

1. Heads of School are responsible for ensuring that robust and reliable School systems are in place for the computation, checking and recording of assessment decisions, and for providing relevant information in time for the Final Meeting of Examiners. They should also ensure that appropriate back-ups are made of data that is stored electronically, and that, where required, these are erased by the final date for return of the results to the Registry (paragraph 6 refers).
2. Provisional marks for undergraduate and postgraduate taught courses should be entered onto the Student Record and the list printed for the Examiners' Meeting. During the meeting, the lists should be annotated and signed by two Examiners. Following the meeting, lists should be returned either by fax or by hand to the Registry. Students are then notified of their results by the Registry, via Student Portals, and consideration is given to the implications for student progress/graduation, as appropriate.
3. Results are recorded using the following conventions:-
  - a *Pass* is recorded as "A" (Achieved), supported by the relevant CAS/CGS mark or Honours classification;
  - *Any other Result* is recorded as "N" (Not Achieved), supported by the relevant CAS/CGS mark or other reason why credit has not been obtained, e.g. "MC" (denoting that a student had submitted a medical certificate as a reason for not attending the end-of-course examination) or "GC" (denoting that a student had submitted reasons of other "Good Cause" as to why they had not appeared for, or completed, the course assessment), "SC" (denoting that a student had self-certified their absence from class or assessment), "RP" (Denoting a pass at PGT resit), "RF" (denoting a fail at a PGT resit) or "NP" (denoting that a student had failed to complete the course assessment without medical certification or other good cause).
4. Course and programme results are processed as quickly as possible following confirmation by the Examiners. Results that are submitted to the Registry on a particular day are confirmed on the Student Record the same day and published via Student Portals overnight.
5. All assessment results are covered by the Data Protection Act. No grades or programme results should be divulged to candidates until after the results, duly signed by two Examiners, have been submitted to, and published by, the Registry (with one exception<sup>1</sup>). Where Schools wish to publish results, they should be displayed using ID numbers, in ID number order, and without names. Results should only be given to students either in person or by 'phone if steps have been taken to confirm the student's identity: they should NOT be disclosed to third parties (including parents) without a student's explicit consent. In view of the above, it is recommended that Schools do not release any marks or results to candidates, but instead refer students to their Portal.
6. Only marks on the Common Grading Scale may be disclosed to students.

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<sup>1</sup>Exceptionally, the School of Education was given permission by the UCTL to release overall provisional grades together with feedback to students, with these grades being confirmed by the External Examiner(s) three times each year. This was approved on the proviso that, in the case of grades in the range E2-D2, candidates' scripts should be sent to the External Examiner(s) on a monthly basis for confirmation of the grades before release to the students. This exception, which applies to undergraduate and postgraduate CPD provision and to students on the PGDE, was permitted to enable students to be offered a resit opportunity as soon as possible.

### **Amended Grades or Results**

7. If a grade is amended after it has been submitted to the Registry for reasons other than on appeal, it is the responsibility of the relevant Head of School to submit this in writing with the External Examiner(s) signature to Registry for amendment of the Student Record and to write to the student concerned giving the revised grade.
  
8. Where the Examiners, including the External Examiner(s), agree that a candidate's grade and/or course or programme result should be amended as a consequence of an academic appeal being upheld, the Registry will inform the student of the Examiners' decision in writing on receipt of confirmation of the amended grade or result from the Head of the relevant School.

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