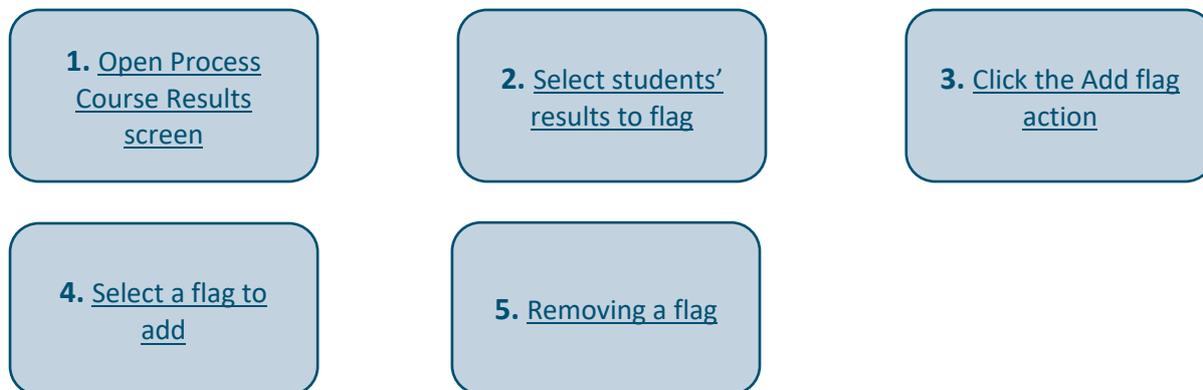


Flagging course results for programme boards

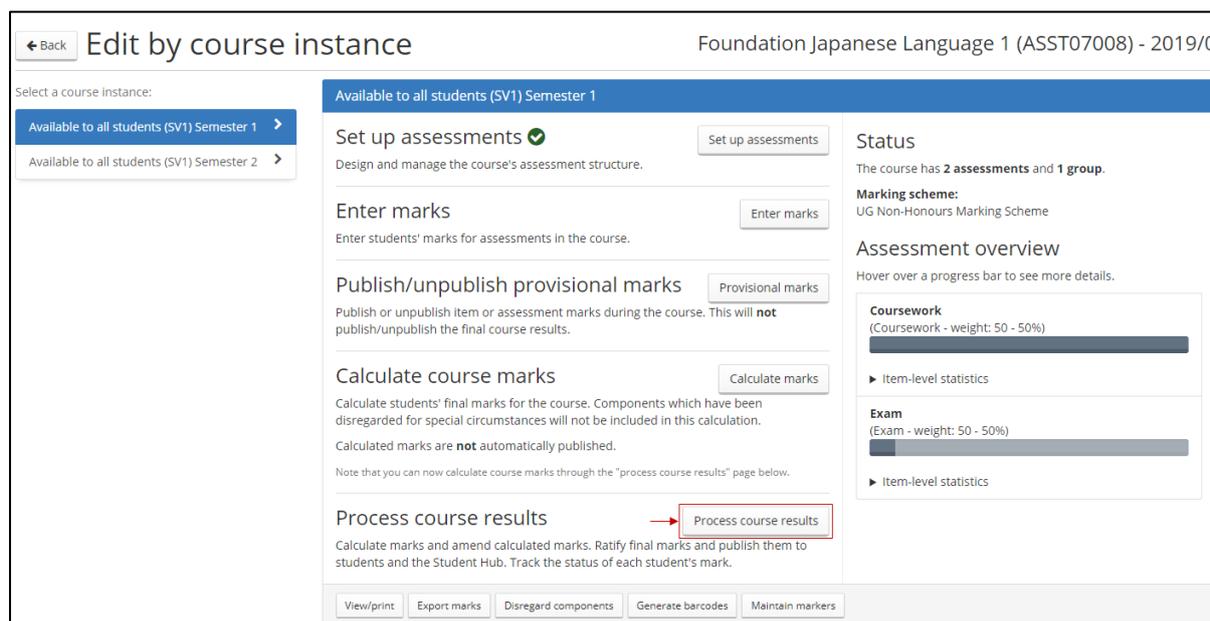
Process Overview



Step by Step Instructions

1. Open the Process Course Results screen in the Assessment Hub

Click the "Process course results" at the bottom of the Assessment Hub Course Instances screen.



← Back Edit by course instance Foundation Japanese Language 1 (ASST07008) - 2019/0

Select a course instance:

- Available to all students (SV1) Semester 1
- Available to all students (SV1) Semester 2

Available to all students (SV1) Semester 1

Set up assessments Design and manage the course's assessment structure.

Enter marks Enter students' marks for assessments in the course.

Publish/unpublish provisional marks Publish or unpublish item or assessment marks during the course. This will **not** publish/unpublish the final course results.

Calculate course 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 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.

Status: The course has 2 assessments and 1 group.
 Marking scheme: UG Non-Honours Marking Scheme

Assessment overview: Hover over a progress bar to see more details.

