

# PEB Reports.

A guide to UCD's Programme Exam Board Reporting.

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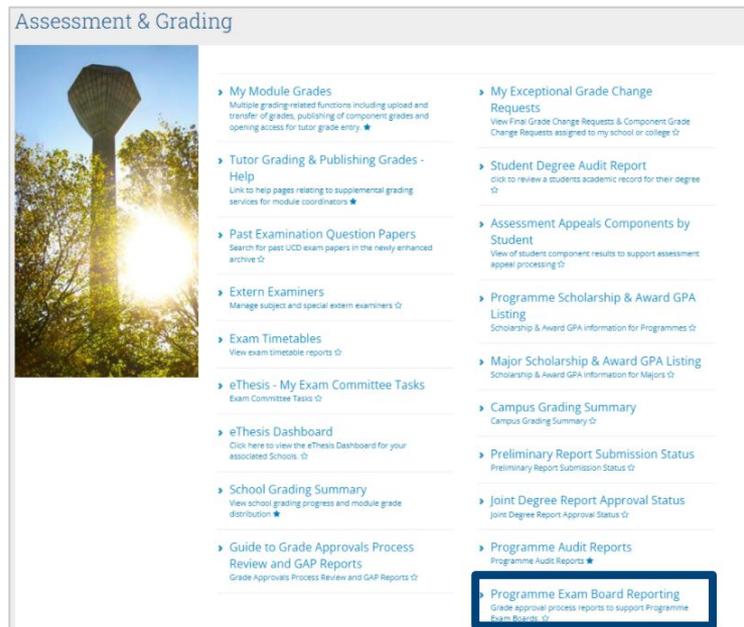
# Responsibilities of a Programme Exam Board.

The responsibilities and activities of a Programme Exam Board are set out in the Academic Regulations, sections 1.9, 2.7, 4.31 and 5.14, and are summarised below:

- the consideration and approval of grades submitted by Schools.
- approval of the progression of students on taught programmes.
- consideration of extenuating circumstances and approval of appropriate actions.
- recommendation of final award (and class, if appropriate).
- reflection on student performance, grade distributions and other assessment matters.
- making recommendations to the Governing Board for future action.
- determination of the Award GPA, applying the appropriate degree award rule.
- approval of grades to signify particular circumstances or outcomes e.g. AU, W, IM, IA, IX, IH.

# Accessing Programme Exam Board Reporting.

The **Programme Exam Board Reporting** is located in Infohub under the Assessment & Grading menu.



Assessment & Grading



- ▶ **My Module Grades**  
Multiple grading-related functions including upload and transfer of grades, publishing of component grades and opening access for tutor grade entry. ▶
- ▶ **Tutor Grading & Publishing Grades - Help**  
Link to help pages relating to supplemental grading services for module coordinators ▶
- ▶ **Past Examination Question Papers**  
Search for past UCD exam papers in the newly enhanced archive ▶
- ▶ **Extern Examiners**  
Manage subject and special extern examiners ▶
- ▶ **Exam Timetables**  
View exam timetable reports ▶
- ▶ **eThesis - My Exam Committee Tasks**  
Exam Committee Tasks ▶
- ▶ **eThesis Dashboard**  
Click here to view the eThesis Dashboard for your associated Schools. ▶
- ▶ **School Grading Summary**  
View school grading progress and module grade distribution ▶
- ▶ **Guide to Grade Approvals Process Review and GAP Reports**  
Grade Approvals Process Review and GAP Reports ▶
- ▶ **My Exceptional Grade Change Requests**  
View Final Grade Change Requests & Component Grade Change Requests assigned to my school or college ▶
- ▶ **Student Degree Audit Report**  
click to review a student's academic record for their degree ▶
- ▶ **Assessment Appeals Components by Student**  
View of student component results to support assessment appeal processing ▶
- ▶ **Programme Scholarship & Award GPA Listing**  
Scholarship & Award GPA information for Programmes ▶
- ▶ **Major Scholarship & Award GPA Listing**  
Scholarship & Award GPA information for Majors ▶
- ▶ **Campus Grading Summary**  
Campus Grading Summary ▶
- ▶ **Preliminary Report Submission Status**  
Preliminary Report Submission Status ▶
- ▶ **Joint Degree Report Approval Status**  
Joint Degree Report Approval Status ▶
- ▶ **Programme Audit Reports**  
Programme Audit Reports ▶
- ▶ **Programme Exam Board Reporting**  
Grade approval process reports to support Programme Exam Boards. ▶

# PEB Reporting Parameters

To open the correct **Programme Exam Board Reporting** you must first select parameters for the relevant Programme Exam Board.

