

Section 55 Recording and notification of results

55.1 Mark/grade terminology

- 55.1.1 **Provisional marks/grades** – all marks are provisional until they have been approved by a School Assessment Board
- 55.1.2 **Agreed marks/grades** – marks that have been approved by a School Assessment Board are referred to as agreed marks

55.2 When and how module marks are released

- 55.2.1 **Provisional marks** are released by the Module Director/Tutor to students along with their feedback, normally within 3 weeks of the assessment date. Marks remain provisional at this stage.
- 55.2.2 If students wish to query their module marks with their School, they must do so after the marks have been confirmed at School Assessment Board, not before. Note students cannot challenge the academic judgement of the examiners but may highlight errors or discuss how the mark was determined.
- 55.2.3 The system used to release provisional marks for programmes delivered by a validated partner organisation (validated provision) will be set out in the programme documentation provided by the validated partner.

55.3 Recording results

- 55.3.1 Once a piece of work submitted by a student is marked (and moderated / calibrated), the Module Director/Tutor enters the **provisional mark** in e:Vision in preparation for the School Assessment Board.
- 55.3.2 The deadline for entering marks in e:Vision is published in the [Examination and Assessment Schedule](#).
- 55.3.3 **Agreed (confirmed) marks** are not visible to students in e:Vision until marks have been agreed by the School Assessment Board and updated to agreed status in e:Vision.

55.4 Approval and release of results

- 55.4.1 Module marks will be formally approved at School Assessment Boards.
- 55.4.2 External examiners are involved in the consideration of all assessment results contributing to final awards and will sign relevant mark sheets.
- 55.4.3 School Assessment Boards make progression and award recommendations to the Progress and Award Examination Panel. The Board is responsible for recommending decisions on progress within a programme of study and for final awards.
- 55.4.4 Degrees and other awards are approved at Progress and Award Examination Panel meetings.
- 55.4.5 Following the Progress and Award Examination Panel students will receive an email confirming their **agreed results** are available in e:Vision and to notify them of the arrangements for reassessments and/or other progression/award decisions. Award classifications are also made available to students through e:Vision following the Panel meeting.
- 55.4.6 The system used in relation to release of agreed results for programmes delivered by a validated partner organisation (validated provision) will be set out in the programme documentation provided by the validated partner.
- 55.4.7 The expected result release date is published in the [Examination and Assessment Schedule](#).
- 55.4.8 Successful students will receive notification of their award by letter in the period following the Progress and Award Examination Panel.
- 55.4.9 The process flowchart for marking, moderation, agreeing and releasing marks can be referred to in [section 30.8](#).