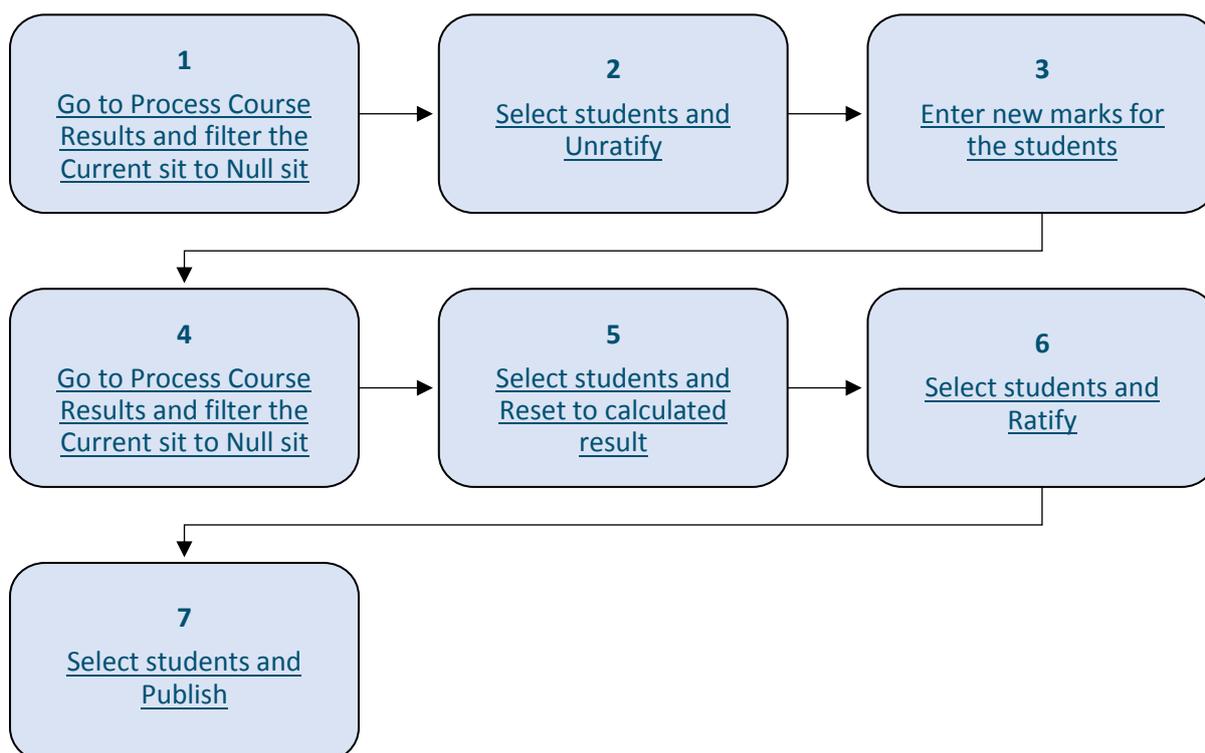


Undo a null sit and process new results

Note: This procedure can only be followed if the student is resitting assessments that are part of the main course structure.

If the student is sitting a different assessment or structure you need to calculate the result outside the system and enter it in the student’s little i button.

Process Overview



Step by Step Instructions

1. Go to Process Course Results and filter the Current sit to Null sit

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

Process course results Academic Portfolio 2 (ARJA11001) - 2018/9
Not available to visiting students (SS1) 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) ✓ | 32 (NS) ✓ | 32 (NS) ✓ |
| <input type="checkbox"/> | | | First | 34 (NS) ✓ | 34 (NS) ✓ | 34 (NS) ✓ |
| <input type="checkbox"/> | | | First | 42 (NS) ✓ | 42 (NS) ✓ | 42 (NS) ✓ |
| <input type="checkbox"/> | | | First | 36 (NS) ✓ | 36 (NS) ✓ | 36 (NS) ✓ |
| <input type="checkbox"/> | | | First | 25 (NS) ✓ | 25 (NS) ✓ | 25 (NS) ✓ |

