Attaching an Excel spreadsheet to a Change of Results form

Examinations & Results Section – Student Administration Australian Catholic University

How to embed a file in a COR form

Table of Contents

When to use a spreadsheet attachment

On occasion a school may find they have a large number of change of results for a unit, more than 20. In this instance it is accepted that the school submit these to student results on an excel spreadsheet rather than multiple Change of Results (COR) forms.

The instructions below tell you how to attach a spreadsheet and the details required on the COR form.

Filling out your COR form before attaching spreadsheet

Before attaching your spreadsheet ensure you have completed all relevant fields in Section A on the COR form.
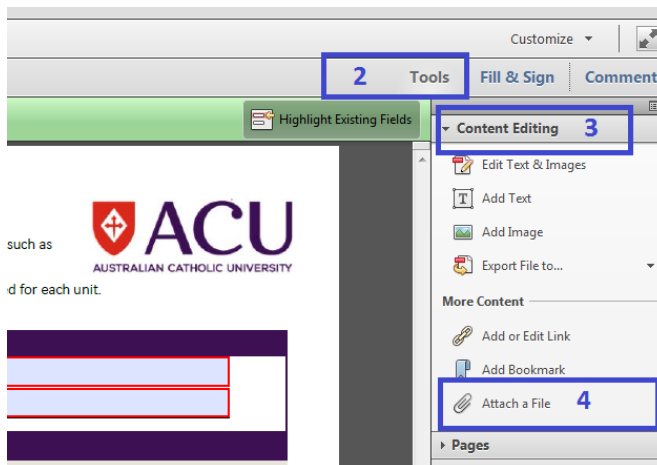
Checking the results spreadsheet

Before attaching the spreadsheet to your COR please ensure it includes the following fields;

1. Student ID
2. Student name
3. Current grade
4. Current mark
5. New grade
6. New mark
7. Is the grade required for course completion
8. Reason code

How to embed a file in a COR form

Attaching your excel spreadsheet

1. Open the editable pdf Change of Result form
2. Click on Tools in the ribbon
3. Click on the Content Editing drop down
4. Select attach a file

5. Choose your pre filled out excel spreadsheet and hit Open
6. Check your file has been attached.
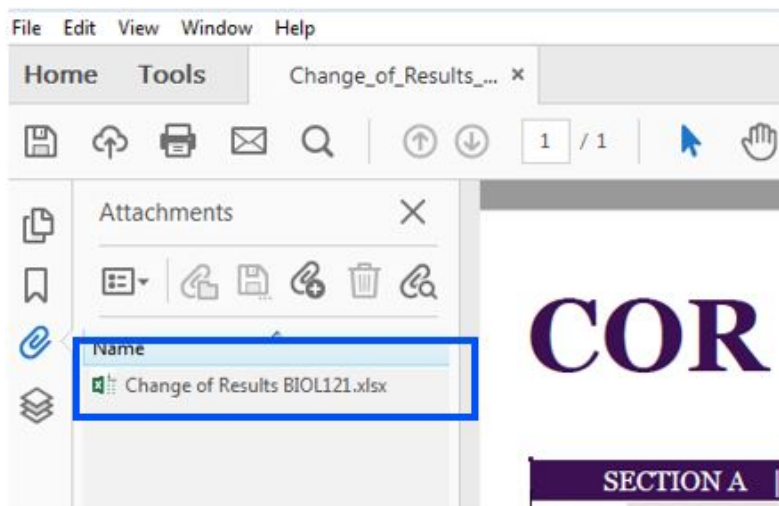
Completing your COR form

Once the results spreadsheet has been attached ensure the COR form has been signed and dated by the LIC or Course Coordinator **and** the Head of School (HOS) or Deputy Head of School (DHOS). A digital signature should be used, and if you do not have one follow the prompts in the form to create one by clicking in the digital signature box.

Save the file.

Submitting your form

Email the COR form as an attachment to stresults@acu.edu.au.