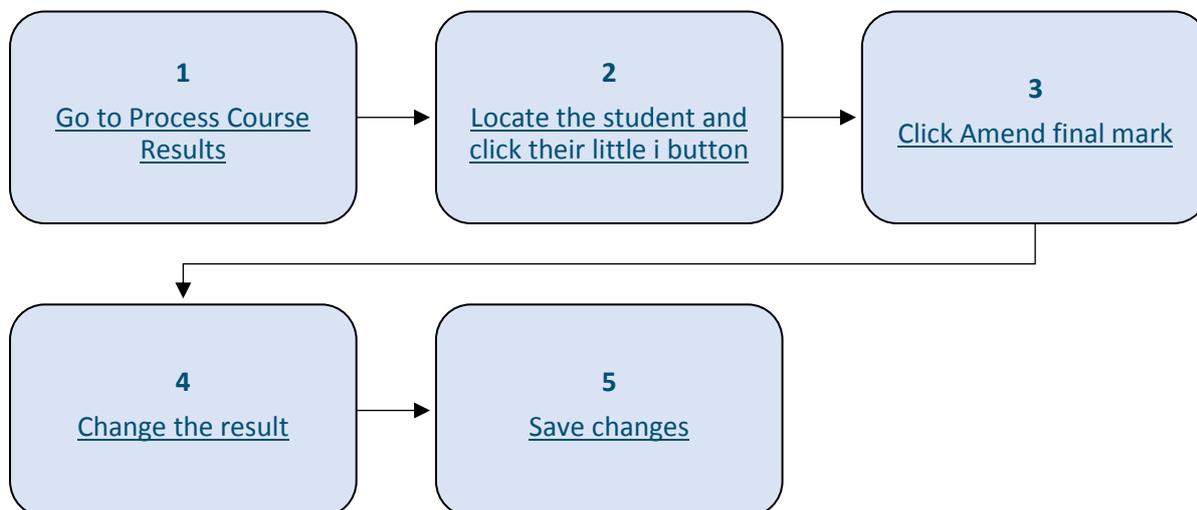


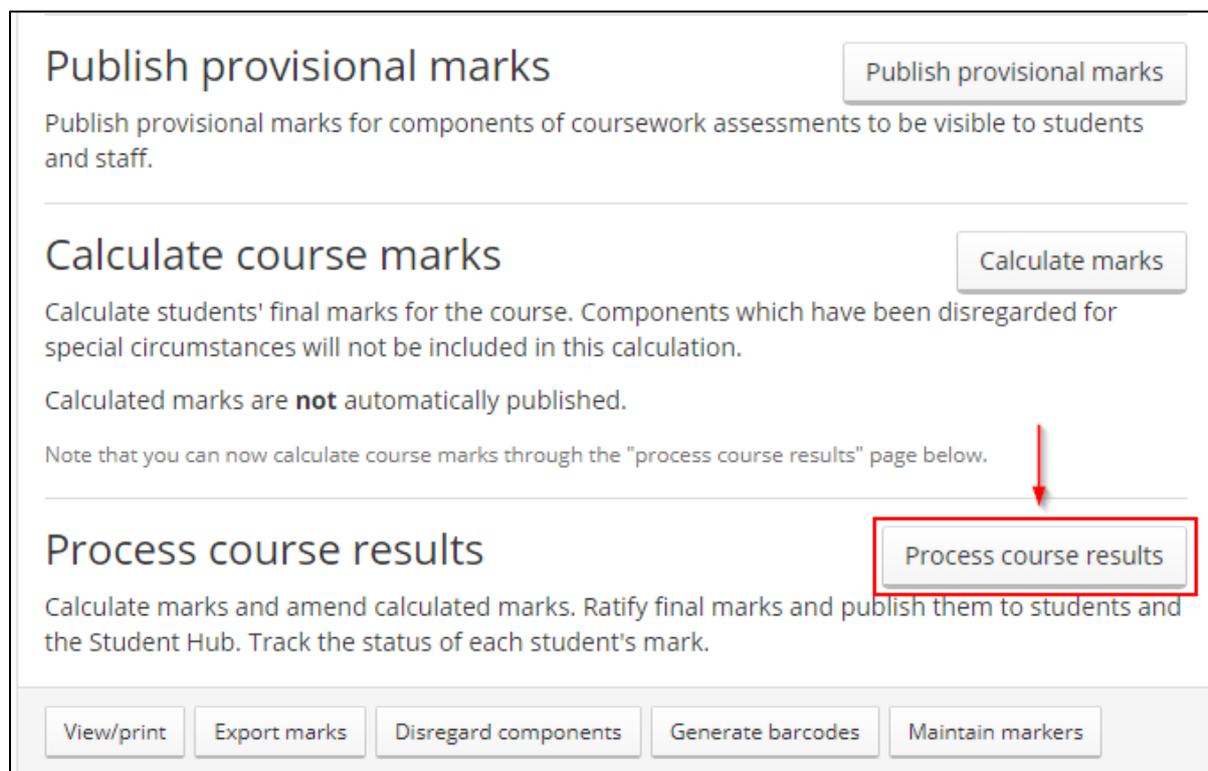
## Change the course result for an individual student

