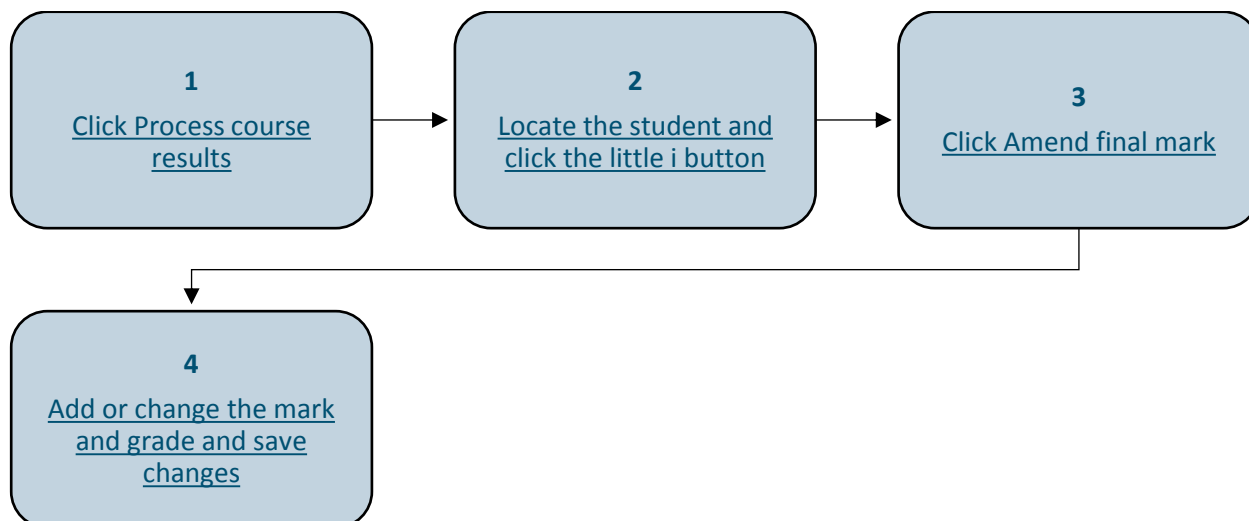


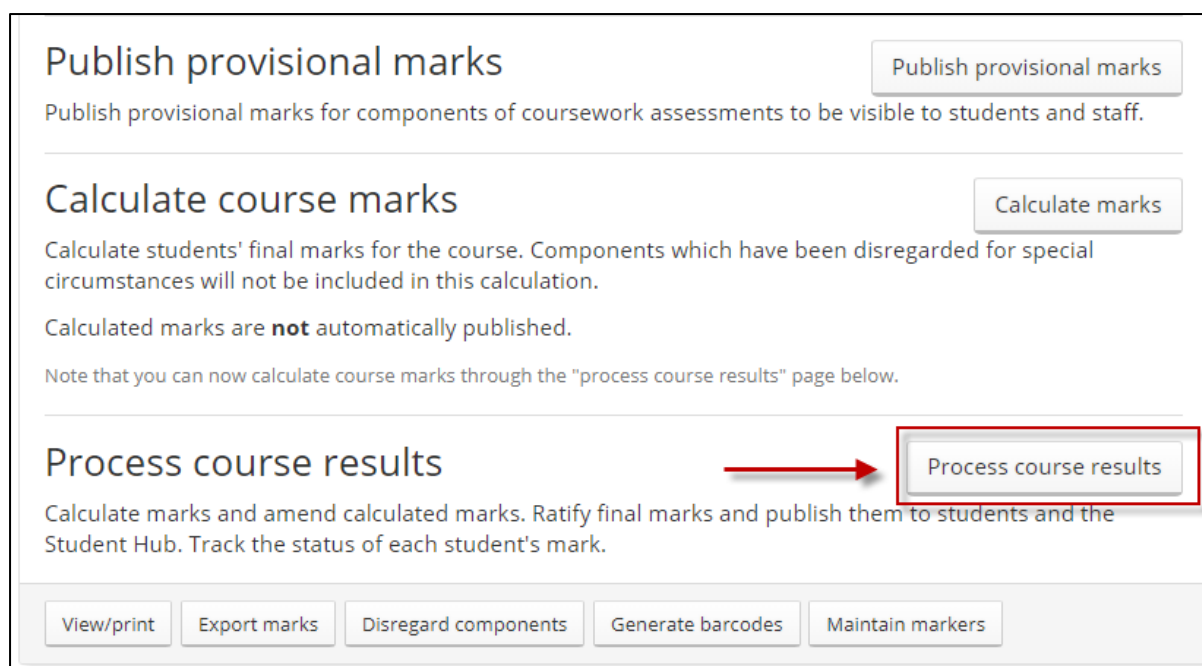
How to add or amend the final resit mark

Process Overview



Step by Step Instructions

1. Click Process course results



Publish provisional marks Publish provisional marks

Publish provisional marks for components of coursework assessments to be visible to students and staff.

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

You can search for the student by name or number, sort the columns by identifier, or scroll through the list.



