

Which fields should be completed on the SQE screen?

Appendices:

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In most cases colleagues will access SQE from the ACD screen, when an applicant record is in view, by choosing the *Quals & Experience* option from the *Other* menu. The examples presented in Appendix C are of this type. If the SQE screen is opened directly (from the menu system you see after login), it includes additional fields to allow an applicant record to be retrieved.

Please see the numbered fields in Figure 1 on page 2. These fields should all be completed, where possible, and with a number of exceptions as detailed below.

1 This is the primary field on SQE, and when completed will often populate some of the other fields automatically.

2 This will be populated in most cases automatically after field 1 has been completed. It need only be completed if a relevant option is available. When completed it will allow a relevant entry in field 5.

3 Please type (or overwrite if there is existing text here) the full name of the qualification including the subject. See the examples of completed screens in Appendix C.

4 Please complete even if you have to choose the closest approximation.

5 SITS will only allow an entry in this field if field 2 is completed. See Figure 2, in Appendix C, for an example of how this field differs from field 8.

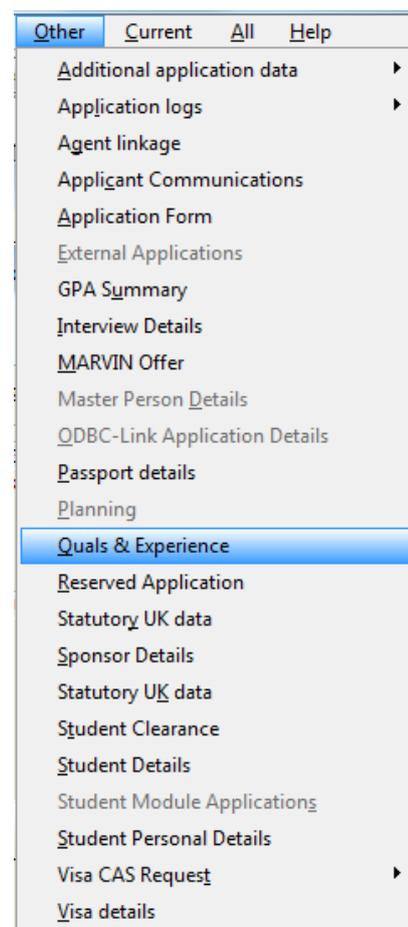
6 This can only be P for Pass, or F for Fail.

7 This can only be P for Predicted result, or A for Actual result.

8 This must be a numerical value representing the overall average score for the qualification. If a numerical value is not possible or relevant, and there is also no entry in field 5, a summary of the result should be given in field 18.

9 This should be ticked if the qualification needs to appear on a CAS.

10 This, and fields 13 and 15, should be completed when the qualification has been verified (often by sight of an official hard-copy certificate, or by UCAS as in Figure 4 in Appendix C).



- 11** This should be used to record the academic year in which the qualification was awarded. The earliest academic year available is 1970/1.
- 12** If the specific validating body is not available or relevant, please enter *OTHER*, or *NO BOD*.
- 13** See info for 10 above.
- 14** The table of options here includes all UK HE institutions under their UCAS institution codes, and over a thousand UK schools. Non-UK institutions should be given the code *4931* in this field. Otherwise, if the institution is not listed, field 14 can be left blank.
- 15** See info for 10 above. Everyone who has a personnel record at UEA will have a code in the table of options for this field.
- 16** This will usually be the full name of the awarding institution, but see the examples in App. C.
- 17** There are only two options on the dropdown menu here: *Educational*, or *Professional*.
- 18** Use this field to enter other details that won't fit in the other fields.
- 19** This field is only obligatory for qualifications which carry UCAS tariff points.

