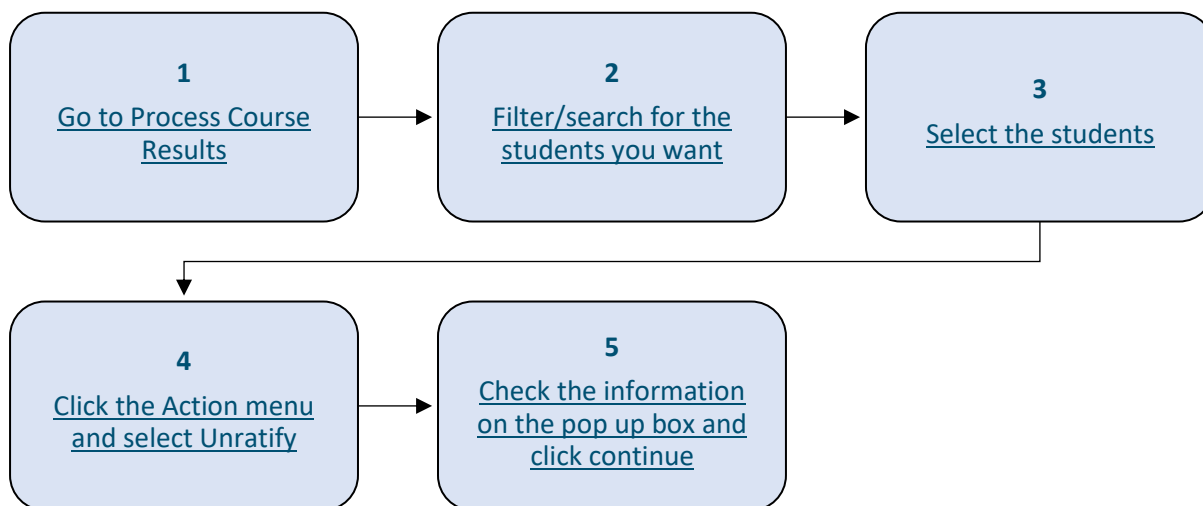


## Unratify from Process Course Results

**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.

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**Process course results** Process course results

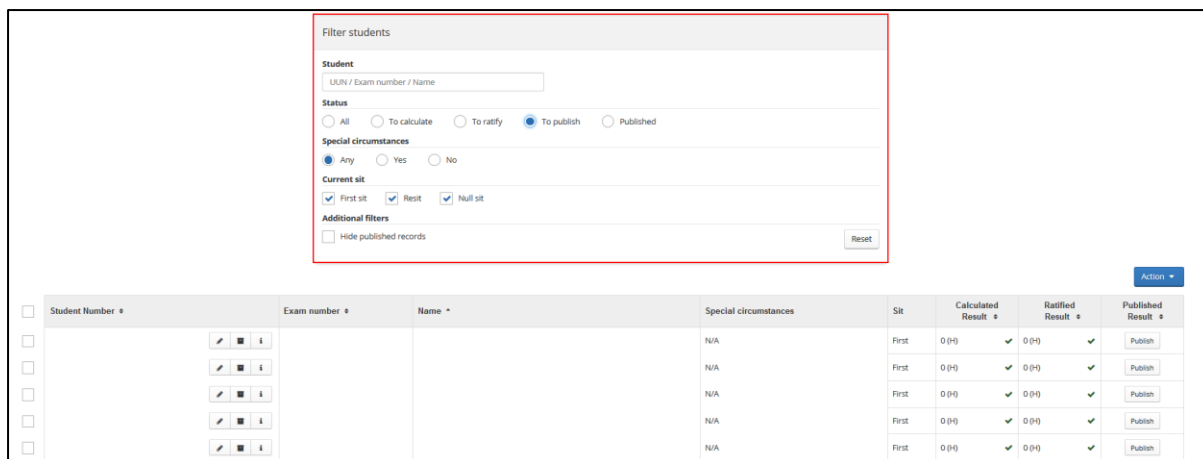
Calculate marks and amend calculated marks. Ratify final marks and publish them to students and the Student Hub. Track the status of each student's mark.

