School Grading Summary.

A guide to School Grading Summary Reports.

Table of Content.

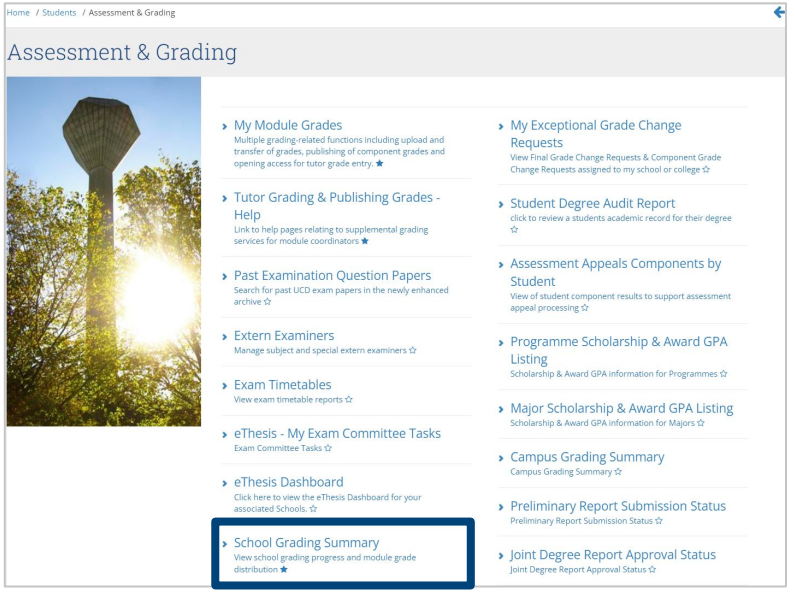
Accessing School Grading Summary. Slide 3.
School Grading Summary Reports. Slide 4.
Module Information. Slide 5.
Module Information Data. Slide 6.
School Information. Slide 7.
School Information - Assessment Strategies. Slide 8.
School Information - School Exceptions. Slide 9.
School Information - Module Observations. Slide 10.
School Information - Grade Distribution. Slide 11.
School Information - Student View. Slide 12.
Subject Reporting, Observations and Signoff. Slide 13.
School Observations. Slide 14.
School Sign-off. Slide 15.

Accessing School Grading Summary.

The **School Grading Summary** reports are located in Infohub under the **Assessment & Grading** menu.

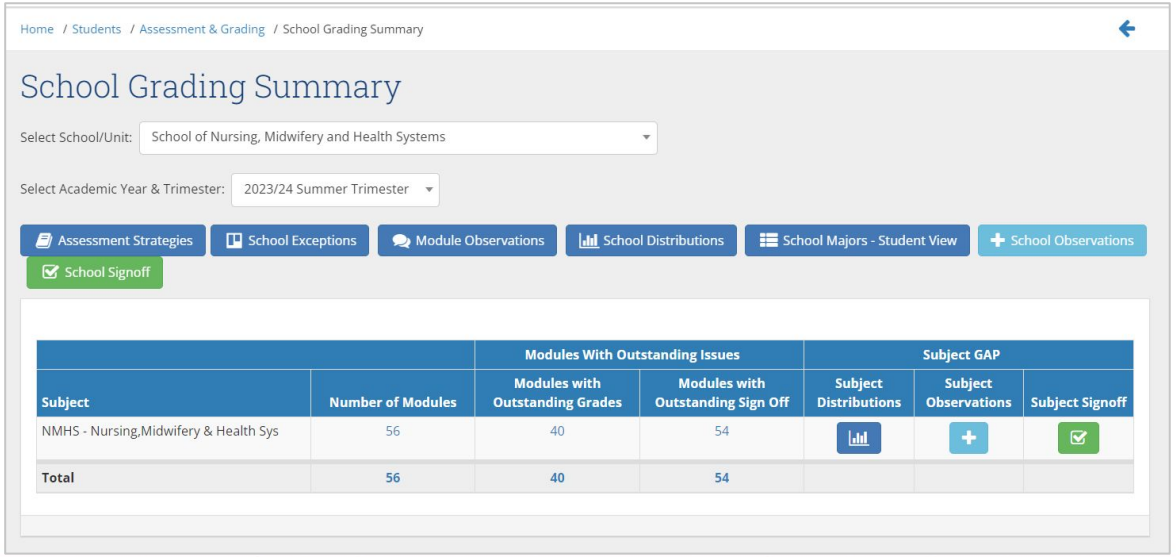
All faculty members and administrators of the School will have automatic access to the School Grading Summary Reports, which is granted by role.