Figure 1

The screenshot shows the 'Student Qualification On Entry (SRS_SQE)' form. The title bar indicates 'University of East Anglia - LIVE System' and the date '12 Jul 2016'. The form is titled 'Student qualification on entry (SQE) records' and shows '1 of 0' records. The form fields are as follows:

- Student code: []
- UCAS id / Per id: []
- Sequence no.: 0001 (No. of units: 0)
- Ext qual code: **1**
- Mark scheme: **2**
- Qualification name: []
- Description: **3**
- Subject code: **4**
- Subject name: []
- Grade / Points: **5**
- Previous Grade: []
- Qual type: []
- Level: []
- Level points: []
- Resit Status: []
- Weight: []
- Mark: **8**
- Result: **6**
- Actual/predicted: **7**
- Exclude HESA:
- UKVI evidence: **9**
- Used in offer:
- Status: **10**
- Year obtained: **11**
- Validating body: **12**
- Exam sitting: []
- Verified on: **13**
- Institution Code: **14**
- Verified by: **15**
- Where obtained: **16**
- External ref: []
- Start date: []
- Regisd / Rec: []
- End date: []
- Type: **17**
- Duration months: []
- Qual number: []
- HERC Subj Id/date: []
- Date taken: []
- Transcript Sequence: []
- Valid from: []
- Valid to: []
- Summary: **18**
- Note: []

Appendix A - Further guidance for H/EU PGT applications

Please record as much info as possible on the SQE screen when the application is processed even if the qualification is not yet complete. The current average score/grade/mark to date should be recorded in field **18** (Summary) if the qualification is not yet complete. This should be deleted once the qualification has been awarded and the final grade is known, and the other fields then completed (principally **5** and/or **8**).

Appendix B

Guidance for entry of International Baccalaureate information on the SQE screen

There are a number of different entries possible in field **1** for the IB. If the student has been awarded the IB Diploma (the full IB qualification), then an IBT record must be completed for them on SQE, including their overall score (in field **5**) which will be a number most likely between 24 and 45. The correct number of UCAS tariff points will then automatically be entered in field **19**.

If you are required to record the individual subject exam results as well as the IBT record, please generate additional SQE records using IB in field **1**. Higher grades, entered in field **5**, should be preceded with an H (so the scale is from H1 to H7). Similarly, Standard grades should be preceded by an S (so the scale is from S1 to S7). One IB record per subject exam should be created, but no tariff points should be entered (manually or automatically) (unless the student was not awarded the IB Diploma, as below).

If the student was not awarded the IB Diploma, please use the code IB only (so no IBT record). In this case tariff points should be entered manually in field **19**. Please see the table below for further info including the tariff allocation for individual Higher or Standard results, if necessary.

Figures 7-10 in Appendix C are examples of completed International Baccalaureate SQE records.

Summary

All students are encouraged to follow the full IB Diploma Programme. Those who fail to satisfy the entire set of requirements or who elect to take fewer than six subjects, are awarded a certificate for examinations completed.

Tariff entry

The Tariff Expert Group which met to discuss the IB Diploma in September 2004, did not allocate Tariff points to the Certificate. Following a UCAS review in 2008, Tariff point allocations were allocated for 2010 entry. Students that register for an IB Diploma but do not successfully complete all elements, can achieve Tariff points from individual Certificates and Core performance.

UCAS Tariff points

Higher Level

Grade	Tariff points
7	130
6	110
5	80
4	50
3	20

Standard Level

Grade	Tariff points
7	70
6	59
5	43
4	27
3	11

Core

Grade	Tariff points
3	120
2	80
1	40
0	10

Appendix C – Examples of completed SQE screens

Figure 2 – UK UG degree

Ext qual code	DEGREE	Mark scheme	HONDEG
Qualification name	First degree BA/BSC from UK University		
Description	BSc in Environmental Studies		
Subject code	ENV-ST		
Subject name	Environmental Studies		
Grade / Points	1:1	0	Qual type ACAD
Previous Grade			Level 05 Level points 0
Resit Status		Weight 1.00	Mark 72.00
Result	P	Actual/predicted A	Percentile Rank
Status	VERIF	Exclude HESA <input type="checkbox"/>	UKVI evidence <input type="checkbox"/>
Validating body	OTHER	Year obtained	2010/1
Verified on	22/Mar/2012	Exam sitting	
Verified by	X0000003160E	Institution Code	M40
External ref		Where obtained	Manchester Metropolitan Universit
Registd / Rec		Start date	05/Sep/2007
Type	Educational	End date	19/Jul/2011
Qual number		Duration months	
Date taken		HERC Subj Id/date	
Valid from		Transcript Sequence	
Valid to			
Summary			
Note			

