

## Section 34 Submission and verification of marks policy

### 34.1 Submission of marks

- 34.1.1 At the start of the academic year Schools must confirm to the Assessment team in Registry the School Assessment Board (SAB) meeting at which each module's marks will be presented.
- 34.1.2 All marks must be entered through e:Vision by the mark entry deadline specified on the [Examinations and Assessment Schedule](#) for each SAB period.
- 34.1.3 Guidance for staff on mark entry can be found on the Registry [Assessment team staff Intranet page](#).

### 34.2 Verification of marks

- 34.2.1 All students must be accounted for and mark lists must be crosschecked prior to the School Assessment Panel (SAP) meeting. This includes any outstanding reassessment or deferral marks.
- 34.2.2 Any amendments to marks that are required should be noted on the SAP action log to amend between SAP and SAB. If amendments are required post SAB, then a SAB Chair's Action with the amended mark and explanation must be submitted as soon as possible to the Assessment team in Registry.
- 34.2.3 Markers should refer to [section 43](#) regarding the School Assessment Board for full details of the verification process.
- 34.2.4 The process flowchart for marking, moderation, agreeing and releasing marks can be referred to in [section 30.8](#).