UNIVERSITY OF MALAYA

USER MANUAL

F01 - Assessment Workstream (Student Result)

VIA MAYA

DOCUMENT PURPOSE:

This user manual contains all essential information for the user to make full use of the Assessment. This manual includes a description and step-by-step procedures on how to use the processes in Assessment. Use graphics where possible on this manual.

For the purposes of this document is to covers the step 6 in the assessment process flow.

INTENDED AUDIENCE:

a) Central Admin
b) Faculty Admin
c) Lecturer
d) Student
e) Business Analyst
f) Technical Analyst

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1.0 INTRODUCTION

The aim of this user manual document is to provide a quick and simple reference guide to new users of the MAYA e:Vision and a guide on steps used in Assessment process.

The document has been designed to support the training session an introduction to MAYA e:Vision for end users. It provides an overview of the system, its basic components and the path the student record takes through the system. This document also provides information on how to perform basic tasks and functions that may prove useful within your role.

You need to be aware of your responsibilities regarding the Data Protection Act to ensure that applicant and student data is accurate, and confidentiality is maintained. Finally, the team hope that by using this user manual you will find MAYA e:Vision easier to use.

1.1 INDEX

Term	Description
AASC	Academic & Administrative Services Centre
Academic Year	Academic session for academic calendar
Central Admin	AASC
Faculty	Faculty's user
Lecturer	Academic Staff
Level	Type of programme e.g. undergraduate, master, doctorate
MAYA E:Vision	University of Malaya Student Information System's web based
Module	Defines general information about each course and its activities
Period Slot	Types of time classifications used within a scheme e.g. terms, semesters
Programme	Programme of study available within a scheme e.g. a Bachelor of Arts
Occurrence	Available groups for each module offered
SITS	University of Malaya Student Information System client based
Start Period	Student's starting semester for the programme enrolled
Student	University of Malaya's student
System Admin	Centre of Information Technology (PTM)
UM	Universiti Malaya

1.2 USER CHARACTERISTIC

User	Responsibility / Activity
Administrator	The Administrator is the person or people who will have any and all the privileges of all other user types. They will have authority to set up and configure the system. They will also be able to set up access privilege all users
AASC Admin	The AASC Admin is the person or people who have privileges to access, manage all the assessment activities. They already have an account to log in SITS client.
Faculty Admin	The Faculty Admin is the person or people who have privileges to access and set up module tutor(coordinator). They are ready have an account to log in MAYA e:Vision.
Coordinator/Lecturer (Marker)	The Coordinator or lecturer is the person who coordinate assessment for each module which have privileges to access and view assessment module. They already have an account to log in MAYA e:Vision.
Student	The Student is the person or people who currently enrolled programme at UM. They already have an account to log in MAYA e:Vision.

1.3 GLOSSARY

Table	Table Name	Remark
MAV	Module Availability	Module Available
MAP	Module Assessment Pattern	Declared every semester
MAB	Module Assessment Body	Assessment Type, Weightage
SAS	Student Assessment Record	Generate Student Assessment
SMR	Student Module Result	
SMO	Student Module Taking	
SAT	Student Assessment Table	
AQH	Assessment Question Header	
AQS	Assessment Question Section	
AQE	Assessment Question Element	
SPR	Student Programme Route	
SYP	System Parameter	
MKS	Marking Scheme	
MKC	Marking Conversion	
MSS	Mark Scheme Signal	
MKR	Exam Marker	
SAQS	Student Assessment Question Section	
SAQE	Student Assessment Question Element	
SMRL	Module Result Audit	
ANT	Assessment Note Type	
SMM	Student Module Minutes	

1.4 PROCESS FLOW

Hello, I'm MAYA. I'll guide you on the process flow

STEP 1

Central Admin (SPP) Week 3

Setting Up Via SITS and MAYA

- Mark scheme
- Special grade
- Type of assessment
- Assign mark scheme for module and assessment in module availability and assessment pattern (every semester)
- Assessment pattern code and assign assessment pattern code in module availability (every semester)
- Set up process schedule for assessment weightage set up

STEP 2

Coordinator Week 4 until Week 7

Setting-up Via MAYA

- Module assessment weightage
- Module question weightage
- Manage exam markers

STEP 3

Central Admin (SPP) Week 8

VIA SITS

- Generate assessment records
- Generate Batch Letters (GBL) for Foundation Programme group
- Generate Batch Letters (GBL) for Progressive Module (P1)