The first parameter is the **Select Programme** which is Associated Governing Board for the relevant Board.

The second parameter is the **Academic Year & Trimester**.

The reports visible to you are determined by your role and Governing Board. If report is missing or you are associated with more than one Governing Board and not all are listed. You should contact the relevant College Office Director (Board Secretary).

| Programme                       | Distributions | Majors | Stage 1 | Stage 2 |
|---------------------------------|---------------|--------|---------|---------|
| BHAGR001 - Agricultural Science |               |        | 292     | 280     |
| BHAGR024 - BAgrSc Food Business |               |        | 5       | 6       |
| BHAGR030 - Bachelor of Science  |               |        |         |         |
| BHLSC005 - BSc Human Nutrition  |               |        | 38      | 31      |
| BHLSC006 - BSc Food Science     |               |        | 56      | 45      |

# PEB Reporting

Once you have selected the relevant **Governing Board** and **Academic Year & Trimester** you will be able to access the various features which can be found within the PEB Reporting landing page:

- Student Detail Reports.
- Exceptions Report.
- Distribution Reports.
- Majors Report.
- Conferring Report.
- Board Membership.
- Observations.

It is important to remember that PEB reporting will populate during each Grade Approvals Process (GAP) period once Assessment have completed the bulk processing for the relevant GAP. An email is circulated to relevant roles to notify when the reports are ready for review.

Programme Exam Board Reporting

Select Programme: Arts and Humanities Programme Board

Select Academic Year & Trimester: 2023/24 Spring Trimester

Student Search | Board Membership | School Observations | Conferring Report

| Programme             | Exceptions | Distributions | Majors | Number of Students |         |         |         |
|-----------------------|------------|---------------|--------|--------------------|---------|---------|---------|
|                       |            |               |        | Stage 1            | Stage 2 | Stage 3 | Stage 4 |
| BHACS001 - BA         | 📄          | 📊             | 👤      | 1                  | 5       | 10      |         |
| BHACS014 - Arts (P/T) | 📄          | 📊             | 👤      | 2                  | 1       | 1       |         |

# Student Detail Reports.

The student listing by Programme and Stage can viewed by clicking into number displayed at each stage.

Home / Students / Assessment & Grading / Programme Exam Board Reporting

## Programme Exam Board Reporting

Select Programme: Business Undergraduate Programme Board

Select Academic Year & Trimester: 2023/24 Spring Trimester

Student Search | Board Membership | School Observations | Conferring Report

| Programme                      | Exceptions | Distributions | Majors | Number of Students |         |         |         | Observations | Signoff |
|--------------------------------|------------|---------------|--------|--------------------|---------|---------|---------|--------------|---------|
|                                |            |               |        | Stage 1            | Stage 2 | Stage 3 | Stage 4 |              |         |
| BHBUS001 - Commerce            |            |               |        | 295                | 218     | 50      |         | N/A          |         |
| BHBUS003 - BComm International |            |               |        |                    | 10      |         | 94      | N/A          |         |

# Student Details.

Once you have clicked on the relevant Programme and Stage student total. The **Student Listing** will display:

- Student Number and Name.
- Major.
- Credits Attempted, Earned and Passed.
- GPA Credits column - which shows the number of credits taken which count towards the degree GPA.

Further columns display a student's Stage GPAs, degree GPA and Award Classification (if complete). Additional data such as Degree Status (DA/DB) is available via the 'Extract All' function.

**Note:** Graduate Research and Occasional students do not get a stage GPA. The GPA listed for occasional students is the trimester GPA.

BHACS001 Stage 3 - 2023/24 Spring Trimester

Help Information for Credits / GPA ⓘ

Extract All

Filter...