2. Select students and Unratify

2.1. You can select all or specific students using the tick boxes

2.2. Click the Action menu and select Unratify:

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 checked="" type="checkbox"/> | | | First | 32 (NS) ✓ | 32 (NS) ✓ | 32 (NS) ✓ |
| <input checked="" type="checkbox"/> | | | First | 34 (NS) ✓ | 34 (NS) ✓ | 34 (NS) ✓ |
| <input checked="" type="checkbox"/> | | | First | 42 (NS) ✓ | 42 (NS) ✓ | 42 (NS) ✓ |
| <input checked="" type="checkbox"/> | | | First | 36 (NS) ✓ | 36 (NS) ✓ | 36 (NS) ✓ |
| <input checked="" type="checkbox"/> | | | First | 25 (NS) ✓ | 25 (NS) ✓ | 25 (NS) ✓ |

Action

- Calculate
- Change grades
- Reset to calculated result
- Ratify
- Unratify**
- Publish
- Unpublish
- Undo resit

2.3. Check the information on the pop up box and click continue:

Confirm unratify ✕

The 7 selected students are ready to be unratified.

To unratify these students, please click continue below.

Continue
Cancel

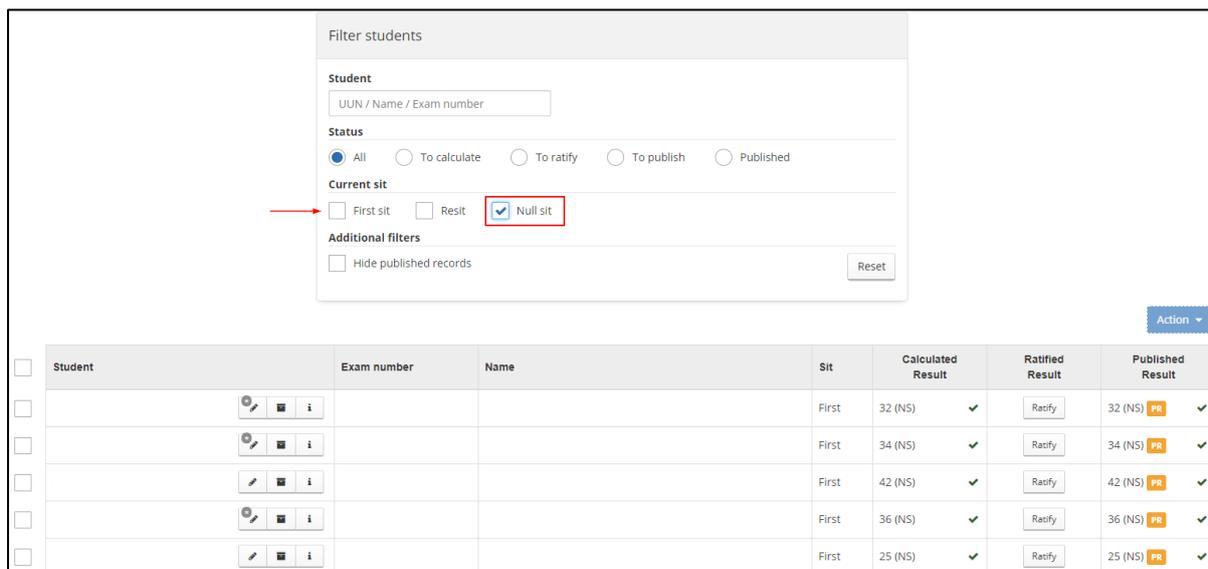
3. Enter new marks for the students

You can enter new marks in the Enter Marks screen using any of the entry methods (Grid entry, Import marks etc.) or through the little i button for a single student at a time.

When asked for a mark change reason you can select 'Replacing null sit mark' or 'Special circumstances'.

For instructions on how to change marks please see [Changing Marks](#).