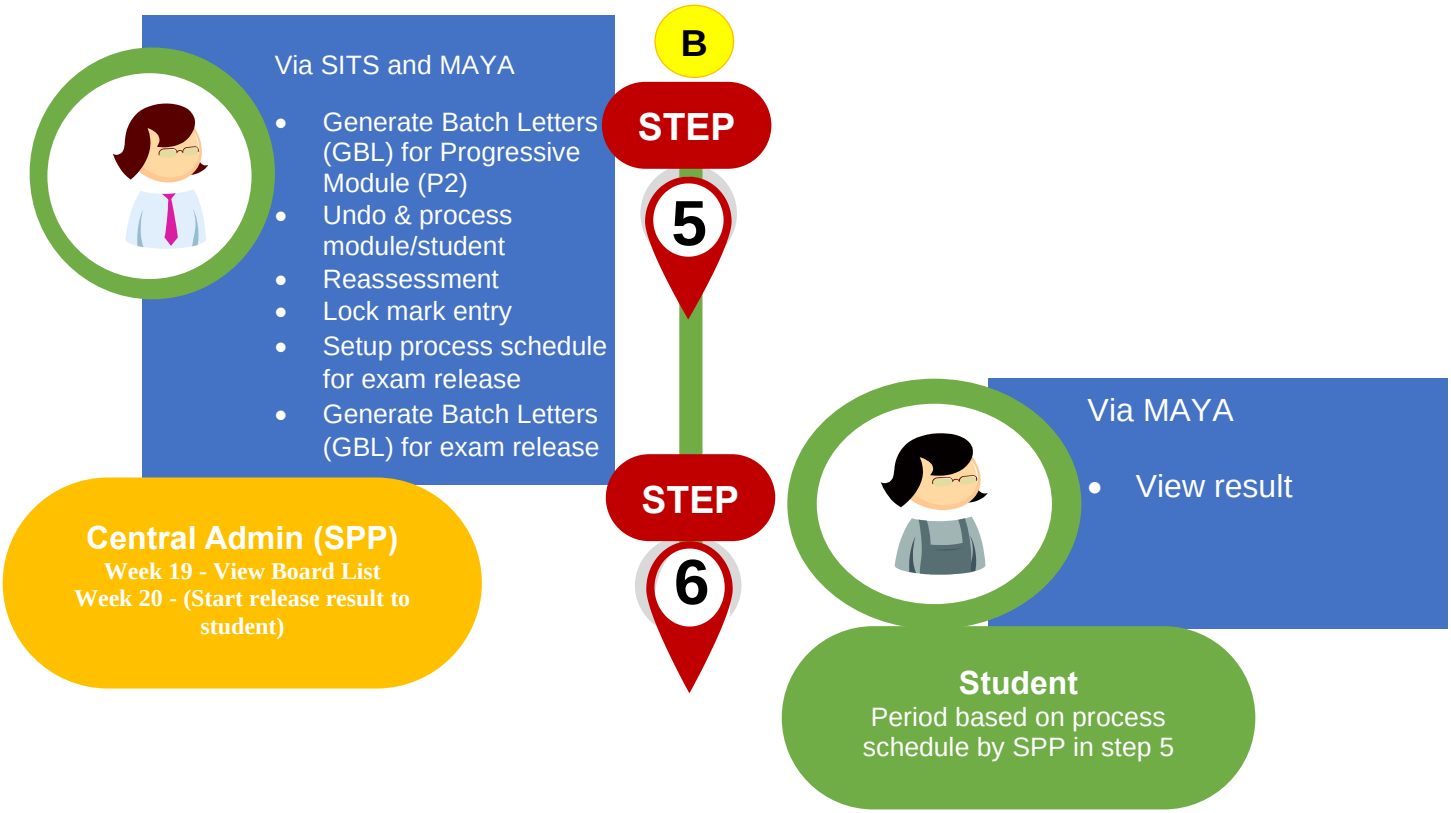
STEP 4

Coordinator/Marker Week 8 until Week 18

Via MAYA

- Key In mark
- Export import (CSV) to mark entry
- Calculate module results
- Agree results
- View module results