Figure 3 – English language qualification

Ext qual code	IELTS	IELTS	Mark scheme	
Qualification name	IELTS			
Description				
Subject code	IELTS	IELTS		
Subject name	IELTS			
Grade / Points			Qual type LANG	LANGUAGE
Previous Grade			Level 00	Level points
Resit Status		Weight		Mark 6.50
Result		Actual/predicted A		Percentile Rank
Status	VERIF	Exclude HESA <input checked="" type="checkbox"/>	UKVI evidence <input type="checkbox"/>	Used in offer <input type="checkbox"/>
Validating body	OTHER	Year obtained		
Verified on	10/Jul/2014	Exam sitting		
Verified by	X0000010926E	Institution Code	4931	NON-UK INSTT
External ref		Where obtained	IT264	
Registd / Rec		Start date		
Type	Educational	End date	19/Jun/2014	
Qual number		Duration months		
Date taken		HERC Subj Id/date		
Valid from		Transcript Sequence		
Valid to				
Summary	Total 6.5: Listening 6.5: Reading 7.0: Writing 6.0: Speaking 6.5			
Note				

Figure 4 – A-level result imported during Confirmation

Ext qual code	GAL	GCE A-LEVEL	Mark scheme	ALT	A-LEVEL TARIFF
Qualification name	GCE A-Level				
Description	GCE A-Level				
Subject code	URDU	Urdu			
Subject name	Urdu				
Grade / Points	A*	140	Qual type	ACAD	ACADEMIC
Previous Grade			Level	03	Level points
Resit Status			Weight	1.00	Mark
Result	P	Actual/predicted	A		Percentile Rank
		Exclude HESA	<input type="checkbox"/>	UKVI evidence	<input type="checkbox"/>
				Used in offer	<input type="checkbox"/>
Status	VU	VERIFIED UCAS	Year obtained	2013/4	2013/14
Validating body	L	EDEXCEL	Exam sitting	S	
Verified on			Institution Code		
Verified by			Where obtained		
External ref			Start date		
Registd / Rec			End date		
Type			Duration months		
Qual number			HERC Subj Id/date	000495070	07/Aug/2015 18:00
Date taken			Transcript Sequence		
Valid from					
Valid to					
Summary					
Note					

Figure 5 – Manually input A-level result

Ext qual code	GAL	GCE A-LEVEL	Mark scheme	ALT	A-LEVEL TARIFF
Qualification name	GCE A-Level				
Description					
Subject code	GEN-ST	General Studies			
Subject name	General Studies				
Grade / Points	D	60	Qual type	ACAD	ACADEMIC
Previous Grade			Level	03	Level points
Resit Status			Weight	1.00	Mark
Result	P	Actual/predicted	A		Percentile Rank
		Exclude HESA	<input type="checkbox"/>	UKVI evidence	<input type="checkbox"/>
				Used in offer	<input type="checkbox"/>
Status	VERIF	VERIFIED	Year obtained	2014/5	2014/15
Validating body			Exam sitting		
Verified on	29/Aug/2014		Institution Code		
Verified by	X0000002148C	PIKE S	Where obtained	Winstanley College	
External ref			Start date		
Registd / Rec			End date		
Type	Educational		Duration months		
Qual number			HERC Subj Id/date		
Date taken			Transcript Sequence		
Valid from					
Valid to					
Summary					
Note					