If you are a member of the **School Module Examination Committee** don't have access to the School Grading Summary. Please see Data Detective - on Infohub, where you can request access to the report.



School Grading Summary Reports.

The main page of the **School Grading Summary** is where reports can be accessed. On this page you will find module information, subject and school observations, signoffs as well as access to the individual Module Coordinator reports for each module.

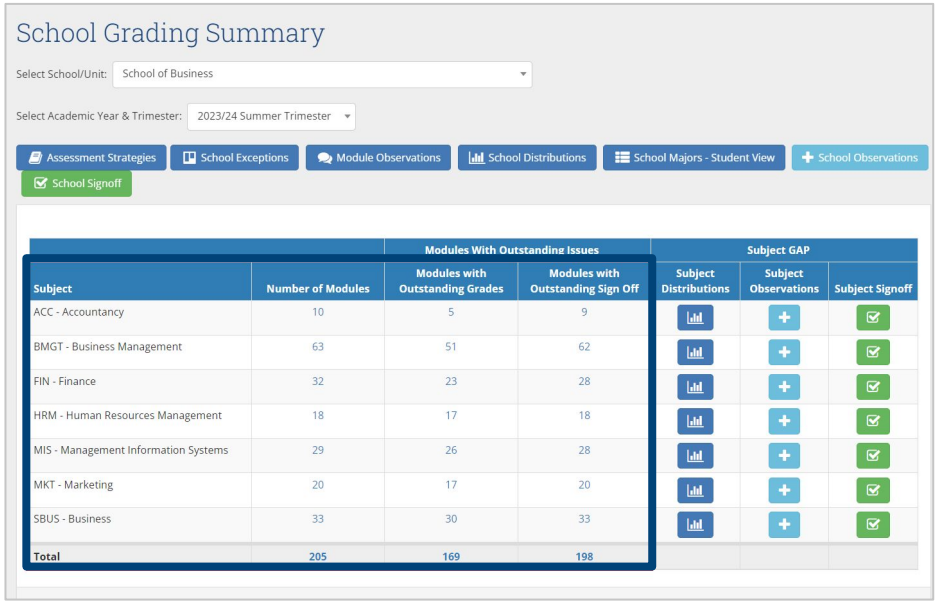


Module Information.

Information for modules is displayed on the School Grading Summary report in subject area and is broken down by:

- Number of Modules.
- Modules with Outstanding Grades.
- Module with Outstanding Signoff.

Additional summary information can be viewed by clicking on total within each column or row.



Module Information Data.

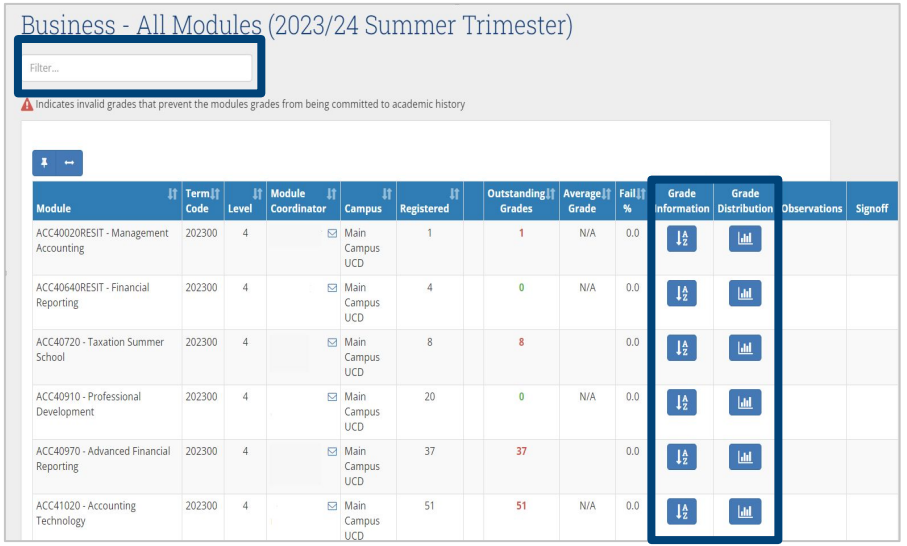
Once you have selected a total the modules in the school will be listed. Within this section of the report will find the following information:

- Number of Students Registered.
- Number of Outstanding Grades.
- Average Grade for the Module.
- Percentage of Fail Grades.

