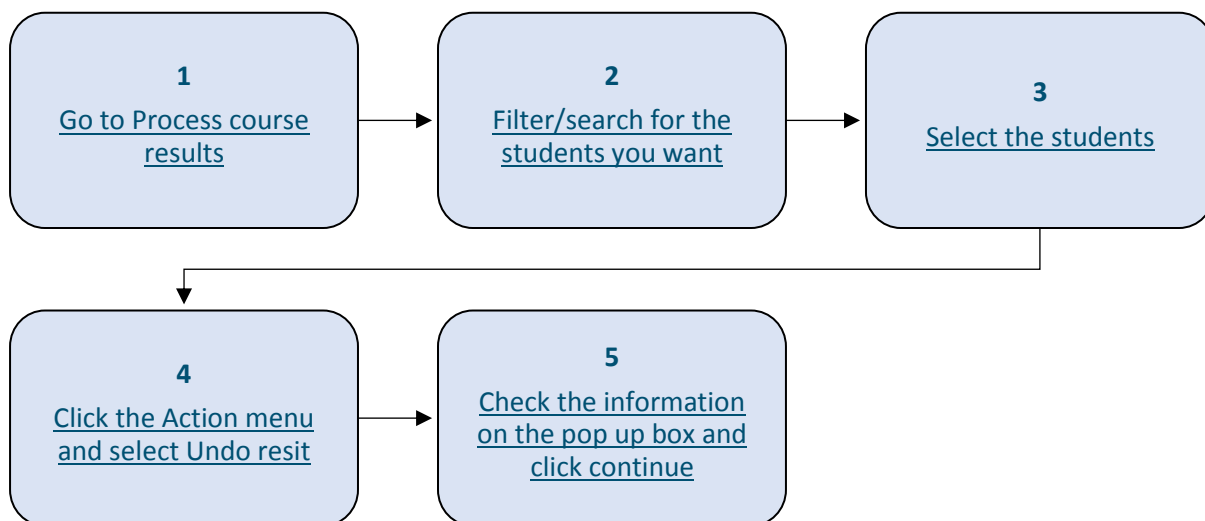


Undo resits from Process Course Results

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

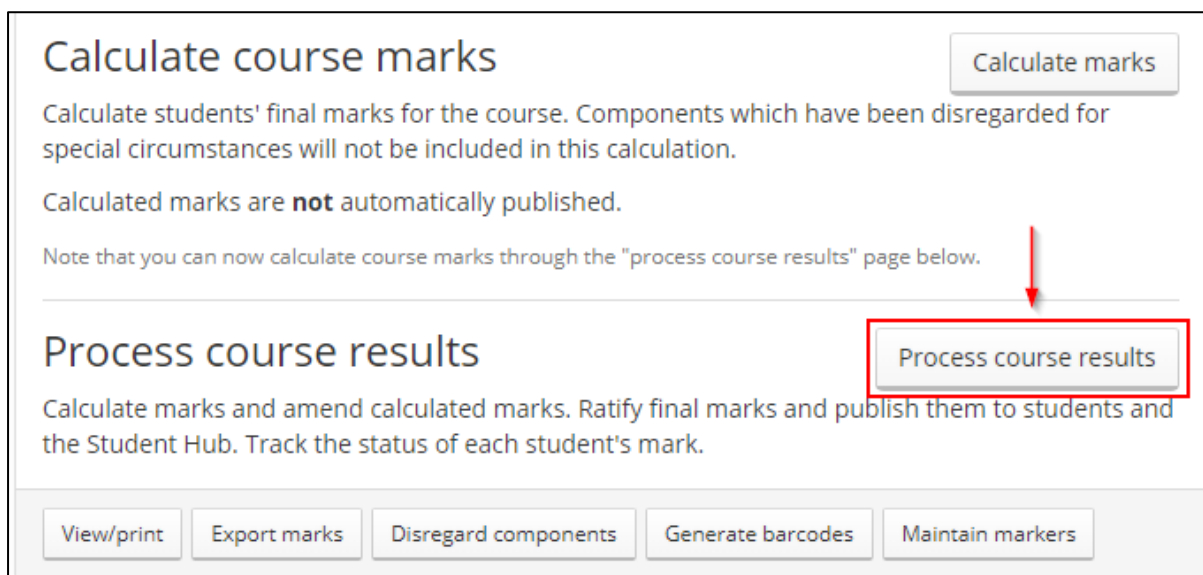
If you're not please ask your school superuser to do this for you.

Process Overview



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. Filter/search for the students you want

You can filter the list by Status or Current sit (e.g. resit). You can also use the search box to look for specific students by their UUN, name or exam number:

Filter students

Student

Status
 All To calculate To ratify To publish Published

Current sit
 First sit Resit Null sit

Additional filters
 Hide published records Reset

Action ▾

<input type="checkbox"/>	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>	✎ 🗨 i			First			39 (E) ✓
<input type="checkbox"/>				Resit	Calculate	Ratify	Publish
<input type="checkbox"/>	✎ 🗨 i			First			35 (E) ✓
<input type="checkbox"/>				Resit	Calculate	Ratify	Publish
<input type="checkbox"/>	✎ 🗨 i			First			20 (F) ✓
<input type="checkbox"/>				Resit	Calculate	Ratify	Publish

3. Select the students

You can select all or specific students using the tick boxes in the left.

Select all

To select all students in your filtered student list tick the box at the top beside the column headings:

Filter students

Student

Status
 All To calculate To ratify To publish Published

Current sit
 First sit Resit Null sit

Additional filters
 Hide published records Reset

Action ▾

<input checked="" type="checkbox"/>	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>	✎ 🗨 i			First			39 (E) ✓
<input checked="" type="checkbox"/>				Resit	Calculate	Ratify	Publish
<input checked="" type="checkbox"/>	✎ 🗨 i			First			35 (E) ✓
<input checked="" type="checkbox"/>				Resit	Calculate	Ratify	Publish
<input checked="" type="checkbox"/>	✎ 🗨 i			First			20 (F) ✓
<input checked="" type="checkbox"/>				Resit	Calculate	Ratify	Publish

Select specific students

To select specific students tick the box on the left of their UUN:

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 checked="" type="checkbox"/>				First			39 (E) ✓
				Resit	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First			35 (E) ✓
				Resit	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				First			20 (F) ✓
				Resit	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

4. Click the Action menu and select Undo resit

Current sit
 First sit Resit Null sit

Additional filters
 Hide published records

	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				First			
				Resit	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First			
				Resit	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				First			
				Resit	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First			15 (G) ✓
				Resit	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

Calculate

Change grades

Reset to calculated result

Ratify

Unratify

Publish

Unpublish

Undo resit

Publish

5. Check the information on the pop up box and click continue

Confirm undo resit attempt

✕

The 2 selected students are ready to be reverted back to first sit.
 To remove the resit attempt of the these students, please click continue below.

When the process is complete you'll see the students now only have an unratified first sit record.