



## Assessment, UCD Registry

***This email has been sent to: Heads of School, School Heads of Teaching & Learning, School Managers and School Administrators***

Dear colleagues,

Just to advise on a number of issues that may have come to your attention and have recently arisen with the new Grade Entry System on its first bulk usage. All issues bar one have been resolved. Full details of the issues, steps taken to resolve the issues and timelines are provided below for your information.

### **Resit Grades**

Initially the fail resit grade FR was not appearing in the drop down menu for manually entering grades. This was down to a Banner setup issue and was resolved on Monday 11 January.

The pass resit grade PR was triggering an invalid grade flag in the Grade Information report. This was again a Banner setup issue and was resolved Monday 11 January.

### **Brightspace Transfer**

An issue occurred where a number of apparently random components in different modules could not be transferred using the Brightspace transfer. It showed that the transfer was complete but had not in fact done so. This issue was caused by the way the transfer mechanism was picking up the components from Banner. It was resolved on Wednesday 13 January and the transfer has been working since lunchtime on that day.

This issue was conflated with the issue below relating to IX grades where it was thought for a short while that the rolled IX grades were causing the transfer not to work. This was not the case.

### **IX Grades**

Initially IX grades entered by the ECAC's were being overwritten in academic history if MC's entered or changed the component or final grades. This was due to a Banner 9 new function which had not been taken into account. This was resolved on Wednesday 13 January by blocking component or final grade entry for those modules with grades already rolled to academic history.

Currently no component grades can be entered against students who already have been awarded IX grades for a module. If any Module Coordinator wishes to add component grades to a student but has been unable to do so, if they fill out the form available [here](#) Assessment will add the component grades on their behalf. The form can be resubmitted for as many students as required.

Please note, it is recommended that in this session where possible, Module Coordinators do not commit their grades to academic history until Thursday, 21 January. This is in order not to impede any processing/amendments that may be required as a result of the SMEC or the

Extenuating Circumstances Approval Committee (ECAC). This process relating to entry of IX grades will be reviewed in full and necessary adjustments made to ensure it works appropriately for all stakeholders ahead of the next GAP session.

We appreciate it is an extremely busy time at the moment, but hopefully this will be helpful information should any queries arise during further upcoming meetings.

Please do contact us at [grading.support@ucd.ie](mailto:grading.support@ucd.ie) if we can assist with anything over the next few days or if any other matters come to your attention. We will hope to gather more general feedback at a later stage on the overall process.

We would appreciate it if you could pass this information on to all relevant staff in your area.

Yours sincerely  
Karen McHugh  
Director of Assessment, UCD Registry