Along with module signoff and observation entered by Module Coordinators.

Grade Information will list component and module grades by student.

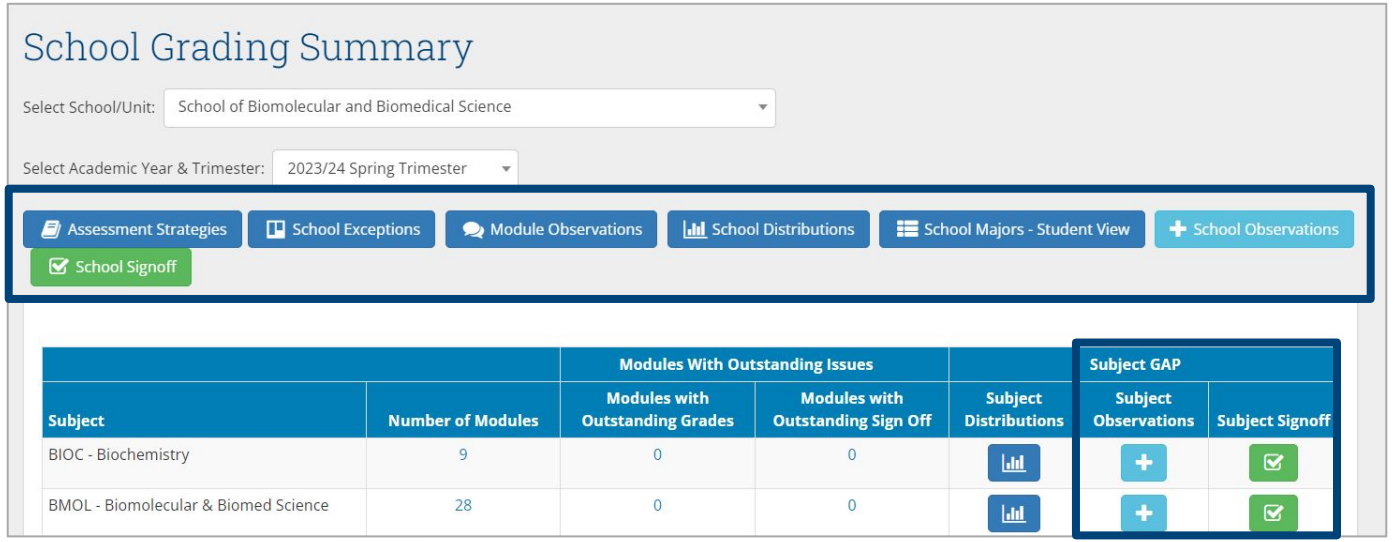
Grade Distribution will display a graph of a module's grade distribution and up to 3 years historical data.



Module	Term Code	Level	Module Coordinator	Campus	Registered	Outstanding Grades	Average Grade	Fail %	Grade Information	Grade Distribution	Observations	Signoff
ACC40020RESIT - Management Accounting	202300	4		Main Campus UCD	1	1	N/A	0.0				
ACC40640RESIT - Financial Reporting	202300	4		Main Campus UCD	4	0	N/A	0.0				
ACC40720 - Taxation Summer School	202300	4		Main Campus UCD	8	8		0.0				
ACC40910 - Professional Development	202300	4		Main Campus UCD	20	0	N/A	0.0				
ACC40970 - Advanced Financial Reporting	202300	4		Main Campus UCD	37	37		0.0				
ACC41020 - Accounting Technology	202300	4		Main Campus UCD	51	51	N/A	0.0				

School Information.