4. Go to Process Course Results and filter the Current sit to Null sit



Filter students

Student
UUN / Name / Exam number

Status
 All To calculate To ratify To publish Published

Current sit
 First sit Resit Null sit

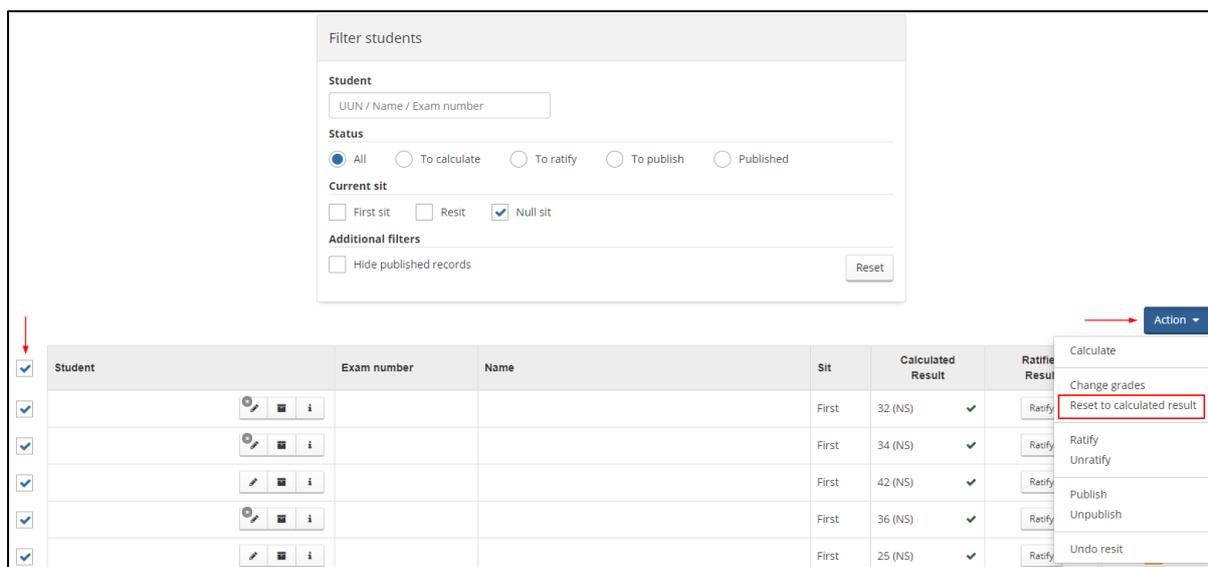
Additional filters
 Hide published records Reset

| Student | Exam number | Name | Sit | Calculated Result | Ratified Result | Published Result |
|--------------------------|-------------|------|-------|-------------------|-----------------|------------------|
| <input type="checkbox"/> | | | First | 32 (NS) ✓ | Ratify | 32 (NS) PR ✓ |
| <input type="checkbox"/> | | | First | 34 (NS) ✓ | Ratify | 34 (NS) PR ✓ |
| <input type="checkbox"/> | | | First | 42 (NS) ✓ | Ratify | 42 (NS) PR ✓ |
| <input type="checkbox"/> | | | First | 36 (NS) ✓ | Ratify | 36 (NS) PR ✓ |
| <input type="checkbox"/> | | | First | 25 (NS) ✓ | Ratify | 25 (NS) PR ✓ |

5. Select students and Reset to calculated result

5.1. You can select all or specific students using the tick boxes

5.2. Click the Action menu and select Reset to calculated result. This will recalculate the students to a result based on their new marks.