← Back Return to Hub Process course results

Filter students

Student

Status
 All To calculate To ratify To publish

Current sit
 All First sit Resit

Reset

Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			First			20 (F) ✓
			Resit	Calculate	Ratify	Publish
			First	Calculate	Ratify	Publish
			First	Calculate	Ratify	Publish

This will open another browser tab displaying the student’s individual assessment record:

PHYS08016, 2017/8

Physics 1A: Foundations

UG Non-Honours Marking Scheme

Course note

[Save note](#)

First sit (38, E) Resit

CALCULATED RESULT

Not yet calculated

Amend final mark Calculate

RATIFIED RESULT

Not yet ratified

Ratify → Publish →

PUBLISHED RESULT

Not yet published

3. Click Amend final mark

PHYS08016, 2017/8

Physics 1A: Foundations

UG Non-Honours Marking Scheme

Course note

[Save note](#)

First sit (38, E) Resit

CALCULATED RESULT

Not yet calculated

Amend final mark Calculate

RATIFIED RESULT

Not yet ratified

Ratify → Publish →

PUBLISHED RESULT

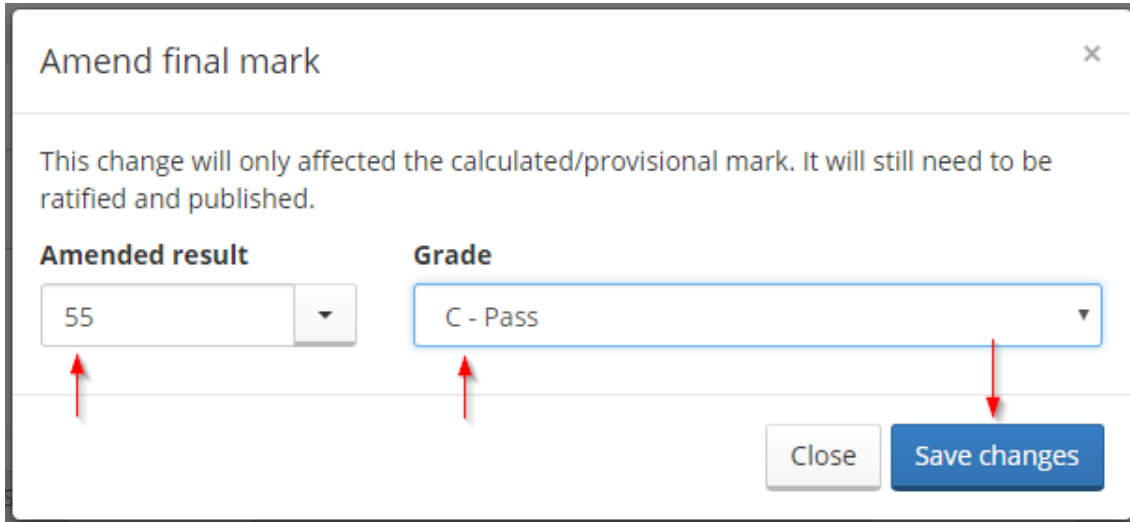
Not yet published

4. Add or change the mark and grade and save changes

Key the mark into the Amended result box.

Once you enter the mark the grade will be populated automatically. If required you can select a different one from the drop down list.

Click save changes when you're done.



Amend final mark

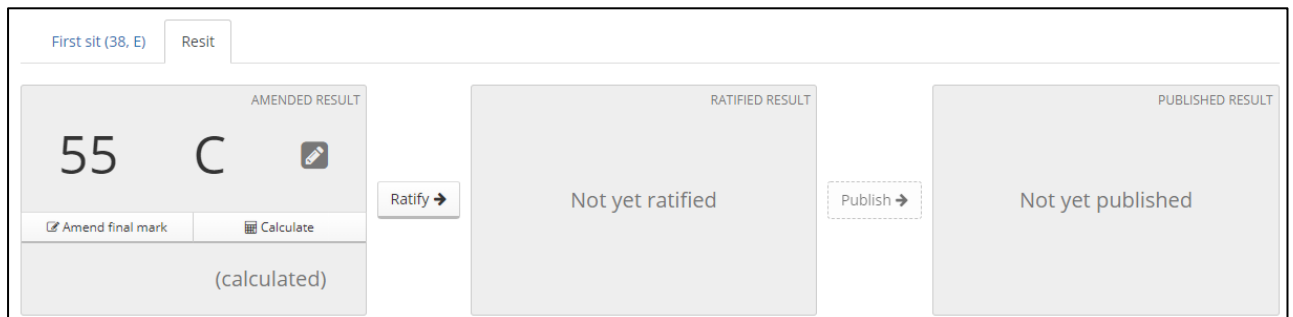
This change will only affected the calculated/provisional mark. It will still need to be ratified and published.

Amended result: 55

Grade: C - Pass

Buttons: Close, Save changes

You'll now see the mark and grade in the Amended result box



First sit (38, E) Resit

AMENDED RESULT

55 C

Amend final mark Calculate

(calculated)

Ratify →

RATIFIED RESULT

Not yet ratified

Publish →

PUBLISHED RESULT

Not yet published