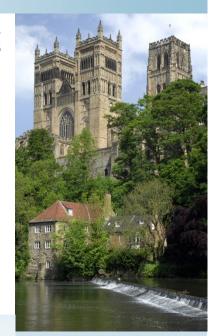# Common Awards Bulletin

Joint Communication: Ministry Division and Durham University

Process development alongside CAVLE

During Spring 2014, Ministry Division announced that the Common Awards VLE (CAVLE) would function as a student records system.

Since that announcement, Durham University and Ministry Division have been working together to develop processes that will make the most of this opportunity. While our work is still underway, this joint communication provides a brief update on our progress.

Background: Durham University student records

Durham University needs to create and maintain records for Common Awards students on its student records system, Banner. This is because:

- we need to know how many students are registered on Common Awards programmes at each TEI so that we can generate invoices for per capita fees and publish information in line with our external requirements;

- we need to gather basic student information in order to create campus cards for students registered on the Common Awards programmes;

- we need to gather basic assessment information (e.g. module marks) so that we can classify awards and produce transcripts at the end of the programmes.

The University's data requirements are minimal. We need to be able to identify the students, see which TEI at which they are based, and have an accurate record of their approved module marks.

The University has been working with Ministry Division to make sure that most, if not all, of this data will be obtained from CAVLE.

Our starting-point has been that: TEIs will ensure that the data they enter into CAVLE is accurate; Durham University will extract data from CAVLE.

In a small number of cases, TEIs might need to 'sign-off' data that the University extracts from CAVLE; for example, it is likely that TEIs will need to verify their student numbers data so that the TEI is not over-charged for per capita fees. We will develop systems to make these processes as quick and easy as possible for TEIs.

Data from outside CAVLE

We are developing our core processes to enable us to **extract data directly from CAVLE** (rather than request data from TEIs).

However, there will be some instances where TEIs will need to send us data by other means; for example: if an applicant does not meet the standard entry requirements specified in the TEI's Admissions Policy; if a student submits an APL claim that requires approval by the Common Awards Management Board; if a student has specific medical circumstances which require module selections that are not normally permitted by the TEI's programme regulations.

As we continue to develop these processes, we will make sure that any data transfer or reporting requirements are managed in such a way to avoid any unnecessary burden for TEIs.

Indicative schedule of activity

While our work in this area is ongoing, we have produced an **indicative schedule of activity** to provide an initial sketch of our current plans for core processes and structures, including:

- student records creation (including programme registration)
- module registration
- addition of APL credits to student records
- creation of campus cards
- marks entry
- Boards of Examiners

We have developed our indicative schedule of activity to reflect two entry points in each academic year: (i) September (the formal start of the academic year, as specified in the contract); (ii) April (so that we can create student records for programmes that have a start date after September).

Our core administrative processes depend on the ongoing development of CAVLE to schedule and specification. While we do not anticipate complications, the timeframes below should be considered as indicative until after the testing phase has been completed

Indicative schedule of activity

MONTH*	ACTIVITY	BRIEF DESCRIPTION
JUL-AUG	Testing phase	DU to be given initial access to VLE to ensure that data can be downloaded from the VLE as required
OCT	Create DU student records	DU downloads basic data from the VLE to create new DU student records
	Verification & confirmation	TEI to sign-off student records data as correct
	Create campus cards	DU downloads photographs from the VLE to begin the process of creating campus cards
DEC	Add APL information to DU student records	DU downloads APL data from the VLE and adds this to student records
APR	Create DU student records (for later entrants)	DU downloads basic data from the VLE to create new DU student records (for later entrants)
	Verification & confirmation	TEI to sign-off student records data as correct (for later entrants)
	Create campus cards	DU downloads photographs from the VLE to begin the process of creating campus cards (for later entrants)
	Add modules to student records	DU downloads basic data from the VLE to add modules to all DU student records (September-April entrants)
MAY-JUN	TEI Boards of Examiners	UG Boards of Examiners
JUL	Add module marks to DU student records	(2 weeks before DU Board of Examiners): TEI ensures that module marks on VLE are correct after approval by May/Jun TEI BoE (1 mark per module for each student), and flags any students who are ready for classification
		DU downloads module marks from VLE in advance of the DU Board of Examiners
JUL/AUG	DU Board of Examiners	Overarching UG & classification Boards of Examiners
JUL/AUG	Publish outcomes of Board of Examiners	(within 2 weeks of DU Board of Examiners): DU formally contacts each TEI with the outcomes of the DU Board of Examiners
SEP-NOV	TEI Boards of Examiners	UG and/or PG Boards of Examiners
NOV	Add module marks to DU student records	(2 weeks before DU Board of Examiners): TEI ensures that module marks on VLE are correct after approval by Sep/Nov TEI BoE (1 mark per module for each student), and flags any students who are ready for classification
		DU downloads module marks from VLE in advance of the DU Board of Examiners
NOV/DEC	DU Board of Examiners	Overarching UG & PG & classification Board of Examiners
DEC	Publish outcomes of Board of Examiners	(within 2 weeks of DU Board of Examiners): DU formally contacts each TEI with the outcomes of the DU Board of Examiners

Further information

Once our work has progressed further, we will provide more detailed information, advice, guidance, and support.

In the meantime, TEIs are reminded that they can keep up-to-date with any developments by:

- signing-up to the Common Awards Announcements,
- consulting the *TEI Handbook* (including Boards of Examiners information)
- reading our Bulletins,
- browsing our updated FAQs page.

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