Filter students

Student
UUN / Name / Exam number

Status
 All To calculate To ratify To publish Published

Current sit
 First sit Resit Null sit

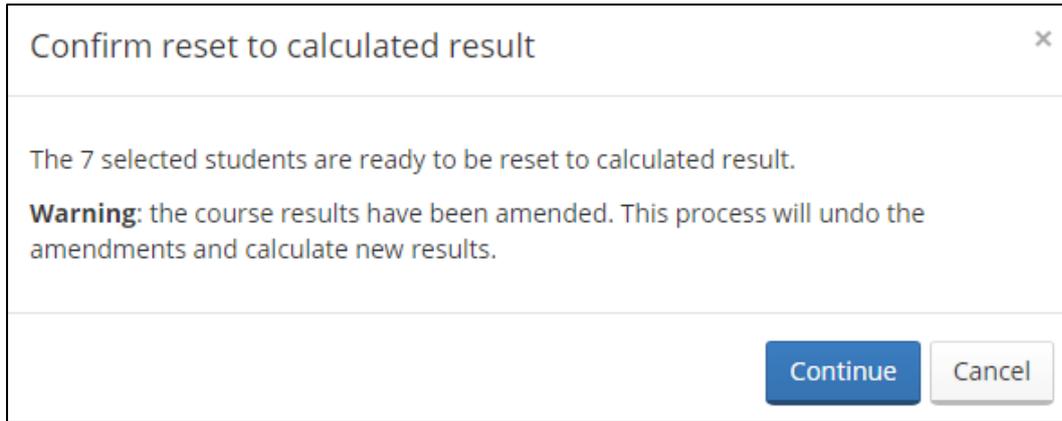
Additional filters
 Hide published records Reset

| Student | Exam number | Name | Sit | Calculated Result | Ratified Result | Published Result |
|-------------------------------------|-------------|------|-------|-------------------|-----------------|------------------|
| <input checked="" type="checkbox"/> | | | First | 32 (NS) ✓ | Ratify | 32 (NS) PR ✓ |
| <input checked="" type="checkbox"/> | | | First | 34 (NS) ✓ | Ratify | 34 (NS) PR ✓ |
| <input checked="" type="checkbox"/> | | | First | 42 (NS) ✓ | Ratify | 42 (NS) PR ✓ |
| <input checked="" type="checkbox"/> | | | First | 36 (NS) ✓ | Ratify | 36 (NS) PR ✓ |
| <input checked="" type="checkbox"/> | | | First | 25 (NS) ✓ | Ratify | 25 (NS) PR ✓ |

Action

- Calculate
- Change grades
- Reset to calculated result
- Ratify
- Unratify
- Publish
- Unpublish
- Undo resit

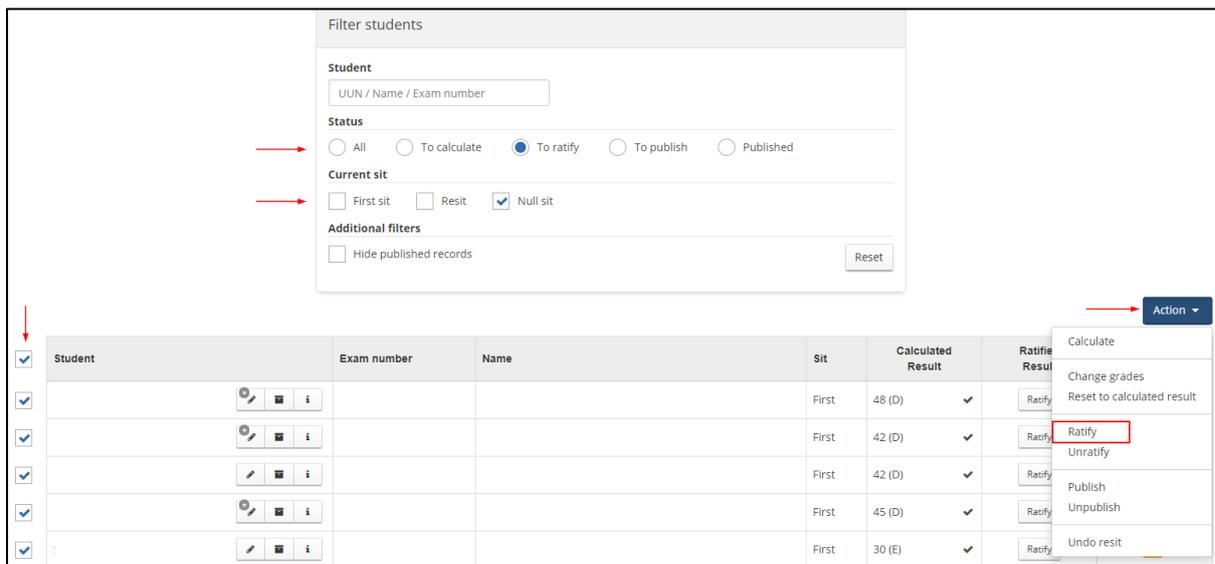
5.3. Check the information on the pop up box and click Continue