Show/Hide Columns ▾

| Student No          | Name | Major  | Credits   |        |        | Stage GPA's |      |      | Award |      |                                  |
|---------------------|------|--|-----------|--------|--------|-------------|------|------|-------|------|----------------------------------|
|                     |      |  | Attempted | Earned | Passed | GPA Credits | S1   | S2   | S3    | GPA  | Classification                   |
| 2023/2024 September |      |  |           |        |        |             |      |      |       |      |                                  |
|                     |      | GCJ1 - Greek&Roman Civilization<br>JMjr<br>PLJ1 - Philosophy Joint Major | 270.0     | 165.0  | 165.0  | 270.0       | 3.03 | 2.93 | 2.60  |      |                                  |
|                     |      | ELJ1 - Spanish Joint Major<br>FRJ1 - French Joint Major                  | 215.0     | 180.0  | 180.0  | 210.0       | 3.68 | 3.50 | 2.87  | 3.18 | Second Class Honours,<br>Grade 1 |
|                     |      | PLJ1 - Philosophy Joint Major<br>PTJ1 - Politics Joint Major             | 340.0     | 140.0  | 140.0  | 340.0       | 2.55 | 2.13 | 2.46  |      |                                  |
|                     |      | MSJ3 - Mathematics<br>SOJ1 - Sociology Joint Major                       | 190.0     | 155.0  | 155.0  | 155.0       | 3.60 | 3.64 | 3.33  |      |                                  |
|                     |      | ECW1 - Economics 60 Credit<br>Major<br>SAI1 - Statistics Minor           | 210.0     | 180.0  | 180.0  | 210.0       | 2.67 | 3.02 | 3.18  | 3.10 | Second Class Honours,<br>Grade 1 |
|                     |      | HSJ1 - History Joint Major<br>PTJ1 - Politics Joint Major                | 310.0     | 135.0  | 135.0  | 295.0       | 2.55 | 2.56 | 2.67  |      |                                  |
|                     |      | EQ1 - Economics Joint Major<br>ICJ1 - Info&Social ComputingJoint<br>Mjr  | 220.0     | 130.0  | 130.0  | 220.0       | 2.38 | 2.78 | 3.12  |      |                                  |

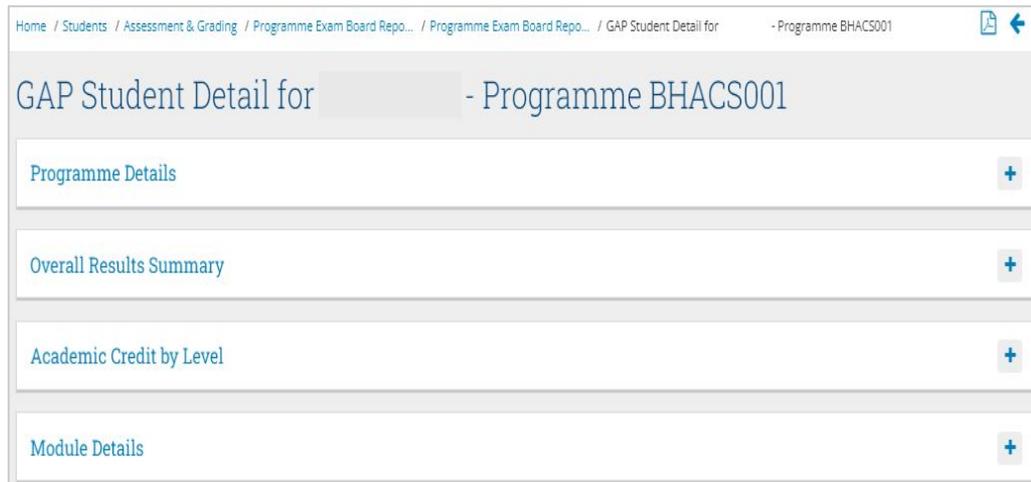
# Student Details by Student.

By clicking into the Student Number in any of the Exam Board reports, a GAP Student Detail report will display a view of the student's academic history.

The view includes:

- Student's Programme Details.
- Overall Results Summary.
- Academic Credit by Level.
- Module Details.

Grade, grade point and quality points have been added to the Module Details view and the Excel download. This is to facilitate calculation of GPAs.