Coursework (Coursework - weight: 50 - 50%)
 ▶ Item-level statistics

Exam (Exam - weight: 50 - 50%)
 ▶ Item-level statistics

2. Select students' results to flag

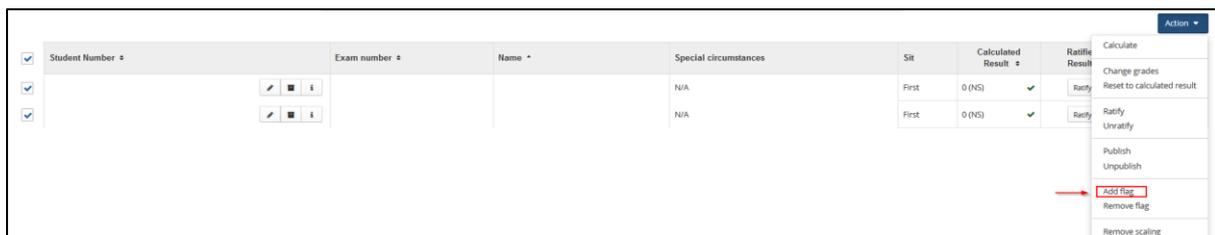
Use the selection box at the top left of the list to select all the students or use the check boxes in the list to select individual students.



<input checked="" type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	0 (NS)	<input checked="" type="checkbox"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	0 (NS)	<input checked="" type="checkbox"/>	<input type="button" value="Publish"/>

3. Click the Add flag action

Click the "Action" button on the right of the screen and then click on "Add flag".



<input checked="" type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	0 (NS)	<input checked="" type="checkbox"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	0 (NS)	<input checked="" type="checkbox"/>	<input type="button" value="Publish"/>

Action

- Calculate
- Change grades
- Reset to calculated result
- Ratify
- Unratify
- Publish
- Unpublish
- Add flag**
- Remove flag
- Remove scaling

4. Select a flag to add

Select a flag from the drop down list.

Flag students

You have selected 90 students

This action will flag to the selected students. Any flags previously added this way will be overwritten

Select the required flag from the list below

Flag

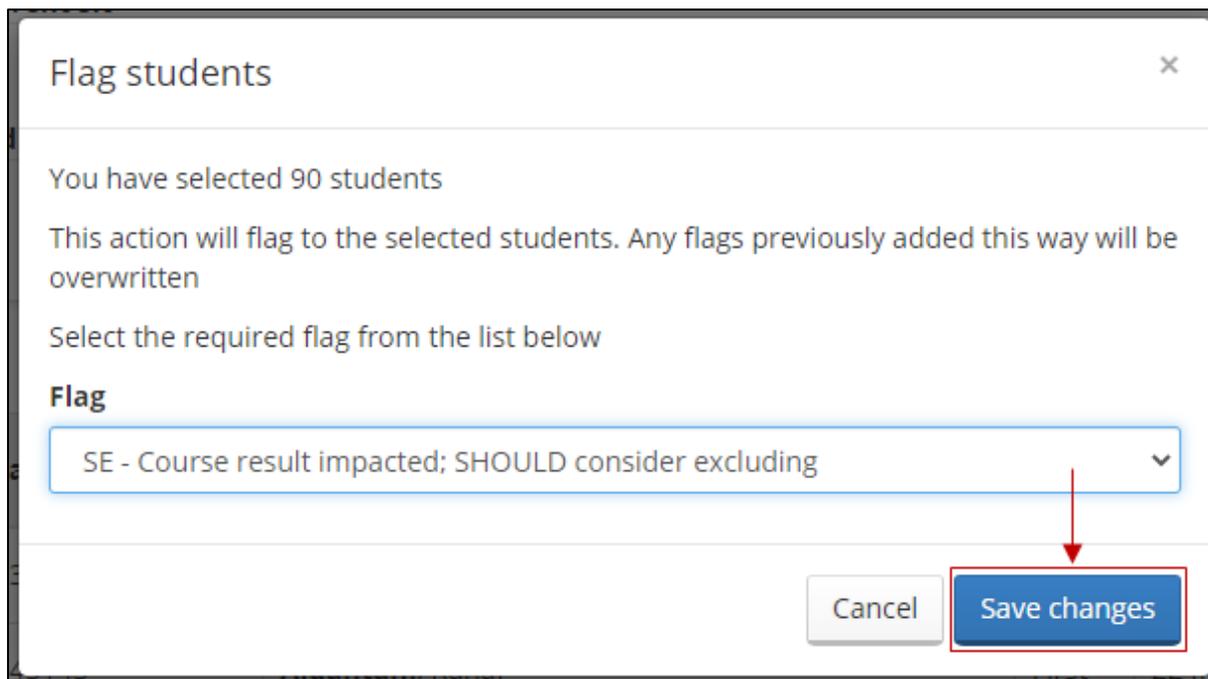
SE - Course result impacted; SHOULD consider excluding

