How to update a student record with credit on aggregate

Note
This process has steps to be completed in both the Progression & Awards and Assessment Hub Systems.

Process Overview

1. **Edit the progression decision to credit on aggregate**
   - Progression & Awards

2. **Review the progression calculations**
   - Progression & Awards

3. **Ratify and Publish**
   - Progression & Awards

4. **Change the student’s overall course grade to UA or CA**
   - Assessment Hub

5. **Ratify and publish the new overall course grade**
   - Assessment Hub

Step by Step Instructions

Complete Steps 1 – 3 in the Progression & Awards system:

1. **Edit the progression decision to one with credit on aggregate**

   1.1 **Click the edit button on the student’s progression line:**

   ![Advancing Nursing Practice (MSc) (Full-time) - Year 1 - 2017/8](image)
This will take you to the student’s individual progression record.

1.2 Click the edit button under progression details:

1.3 Select a “credit on aggregate” progression decision from the drop down list

There are a few different “credit on aggregate” decisions to choose from. For example:

- Award Diploma with credit on aggregate
- Award Masters with credit on aggregate
- Award with Honours with credit on aggregate
- Progress to dissertation with credit on aggregate
- Progress with credit on aggregate

You can find a full list of all decisions and what they mean here: List of Progression & Award decisions.

2. Review the progression calculations and decisions

This is a standard step in the end to end Progression & Awards process to ensure everything looks correct before proceeding to the next stage.

You can find guidance on what to check here: Reviewing calculations and decisions.

3. Ratify and publish

These are standard steps in the end to end Progression & Awards process.

You should complete these steps when you’re ready. For example, you may want to wait and ratify/publish all students at once, or you may be ready to process this student now.

For guidance on how to ratify, please see Ratifying.

For guidance on how to publish, please see Publishing.

Complete Steps 4 – 5 in the Assessment Hub:

4. Change the student’s overall course grade to UA or CA

You will need to access the Assessment Hub for the relevant course, locate the student and change their overall course mark to UA – Fail (Credits awarded on aggregation).
If the mark has already been ratified and/or published, you will need to get your school superuser to unratify the mark first.

You can find guidance on how to change the overall course mark here: Changing Marks.

5. **Ratify and publish the new overall course grade**

Once you have changed the grade to UA you will need to ratify the student record again, and then publish the new grade.

You can find guidance on how to do this here: Ratify and Publish.