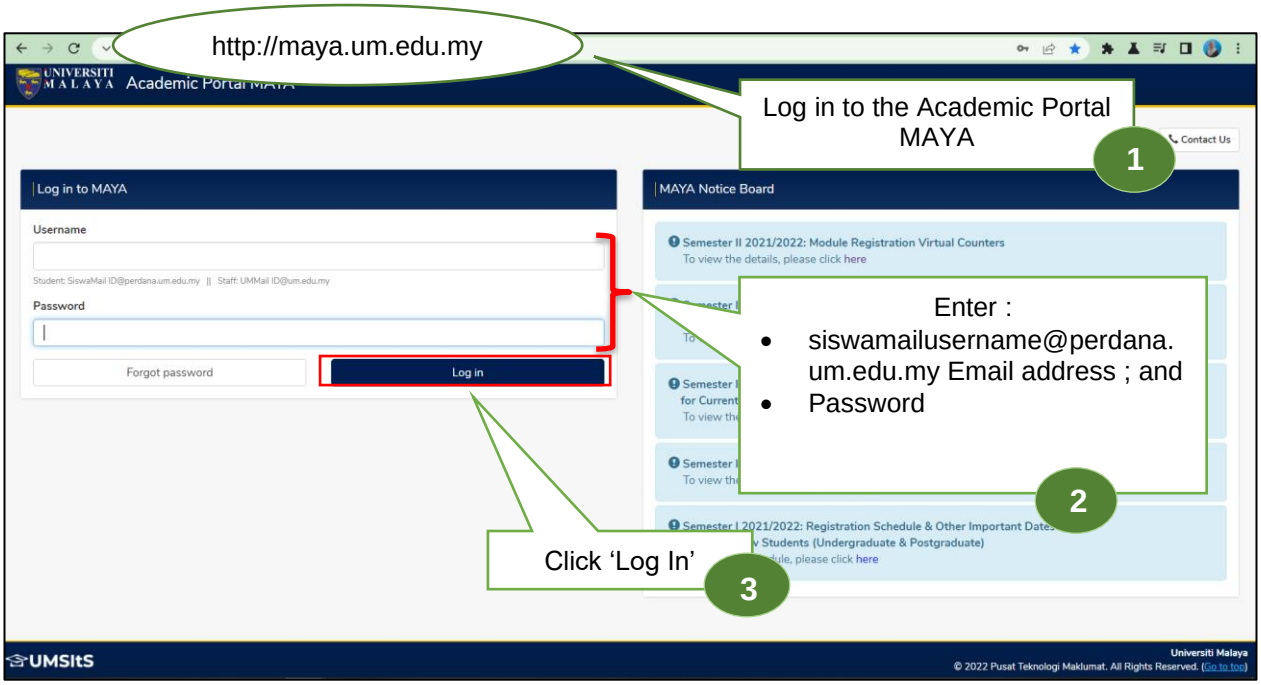
A


B
STEP
5
Via SITS and MAYA
Generate Batch Letters (GBL) for Progressive Module (P2)
Undo & process module/student
Reassessment
Lock mark entry
Setup process schedule for exam release
Generate Batch Letters (GBL) for exam release
Central Admin (SPP)
Week 19 - View Board List
Week 20 - (Start release result to student)
STEP
6
Via MAYA
View result
Student
Period based on process schedule by SPP in step 5