The screenshot shows a web interface for a student's academic history. The breadcrumb trail at the top reads: Home / Students / Assessment & Grading / Programme Exam Board Repo... / Programme Exam Board Repo... / GAP Student Detail for - Programme BHACS001. The main heading is "GAP Student Detail for [redacted] - Programme BHACS001". Below this are four expandable sections, each with a plus sign icon on the right: "Programme Details", "Overall Results Summary", "Academic Credit by Level", and "Module Details".

# PEB Exceptions Report.

The **Exceptions Report** screen displays the following reports and information:

- **Fail Grades Summary Report** shows the number of failed module grades by student and stage.
- **Exception Grade Listing** provides a list of number of exceptional grades by student and stage.

Select Stage: All

### Failed Grades Summary

Grades that are included in this report are:  
ABS, E, FM, FM+, FM-, FR, FX, FXR, G, NG, NM

| Students with      | No. of Students in |           |          |            |
|--------------------|--------------------|-----------|----------|------------|
|                    | Stage 1            | Stage 2   | Stage 3  | Total      |
| 7 - failed modules |                    | 1         | 1        | 2          |
| 6 - failed modules |                    |           | 1        | 1          |
| 5 - failed modules | 1                  |           |          | 1          |
| 4 - failed modules | 7                  | 4         | 2        | 13         |
| 3 - failed modules | 8                  | 5         | 3        | 16         |
| 2 - failed modules | 18                 | 15        | 1        | 34         |
| 1 - failed module  | 28                 | 30        | 1        | 59         |
| <b>Total</b>       | <b>62</b>          | <b>55</b> | <b>9</b> | <b>126</b> |

### Exception Grade Listing

Grades that are included in this report are:  
ABS, AU, I, IA, IM, IX, WN

| Grade | Number of Students |         |         |
|-------|--------------------|---------|---------|
|       | Stage 1            | Stage 2 | Stage 3 |
| ABS   | 1                  | 4       | 6       |
| IX    | 6                  | 2       | 2       |
| WN    | 3                  | 4       | 1       |

# Exceptions - Failed Grades Summary.

- To review the fails report you can select:
- By number of modules failed by students.
  - By number of students by Stage.

Grades included are ABS, E, FM, FM+, FM-, FR, FX, FXR, G, NG, NM.

The report also shows details of any previous attempts at the module.

**Failed Grades Summary**

Grades that are included in this report are:  
ABS, E, FM, FM+, FM-, FR, FX, FXR, G, NG, NM

| Students with      | No. of Students in |           |          |            |
|--------------------|--------------------|-----------|----------|------------|
|                    | Stage 1            | Stage 2   | Stage 3  | Total      |
| 7 - failed modules |                    | 1         | 1        | 2          |
| 6 - failed modules |                    |           | 1        | 1          |
| 5 - failed modules | 1                  |           |          | 1          |
| 4 - failed modules | 7                  | 4         | 2        | 13         |
| 3 - failed modules | 8                  | 5         | 3        | 16         |
| 2 - failed modules | 18                 | 15        | 1        | 34         |
| 1 - failed module  | 28                 | 30        | 1        | 59         |
| <b>Total</b>       | <b>62</b>          | <b>55</b> | <b>9</b> | <b>126</b> |

**Students with Total**

Show/Hide Columns

| Person | Name | Stage   | Module ID | Module Title               | Grade | Credit Value | Previous Fails |  |
|--------|------|---------|-----------|----------------------------|-------|--------------|----------------|--|
|        |      |         |           |                            |       |              | Number         | Taken In   |
|        |      | Stage 3 | ANSC30040 | Animal Nutrition II        | FR    | 5            | 1              | 2023/24 Autumn Trimester   |
|        |      | Stage 4 | AERD30190 | Farm Business Management   | FR    | 5            | 1              | 2023/24 Autumn Trimester   |
|        |      | Stage 2 | ANSC20010 | Genetics and Biotechnology | FM-   | 5            | 3              | 2021/22 Spring Trimester,<br>2022/23 Spring Trimester,<br>2023/24 Autumn Trimester |
|        |      | Stage 3 | ANSC30020 | Animal Breeding I          | ABS   | 5            | 1              | 2023/24 Autumn Trimester   |
|        |      |         | ANSC30040 | Animal Nutrition II        | ABS   | 5            | 1              | 2023/24 Autumn Trimester   |
|        |      |         | ANSC30170 | Animal Physiology I        | ABS   | 5            | 1              | 2023/24 Autumn Trimester   |
|        |      | Stage 3 | ANSC30020 | Animal Breeding I          | FR    | 5            | 1              | 2023/24 Autumn Trimester   |

