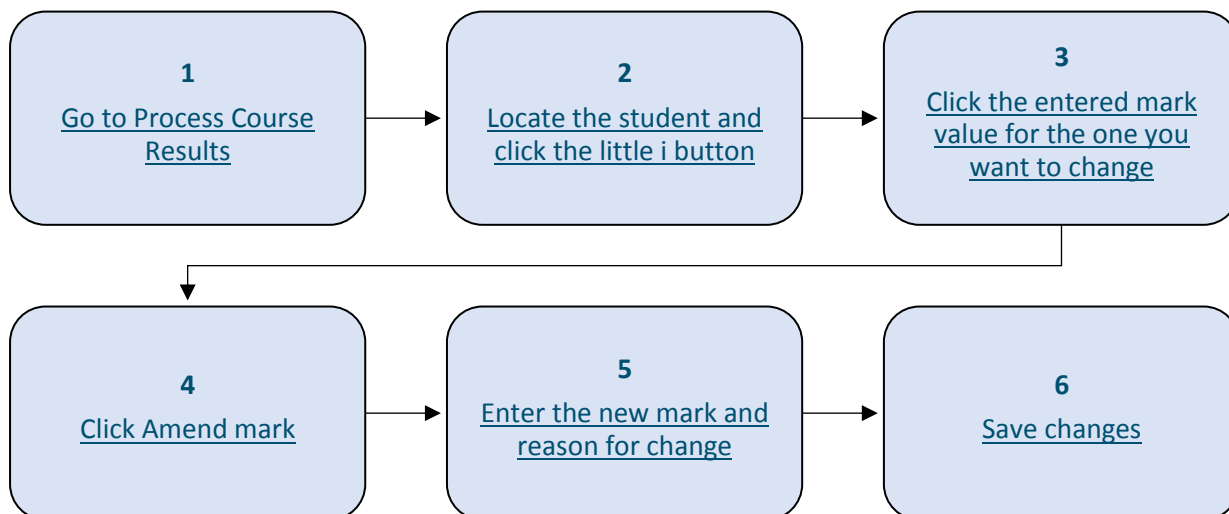


Change item or assessment marks from the little i button

Process Overview



Step by Step Instructions

1. Go to Process Course Results

Calculate course marks Calculate marks

Calculate students' final marks for the course. Components which have been disregarded for special circumstances will not be included in this calculation.

Calculated marks are **not** automatically published.

Note that you can now calculate course marks through the "process course results" page below.

Process course results Process course results

Calculate marks and amend calculated marks. Ratify final marks and publish them to students and the Student Hub. Track the status of each student's mark.

View/print
Export marks
Disregard components
Generate barcodes
Maintain markers

2. Locate the student and click the little i button

- 2.1. Use the filters/search at the top of the page or scroll through the list to locate the student
- 2.2. Click the little i button beside their name to open their individual assessment record

Filter students

Student

Status
 All To calculate To ratify To publish Published

Current sit
 First sit Resit Null sit

Additional filters
 Hide published records

	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>				First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

3. Click the entered mark value for the one you want to change

	Entered mark	Calculated mark	Published mark	Mark change log						
Coursework (Weight: 30%)	70 /100		87 /100							
Exam (Weight: 70%)		48 %								
Question 1 (Weight: 50%)		56 %								
Question 1 (Weight: 100%)	56 /100			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Old mark</th> <th>New mark</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50</td> <td style="text-align: center;">56</td> <td>Wrong marks entered</td> </tr> </tbody> </table>	Old mark	New mark	Reason	50	56	Wrong marks entered
Old mark	New mark	Reason								
50	56	Wrong marks entered								
Question 2 (Weight: 50%)		40 %								
Question 1 (Weight: 100%)	40 /100									

The amend mark box will now appear.

4. Click Amend mark

Amend Question 1 mark ✕

Result & calculation Mark history

Entered mark:

40 /100

Latest published mark:

Not published yet

Status in calculation

Disregard this question in the final mark calculation

5. Enter the new mark and reason for change

Amend Question 1 mark
✕

Result & calculation

Mark history

Entered mark:

40 /100

Latest published mark:

Not published yet

[Amend mark ▶](#)

This change only affects the calculated/provisional mark. It will still need to be ratified and published.

Status in calculation

Disregard this question in the final mark calculation

New assessment mark

45
▼

←

Reason for Change

Wrong marks entered
▼

←

Description

Close

Save changes and then recalculate

Save changes

6. Save changes

You can choose to save changes and recalculate or just save changes without recalculating.

Amend Question 1 mark
✕

Result & calculation

Mark history

Entered mark:

40 /100

Latest published mark:

Not published yet

[Amend mark ▶](#)

This change only affects the calculated/provisional mark. It will still need to be ratified and published.

Status in calculation

Disregard this question in the final mark calculation

New assessment mark

45
▼

Wrong marks entered

Reason for Change

Wrong marks entered
▼

Wrong marks entered

Description

Close

Save changes and then recalculate

Save changes