Assessment Management System (AMS)  
Administration guide and FAQs

Access

A staff member’s level of AMS access is determined by their assigned role and scope.

Role defines the functionality that a user has access to in AMS. The roles that can be assigned are Administrator, Post-Publication Administrator, FAB Administrator, Faculty Approval, Post-Publication Approval, Head of School Authorisation, Unit Coordinator, Tutor and Ratify SMS Upload. Available tabs and menu items will vary for each.

Scope defines which unit or group of units the user has access to, and for which specific teaching periods. For example, scope may be assigned for single unit in a single teaching period, a single unit for all teaching periods, or a wide range (e.g. school-wide) for a single teaching period.

Multiple roles and scopes may be applied to a single user for greater flexibility in granting access.

Please note that faculty and school scopes are based on the teaching responsibilities assigned to a unit in SAMS, and more than one school or faculty may have access to certain units as a result.

See Guidance on applying roles in Assessment Management (AMS) for more information.

Responsibility for assigning access

The Systems Administrator (on the AMS support team) assigns ‘Faculty’ level administrative access to staff in each school or faculty, typically to only one or two people. Usually one Faculty Administration Manager (FAM) role is assigned at a minimum. The FAM then assigns ‘School’ level access (being all units for that school) to one or more staff to act as AMS school administrators.

The school administrators then assign access to other administrators or academics as required, and continue to manage access for their school on an ongoing basis.

See Guidance on applying roles in Assessment Management (AMS) for more information.

Note

The ability to release final results from AMS to SAMS (the Faculty Approval and Post-Publication Approval roles) is usually a faculty responsibility and is initially assigned by the Student Business Services (SBS) Exams team to the Executive Dean and one or more delegates.

To ensure an appropriate ‘separation of duties’, no individual (e.g. Faculty Approval and Faculty Admin Board (FAB) Administrator) may have the ability to both change and release results to SAMS, otherwise they would be permitted by the system to modify and release results without review.

Having Unit Coordinator access to a unit infers ownership of the unit by that person for the purpose of reporting to the school or faculty.
No Unit Coordinator assigned to unit

If a unit coordinator was not assigned to a unit from the Authoritative Teaching Database (ATD) or during unit plan creation, use ‘Access Control’ to assign access to do this:

1. Click the ‘Administration’ tab.
2. Select the staff member from the drop-down menu, or; manually enter their name or email alias without @qut.edu.au (e.g. j.bloggs), and click Submit.
3. Select ‘Unit Coordinator’ from the ‘Role’ drop-down menu.
4. Select the unit from the ‘Unit’ drop-down menu.
5. Select the appropriate teaching period, and then click ‘SUBMIT’.

Change the assigned Unit Coordinator

Select the ‘Administration’ tab and select the ‘Access Control’ link.

Repeat steps 1 and 2 above to select a staff member, then click the ‘revoke access’ link against the unit and confirm the warning popup window to remove that staff member’s access to the unit.

(Note that if the unit has already been submitted for unit approval, you will first need to unlock it before any changes can be made. Unit approval should then be repeated so the following approvals may take place.)

Why is the unit locked after unit approval, and update options removed?

The unit results and grading schema details are locked during the unit approval process to ensure that they reflect the details approved by the Head of School and Dean (or their delegate).

To correct any details associated with the unit after unit approval:

1. Click the ‘Management’ tab (if not already selected).
2. Click the ‘Select Unit’ link, and click ‘View summary’ or ‘View class list’ against the unit to be unlocked.
3. Click the ‘Unlock Results’ link from the ‘Management’ menu, then click ‘OK’ to confirm the popup window to complete the unlocking process.
4. Correct the unit details or results and then perform another unit approval.

(Note that ‘Unlock Unit’ may alternatively be accessed from the ‘View Unit Plan’ screen.)

How can I see which units have been submitted for review, authorised or released?

Use the ‘SMS Transfer Status’ option to view this information.