View/print
Export marks
Disregard components
Generate barcodes
Maintain markers

#### 2. Filter/search for the students you want

You can use the search box to look for specific students by their UUN, name or exam number.

You can also filter the list by Status (e.g. those ready to be published), or by their Current sit (first sit, resit, null sit):



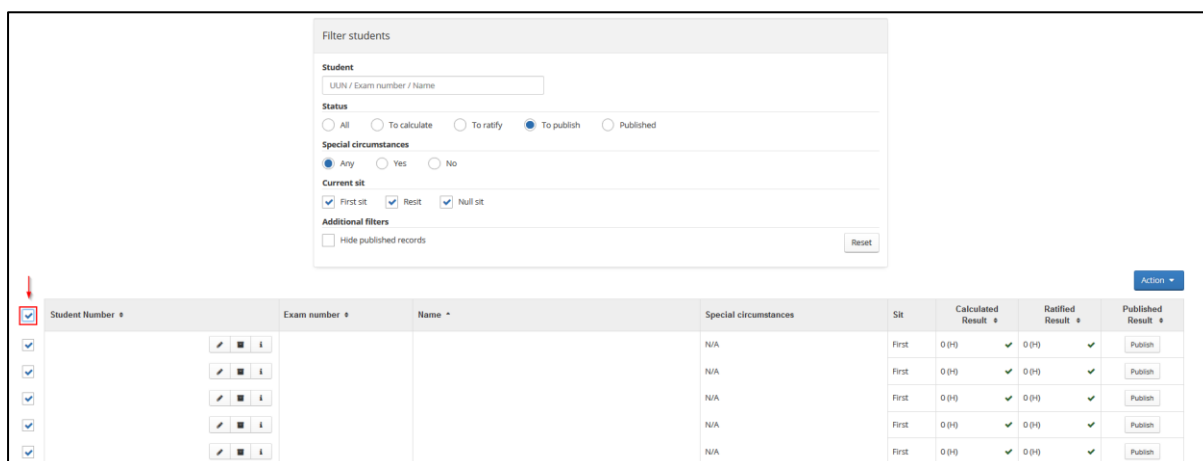
For more help with the search and filters please see: [Search and filters](#)

### 3. Select the students

You can select all or specific students using the tick boxes:

