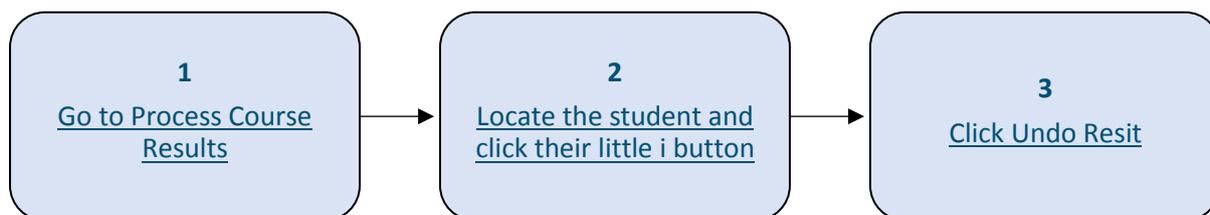


Undo a resit from the little i button

Note: You must be an Assessment Hub superuser to complete this process.

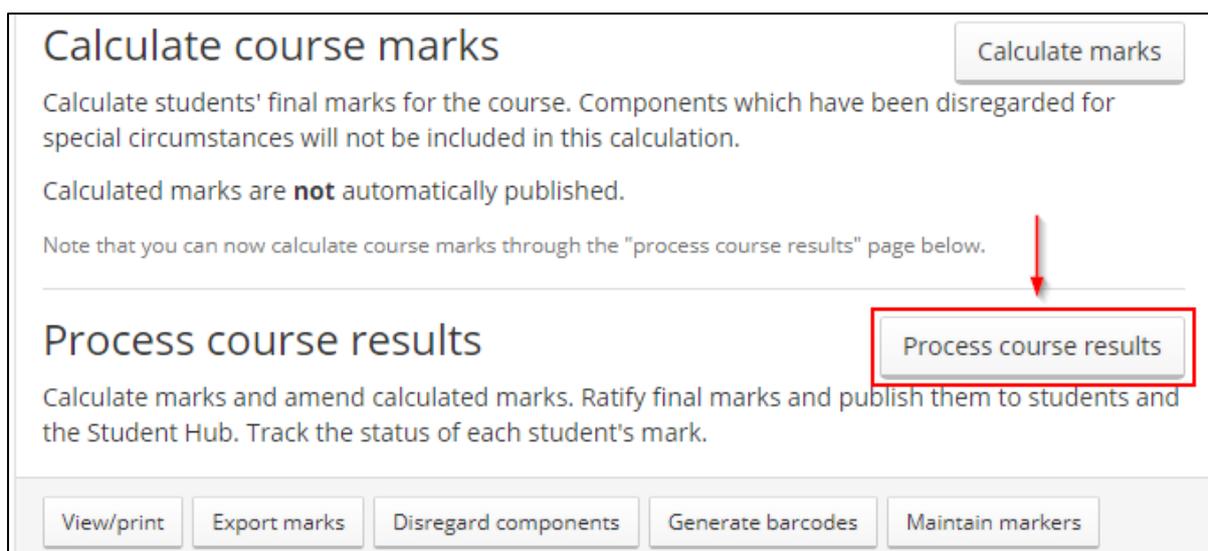
If you're not please ask your school superuser to do this for you.

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 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. Locate the student and click their little i button