1. Click the ‘Administration’ tab.
2. Click the ‘SMS Transfer Status’ link.
3. Select the year and teaching period.
4. Select either a faculty, school or specific unit to display logs for, and select ‘All logs’ or ‘Exceptions only’ from the drop-down menu.
5. Click ‘SUBMIT’ to retrieve any units matching the criteria selected above.
6. Select the link against a unit to view its transfer status. (The link will not be shown if the transfer process has not been initiated for the unit.)
How do I transfer results to the Student Management System (SAMS)?

Transfer of results is performed using the ‘Faculty Approval/Transfer’ screen. (This link is only presented to staff with the ‘Faculty Approval’ role.)

To release results:

1. Click the ‘Administration’ tab.
2. Click the ‘Faculty Approval/Transfer’ link.
3. Select a faculty, school, or unit and click ‘SUBMIT’.
4. Matching units available for transfer, in any teaching period, should now be shown.
5. Click the ‘All’ tick box to select all units in the list, or select individual units for transfer.
6. Click ‘APPROVE AND RELEASE’, then ‘OK’ at the following prompt to initiate the transfer.
7. Click ‘OK’ at the confirmation prompt to approve the unit(s) and (if before the last entry date) transfer the result to SAMS.
8. An exception report will be available from ‘SMS Transfer Status’ (‘Administration’ tab) shortly after the transfer is completed.

Faculty approval will transfer results to SAMS automatically, unless it is a Semester 1 or 2 unit and the approval occurs between the last result entry date and the results publication date. When this is the case, the warning below will be shown:

The automatic release of these units to the SMS will not be performed because the Last Result Entry Date set by SBS/Exams for this teaching period has passed.

Please contact Exams after approval on
exams.enq@qut.edu.au

to arrange for the transfer of these unit/s.

As per the warning, contact the SBS Exams team to schedule a manual transfer to SAMS after the ratification (publication) processing jobs in SAMS have completed.

Why can’t I find a particular unit?

There are a few scenarios that prevent a unit from being displayed, either as a link or in a drop-down list:

You may not have access to this unit

If the unit is not displayed in the unit list under ‘Select Unit’ on the ‘Management’ tab, access will need to be arranged. Contact your school or faculty AMS administrators.

The unit is in the list but not where expected

The approvals required may not yet be completed. For example, for a unit to appear in the ‘transferred’ section of the Transfer Status list (‘SMS Transfer Status’ screen, it must currently be faculty approved.)
You have access to the unit, but it is not listed unless it is specifically selected from the unit drop-down menu

For example, if you are granted Administrator access for your school, this grants you access to every unit owned by the school but not to units in other schools within your faculty or units owned by the faculty. In other words, access to the School of Accountancy owned units would not confer access to postgraduate units owned by the QUT Business School.

If, however, this unit appeared in the drop-down menu instead, the most likely scenario is that Unit Coordinator access has been granted to the faculty owned unit.

Some units are owned by the faculty and don’t appear in the school level lists ... what is the best way to manage these?

Postgraduate units may be owned by the faculty and if so will not appear in any school level lists of units. An option for managing this is to request that the faculty administrator assign the ‘Administrator’, and any other roles required, to the appropriate school staff for those units, e.g. BSN501-1 for all teaching periods assign:

- ‘Administrator’ and (optionally) ‘FAB Administrator’ to one or more school staff, and/or ‘School’ authorisation to the Head of School and/or delegates.
- Have faculty staff manage these units—they should already have access.

A course coordinator from another faculty wants to review the results for a unit, before their approval by the Head of School—how should this be managed?

A ‘read only’ role is assigned to FAMs and their delegates for the units in their faculty. This role can also be assigned to staff members in the same or another faculty, which can assist in managing the results review process.

Why are there grades already showing in the ‘SMS Final Grade’ column in the class lists?

The grades shown may have already been processed by SBS. Some possible scenarios are:

- Prior arrangements have been made with faculty for handling Deferred Assessment or Supplementary Assessment (shown as ‘DA’ and ‘SA’ respectively on class lists) for the selected unit.
- An intensive/block mode unit of study completed by external students, where their results are finalised and published as they become available.

Where can I get more help and support?

Contact your School or Faculty Assessment Management administrator. Alternatively, contact Technology Support via the IT Helpdesk website, or by phone on 07 3138 4000.