Figure 6 - IB Diploma result entered manually

Ext qual code	IBT	IB TOTAL SCORE	Mark scheme	IBT	IB TOTAL SCORE
Qualification name	International Baccalaureate Total Points				
Description	International Baccalaureate Total Points				
Subject code	IB-TOT	Total Score			
Subject name	Total Score				
Grade / Points	34	479	Qual type	ACAD	ACADEMIC
Previous Grade			Level	02	Level points
Resit Status			Weight	1.00	Mark
Result	P	Actual/predicted A	Percentile Rank		
Status	VERIF	VERIFIED	UKVI evidence	<input type="checkbox"/>	Used in offer <input type="checkbox"/>
Validating body	B	BACCALAUREATE	Year obtained	2014/5	2014/15
Verified on	15/Jan/2015		Exam sitting		
Verified by	X0000006537:	EDWARDS N	Institution Code		
External ref			Where obtained	UWC Atlantic College	
Registd / Rec			Start date		
Type	Educational		End date		
Qual number			Duration months		
Date taken			HERC Subj Id/date		
Valid from			Transcript Sequence		
Valid to					
Summary	HL Geograhly - 6, HL Biology - 6, HL Chemistry - 5				
Note	Sch sent email with attachment verifying results 15/1/15 NE.				

Figure 7 - IB Diploma result imported from UCAS

Ext qual code	IBT	IB TOTAL SCORE	Mark scheme	IBT	IB TOTAL SCORE
Qualification name	International Baccalaureate Total Points				
Description	International Baccalaureate Total Points				
Subject code	IB-TOT	Total Score			
Subject name	Total Score				
Grade / Points	30	392	Qual type	ACAD	ACADEMIC
Previous Grade			Level	02	Level points
Resit Status			Weight	1.00	Mark
Result	P	Actual/predicted A	Percentile Rank		
Status	VU	VERIFIED UCAS	UKVI evidence	<input type="checkbox"/>	Used in offer <input type="checkbox"/>
Validating body	B	BACCALAUREATE	Year obtained	2015/6	2015/16
Verified on			Exam sitting	S	
Verified by			Institution Code		
External ref			Where obtained		
Registd / Rec			Start date		
Type			End date		
Qual number			Duration months		
Date taken			HERC Subj Id/date	000835920	05/Ju/2016 16:30
Valid from			Transcript Sequence		
Valid to					
Summary					
Note					

Figure 8 - Individual IB subject result entered manually

Ext qual code	IB	INTERN BACC	Mark scheme	IB	INTERN BACC
Qualification name	International Baccalaureate				
Description	International Baccalaureate				
Subject code	FILM	Film Studies			
Subject name	Film Studies				
Grade / Points	H5		Qual type	ACAD	ACADEMIC
Previous Grade			Level	00	Level points
Resit Status			Weight		Mark
Result	P	Actual/predicted			Percentile Rank
		Exclude HESA	<input type="checkbox"/>	UKVI evidence	<input type="checkbox"/>
				Used in offer	<input type="checkbox"/>
Status	VERIF	VERIFIED	Year obtained	2014/5	2014/15
Validating body	B	BACCALAUREATE	Exam sitting	S	
Verified on	18/Jul/2016		Institution Code		
Verified by	X00000119624	HINDLE E	Where obtained	Parkside Sixth, Cambridge	
External ref			Start date		
Registd / Rec			End date		
Type			Duration months		
Qual number			HERC Subj Id/date		
Date taken			Transcript Sequence		
Valid from					
Valid to					
Summary					
Note					

Figure 9 - Individual IB subject result imported from UCAS

Ext qual code	IB	INTERN BACC	Mark scheme	IB	INTERN BACC
Qualification name	International Baccalaureate				
Description	International Baccalaureate				
Subject code	BIOL	Biology			
Subject name	Biology				
Grade / Points	H3		Qual type	ACAD	ACADEMIC
Previous Grade			Level	00	Level points
Resit Status			Weight		Mark
Result	P	Actual/predicted	A		Percentile Rank
		Exclude HESA	<input type="checkbox"/>	UKVI evidence	<input type="checkbox"/>
				Used in offer	<input type="checkbox"/>
Status	VU	VERIFIED UCAS	Year obtained	2015/6	2015/16
Validating body	B	BACCALAUREATE	Exam sitting	S	
Verified on			Institution Code		
Verified by			Where obtained		
External ref			Start date		
Registd / Rec			End date		
Type			Duration months		
Qual number			HERC Subj Id/date	000836110	05/Jul/2016 16:30
Date taken			Transcript Sequence		
Valid from					
Valid to					
Summary					
Note					