

Section 48 Recording and notification of results

48.1 Mark/grade terminology

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

48.2 When and how module marks are released

- 48.2.1 **Provisional marks** are released by the Module Director/Lead to students along with their feedback, normally within 3 weeks of the assessment date. Marks remain provisional at this stage.
- 48.2.2 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. Students cannot challenge the academic judgement of the examiners.
- 48.2.3 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.

48.3 Recording results

- 48.3.1 Once a piece of work submitted by a student is marked (and moderated / calibrated), the Module Director/Lead enters the **provisional mark** in e:Vision with the appropriate grade annotator in preparation for the School Assessment Board.
- 48.3.2 The deadline for entering marks in e:Vision is published in the [Examination and Assessment Schedule](#).
- 48.3.3 **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.

48.4 Approval and release of results

- 48.4.1 Module marks will be formally approved at School Assessment Boards.
- 48.4.2 External examiners are involved in the consideration of all assessment results contributing to final awards and will provide their concurrence.
- 48.4.3 School Assessment Boards is responsible for making decisions on progress within a programme of study and for final awards.
- 48.4.4 Following the last School Assessment Board 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.
- 48.4.5 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.
- 48.4.6 The expected result release date is published in the [Examination and Assessment Schedule](#).
- 48.4.7 Successful students will receive notification of their award by letter in the period following the School Assessment Board.
- 48.4.8 The process flowchart for marking, moderation, agreeing and releasing marks can be referred to in [section 30.8](#).

48.5 Professional registration procedure

- 48.5.1 Certain programmes of study at the University are professionally accredited. These are primarily in the areas of education, health and counselling.
- 48.5.2 The intended professional award will be dependent on successful completion of the programme of study. The Data Quality team in Registry will notify the professional body once the awards have been confirmed by the School Assessment Boards.