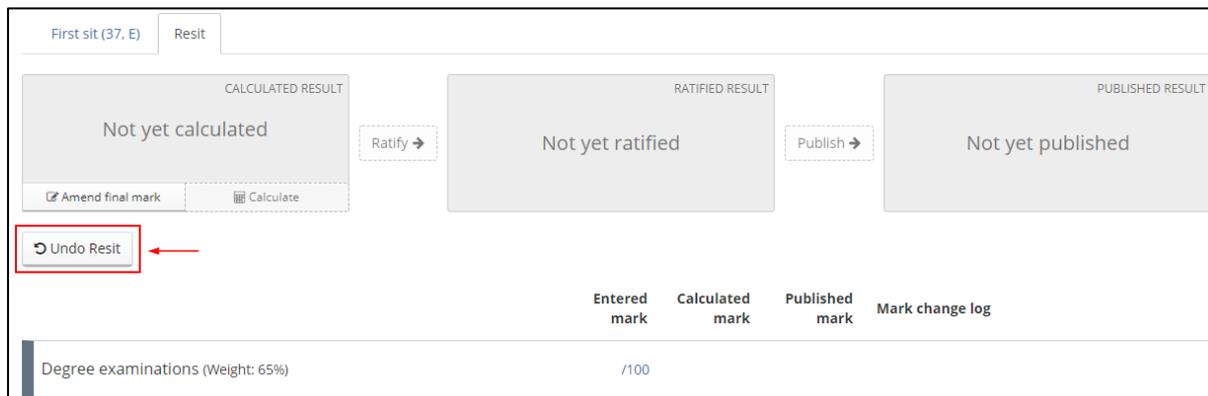
2.1. Use the filters/search at the top of the page or scroll through the list to locate the student

2.2. Click the little i button beside their name to open their individual assessment record

<input type="checkbox"/>	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>	  			First			35 (E) ✓
				Resit	Calculate	Ratify	Publish
<input type="checkbox"/>	  			First			15 (G) ✓
				Resit	Calculate	Ratify	Publish
<input type="checkbox"/>	  			First			37 (E) ✓
				Resit	Calculate	Ratify	Publish
<input type="checkbox"/>	  			First			14 (G) ✓
				Resit	Calculate	Ratify	Publish

3. Click Undo Resit

This button will only appear if you're a superuser and the course result is not ratified.



The screenshot shows the APT interface for a course. At the top, there are tabs for 'First sit (37, E)' and 'Resit'. Below this, there are three main result stages: 'CALCULATED RESULT' (Not yet calculated), 'RATIFIED RESULT' (Not yet ratified), and 'PUBLISHED RESULT' (Not yet published). Arrows labeled 'Ratify' and 'Publish' connect these stages. In the 'CALCULATED RESULT' stage, there are buttons for 'Amend final mark' and 'Calculate'. A red box highlights the 'Undo Resit' button, with a red arrow pointing to it from the right. Below the result stages is a table with columns for 'Entered mark', 'Calculated mark', 'Published mark', and 'Mark change log'. The table shows 'Degree examinations (Weight: 65%)' with a mark of '/100'.

If the result has been ratified/published you need to unpublish and unratify it first.

When the confirmation box appears click Undo Resit again to confirm the action:



The screenshot shows a 'Confirm Undo Resit' dialog box. The title is 'Confirm Undo Resit' with a close button (X) in the top right corner. The main text asks: 'Are you sure you want to remove the resit record? This will also delete any resit marks that have been entered.' At the bottom right, there are two buttons: 'Cancel' and 'Undo Resit'. The 'Undo Resit' button is highlighted with a red box, and a red arrow points to it from above.

Next steps

You'll be returned to the first sit record which will no longer be ratified:



The screenshot shows the APT interface for a course. At the top, there are tabs for 'First sit (37, E)' and 'Resit'. Below this, there are three main result stages: 'CALCULATED RESULT' (37 E), 'RATIFIED RESULT' (Not yet ratified), and 'PUBLISHED RESULT' (37 E). The 'CALCULATED RESULT' stage has buttons for 'Amend final mark' and 'Calculate'. The 'PUBLISHED RESULT' stage has an 'Unpublish' button. Arrows labeled 'Ratify' and 'Publish' connect these stages. Below the result stages is a table with columns for 'Entered mark', 'Calculated mark', 'Published mark', and 'Mark change log'. The table shows 'Continuous assessment (Weight: 35%)' with 'Entered mark' 43.86 %, 'Calculated mark' 43.86 %, and 'Published mark' 43.86 %. Below that is 'Semester 1 class test (Weight: 28.57%)' with 'Entered mark' 60 % and 'Published mark' 60 %.

If you're changing the first sit marks and the new result will create another resit record you should also unpublish the first sit result.

If you don't then when you ratify the new first sit result it may look like you can't publish it because the resit record will appear as soon as you ratify.

See the following page for guidance in this scenario: [I've undone the resit, changed the first sit result and it created a new resit record.](#)