Undo a resit from the little i button

Note: You must be an Assessment Hub superuser to complete this process.

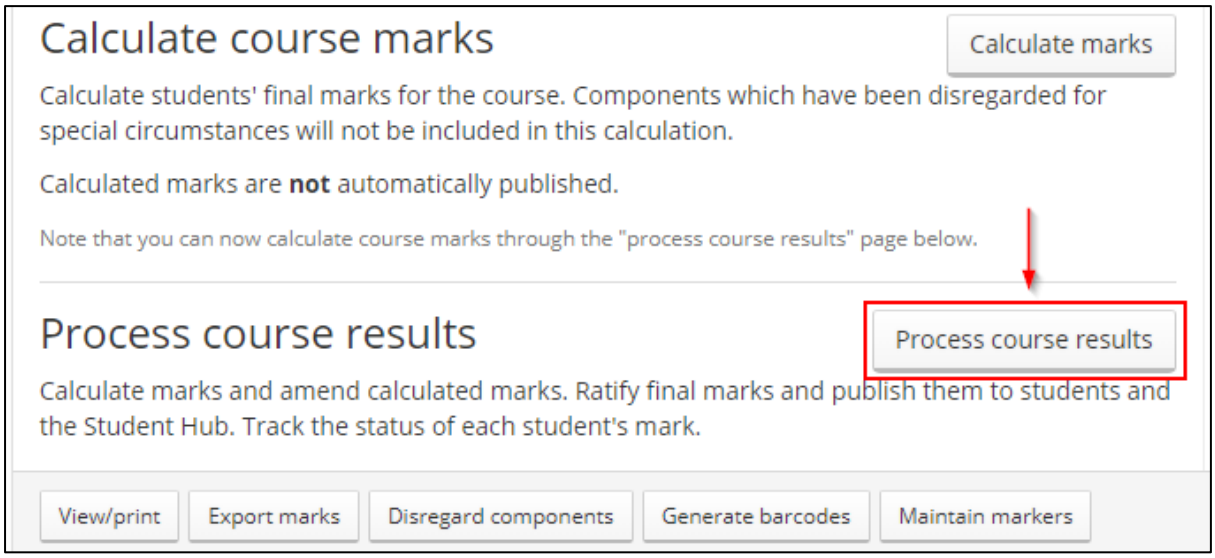
If you're not please ask your school superuser to do this for you.

Process Overview

1. Go to Process Course Results
2. Locate the student and click their little i button
3. Click Undo Resit

Step by Step Instructions

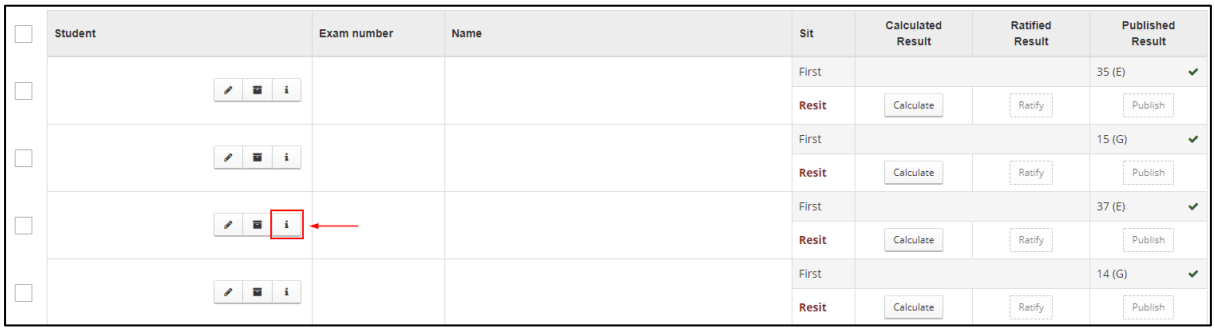
1. Go to Process Course Results



2. Locate the student and click their 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

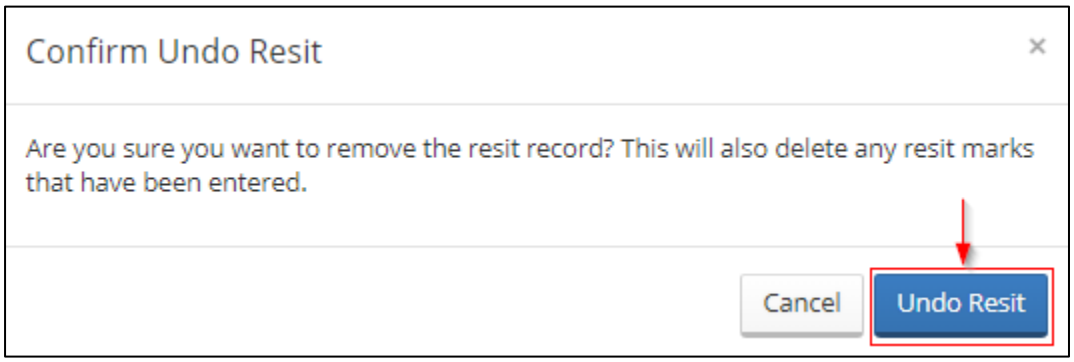


3. Click Undo Resit

This button will only appear if you're a superuser and the course result is not ratified.

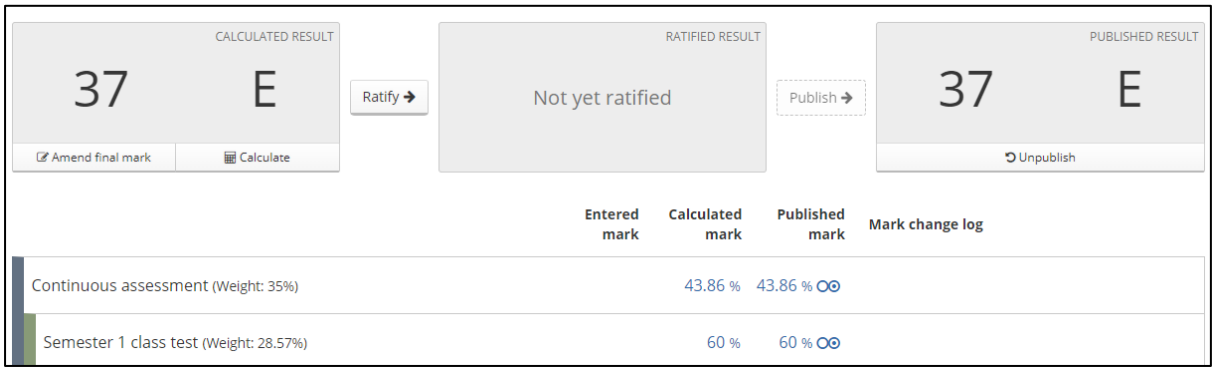
If the result has been ratified/published you need to unpublish and unratify it first.

When the confirmation box appears click Undo Resit again to confirm the action:



Next steps

You'll be returned to the first sit record which will no longer be ratified:



If you're changing the first sit marks and the new result will create another resit record you should also unpublish the first sit result.

If you don't then when you ratify the new first sit result it may look like you can't publish it because the resit record will appear as soon as you ratify.

See the following page for guidance in this scenario: [I've undone the resit, changed the first sit result and it created a new resit record].