




**SIS Menu Path: Assessments > Results Processing > Amend Marks & Grades (ASSF53B0)**




### IMPORTANT NOTES:

- This form is used by Student Records Officers or equivalent to record individual results or to update revised results prior to results finalization:
  - After the Unit Review Report (ASSR06NO) report has been sent to organisational units for checking and signing off.
  - When they receive an Amendment to Results form from a department or school.
- A 'finalised' mark is a mark that has been made available to the student.
- If results for any student are unavailable, no mark should be entered. The W mark is only entered if there is a problem with the mark for that particular student.
- Entering a mark will default the grade for the range.
- No mark is required if entering an administrative grade eg, W, X.
- Marks are optional for 'special' and supplementary' grades eg, SA-A, NC-E.
- Amended results should be entered as a new record so there is a history of changes to any results.
- A new record will default to the previously entered results status of 'finalised' or 'recommended'

### Option 1 ~ Amend Marks/Grades for Individual Student

- Navigate to Amend Marks/Grades (ASSF53B0)
- If required, place form into **QUERY** mode (F7 or .
- Complete **Person ID** details and run query to retrieve student record (F8 or .
- Highlight appropriate unit and move cursor to the **Student Unit Attempt Outcome** block to amend the results by creating a new record.
- Click on the **Finalised** checkbox and  to save.

### Option 2 ~ Amend Marks/Grades by Unit Code

- Navigate to Amend Marks/Grades (ASSF53B0)
- If required, place form into **QUERY** mode (F7 or .
- Complete **Unit Code, Academic Period** and **Teaching Period** or any other parameters required. Run query to retrieve a list of students in that unit (F8 or .
- Highlight appropriate student unit and move cursor to the **Student Unit Attempt Outcome** block to amend the results by creating a new record.
- Amended results should be entered as a new record so there is an audit of change to any results. Overwriting of results is only allowed if amending an error.
- Click on the **Finalised** checkbox and  to save.

### Grading Schemas

The standard grading schema is LTU-STD		
A	PASS	80 – 100
B	PASS	70 – 79
C	PASS	60 – 69
D	PASS	50 – 59
P	PASS	
NC	CONCEDED PASS	
PS	PASS AFTER SUPP ASSESSMENT	
KN	WITHDRAWN LATE	
NS	DID NOT SIT	
N	FAILURE	
NC-A	SUPP ASSESS/CONC PASS – ALT	
NC-E	SUPP ASSESS/CONC – EXAM	
SA-A	SUPP ASSESSMENT – ALT	
SA-E	SUPP ASSESSMENT –E XAM	
SAH-A	SUPP ASSESS HURADLE – ALT	
SAH-E	SUPP ASSESS HURDLE – EXAM	
SP-A	SPECIAL ASSESSMENT – ALT	
SP-E	SPECIAL ASSESSMENT – EXAM	
W	WITHHELD	
X	UNIT CONTINUING	
K	WITHDRAWN	
**	NO RESULT AVAILABLE.	