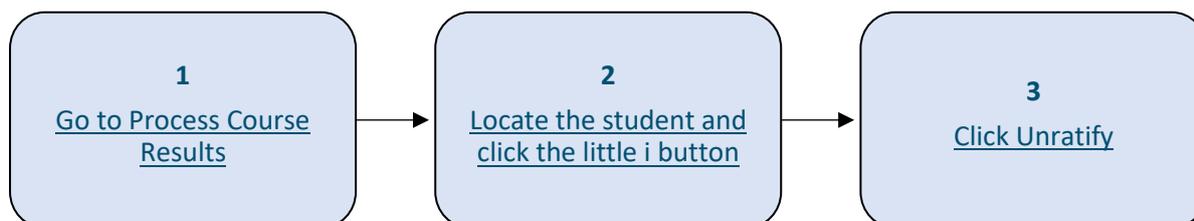


## Unratify from the little i button

**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 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.

Calculate marks

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### 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.

Process course results

View/print

Export marks

Disregard components

Generate barcodes

Maintain 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

Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
			N/A	First	0 (H)	0 (H)	Publish
			N/A	First	0 (H)	0 (H)	Publish
			N/A	First	0 (H)	0 (H)	Publish

## 3. Click Unratify

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

## Next steps

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