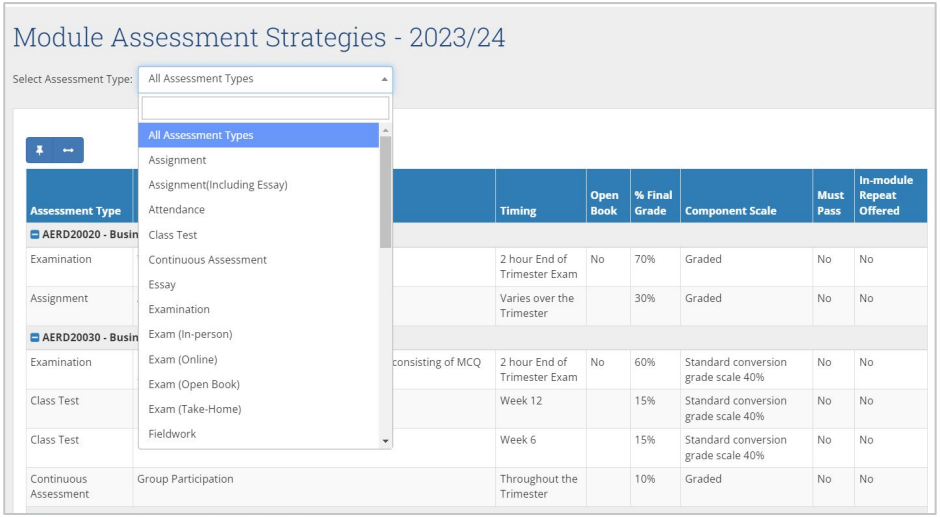
The information for each module in the School and students' performance in school modules can be found on the report under assessment strategies, exceptional grades, module observations and grade distributions. Head of Schools can also enter general grading observations and record the signoff for the School.



School Information – Assessment Strategies.

The Assessment Strategies section of the report provides details on **Module Assessment Strategies**, and the frequency of each **Assessment Type** used across the School.

Within this section you will be able to search by assessment type.

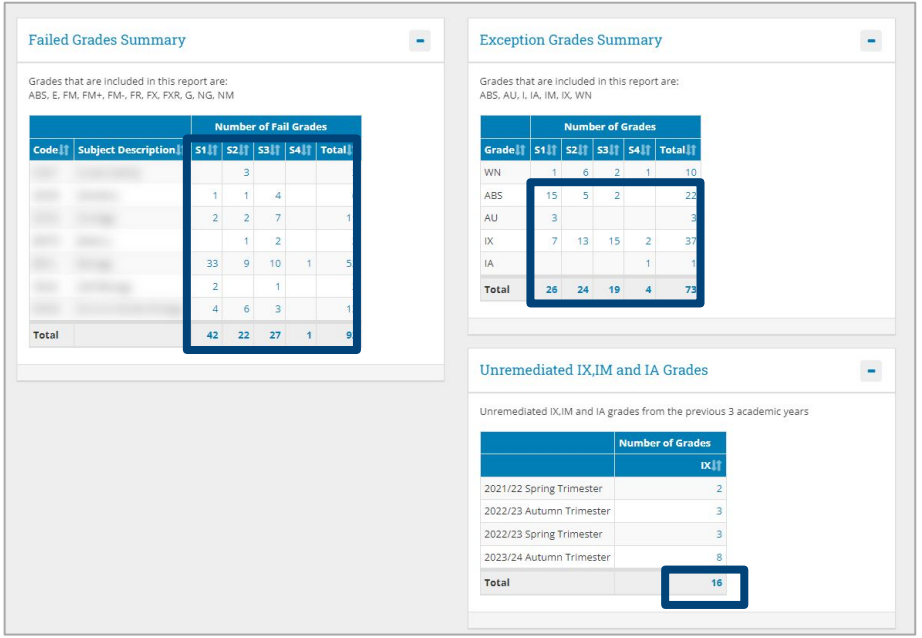


School Information – School Exceptions.

Under the School Exceptions report you can view summary information on the following:

- Failed Grades Summary by Subject.
- Exception Grades Summary by Grade.
- Unremeditated IX, IH, IM and IA Grades.

Further data can be viewed by clicking on the total in each column or row within each section.