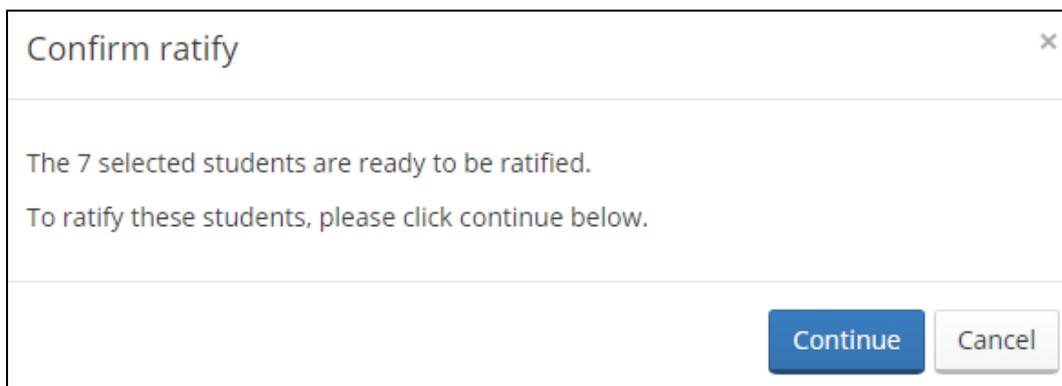
Once the process is complete you'll see the new results under the 'Calculated Result' column.

6. Select students and Ratify

- 6.1. Check the filters to find your students. If the published result is still NS then they'll still appear with the 'Null sit' filter. Otherwise you can filter by the Status 'To ratify'
- 6.2. Select all or specific students using the tick boxes
- 6.3. Click the Action menu and select Ratify

