Assessment Management System (AMS)
Pre- and Post-Publication review processes

At the time of the Faculty Academic Board (FAB) review, the following should be completed:

1. Unit plans have been created.
2. Student results have been entered or imported into AMS, and submitted for review.
3. Results have been approved by Head of School.
4. Depending on the internal faculty procedures, the results may have also been faculty approved and sent to SAMS.
5. Student Review Reports (SRR) and other reports printed.

Refer to the image below; multiple selections may be made for any faculties or schools you have access to—hold the Ctrl key and click the desired entries to do so.

Changes to student grades before publication

Changes to student grades are identified throughout the board review process and may be applied in AMS by staff members with the ‘FAB Administrator’ AMS role.

Changes made by FAB Administrator

The functions available to this role are:

FAB Student Update

This function is available under the ‘Administration’ tab, where the link to ‘FAB Student Update’ will appear in the menu (for staff with the ‘FAB Administrator’ role).

Enter a student ID and click ‘SEARCH’ to show all enrolments for that student in the selected teaching period.
FAB Unit Update

Alternatively, a FAB Administrator may access the ‘FAB Unit Update’ function from the ‘Management’ tab to view and change any results in the selected unit.

Reject for review by Unit Coordinator

The alternative process a FAB Administrator may opt for is to reject a unit, which unlocks it for the unit coordinator to review and correct.
They may use the following update functions to do so:

1. ‘Enter Results’

2. ‘Import Final Grades’ from a file

3. ‘AMS Transfer Results’ from Grade Centre (selected from the desired unit site on QUT Blackboard).

Once the Unit Coordinator has completed their changes, they should resubmit their unit for approval.

See the Unit Coordinator Overview, Import Final Grades, or Grade Centre Transfer guides respectively for more details of these functions.

**Head of School Approval**

Head of School Approval will become available for any units submitted as above. This function is available to the Head of School or delegates through ‘School Authorisation’.

**Faculty Approval**

Once results are satisfactory, Faculty Approval may then be performed. This function is only available to staff with the ‘Faculty Approval’ role.
Transfer to SAMS
Faculty Approval will transfer results to SAMS automatically unless the approval occurs between the last result entry date and the results publication date.

Reviewing exception reports
1. Click the ‘Administration’ tab, then the ‘SMS Transfer Exceptions’ link.
2. Select ‘Exceptions Only’ rather than ‘All logs’ to filter out successful result transfers.
3. Click a transfer date link to view that report.

Alternatively, transfer errors may be viewed from the ‘SMS Transfer Exceptions’ report found on the ‘Reports’ tab. Note that this report will show all the errors for the faculty.
Action exceptions as appropriate

Warning and informational messages will be flagged with ‘(W)’ and ‘(I)’ respectively.

Generally the following activities will now need to be completed:

- Resolve faculty enrolment issues
- Address deferred grades
- Address supplementary assessment grades
- Address grading parameters.

See “Common errors encountered applying AMS results to SAMS” (p. 8) for further details.
Changes required after Faculty Approval

The unit requiring the changes should first be unlocked, which allows results to be edited again. Click the ‘Administration’ tab and the ‘Unlock Units’ link to do so.

For a small number of changes, the ‘FAB Unit Update’ and ‘Student Update’ options may be used by a FAB Administrator.

For a large number of changes or changes to the grade cut-offs, a Unit Coordinator or Administrator may instead use ‘Enter Results’ (once the unit is unlocked as above). It should then be resubmitted for unit approval.

*Note:* Head of School Approval is not required by AMS in this scenario (only Faculty Approval is mandatory), but it might still be required by your faculty’s procedures or policies.

Changes to student grades after publication

Key differences from the pre-publication process are detailed below.

Reject/Unlock for review by Unit Coordinator

FAB Administrator update functions *(refer to p. 1)* are not available post publication.

The unit must be rejected or unlocked so a Unit Coordinator (or a faculty staff member with the ‘Post-Publication Administrator’ role) can make the required changes.

As per ‘Reject for review by Unit Coordinator’ *(p. 2)*, the following update options can be used:

- Enter Results
- Student Update
- Import Final Grades.

Optional—Head of School Authorisation

As per the note above, Head of School Approval is not required by AMS, but may still be required to support your faculty’s procedures or policies.

Faculty Approval

Identical to the pre-publication step noted above *(p. 3).*
Review exceptions
Identical to the pre-publication step noted above (p. 4).

Action exceptions
Identical to the pre-publication step noted above (p. 5).