Failed Grades Summary

Grades that are included in this report are:
ABS, E, FM, FM+, FM-, FR, FX, FXR, G, NG, NM

		Number of Fail Grades				
Code	Subject Description	S1	S2	S3	S4	Total
			3			
		1	1	4		
		2	2	7		1
			1	2		
		33	9	10	1	5
		2		1		
		4	6	3		1
Total		42	22	27	1	9

Exception Grades Summary

Grades that are included in this report are:
ABS, AU, I, IA, IM, IX, WN

	Number of Grades				
Grade	S1	S2	S3	S4	Total
WN	1	6	2	1	10
ABS	15	5	2		22
AU	3				3
IX	7	13	15	2	37
IA				1	1
Total	26	24	19	4	73

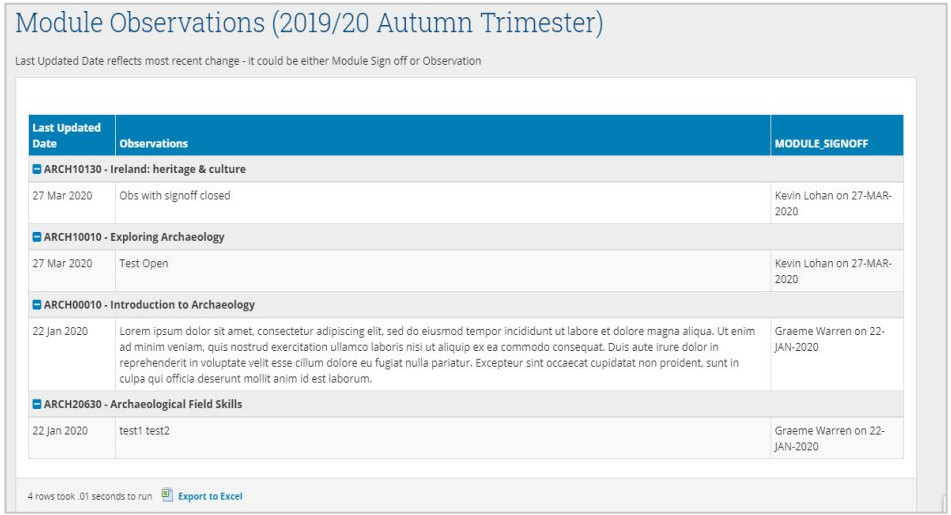
Unremediated IX,IM and IA Grades

Unremediated IX,IM and IA grades from the previous 3 academic years

	Number of Grades
	IX
2021/22 Spring Trimester	2
2022/23 Autumn Trimester	3
2022/23 Spring Trimester	3
2023/24 Autumn Trimester	8
Total	16

School Information – Module Observations.

The **Module Observation** section of the report allows schools to review the Module Coordinators observations and signoff for a module within the School.



Module Observations (2019/20 Autumn Trimester)

Last Updated Date reflects most recent change - it could be either Module Sign off or Observation

Last Updated Date	Observations	MODULE_SIGNOFF
ARCH10130 - Ireland: heritage & culture		
27 Mar 2020	Obs with signoff closed	Kevin Lohan on 27-MAR-2020
ARCH10010 - Exploring Archaeology		
27 Mar 2020	Test Open	Kevin Lohan on 27-MAR-2020
ARCH00010 - Introduction to Archaeology		
22 Jan 2020	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	Graeme Warren on 22-JAN-2020
ARCH20630 - Archaeological Field Skills		
22 Jan 2020	test1 test2	Graeme Warren on 22-JAN-2020

4 rows took .01 seconds to run Export to Excel

School Information – Grade Distribution.

