

The interface will consist of two different types of users; The Students and the Scrutiny Committee. There will be other third party users who will get the data from the student records such as the professors and personal tutors.

0.0.1 Student Panel

The student panel will consist of three main components; They should be able to submit a new circumstance form, access any previously submitted form and lastly check the status(described under Scrutiny Committee Panel) for any new feedbacks or requests from the scrutiny committee and upload a response or evidence as required. As stated in the previous section, the students should be able to login with their own university accounts making it easy to access from within the portal.

0.0.2 Scrutiny Committee Panel

This panel will be a little more detailed than the student panel. The panel would notify the scrutiny committee by email when a new form has been received. The committee would be able to view the form and request any new feedback or evidence and change the status of the form. The status could be "Approved" or "Requires changes" or "Pending" which would allow different members of the scrutiny committee to know the status of a form. In this case;

- Approved would mean the student does not need to provide more information or evidence and the details of the form have been passed on to the third parties.
- Requires changes would mean the student has to provide more information such as evidence or detailed writing. The requirements would be accessible by the student under the "Feedback" section of the form.
- Pending would mean the form has not yet been checked by the members of the scrutiny committee and so there is nothing to be done.

They can also export the same form as a PDF and download it for printing purposes or for documentation.

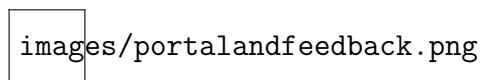


Figure 1: Form with a feedback section

Figure ?? shows the portal with a form being displayed with a feedback and comments section. This section will allow communication between the student and the scrutiny committee as well as allow uploads of new evidence.

The panel will also have a list of all the students who have submitted a form allowing the scrutiny committee to sort and search through the records to find any specific details they like which would be useful in cases of a review.

It will also enable the exporting of data to third parties, only approved details by the scrutiny committee will be accessible by the third parties that need access and knowledge of an existing extenuating circumstance form.

Interface - 3 sections

Student Panel - Register page - Check if the user is not already registered. If so then allow password reset - Check if the register is with university email -

Authentication page with email password - Dashboard page - Show link to "Extenuating Circumstance Form: Explanatory Notes"

<https://www.sheffield.ac.uk/ssid/forms/circsnotes> - Show all form submitted.

(Self certified and Extenuating) - Show a small status bar on each such as "In review" - Show user details to make sure all data is correct - Have a "New Form" button to allow submission of a new circumstance - New Form Page - Again have a link to "Extenuating Circumstance Form: Explanatory Notes"

<https://www.sheffield.ac.uk/ssid/forms/circsnotes> - Have an option for "Student Self certification form" and "Extenuating Form" - Have fields from the form already existing <https://www.sheffield.ac.uk/ssid/forms/circs> - Have options to upload images and PDF's to the form - Have a preview after clicking submit to make sure all data is correct - Submit the data to the database and take user back to dashboard - Existing form page - Show details of the form already submitted - Show any new feedbacks from Scrutiny Committee - Allow submission of new attachments if requested by committee

2. Scrutiny Committee Panel - Register page - Check if the user is not already registered. If so then allow password reset - Check if the register is with university email - Authentication page with email password - Dashboard Page - List three seconds, Pending, Approved and Changes Requested - Show all pending extenuating forms - Do all members have to approve or does one member approve? - Do members need a way to communicate? Like a chat? - Do we need to send emails for any new submission received? - Show the approved forms with a search button to allow the members to search for what they are looking for - Form page - List all details of the form - Allow adding new feedback document request (This notifies the student who can log back in and add these new changes) - Have a section for the scrutiny committee to add the data they wish to forward to the other users who will know details about the ECF in brief - Have a button to approve the form

3. Other third parties - Each form will have a link which can be accessed without having to register but only by staff - The link will contain a basic text html page with brief data about the student and his circumstance filled in by the scrutiny committee as above. - This page can then be printed or shared depending on the situation