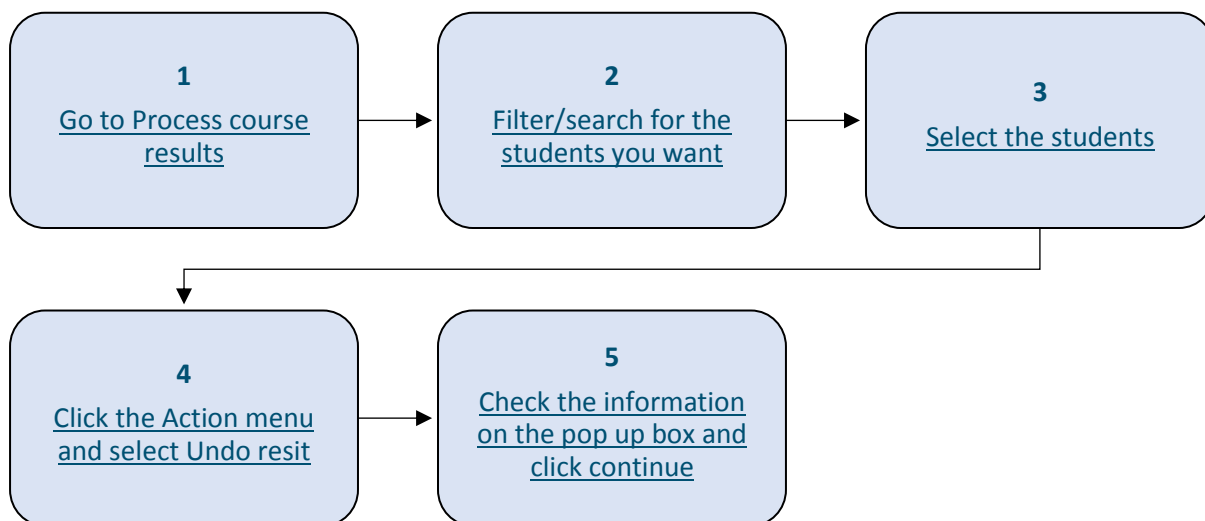THE UNIVERSITY of EDINBURGH

Undo resits from Process Course Results

> **Note:** You must be an Assessment Hub superuser to complete this process.
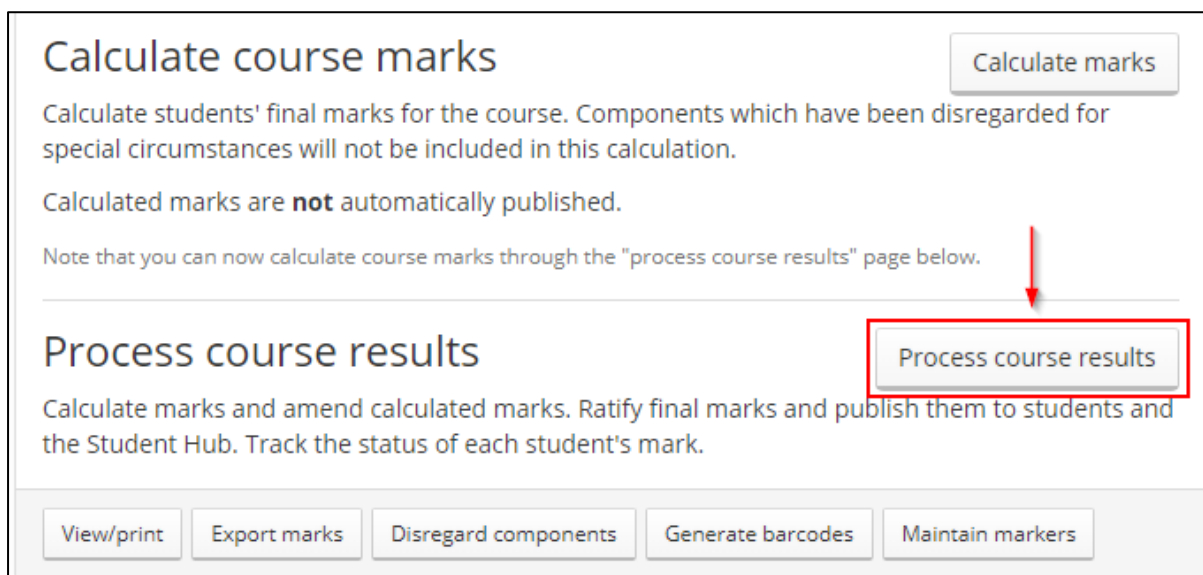>
> If you're not please ask your school superuser to do this for you.

Process Overview

1
Go to Process course results

2
Filter/search for the students you want

3
Select the students

4
Click the Action menu and select Undo resit

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

Step by Step Instructions

1. Go to Process course results

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:

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:

Select specific students

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

4. Click the Action menu and select Undo resit

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

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