Undoing Agreed Individual or Cohort Module Results

Confirmed module results can be undone via **SAS/RAS** for individual students or via **SMRU** for multiple students or an entire cohort. For individual students this is likely following an appeal or where a panel has met to determine a different outcome. For a cohort this is normally only where entire marks have been entered incorrectly

Undoing Individual Student Results via SAS

1. Enter the correct year, period and module code in the top section of SAS.
2. Enter the student's candidate number (SCN) in option 13 Undo & Process Student Result.
3. In the pop-up screen "Process Module Results" enter N in the Agree field.
4. Tab through the assessment marks and grades and amend accordingly.
5. Tab to the overall mark and grade to re-calculate or amend accordingly.
6. Tab to the Notes Type field (any previous notes will appear).
7. Add code and note for explanation or Click on the + Add button to add a further note and enter the code and note.
8. If re-assessments required tab to the re-assessment section and check correct.
9. Store the record using the save icon or F6 function – this will close down the PMR screen.
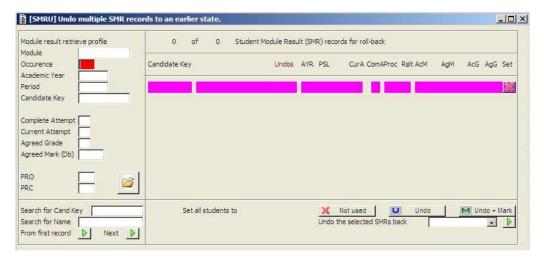
Undoing Individual Student Results via RAS

As above but utilising option 10 in RAS.

Undoing results via SMRU

Results can be undone for an individual student or for all the students on a module, this is defined by selection criteria used.
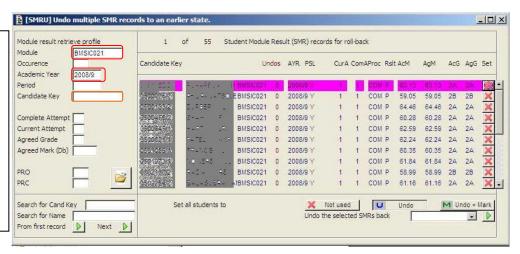
1. **Selecting the relevant records**

   • Open the **SMRU** screen:

   • Select the relevant student(s) records to undo by entering the relevant information as shown and **retrieve F5**

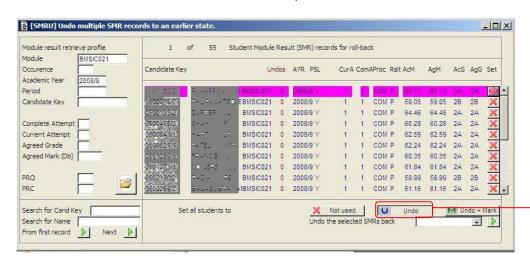To undo a module select the module and academic year as highlighted.

To undo a student enter the academic year and their candidate number

- Once the records have been retrieved there are three options:
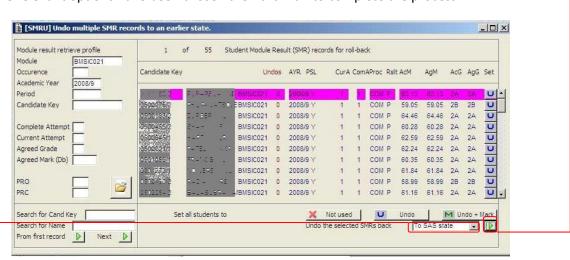 - Not used
  - Undo
  - Undo + Mark

1.1 Undoing all selected records

To undo all the retrieved records click on the relevant option underneath the list of students

All the students will be selected and the results can then either be taken back to SAS or rolled back to the previous state as shown below.

Once the relevant options have been chosen then click run to complete the process:

1.2 Undoing a selection of students

If not all students are to be undone a selection of students can be picked out and the process run just for these students.

To select the student click on the button next to the relevant students until it displays the option you wish to run.

The records have now been undone.