

Unratify 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



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	ocess 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 Ma	intain markers					



2. Locate the student and click the 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

Filter students							
	Status						
		alculate 🔿 To ratify 💿 To publish 🔷 Published					
	Special circumstance	5					
	Any Ye	5 O No					
	Current sit						
	Additional filters						
Hide published records Reset							
					Action 👻		
Student Number *	Exam number #	Name *	Special circumstances	Sit	Calculated Result •	Ratified Result •	Published Result •
✓ Ⅲ 1			N/A	First	0 (H) 🗸	0 (H)	✓ Publish
× = 1			N/A	First	0 (H) 🗸	0 (H)	✓ Publish
/ 🖬 i			N/A	First	0 (H) 🗸	0 (H)	✓ Publish

3. Click Unratify

Course note					
					.러 B Save note
0		← Unratify	0	Publish >	PUBLISHED RESULT
This mark is ratified. Y	it.				

3.1. Click undo ratification on the pop up box that appears

Confirm undoing ratification	×
Are you sure you want to undo the ratification of this r	result?
	Cancel Undo ratification

Next steps

The result will no longer show under the Ratified result box.

APT OPERATING PROCEDURES



	CALCULATED RESULT		RATIFIED RESULT		PUBLISHED RESULT
0	Н	Ratify >		Publish 🗲	Not yet published
C Amend final mark	E Calculate				