

Section 40 Submission and verification of marks policy

40.1 Submission of marks

- 40.1.1 At the start of the academic year Schools must confirm to the Assessment team in Registry, through the Assessment Schedules, the School Assessment Board (SAB) meeting at which each module's marks will be presented.
- 40.1.2 All marks must be entered through [e:Vision](#) by the mark entry deadline specified on the [Examinations and Assessment Schedule](#) for each SAB period.
- 40.1.3 Degree Apprenticeship end point assessment (EPA) marks entered into the Maytas system will be presented at the relevant SAB following completion of the apprenticeship.
- 40.1.4 Guidance for staff on mark entry can be found on the Registry [Assessment team staff Intranet page](#).

40.2 Verification of marks

- 40.2.1 All students must be accounted for, and mark lists must be crosschecked prior to the Module Mark Review (MMR) meeting. This includes any outstanding reassessment or deferral marks.
- 40.2.2 Any amendments to marks that are required should be noted on the MMR action log to amend between the MMR 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.
- 40.2.3 Markers should refer to [section 41](#) regarding the School Assessment Board for full details of the verification process.
- 40.2.4 The process flowchart for marking, moderation, agreeing and releasing marks can be referred to in [section 24.8](#).