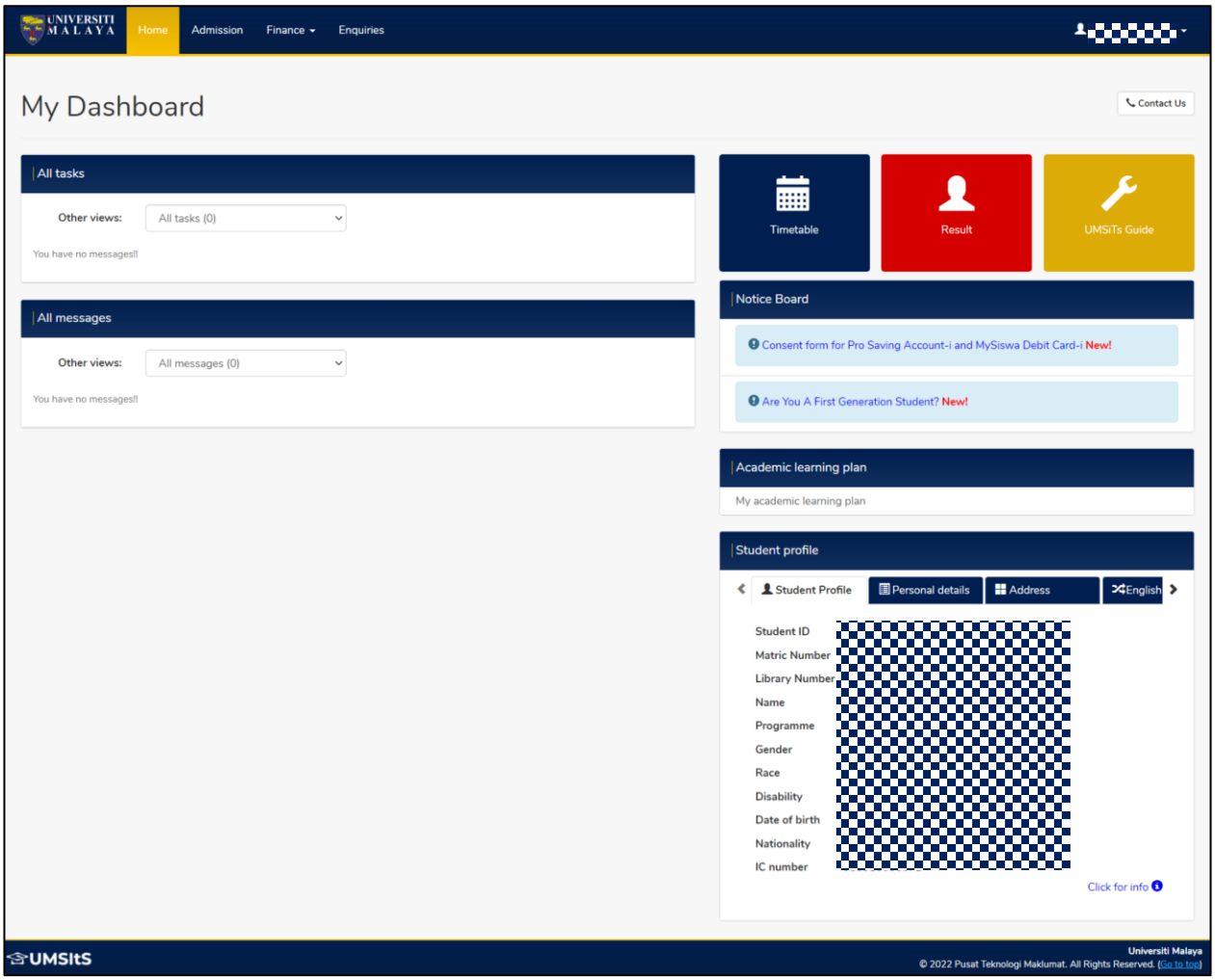
2.0 USER MANUAL

2.1 STUDENT VIEW RESULT

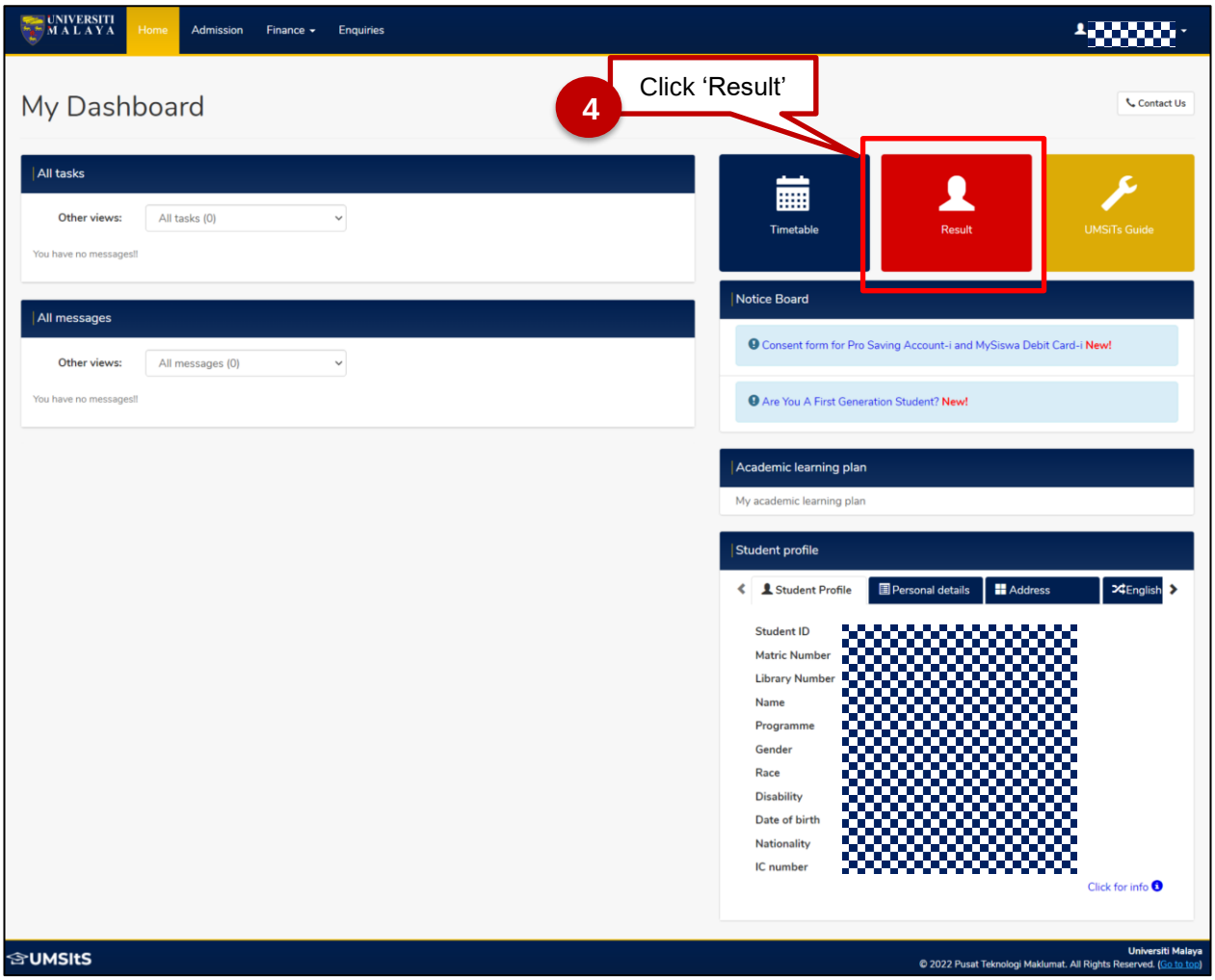
2.1.1 Login Page

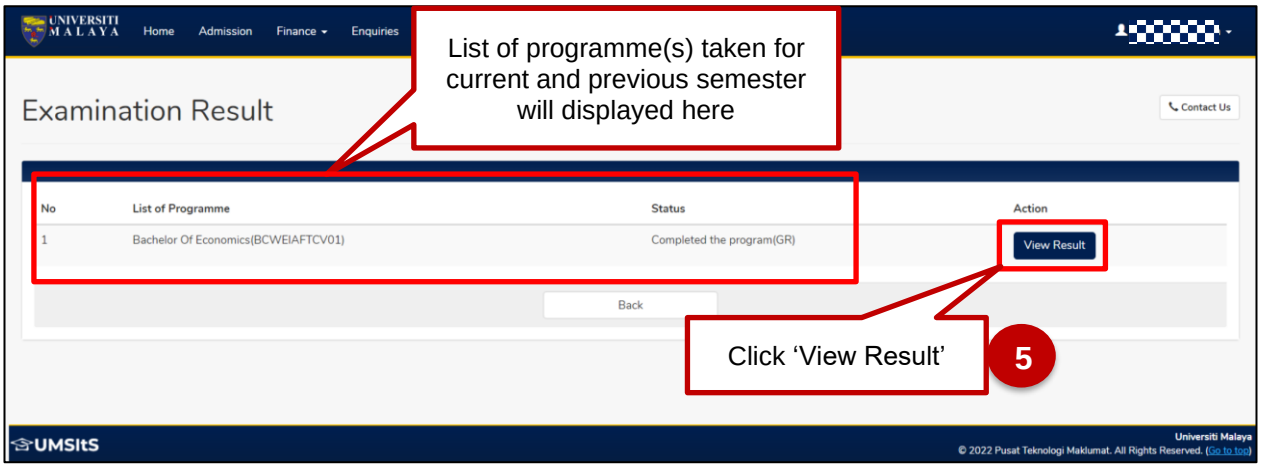


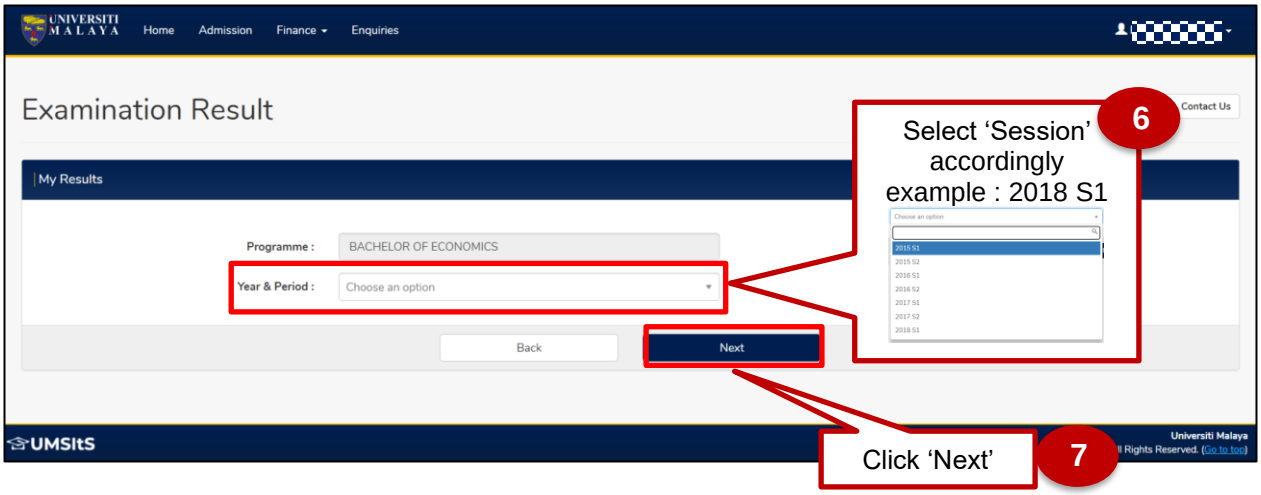