**Students with 6 - failed modules**

Show/Hide Columns

| Person | Name | Stage   | Module ID | Module Title                 | Grade | Credit Value | Previous Fails |          |
|--------|------|---------|-----------|------------------------------|-------|--------------|----------------|----------|
|        |      |         |           |                              |       |              | Number         | Taken In |
|        |      | Stage 1 | BIOL10010 | Animal Biology and Evolution | ABS   | 5            |                |          |
|        |      |         | RDEV10040 | Intro to Food & Agbus Mgmt   | ABS   | 5            |                |          |
|        |      |         | FDSC10010 | Food Diet and Health         | ABS   | 5            |                |          |
|        |      |         | PERS10020 | Fundamentals of S & C Online | ABS   | 5            |                |          |
|        |      |         | BIOL10030 | Cell and Plant Biology       | ABS   | 5            |                |          |
|        |      |         | CHEM10010 | Intro to Biomolecules        | FM    | 5            |                |          |

|          |     |    |   |  |   |   |
|----------|-----|----|---|--|---|---|
|          |     | FR | 5 |  | 1 | 2023/24 Autumn Trimester                              |
| Analysis | FM+ | 5  |   |  |   |   |
|          | FR  | 5  | 1 |  |   | 2023/24 Autumn Trimester                              |
| Analysis | FM  | 5  |   |  |   |   |
|          | FR  | 5  | 1 |  |   | 2023/24 Autumn Trimester                              |
|          | FR  | 5  | 2 |  |   | 2022/23 Autumn Trimester,<br>2023/24 Autumn Trimester |
|          | ABS | 5  | 1 |  |   | 2023/24 Autumn Trimester                              |
| Review   | FM+ | 5  |   |  |   |   |



# Exceptions Grade Listing.

The **Exception Grade Listing** shows the number of each exceptional grade awarded **by Student** and **by Stage**.

Grades included in this report are IX, IM, IA, IH, AU and WN.

The Exception Grade Listing will also so the previous attempts by Number and Academic Year & Trimester.

Exception Grade Listing

Grades that are included in this report are:  
ABS, AU, I, IA, IM, IX, WN

| Grade | Number of Students |         |         |
|-------|--------------------|---------|---------|
|       | Stage 1            | Stage 2 | Stage 3 |
| ABS   | 1                  | 4       | 6       |
| IX    | 6                  | 2       | 2       |
| WN    | 3                  | 4       | 1       |

Students with ABS grades

Show/Hide Columns -

| Person | Name | Stage   | Module ID | Module Title                 | Grade | Previous Attempts |   |
|--------|------|---------|-----------|------------------------------|-------|-------------------|---|
|        |      |         |           |                              |       | Number            | Taken In  |
|        |      | Stage 1 | ANSC10010 | Intro to Animal Science      | ABS   | 2                 | 2021/22 Spring Trimester- Grade FM+, 2022/23 Autumn Trimester- Grade FR |
|        |      | Stage 1 | AESC10010 | Land Use & Environment       | ABS   | 1                 | 2022/23 Autumn Trimester- Grade WN                                      |
|        |      | Stage 1 | ANSC10010 | Intro to Animal Science      | ABS   |                   |   |
|        |      |         | BIOL10010 | Animal Biology and Evolution | ABS   |                   |   |
|        |      |         | BIOL10030 | Cell and Plant Biology       | ABS   |                   |   |
|        |      |         | CPSC10010 | Introduction to Crop Science | ABS   |                   |   |
|        |      | Stage 1 | ANSC10010 | Intro to Animal Science      | ABS   |                   |   |
|        |      |         | BIOL10010 | Animal Biology and Evolution | ABS   |                   |   |
|        |      |         | CPSC10010 | Introduction to Crop Science | ABS   |                   |   |
|        |      |         | BIOL10030 | Cell and Plant Biology       | ABS   |                   |   |
|        |      | Stage 1 | ANSC10010 | Intro to Animal Science      | ABS   |                   |   |
|        |      |         | BIOL10010 | Animal Biology and Evolution | ABS   |                   |   |
|        |      |         | CPSC10010 | Introduction to Crop Science | ABS   |                   |   |
|        |      |         | BIOL10030 | Cell and Plant Biology       | ABS   |                   |   |
|        |      | Stage 1 | ANSC10010 | Intro to Animal Science      | ABS   |                   |   |
|        |      |         | BIOL10010 | Animal Biology and Evolution | ABS   |                   |   |
|        |      |         | RDEV10040 | Intro to Food & Agbus Mgmt   | ABS   |                   |   |

