Assessment Management System (AMS) Head of School Quick Reference Guide

Accessing School Authorisation

This option is used by the Head of School (or their delegate) to authorise units for faculty review and is only displayed to staff who have been assigned the ‘School Authorisation’ role. If the link is not present, contact your school or faculty staff to arrange access.

1. Click the ‘Administration’ tab.

![Diagram 1](image1.png)

2. Click the ‘School Authorisation’ link on the side menu.

![Diagram 2](image2.png)

3. Select a faculty, school or specific unit from one of the drop-down menus. Click ‘SUBMIT’ to display the corresponding units waiting to be authorised.
Unit Authorisation

The units requiring action by the Head of School are displayed with those from previous teaching periods (post-publication) being presented first.

Click a ‘view class list’ link to review student details and results for that unit.

Click a ‘reject for review’ link if you are not satisfied with the results for that unit and require the unit coordinator to make further changes. (Rejecting the unit also unlocks it for the unit coordinator.)

If you wish to make additional notes against a unit, click the corresponding ‘add text’ link.

To complete Head of School approval for one or more units:

1. Select individual tick boxes, or select ‘All’.
2. Click ‘AUTHORISE’ (found at the top and bottom of the unit list) to submit the unit(s) for faculty review. The following alert will be shown (its exact appearance will vary depending on your web browser):

   ![Alert](image)

   You have selected 1 units to be flagged as authorised by the Head of School.

   Press OK if you wish to continue or Cancel to return to the previous screen.

   OK  Cancel

3. Click ‘OK’ to confirm the submission. The authorised units will be removed from the list.
Not all units appear when listing by school

Units may be owned at the faculty level rather than the school level—as a result, these units will not appear in a school list and will need to be selected from the unit drop-down menu individually.

If the desired units do not appear in the unit drop-down then your school or faculty AMS administrator for assistance.