ME - Course result impacted; MUST consider excluding

SE - Course result impacted; SHOULD consider excluding

MN - Course result impacted; marks not yet available

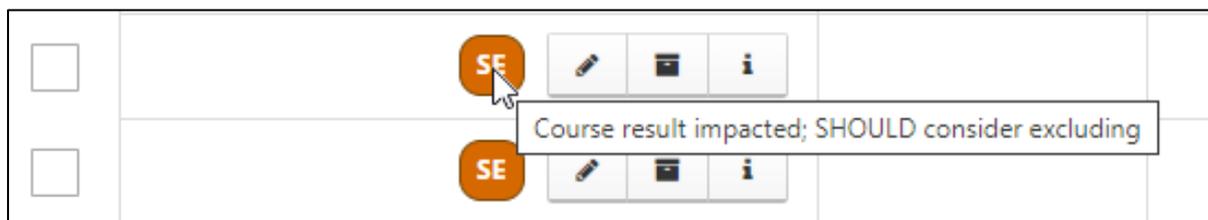
Click Save changes.



When the process has completed the flag will be displayed to the right of the student number.



Mouse over a flag to see the description in the “Process course results” and “Progression and awards” screens.



Changing a Flag

To change a flag, follow steps 2, 3 and 4 selecting the new flag, this will overwrite the previous one.

Progression and Awards screen

The course result flag is will be displayed in the course marks profile in the progression and awards screen.



Course marks and calculation

Course marks profile Calculations

Academic year	Course code	Course name	Credits sought	Selection status	Flag	Mark	Grade	Credits gained	Status	Sit	Notes
2020/1	DESI08080	Product Design 2B: Designing Social Narratives	20	Year 2 must pass							First sit
	DESI08081	Product Design 2A: Object Autopsy	20	Year 2 must pass							First sit
	DESI08084	Product Design: Electronic Things	20	Year 2 compulsory							First sit
2019/0	ASST07008	Foundation Japanese Language 1	20	Year 1 must pass	SE	54	C	20	Provisional		First sit
	DESI08079	Product Design: Re-Value	20	Year 1 must pass		55	C	20	Ratified		First sit
	DESI08082	Product Design 1B: Touch and Don't Touch	20	Year 1 must pass							First sit
	DESI08083	Product Design 1A: Fundamentals	20	Year 1 must pass		55	C	20	Ratified		First sit
	DESI08084	Product Design: Electronic Things	20	Year 1 must pass							First sit
	DESI08097	Modernism and After	20	Year 1 compulsory							First sit

5. Removing a flag

Use the selection box at the top left of the list to select all the students or use the check boxes in the list to select individual flags to remove.

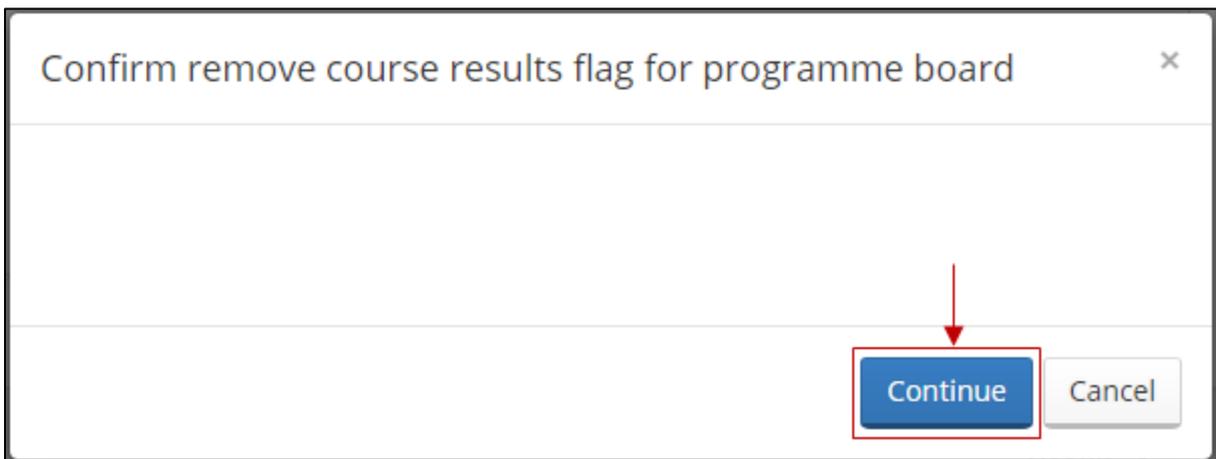
Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>			N/A	First	0 (NS)	✓	
<input checked="" type="checkbox"/>			N/A	First	0 (NS)	✓	

Click the "Action" button on the right of the screen and then click on "Remove flag".

Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>			N/A	First	0 (NS)	✓	
<input checked="" type="checkbox"/>			N/A	First	0 (NS)	✓	

- Calculate
- Change grades
- Reset to calculated result
- Ratify
- Unratify
- Publish
- Unpublish
- Add flag
- Remove flag**

Click Continue



When the process has completed the flags will be removed.

Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>			N/A	First	0 (NS)	✓	
<input type="checkbox"/>			N/A	First	0 (NS)	✓	