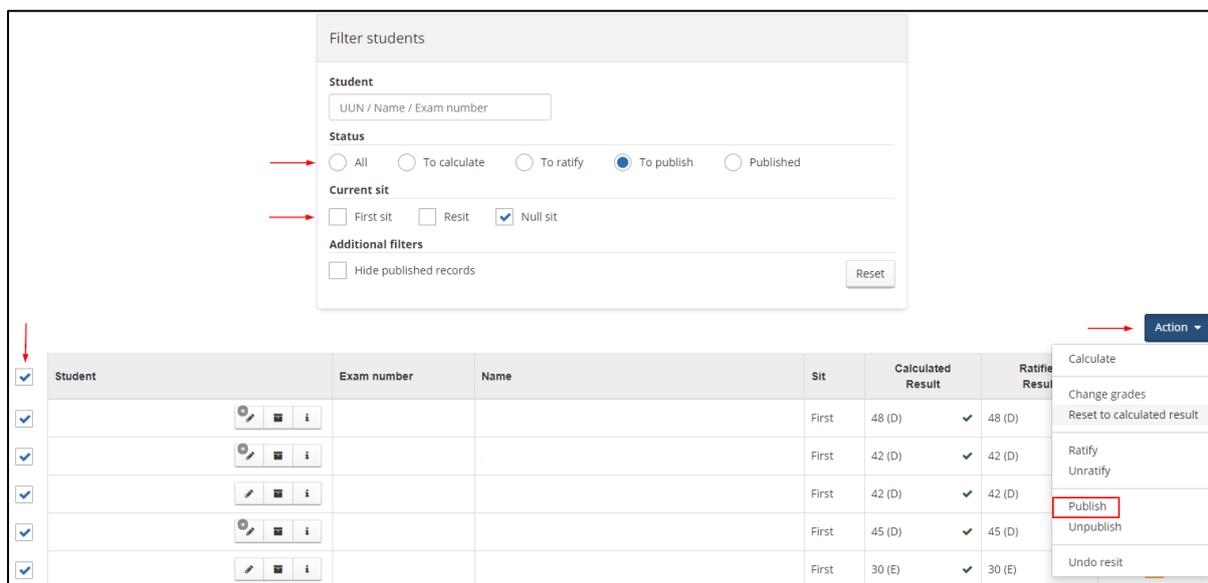


- 6.4. Check the information on the pop up box and click Continue



7. Select students and Publish

- 7.1. Check the filters to find your students. If the previously published result is still NS then they'll appear with the 'Null sit' filter. Otherwise you can filter by Status the 'To Publish'
- 7.2. Select all or specific students using the tick boxes
- 7.3. Click the Action menu and select Publish



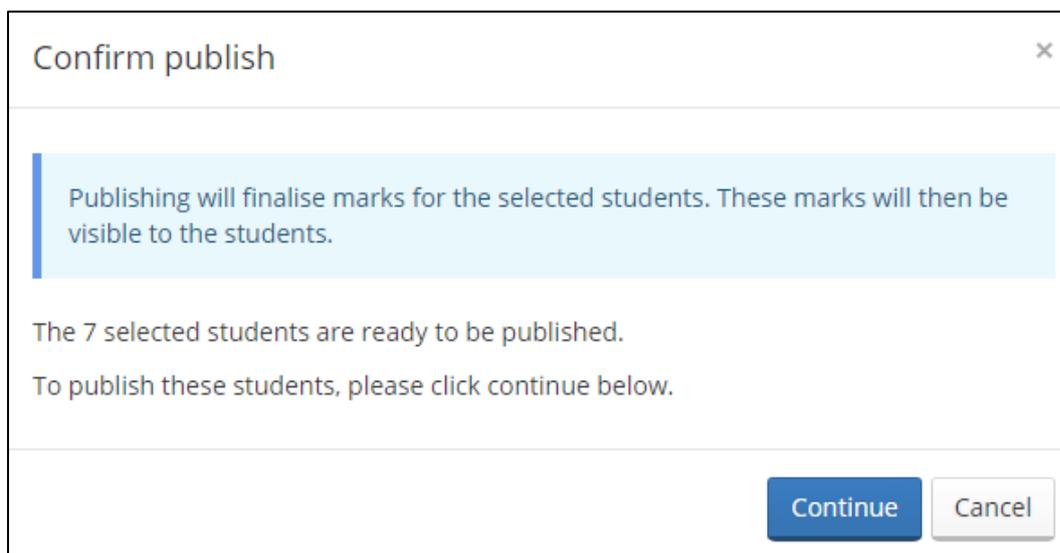
The screenshot shows a 'Filter students' panel with the following settings:

- 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

Below the filters is a table of students with columns: Student, Exam number, Name, Sit, Calculated Result, and Ratified Result. The 'Action' menu is open, showing options: Calculate, Change grades, Reset to calculated result, Ratify, Unratify, Publish (highlighted with a red box), Unpublish, and Undo resit.

| Student | Exam number | Name | Sit | Calculated Result | Ratified Result |
|-------------------------------------|-------------|------|-------|-------------------|-----------------|
| <input checked="" type="checkbox"/> | | | First | 48 (D) | ✓ 48 (D) |
| <input checked="" type="checkbox"/> | | | First | 42 (D) | ✓ 42 (D) |
| <input checked="" type="checkbox"/> | | | First | 42 (D) | ✓ 42 (D) |
| <input checked="" type="checkbox"/> | | | First | 45 (D) | ✓ 45 (D) |
| <input checked="" type="checkbox"/> | | | First | 30 (E) | ✓ 30 (E) |

- 7.4. Check the information on the pop up box and click Continue



Confirm publish [Close]

Publishing will finalise marks for the selected students. These marks will then be visible to the students.

The 7 selected students are ready to be published.
To publish these students, please click continue below.

Continue Cancel

Next steps

The students will now be able to see their new results through their EUCLID account.