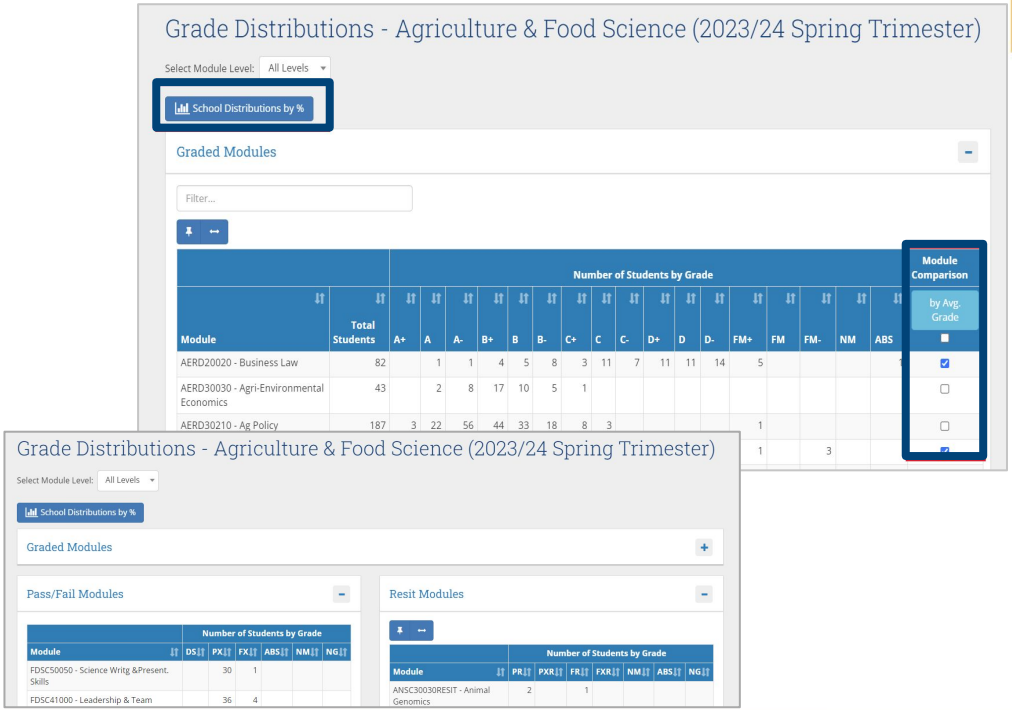
The **Grade Distributions** reports show a count or percentage of each grade awarded, by module under Graded Modules section.

Within the grade distribution report, you can access:

- Information of the percentage of each grade awarded by module click on **Grade Distribution by Percentage button.**

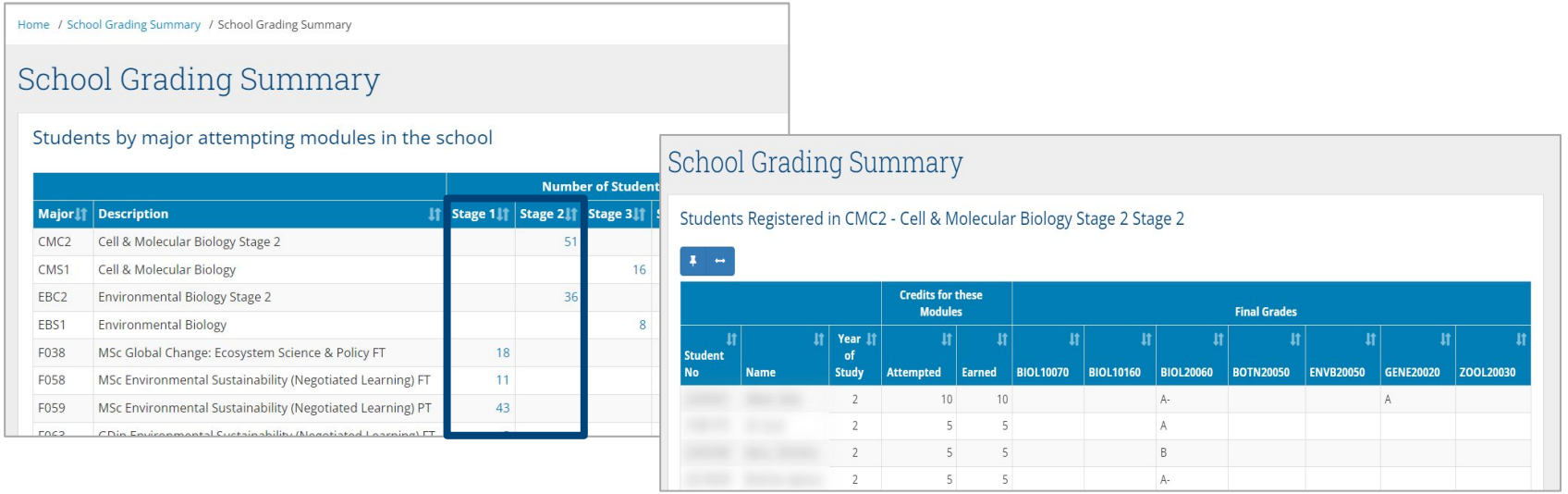
- Data on the Average Grade for module, by clicking on tick boxes for relevant modules and click on **by Avg. Grade** button.