2.1.2 Student Main Page

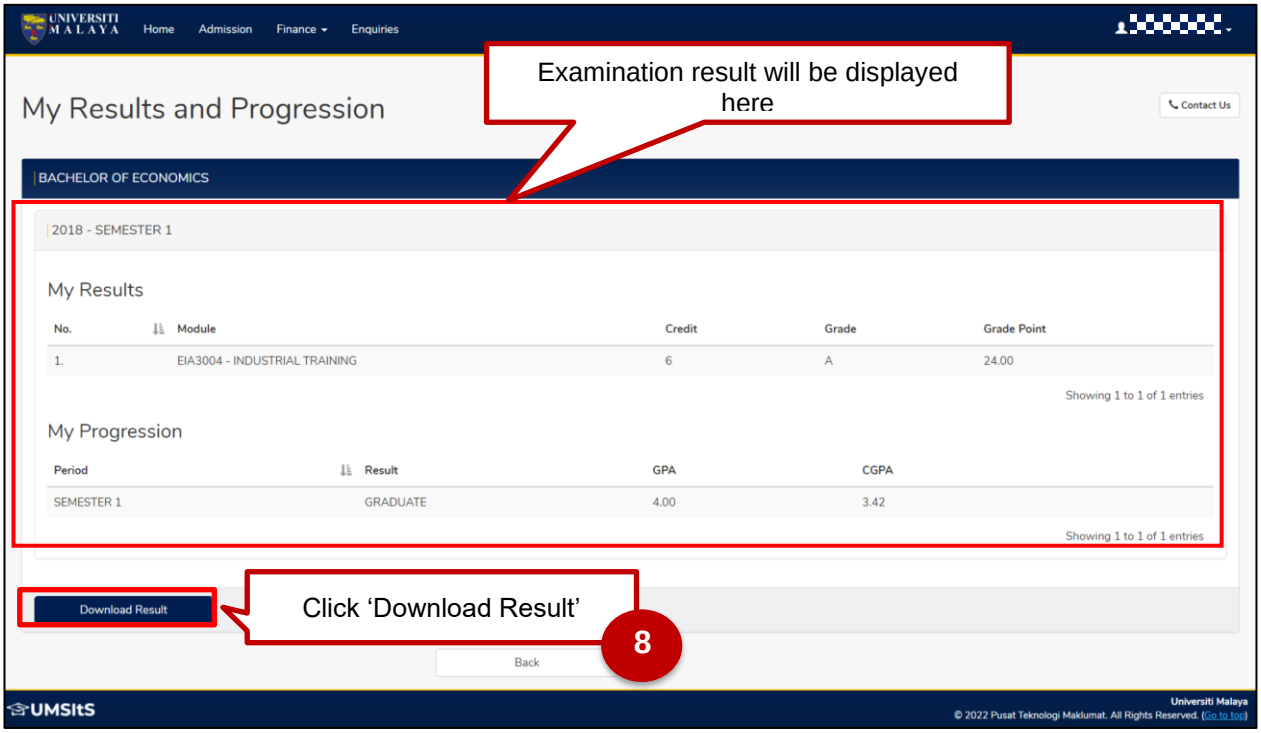


2.1.3 Result Page

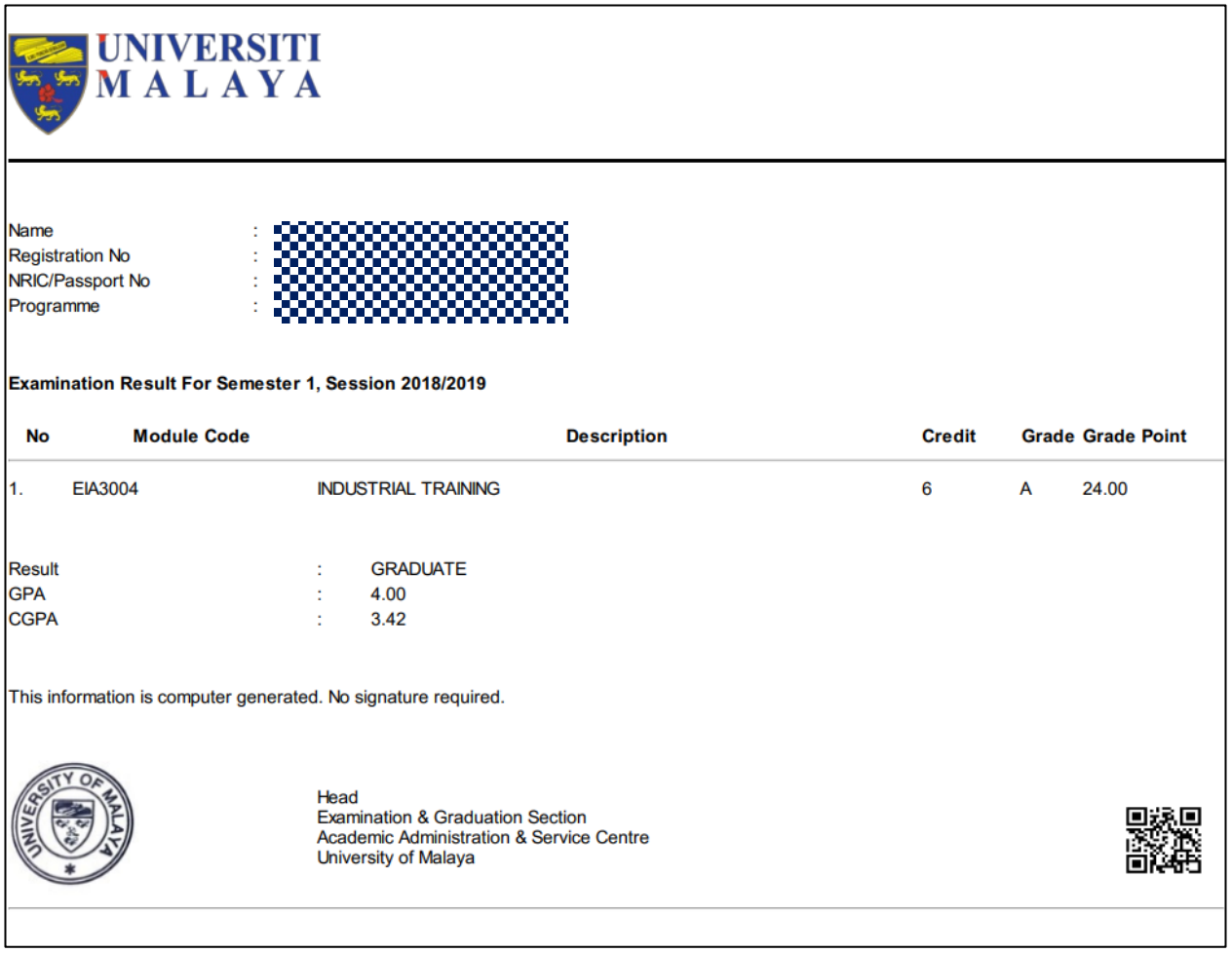








The result will display PDF document as below:



UNIVERSITI MALAYA

Name :
Registration No :
NRIC/Passport No :
Programme :

Examination Result For Semester 1, Session 2018/2019

No	Module Code	Description	Credit	Grade	Grade Point
1.	EIA3004	INDUSTRIAL TRAINING	6	A	24.00

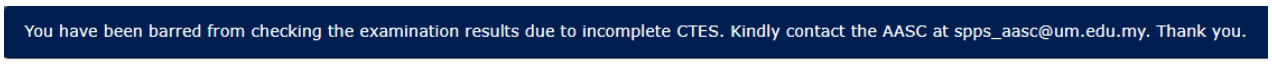
Result : GRADUATE
GPA : 4.00
CGPA : 3.42

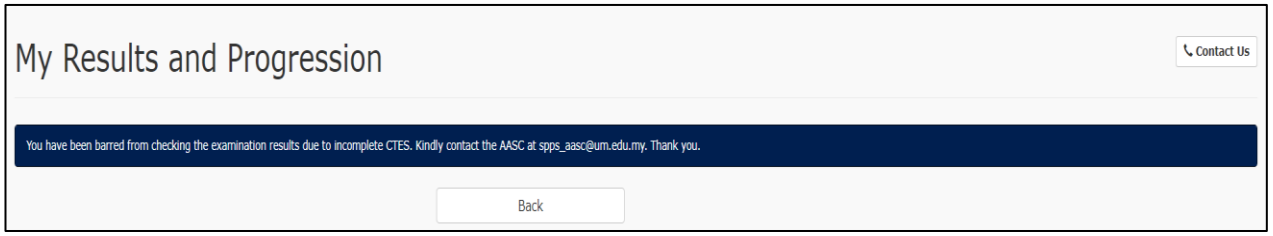
This information is computer generated. No signature required.

