



Handout

Supplementary and Deferred Results Process for Departments

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Departmental Process for Supplementary and Deferred Results

1.1 Downloading a Course List

Download the **UCT Course List (Curriculum Management>Grading>UCT Course List)**

UCT Course List

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Run Control ID begins with

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-3 of 6 Last

Run Control ID	Language Code
BUS3043S	English
BUS3043S_2018_Dec	English
BUS3043S_CON	English
Course_List	English

- Select an existing Run Control ID by clicking on **Find an Existing Value, Search and selecting an existing Run Control ID**

UCT Course List

Run Control ID Course_List [Report Manager](#) [Process Monitor](#)

Download Selection Criteria

Academic Institution: University of Cape Town

Term: 2018

Session:

Subject: Child & Adolescent Health

Catalog Number:

Only show Students with Supplementary Exams granted::

Show Supplementary as Fail::

DE results only::

1.2 Enter Course List Information

- The **Academic Institution** will default as **UCT01**
- Lookup the relevant **Term**
- Lookup the correct **Session**
- Lookup the relevant **Subject (Department Code)**
- Lookup the relevant **Catalog Nbr**

Note Depending on the course list you are downloading for SUPP and DE lists, you are required to tick one of the checkboxes

- Tick the “**Only show Students with Supplementary Exams granted**” checkbox for a Supplementary course list.

- Tick the “**DE results only**” checkbox for a DE course list.

The course list for **Supplementary and DE lists** must be sent separately to the Exams Office and **not** on the same spreadsheet.

UCT Course List

Run Control ID Course_List Report Manager Process Monitor **Run**

Download Selection Criteria

Academic Institution: University of Cape Town

Term: 2018

Session:

Subject: Child & Adolescent Health

Catalog Number:

Only show Students with Supplementary Exams granted:

Show Supplementary as Fail:

DE results only:

- Click on the **Run** button

Process Scheduler Request

User ID MP1 Run Control ID Course_List

Server Name Run Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course List	UCTU0024	SQR Report	Web	CSV	Distribution

- Select **PSUNX** as your **Server Name**
- Report ***Type** should be **Web**
- Report ***Format** should be **CSV**
- Click on the **OK** button

1.3 Accessing the Process Monitor

UCT Course List

Run Control ID Report Manager **Process Monitor** Run

Download Selection Criteria

Academic Institution: University of Cape Town

Term: 2018

Session:

Subject: Human Biology

Catalog Number:

Only show Students with Supplementary Exams granted:

Show Supplementary as Fail:

DE results only:

- A unique **Process Instance Number** is assigned to the report automatically
- Click the **Process Monitor** hyperlink

[Process List](#) [Server List](#)

View Process Request For

User ID Type Last 1 Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List										Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	3654469		SQR Report	UCTU0024	MP1	12/10/2018 12:10:02PM PST	Success	Posted	Details						

- Click on the **Refresh** button. The **Run Status** must read Success and the **Distribution Status** must read Posted
- Click on the **Details** hyperlink



1.4 Calling up, viewing the UCT Course List

Process Detail

Process	
Instance	3654469
Type	SQR Report
Name	UCTU0024
Description	Course List
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	Course_List
Location	Server
Server	PSNT
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	12/10/2018 12:15:02PM PST
Run Anytime After	12/10/2018 12:10:02PM PST
Began Process At	12/10/2018 12:15:23PM PST
Ended Process At	12/10/2018 12:15:37PM PST
	Parameters Transfer Message Log Batch Timings View Log/Trace

- Click on the **View/Log Trace** hyperlink

View Log/Trace

Report		
Report ID	1988641	Process Instance
		3654470
Name	UCTU0024	Process Type
		SQR Report
Run Status	Success	Message Log

Course List

Distribution Details	
Distribution Node	DISTNODE
Expiration Date	11/11/2018

File List		
Name	File Size (bytes)	Datetime Created
SQR_UCTU0024_3654470.log	1,772	12/10/2018 12:20:54.203000PM PST
UCTU0024_3654470.csv	141	12/10/2018 12:20:54.203000PM PST
UCTU0024_3654470.out	93	12/10/2018 12:20:54.203000PM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	MP1

- Click on the **UCTU0024 (ProcessInstanceNumber).csv** hyperlink
- Click on the **Open** button
- Click on the **Yes** button



	A	B	C	D	E	F	G	H	I
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog N	Acad Prog	Grade
2	1645451			1181	3443	HUB	1020S	MB003	49S
3	1663972			1181	3443	HUB	1020S	MB003	48S

Note Only students who have been awarded supplementary exams will be listed in the course list.

- **Very Important:** Add a tenth column “J” to your Course List in Microsoft Excel and name the heading as “SUPP Results” for the new supplementary mark or “DE Results” for the new deferred exam mark.
- Enter **supplementary or deferred exams** marks next to each student’s record in column “J”. Refer to the Grade Base when capturing marks.
- **Save** the spreadsheet
- **Print** the spreadsheet

Note The hard copy spreadsheet for SUPP and DE course lists must be signed by the Course Convenor, External Examiner and the Head of Department. The Exams Office, Head of Department (HOD) and External examiner needs to cross reference what they are signing off. You are therefore adding the “SUPP Results” or “DE Results” column to the excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog N	Acad Prog	Grade	SUPP Results
2	1645451			1181	3443	HUB	1020S	MB003	49S	
3	1663972			1181	3443	HUB	1020S	MB003	48S	

	A	B	C	D	E	F	G	H	I	J
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog N	Acad Prog	Grade	DE Results
2	1604078			1181	3443	HUB	1020S	MB016	DE	
3	1642768			1181	3443	HUB	1020S	MB003	DE	

Note The Head of Department (HOD) and External Examiner must sign the spreadsheet.

1. E-mail the spreadsheet to the Exams Office. Email address: ExamsOffice@uct.ac.za
2. The signed copy must then be scanned and emailed to the Exams Office.
3. Send the hard copy with the relevant signatures to the Exams Office via registered mail within two days of e-mailing the results to the Exams Office.