Faculty Administration Board Role (FAB Admin) options
The key difference after publication is that there is no MOPP requirement for approval other than Unit Coordinator and Faculty Approval and so the FAB Admin role is largely redundant (i.e. all changes are made after a unit unlock).
### Common errors encountered applying AMS results to SAMS

<table>
<thead>
<tr>
<th>Severity</th>
<th>Status Code</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info</td>
<td>S10331</td>
<td>- xxxx has been successfully updated.</td>
<td>No action required</td>
</tr>
<tr>
<td>Info</td>
<td>S12105</td>
<td>- Grade and mark have been successfully updated.</td>
<td></td>
</tr>
<tr>
<td>Warning</td>
<td>S12108</td>
<td>- Automatic Graduation cannot be completed.*1</td>
<td></td>
</tr>
<tr>
<td>Warning</td>
<td>S12134</td>
<td>- The failed attempt has been taken off the Study Plan.</td>
<td></td>
</tr>
<tr>
<td>Warning</td>
<td>S12135</td>
<td>- The failed attempt has been taken off the Study Plan.</td>
<td></td>
</tr>
<tr>
<td>Warning</td>
<td>S16745</td>
<td>- This record is not processed because there is no change in the grade or mark.</td>
<td></td>
</tr>
<tr>
<td>Error</td>
<td>S16832</td>
<td>- Award 'University Diploma in Business' No xxxx has been granted successfully.</td>
<td></td>
</tr>
<tr>
<td>Error</td>
<td>S10004</td>
<td>- Student Id/Spk Cd/Spk Ver No/Ssp Att No is invalid.</td>
<td>Checking required. Contact IT Helpdesk.</td>
</tr>
<tr>
<td>Error</td>
<td>S10171</td>
<td>- S is invalid for Grade.</td>
<td>Check grading schema in unit set-up. Usually denotes QU-7A with 1–7 options and trying to upload S/U grades.</td>
</tr>
<tr>
<td>Error</td>
<td>S11545</td>
<td>- This grade can only be entered at, or after, ratification.</td>
<td>Resend after publication. Typically Supp. Assessment is applied for online by the student after publication.</td>
</tr>
<tr>
<td>Error</td>
<td>S11547</td>
<td>- Not a valid grade and mark combination.</td>
<td>Check grading schema in unit set-up. Usually denotes QU-2A with S/U options and trying to upload 1 - 7 grades.</td>
</tr>
<tr>
<td>Error</td>
<td>S11903</td>
<td>- The StudyPackage_DolImportResultsPostRatification Web Service failed. ...............</td>
<td>Checking required. Contact IT Helpdesk.</td>
</tr>
<tr>
<td>Error</td>
<td>S12114</td>
<td>- Result cannot be imported.</td>
<td>Student not enrolled in unit.</td>
</tr>
<tr>
<td>Error</td>
<td>S12130</td>
<td>- The component SSP 'LPP117/2/1' cannot be brought back onto the plan.</td>
<td>Checking required; student previously failed and re-enrolled or 'insufficient credit points' for unit to be brought back on plan. Need to contact Enrolments with issue &amp; ask them to manually bring the unit back onto plan so grade can be transferred. Only bother for passing grades or grades of 3 if student is eligible for supp.</td>
</tr>
<tr>
<td>Error</td>
<td>S12136</td>
<td>- The component SSP 'LPP112/4/1'; cannot be brought back onto the plan.</td>
<td>As above.</td>
</tr>
<tr>
<td>Error</td>
<td>S12366</td>
<td>- The plan cannot be amended while LP41 Ver 2 - GradDipLegalPrac has a stage of Withdrawn.</td>
<td>Student has withdrawn from course. If the grade should be amended then check with Enrolments for manual intervention.</td>
</tr>
<tr>
<td>Error</td>
<td>S13994</td>
<td>- The Effective Date (15/04/2015) must be after the expected 'Start' date.</td>
<td>Results won't transfer if the teaching period start date is in the future.</td>
</tr>
<tr>
<td>Error</td>
<td>S14175</td>
<td>- Certified results cannot be altered by this process.</td>
<td>Check 'SMS Grade' column in unit listing. Usually occurs pre-publication and means the student has a DA (deferred assessment) grade in SAMS. If you want a final grade to overwrite the DA grade before publication then you need to contact Exams staff to decertify and delete it in SAMS.</td>
</tr>
<tr>
<td>Error</td>
<td>S14181</td>
<td>- Result data may not be updated for Student Result data may not be updated for Student xooooo, SSP NSB014/1/1 as this SpcEp has been remitted.</td>
<td>The student has withdrawn and the fees for the unit remitted. The result cannot be applied unless the student enrolment is reinstated.</td>
</tr>
<tr>
<td>Error</td>
<td>S16854</td>
<td>- ‘K’ (Withdrawn Fail) grade should not be applied manually.</td>
<td>‘K’ (withdrawn grade) cannot be applied manually. Change to a grade of 1 (low fail) instead.</td>
</tr>
<tr>
<td>Error</td>
<td>TB0494</td>
<td>- Another user has changed the details for Student Study Package Number '9836007'. Your changes cannot be saved.</td>
<td>Resend this student's result again. The results for another unit for this same student were being updated at the same time &amp; this unit's result was locked out.</td>
</tr>
<tr>
<td>Error</td>
<td>TB9997</td>
<td>- Application Error Occurred: ...............</td>
<td>Checking required. Contact IT Helpdesk.</td>
</tr>
</tbody>
</table>

*1 Exams run regular reports to check on grade changes for completed students.