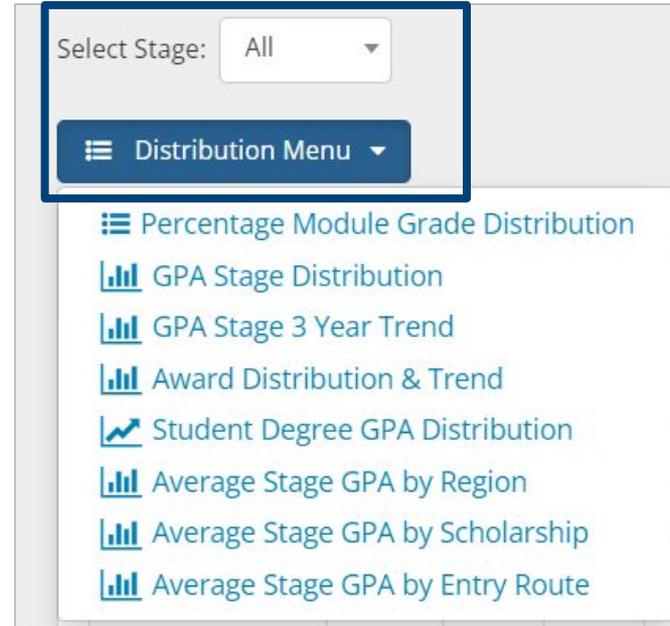


# Distribution Reports.

The **Distribution Reports** provides data on the following:

- Percentage Module Grade Distribution.
- GPA Stage Distribution.
- GPA Stage 3 Year Trend.
- Award Distribution & Trend.
- Student Degree GPA Distribution.
- Average Stage GPA by Region.
- Average Stage GPA by Scholarship.
- Average Stage GPA by Entry Route.

You can use the Distribution dropdown menu to select the report you wish to view. These reports are available both at Programme and Major level.



# Distribution - Module Grade.

The **Percentage Module Grade Distribution Report** percentage of students receiving each grade, for any module taken by a student registered to the selected programme.

The report is sorted by the number of students registered to each module.

You can use the dropdown menu to select the stage you wish to view.

For full module grade distribution details and trend reporting select the Module.

