

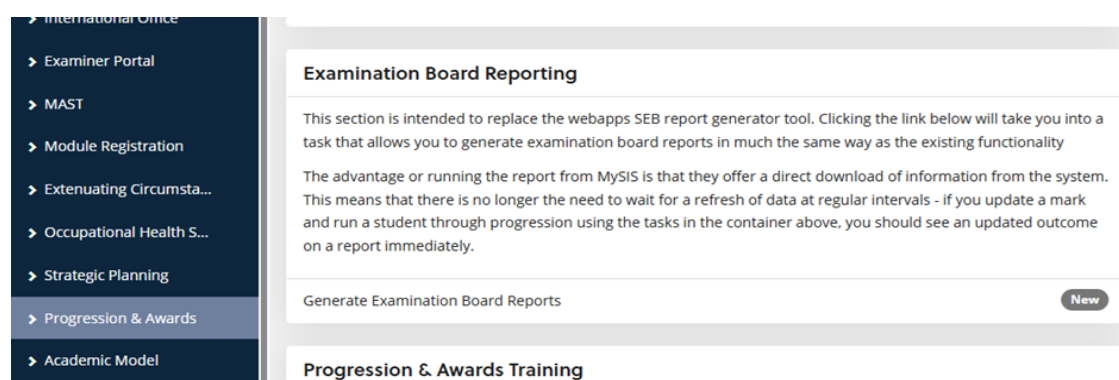
Quick guide to SEB Reports in MySIS

From August 2026 the SITS generated SEB reports will be managed by the Data Quality Team. DQT have made minor changes to the reports, mostly to remove redundant columns, and the data will pull directly from the fields held in SITS.

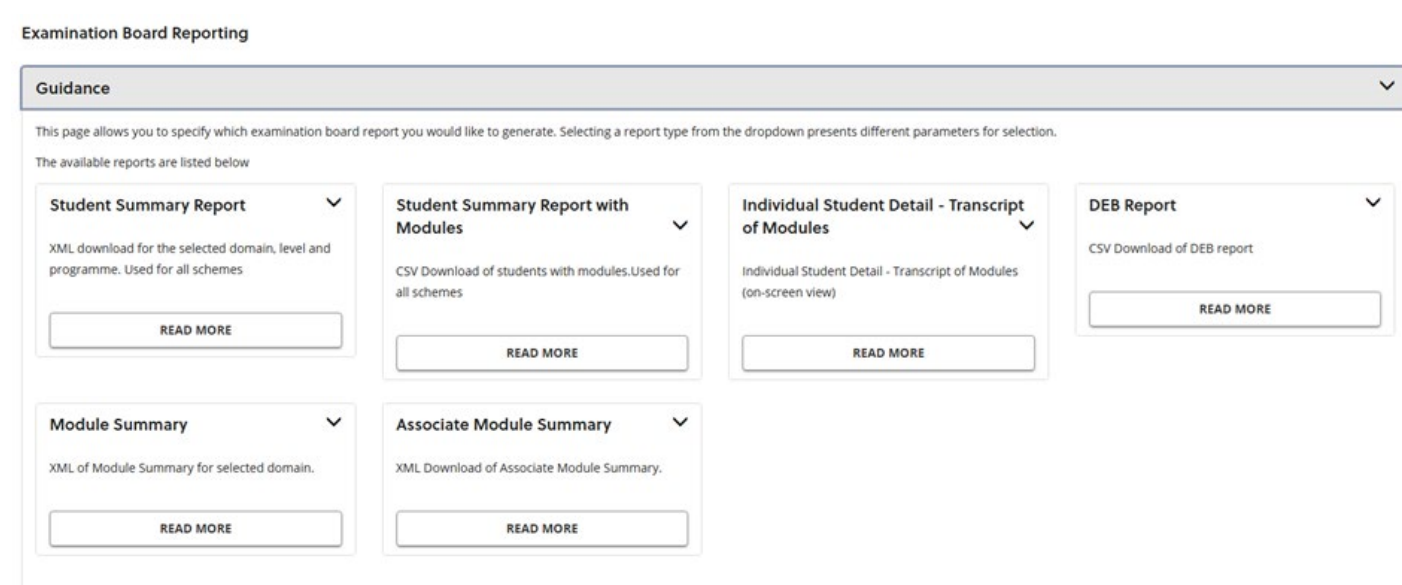
This is a change in ownership of the reports, there is no change to standard Examination Board processes.

The following screenshots have been provided by DQT to assist you with access and running of your SEB Board reports. Further guidance will follow.

1) SEB reports will be available from the Progression and Awards tab.



2) The landing page contains dropdown guidance, detailing the available reports, their format and their relationship to the existing SEB report tool. SEBs will select the report they require. NB “DEB Report” is for DGLS use only.



3) Once you have selected your report, you will be presented with the usual drop down list to select the SEB. Please note the standard option to identify gender and fee status, alongside the new option to select “late summer resits only”. Clicking next will produce the report.

Examination Board Reporting

Guidance

Report Type

Student Summary Report ✕ ▾

This report is an XML of all active students on the selected domain. They will be split onto individual tabs, delineated by study level with a separate tab for finalists regardless of level. The default report will return all levels unless amended.

Domain

Arts Research Dummy (QM001) ▾

Select Programme

All ▾

Late Summer Resits Only?

Yes ▾

Level

All ▾

Include Gender?

☒ Do not include gender

☐ Include gender

Include Fee Status?

☒ Do not include fee status

☐ Include fee status

QUIT

NEXT