

Policy

Title: Peter Demo Jones Usage Policy

From: SAA Business Change Team

Date: 10 September 2012

1. Background

In June 2012, SAA and iSolutions changed the way in which students would see their results in separating out the finalists' and continuing students' exam marks. iSolutions used the dummy test person, Peter Demo Jones, to try and test the results of this work in the live system. However, issues were experienced with the dummy student record because of the significant testing across various projects over the years which had impacted on the quality of the record.

In order to ensure that Peter Demo Jones was fit for the original purpose to provide a student to test out Self-Service, a number of rules were consequently agreed to ensure consistency and quality.

2. Policy

Staff are asked to test in the Practice environment or any other environment other than Live. Practice is cloned on a monthly basis so is relatively up-to-date with the exception of when new functionality has just gone live and needs to be confidence tested.

If there has to be testing in Live, staff are asked to consider whether it could be done for real on another student record. For example, if we are confidence testing after an upgrade or change, explore whether we could find a real change that needs to be made as part of the confidence test.

As of July 2012, the data in Peter Demo Jones' record was cleaned up and, following a request from the ID Card/Entitlement project, this record has been set up as a First Year UG student on Programme 4428 for 201213, with a 'real' address for PM and TT.

Staff are asked **not** to change any data in Peter Demo Jones' record in the Live environment without first consulting with the Student Administration Systems Support Team, via a request through ServiceLine.

The screenshot shows the 'General Student SCASTDN 8.4 (Live)' interface. At the top, the student ID is 20240995 and the name is Jones, Peter D. The 'Student Summary' tab is selected, and the term is set to 201213. Below this are navigation tabs for Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous.

The 'General Learner' section contains the following fields:

- New Term:** 201213 (2012-2013 Academic Session)
- Student Status:** AS (Active, may register)
- Student Type:** 0 (Standard Student)
- Residence:** U (UK)
- Fee Assessment Rate:** [Dropdown]
- Class:** 01 (Year 1)
- Student Centric Cycle:** [Dropdown]
- Full or Part Time:** Full Time Part Time None

The 'Additional Information' section includes:

- Site:** [Dropdown]
- Session:** [Dropdown]
- Block:** [Dropdown]
- Citizenship:** [Dropdown]

The 'Curricula Summary - Primary' table is as follows:

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201213	BEng Electrical Engine	201213	Undergraduate	Southampton campus	Physical and Applied Scie	Bachelor of Engineeri

Additional fields in this section include: **End:** [Dropdown], **Outcome Key:** [Dropdown], **Admission Type:** Direct (Other), **Admission:** 201213, **Matriculation:** [Dropdown].

The 'Field of Study Summary' table is as follows:

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201213	Major	BEng Electrical Engineering	ECS	[Icon]