Resit and Pass/Fail modules are displayed separately and can be found under the Graded Modules section of the grade distribution report.



School Information – Student View.

The **School Majors - Student View** report shows students' grades in the School's modules attached to the School's majors. This report lists all majors within your School by Stage Registration. By clicking on each total by major and stage you can review the students, their module grades and the attempted and earned credits based on these grades.



Home / School Grading Summary / School Grading Summary

School Grading Summary

Students by major attempting modules in the school

		Number of Student			
Major	Description	Stage 1	Stage 2	Stage 3	
CMC2	Cell & Molecular Biology Stage 2		51		
CMS1	Cell & Molecular Biology			16	
EBC2	Environmental Biology Stage 2		36		
EBS1	Environmental Biology			8	
F038	MSc Global Change: Ecosystem Science & Policy FT	18			
F058	MSc Environmental Sustainability (Negotiated Learning) FT	11			
F059	MSc Environmental Sustainability (Negotiated Learning) PT	43			

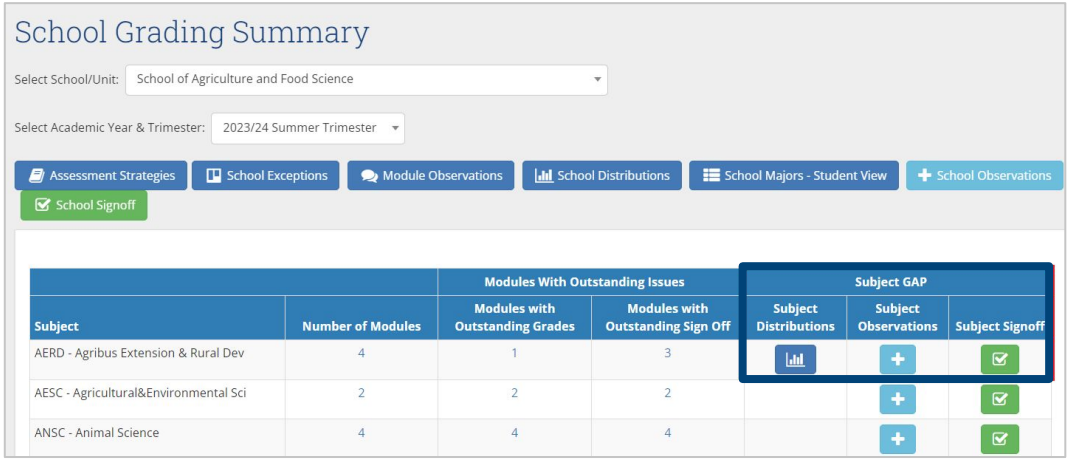
School Grading Summary

Students Registered in CMC2 - Cell & Molecular Biology Stage 2 Stage 2

			Credits for these Modules		Final Grades						
Student No	Name	Year of Study	Attempted	Earned	BIOL10070	BIOL10160	BIOL20060	BOTN20050	ENVB20050	GENE20020	ZOOL20030
[redacted]	[redacted]	2	10	10			A-			A	
[redacted]	[redacted]	2	5	5			A				
[redacted]	[redacted]	2	5	5			B				
[redacted]	[redacted]	2	5	5			A-				

Subject Reporting, Observations and Signoff.

The subject level reporting on School Grading Summary allows to review information on subject distributions such as Grades by Module, Pass/Fail Modules and Resit Modules. As an option for Schools with multiple subject areas, observations and signoffs can be entered at subject level to reflect internal structures and to support grade review.



