

## Programme Administrators

There has been recent development in RISIS with the focus on Extenuating Circumstances as a result of recent policy changes, improvements in sub modular assessment information on RISIS and to build on the development of last year.

The development has had a focus on enabling students to submit the extenuating circumstance request online via RISIS, select the sub modular assessment impacted and to make the processing of the request more efficient through the use of automated flags to the relevant staff.

There was also a goal to make reporting more effective in line with the new fortnightly University Standing Committee on Special Cases (USCSC) and to allow programme administrator access to view the outcomes of requests they would need to action.

Due to the work of EMA most UG students will be able to select from the modules they are enrolled on which assessment has been impacted by the extenuating circumstances. Some UG students are out of the EMA scope and the EMA programme is moving to include Foundation and PGT next year. These students will still be able to see the modules but will not be able to select the sub modular assessment until next year.

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# Path of Extenuating Circumstance Request

This flow chart shows the process of an extenuating circumstance request once it has been submitted by the student.

For the purpose of this guide reference to SSC will include support in HBS and ISLI who carry out the same role as the SSC in the Support Centre i.e. process the extenuating circumstance request.

Not all students will require input from C&W/DAS so this step may not be relevant for all requests.

If the request needs to be considered at the University Special Cases it will be escalated after the Senior Tutor has made a recommendation and then be returned to the SSC for action.



Student will now complete the request for an extenuating circumstance on RISIS. They must complete fields regarding the dates, nature and impact of the circumstances as well as identify what action they are requesting be considered. They may also upload evidence to support their request.

Guidance is provided to students on what can be requested so they can request the appropriate action and are aware of the potential wider impact some requests have i.e. DNS and repeat year.

## Administrator Reports

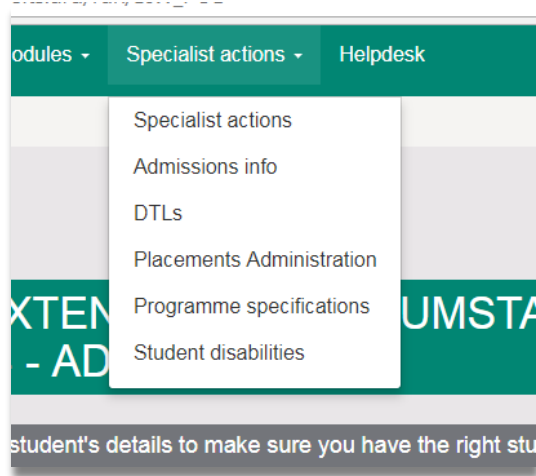
Programme Administrators will now have access to a report that will show what students on a module have submitted an extenuating circumstance request. The report can be run for individual students or for a whole module

The report will show the status of the request and any decision once it has been made.

## 1. Access to RISIS

Log onto RISIS ([https://www.risisweb.reading.ac.uk/si/sits.urd/run/siw\\_lgn](https://www.risisweb.reading.ac.uk/si/sits.urd/run/siw_lgn)) with your username and password.

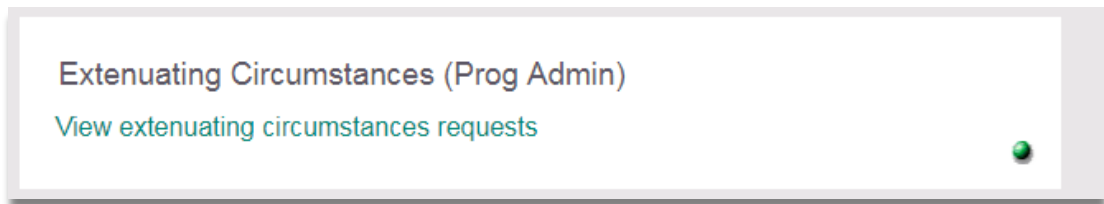
The Extenuating Circumstance container is under Specialist Actions: DTLs.



