

Project: Build a database with a front end for late penalties and deferral requests from students.

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Current system:

An Excel spreadsheet is created each year using tabs for University of Chester and partner college cohorts. There are tabs for each type of extension, deferral, late penalty waiver, etc. There are also tabs for different levels of study, e.g., postgrad and undergrad.

Late penalties are recorded on a separate spreadsheet which lecturers need to fill in manually. Here's an example (student names redacted for privacy):

Student No	Student name	Module Code	Component & Weighting	Notes	Decision date	Entered onto eVision?	Column1
		CO4149	Report 100%	Approved	09-Jan	10-Jan	
		CO4222	Practical Assignment 100%	Rejected - no evidence attached	14-Dec	n/a	
		CO4224	In-class test 1 30%	Rejected - no evidence attached	14-Dec	n/a	
		CO4225	Programming exercise 35%	Approved	18-Oct	10-Jan	
		CO4234	Assignment 100%	Rejected - evidence not accepted	09-Jan	n/a	
		CO4234	Assignment 100%	Approved	10-Jan	10-Jan	
		CO5205	Statistical Analysis 50%	Rejected - evidence not accepted	23-Jan	n/a	

Issues with current system:

It's confusing having different spreadsheets for different years and there is no way efficient way to check historical uses of the late penalty system.

Different tabs mean it is easy to accidentally miss whether a student has a deferral, late penalty waiver, or extension.

Lecturers need to manually check each student against each possible tab on the spreadsheet which is confusing. Additionally, they need to calculate what the penalty will be based on when they submitted.

New System initial requirements:

1. A database system which enables us to store all the students from all cohorts and levels in a single place for all years.
2. Allow to input extensions. Staff need to be able to input extension requests, deferrals, etc., via an online input form which gives set options and summary boxes, e.g., Rejected/Accepted, number of days extended, new deadline, number of extensions (e.g., first applied for 7 days and then to 14 days), reason rejection, type of exception (waiver or extension).
3. Reports. The system should be able to generate reports based on user requests, e.g., extensions per student, per module, per year, etc. Reports should also be exportable to PDF or Excel formats. For example, we're presenting the number of extensions granted in an assessment board then we need to be able to display them easily during the meeting.