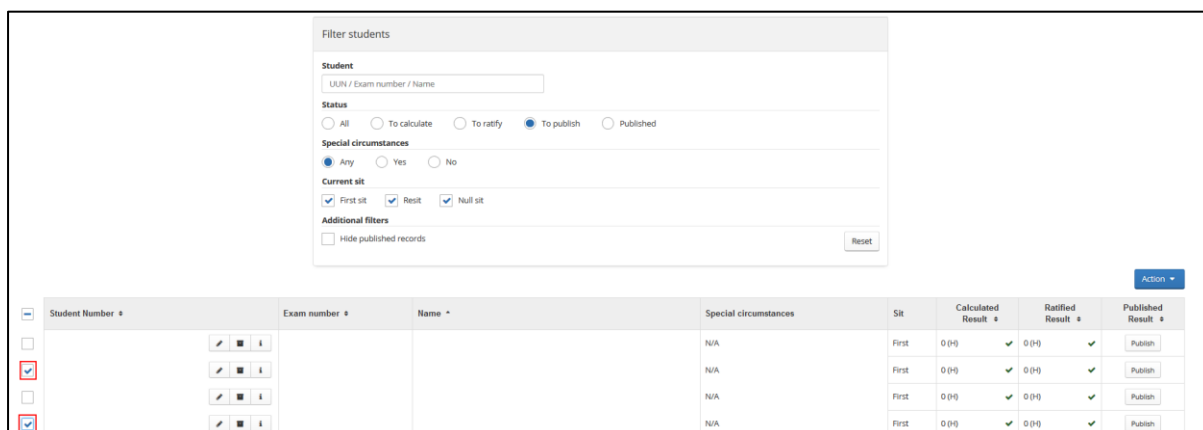
#### Select all

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

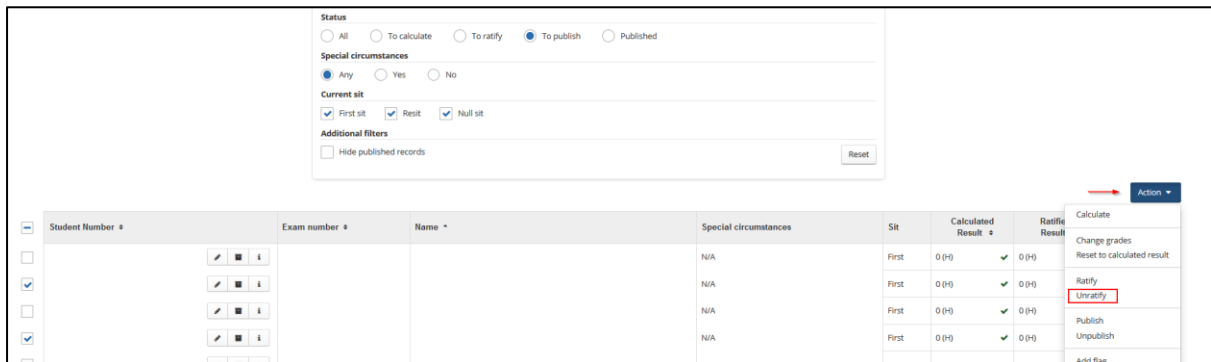


#### Select specific students

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

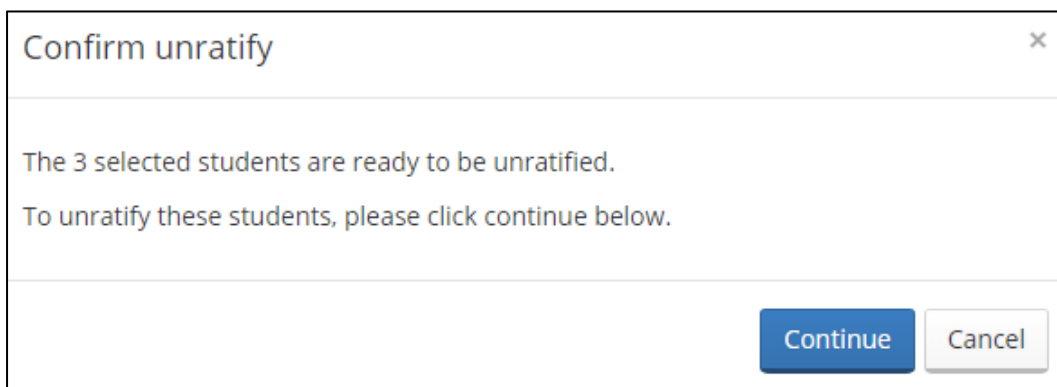


#### 4. Click the Action menu and select Unratify



The screenshot shows a table with columns: Student Number, Exam number, Name, Special circumstances, Sit, Calculated Result, and Ratified Result. An 'Action' dropdown menu is open over the table, showing options: Calculate, Change grades, Reset to calculated result, **Unratify** (highlighted with a red box), Ratify, Publish, Unpublish, and Add fee. Above the table, there are filter options for Status (All, To calculate, To ratify, To publish, Published), Special circumstances (Any, Yes, No), Current sit (First sit, Resit, Null sit), and Additional filters (Hide published records).

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



The dialog box is titled 'Confirm unratify' and contains the following text: 'The 3 selected students are ready to be unratified. To unratify these students, please click continue below.' At the bottom right, there are two buttons: 'Continue' (in blue) and 'Cancel' (in grey).

#### Next steps

You'll now see the results have been removed from the 'Ratified Result' column.