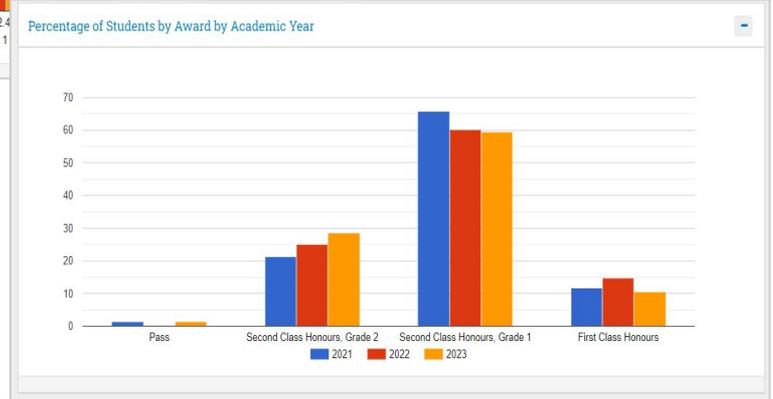
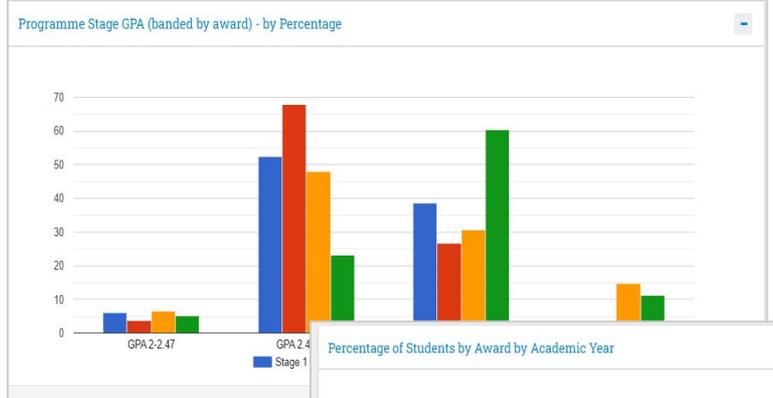
| Module | total | A+   | A     | A-    | B+    | B     | B-    | C+    | C    | C-   | D+   | D    | D-   | FM+   | FM   | FM-  | DS | P    | F | NM | ABS |
|--------|-------|------|-------|-------|-------|-------|-------|-------|------|------|------|------|------|-------|------|------|----|------|---|----|-----|
|        | 273   | 0.40 | 7.70  | 16.50 | 29.30 | 19.40 | 13.60 | 6.60  | 3.70 |      |      |      | 0.40 | 2.60  |      |      |    |      |   |    |     |
|        | 264   | 1.10 | 19.70 | 28.80 | 15.50 | 9.80  | 7.60  | 2.70  | 3.00 | 1.90 | 2.70 | 1.50 | 0.80 | 2.70  | 0.80 | 1.10 |    | 0.40 |   |    |     |
|        | 254   | 3.50 | 16.10 | 13.80 | 15.00 | 7.90  | 7.90  | 8.70  | 4.70 | 4.30 | 2.80 | 2.00 | 4.70 | 4.30  | 3.10 | 1.20 |    |      |   |    |     |
|        | 254   |      | 2.40  | 7.90  | 5.90  | 9.10  | 9.10  | 11.40 | 9.80 | 7.90 | 6.30 | 5.50 | 5.10 | 12.20 | 5.90 | 1.60 |    |      |   |    |     |



# Distribution - Stage GPA & Award Distribution.

The **Stage GPA Distribution** provides data on the percentage of students falling into each award classification GPA band over the last 3 years, and can be filtered by stage.

The **Award Distribution & Trend Report** displays the percentage achieving each award classification.



# Majors and Joint Majors Report.

The **Major Reports** mirror the information available at programme level, such as the student listing by stage, distribution reports and fails reporting for each of the programme's majors.

**Major level observations** and **sign-off** is not role-restricted and may be entered for example by the relevant Programme Director.

Student Search

| Major                              | Full-Time / Part-Time | Number of Students |               |         |         | Observations | Signoff |         |         |
|------------------------------------|-----------------------|--------------------|---------------|---------|---------|--------------|---------|---------|---------|
|                                    |                       | Exceptions         | Distributions | Stage 1 | Stage 2 |              |         | Stage 3 | Stage 4 |
| ANS1 - Animal Science              | FT                    |                    |               | 51      | 77      | 44           | 52      |         |         |
| CPS1 - Animal & Crop Production    | FT                    |                    |               | 25      | 70      | 79           | 49      |         |         |
| CPS3 - Crop Science                | FT                    |                    |               | 3       | 3       | 4            |         |         |         |
| DBS1 - Dairy Business              | FT                    |                    |               | 19      | 31      | 19           | 23      |         |         |
| EQS1 - Animal Science - Equine     | FT                    |                    |               | 23      | 15      | 13           | 23      |         |         |
| ESS1 - Agri-Environmental Sciences | FT                    |                    |               | 14      | 18      | 20           | 23      |         |         |