### Process Overview



### Step by Step Instructions

#### 1. Go to Process Course Results



The screenshot shows the 'Publish provisional marks' page. It features three main sections: 'Publish provisional marks', 'Calculate course marks', and 'Process course results'. The 'Process course results' button is highlighted with a red box and a red arrow pointing to it from the text below. At the bottom of the page, there are five buttons: 'View/print', 'Export marks', 'Disregard components', 'Generate barcodes', and 'Maintain markers'.

#### 2. Locate the student and click their little i button

Use the search box to find the student or filter the list by status or current sit.

The little i button is on the right of the student number:

Process course results Academic Portfolio 2 (ARJA11001) - 2018/9  
Not available to visiting students (S51) Semester 2

Filter students

Student  
UUN / Name / Exam number

Status  
 All  To calculate  To ratify  To publish  Published

Current sit  
 First sit  Resit  Null sit

Additional filters  
 Hide published records

Reset

Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>			First	32 (NS) ✓	Ratify	Publish
<input type="checkbox"/>			First	33 (NS) ✓	Ratify	Publish
<input type="checkbox"/>			First	42 (D) ✓	Ratify	Publish
<input type="checkbox"/>			First	36 (NS) ✓	Ratify	Publish

This will open the student’s individual assessment record in another browser tab.

### 3. Click Amend final mark

ARJA11001, 2018/9  
Academic Portfolio 2  
PG Mark/Grade

Course note

Save note

CALCULATED RESULT

42      D

Amend final mark      Calculate

Ratify →

RATIFIED RESULT

Not yet ratified

Publish →

PUBLISHED RESULT

Not yet published

	Entered mark	Calculated mark	Published mark	Mark change log
LO1 (Weight: 50%)	56.5 /100		56.5 /100	
LO3 (Weight: 50%)	28 /100		28 /100	

### 4. Change the result

If you’re entering a new mark the grade will be populated automatically.

If you need to select a different grade then choose from the options in the drop down list:



✕

### Amend final mark

This change will only affected the calculated/provisional mark. It will still need to be ratified and published.

**Amended result**

42
▼

**Grade**

D - Pass ▼

D - Pass

NS - Null sit (Special circumstances)

FF - Fail (coursework and/or examination)

WD - Withdrawn (having started)

R - Resit

P - Pass

NI - Null sit - course disrupted by industrial action

UA - Force Fail (Credits awarded on aggregation)

SULT

5. Save changes

✕

### Amend final mark

This change will only affected the calculated/provisional mark. It will still need to be ratified and published.

**Amended result**

42
▼

**Grade**

NS - Null sit (Special circumstances) ▼

Close

Save changes

You'll now see the result has changed and the previous result shows underneath:

AMENDED RESULT	RATIFIED RESULT	PUBLISHED RESULT
<div style="font-size: 24px; font-weight: bold; margin-bottom: 10px;">42    NS</div> <div style="display: flex; justify-content: space-between; font-size: 10px;"> <span>Amend final mark</span> <span>Calculate</span> </div> <div style="display: flex; justify-content: space-between; font-size: 12px; margin-top: 5px;"> <span>42</span> <span>D</span> <span>(calculated)</span> </div>	<div style="font-size: 18px; font-weight: bold; margin-bottom: 10px;">Not yet ratified</div>	<div style="font-size: 18px; font-weight: bold; margin-bottom: 10px;">Not yet published</div>
<div style="border: 1px solid #ccc; padding: 2px 10px; font-size: 10px;">Ratify →</div>	<div style="border: 1px dashed #ccc; padding: 2px 10px; font-size: 10px; opacity: 0.5;">Publish →</div>	