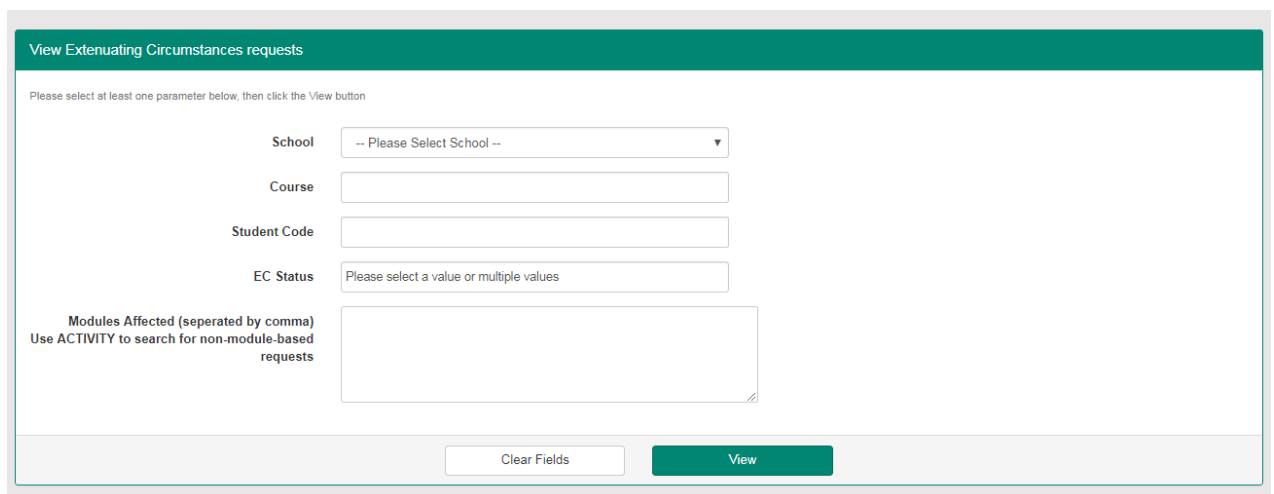
## 2. Retrieving the relevant extenuating circumstance

To retrieve the relevant extenuating circumstance select **View Extenuating Circumstances requests** from the Extenuating Circumstance Container.

If you do not have access to this container please contact the SASM for your Support Centre or for HBS contact Zoe Bourne.



The new screen will enable you to retrieve the extenuating circumstance information in a variety of ways:

A screenshot of the 'View Extenuating Circumstances requests' form. The form has a white background and a green header. The header contains the text 'View Extenuating Circumstances requests'. Below the header, there is a instruction: 'Please select at least one parameter below, then click the View button'. The form contains several input fields: 'School' (a dropdown menu with '-- Please Select School --'), 'Course' (a text input field), 'Student Code' (a text input field), and 'EC Status' (a dropdown menu with 'Please select a value or multiple values'). Below these fields, there is a text area for 'Modules Affected (seperated by comma)' with the instruction 'Use ACTIVITY to search for non-module-based requests'. At the bottom of the form, there are two buttons: 'Clear Fields' and 'View'.

- a) **By course**- if you start to type the name of the course a shortlist of option will appear for you to select one. This is likely to be a long list and may take some time to run of no other fields are completed

- b) **Student Code**- to see all the extenuating circumstances for an individual student enter the student number here
- c) **EC Status**- you can retrieve requests at different stages of the process. When you click in this field a drop down box appears. You can select one or more status to be retrieved. Please note that some decisions are approved pending evidence so may have a decision against them to be actioned.
- d) **Modules Affected**: you can enter a list of modules you want to retrieve as long as they are separated by a comma (,) or retrieve one specific module you are working on.

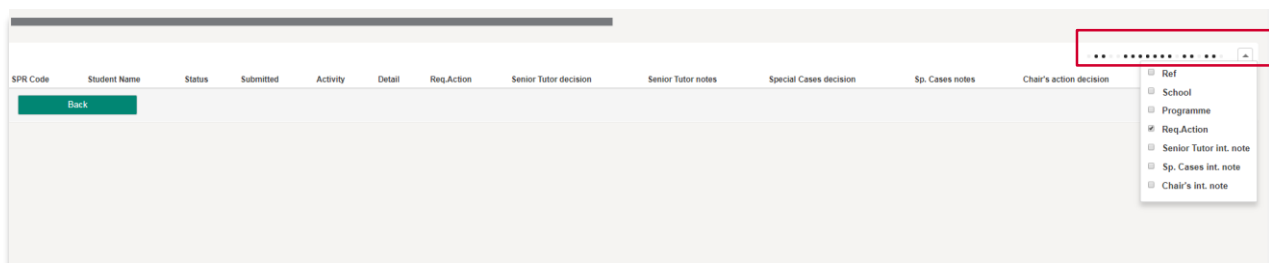
Once you have completed the relevant search fields click on **View**.

### 3. Report Display

The report will display all the students with extenuating circumstance requests matching your search.

The report will display the following columns, these can be hidden as required using the arrow and 'dots' on the top right of the screen.

The columns can be used to sort the information- clicking on the column title will change the order alphabetically.



The report **CANNOT** be exported to excel but you can copy it and paste to excel if needed.