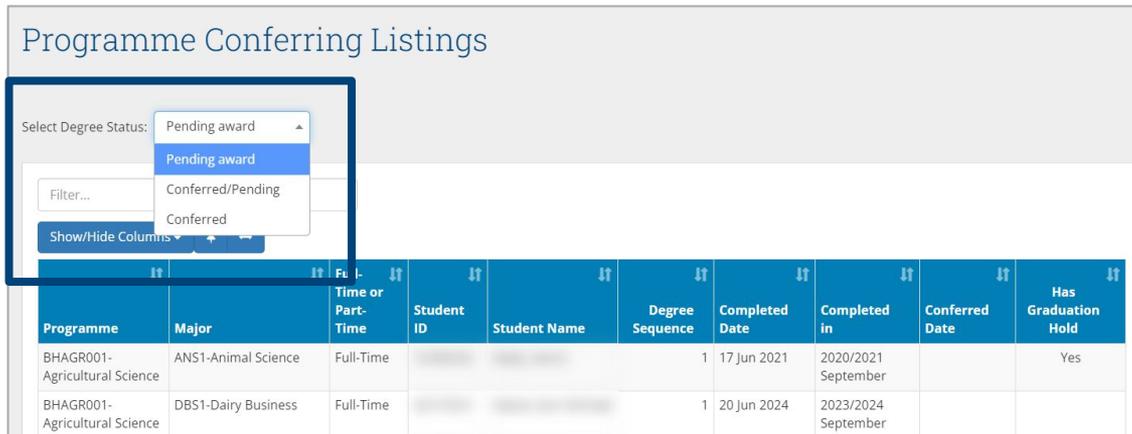
# Conferring Report.

The **Conferring Report** can be used to review a list of students by selecting one of three Degree Status - Pending Award, Conferred/Pending and Conferred.

The report displays students:

- Programme.
- Major.
- Student ID.
- Student Name.
- Programme Completed Date.
- Academic Year Completed.
- Has Graduation Holds.

Programme Conferring Listings



| Programme                     | Major               | Time or Part-Time | Student ID | Student Name | Degree Sequence | Completed Date | Completed in        | Conferred Date | Has Graduation Hold |
|-------------------------------|---------------------|-------------------|------------|--------------|-----------------|----------------|---------------------|----------------|---------------------|
| BHAGR001-Agricultural Science | ANS1-Animal Science | Full-Time         |            |              | 1               | 17 Jun 2021    | 2020/2021 September |                | Yes                 |
| BHAGR001-Agricultural Science | DBS1-Dairy Business | Full-Time         |            |              | 1               | 20 Jun 2024    | 2023/2024 September |                |                     |

# Programme Observation & Signoff.

The **Programme Observations** feature, similar to the module and school observations, provides an opportunity to the **Chair of the Programme Exam Board** to record general comments or observations from the Board in relation to that grade approvals cycle.

To enter Programme Observations, click on the blue box with the plus sign. When a comment has been entered, the blue box will change to a text bubble. Before submitting Observations, you should be aware of the Advisory Text.

The Chair of the Programme Exam Board is required, via the **Programme Sign-off**, to confirm that the grades, degree GPAs, and award classifications (where applicable) for each programme have been reviewed and validated.

The Programme Sign-off must be recorded at the conclusion of the Programme Exam Board meeting each trimester by selecting the Green tickbox.

| Programme GAP   |   |
|---|---|
| Programme Observations  | Programme Signoff   |
|  | Kevin Lohan<br>07-MAY-2020<br><input checked="" type="checkbox"/> |
|  | <input checked="" type="checkbox"/>                               |

# Report Access Management.

College Principals, VPTLs, Programme Deans and College/ School Office Directors receive automatic access to Programme Exam Board reports. Additional faculty and staff can be added by the relevant College Office Director (Board Secretary) through devolved access management.

Clicking on the **Board Membership** button will allow additional faculty and staff access to the reports.

Programme Exam Board Reporting

Select Programme: Agriculture and Food Science Programme Board

Select Academic Year & Trimester: 2023/24 Spring Trimester

Student Search | **Board Membership** | School Observations | Conferring Report

| Programme | Exceptions | Distributions | Majors | Number of Students |         |         |         | Observations | Signoff |
|-----------|------------|---------------|--------|--------------------|---------|---------|---------|--------------|---------|
|           |            |               |        | Stage 1            | Stage 2 | Stage 3 | Stage 4 |              |         |
|           |            |               |        |                    |         |         |         |              |         |

**Clárann UCD | UCD Registry**  
[www.ucd.ie/registry](http://www.ucd.ie/registry)