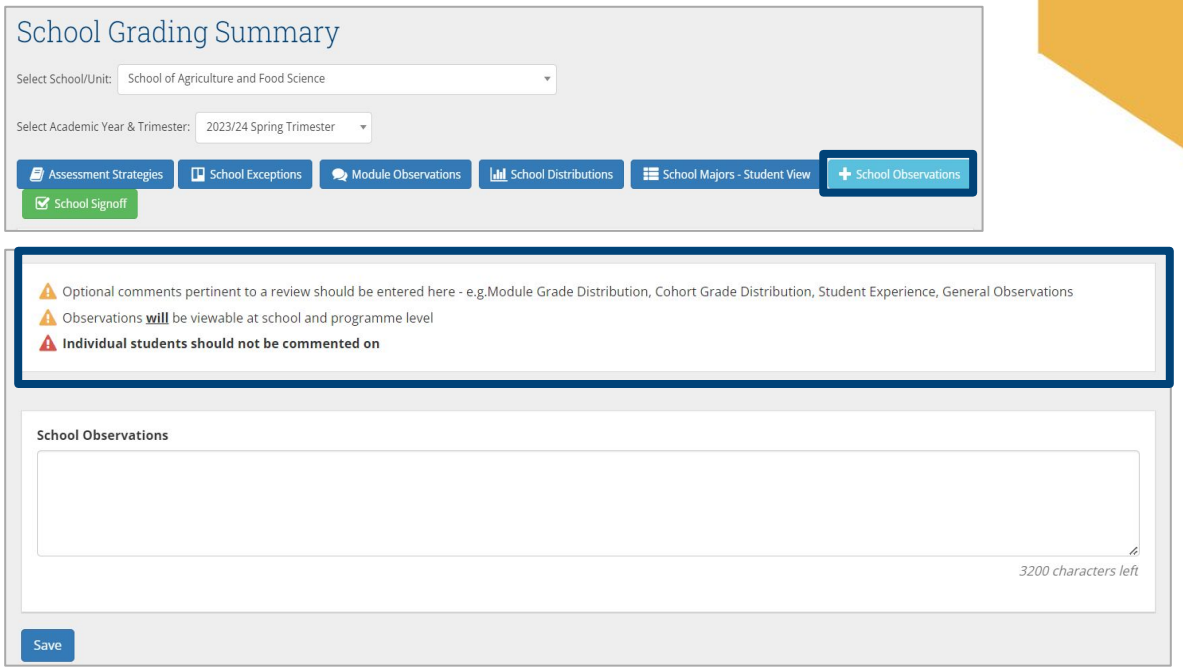
School Observations.

The **School Observations** feature provides an opportunity for Heads of School to record comments or observations on the overall grading within School. This will ensure that the contextual input of the School will be considered throughout the Grade Approval Process.

To enter the School Observations, click on the light blue button.

Before entering Observations, please note the advisory text.

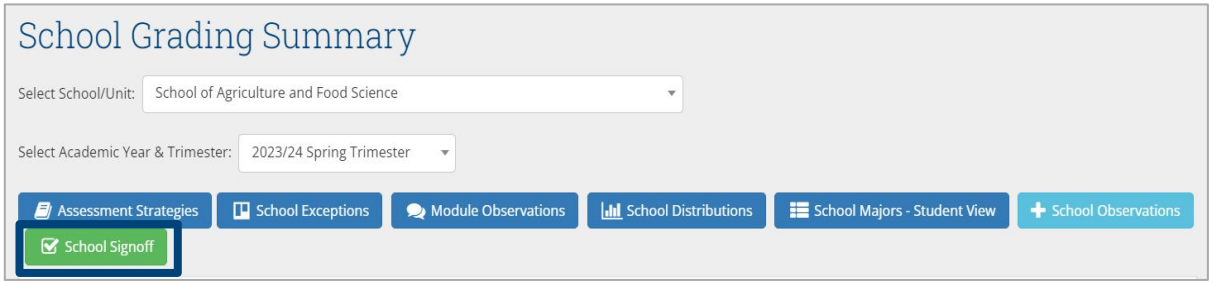
The Observations function remains open all year round.



School Sign-off.

Once the **School Modular Examination Committee** (SMEC) has completed their review of the School Grading Summary report. The **Head of School** is required to **School Sign-off** on School Grading Summary.

By signing off the School Grading Summary reports the Head of School is confirming that the module grades submitted across the Subjects and School have been reviewed and validated.

The School Sign-off must be recorded prior Programme Exam Board meeting each trimester.

To complete the School Sign-off click on the green tick box. If you click the Sign-off in error contact grading.support@ucd.ie.