), with the summary criteria.

There is another method by which you can submit results to Registry. On the 'Upload to Registry' screen (see image above) point 2, there is an option for 'School Overview'. See Image 5.

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# Exam Results Reporting

Image 5

Module	Semester	Students	Status	Mean Grade	Deviation	OD	OX	OZ	Action
AH1001	S1	185	NOT_SUBMITTED						Submit results
AH1901	S1	8	NOT_SUBMITTED						Submit results
AH2001	S1	130	NOT_SUBMITTED						Submit results
AH3130	S1	48	NOT_SUBMITTED						Submit results
AH3902	S1	9	NOT_SUBMITTED						Submit results
AH3903	S1	12	NOT_SUBMITTED						Submit results
AH4087	S1	20	NOT_SUBMITTED						Submit results
AH4107	S1	19	NOT_SUBMITTED						Submit results
AH4129	S1	18	NOT_SUBMITTED						Submit results
AH4132	S1	22	NOT_SUBMITTED						Submit results
AH4161	S1	22	NOT_SUBMITTED						Submit results
AH4170	S1	22	NOT_SUBMITTED						Submit results
AH4171	S1	18	NOT_SUBMITTED						Submit results
AH4180	S1	26	NOT_SUBMITTED						Submit results
AH5081	S1	5	NOT_SUBMITTED						Submit results
AH5083	S1	6	NOT_SUBMITTED						Submit results
AH5085	S1	4	NOT_SUBMITTED						Submit results

The School Overview screen shows you a list of all modules for the School in that semester, the status of that module, and other relevant information relating to that module. There is an option to submit results using this screen.

After you have submitted results to Registry the 'Submit results' button on this screen, changes to 'Re-submit results', and you can re-submit them if you wish.

You can re-submit as many times as necessary until the point where they have been approved by the Deans. If it is necessary for you to re-submit the results after they have been approved by the Deans, you should contact Registry using the contact details in the footer of this document.

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January 2012

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