Head
Examination & Graduation Section
Academic Administration & Service Centre
University of Malaya

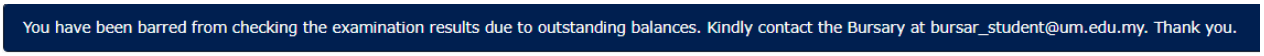
a) Inactive students will receive the message below when they attempt to view their results. Refer for appendix 3.1 for list of inactive status for student.

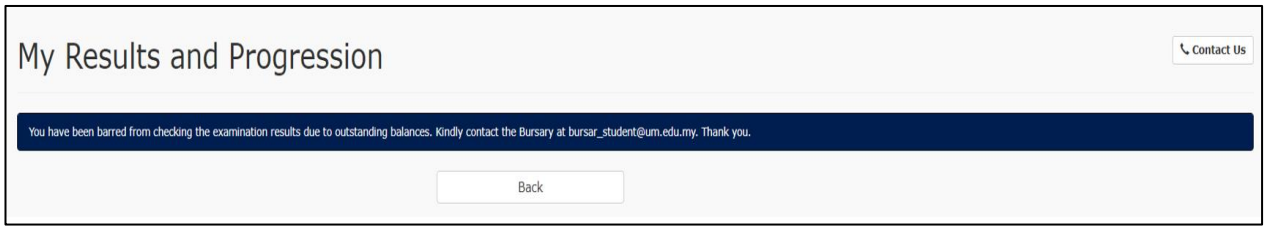
b) Students with an incomplete CTES will receive the message below when they attempt to view their results.



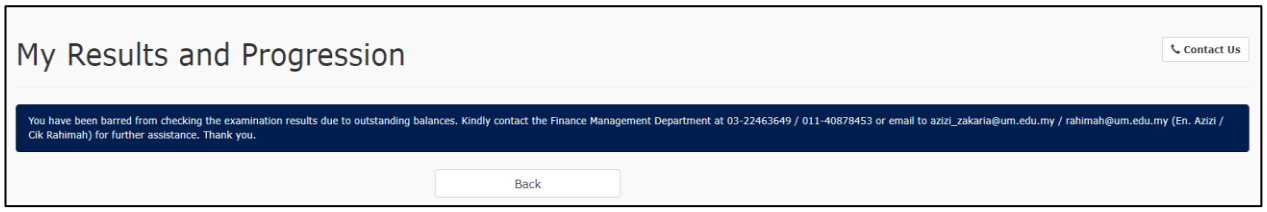


c) Students that have outstanding balances will receive the message below when they attempt to view their result.
Message :-



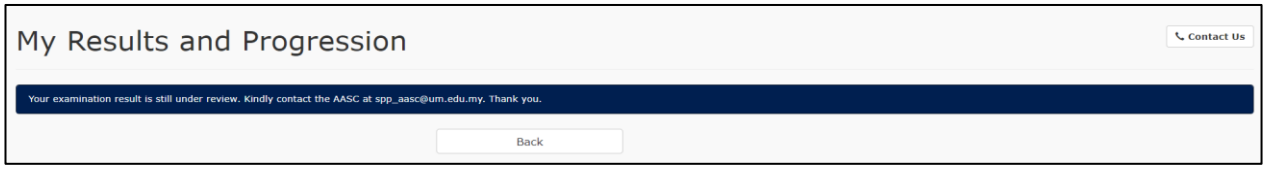


- For student under Open Intake Channel if have outstanding will get this message when they attempt to view their result



d) Students with incomplete results will receive the message below when they attempt to view their results.

e) Students result still under review will receive the message below when they attempt to view their result.
Message :-



f) Students result under disciplinary action will receive the message below when they attempt to view their result.
Message :-

3.0 APPENDIX

3.1 LIST OF INACTIVE STATUS FOR STUDENT

Code	Name
CSE	Leave from semester (student exchange program)
CSM	Leave from semester (medical)
CSP	Leave from semester (personal)
CGY1	Gap year leave (national service)
CGY2	Gap year leave (volunteer)
LPT	Lapsed and terminated from study
DG	Downgrade from PhD to Master
EP	Examination period after submitting the thesis
NT	Conversion to PhD from Master
MD	Deceased student
RE	Ready to Enroll
TDU	Withdraw from the university
TM	Student does not register for the current semester/term