

Publication of examination results

Prior to the Programme Assessment Sub Board

Raw marks relating to individual elements of assessment can be released to students provided they are clearly labelled as 'provisional'.

After the Assessment Sub Board prior to Faculty¹ Assessment Board

Marks relating to individual modules can be released to students if permission has been sought from the Chair of the Faculty Assessment Board and are clearly labelled as 'provisional'.

Degree classifications must not be published prior to the Faculty Assessment Board but a pass/fail list can be published with the permission of the Faculty Assessment Board Chair and are clearly labelled as 'provisional'.

After the Assessment Board

Students will be advised of their marks routinely after the relevant Faculty Assessment Board. The issuing of marks will be undertaken administratively by the Faculties.

Approved CASC
Dec 2014

¹ Faculty, School or Institute

31. Publication of examination results

- 31.1 Post-marking but prior to a meeting of an Assessment Sub Board there are raw marks. Raw marks relating to individual elements of assessment can be released to students, subject to the permission of the Chair of the Assessment Sub Board or the programme leader, provided that the work in question has been marked in accordance with the College Marking Framework and that such marks are clearly labelled as “provisional and may be subject to change”.
- 31.2 Post Assessment Sub Board but before an Assessment Board there are recommended results. Recommended results can be published subject to the permission of the Chair of the Assessment Board, provided they are clearly labelled as “recommend and may be subject to change”. Recommended degree classifications must not be published but an indicative pass/fail list clearly labelled as “recommend and may be subject to change” may be published subject to the permission of the Chair of the Assessment Board.
- 31.3 Any information relating to assessment performance must be communicated to all students in a cohort in the same manner and at the same time.
- 31.4 After the Assessment Board has held a meeting to determine the results of the examinations for which it is responsible, the Director of Students and Education will issue the official pass list for the programme in question, in alphabetical order, and by classification if appropriate. The pass lists will be amalgamated to form the public record of the graduating cohort.
- 31.5 The results of examinations are confidential until the official pass list has been issued, but recommended results may be displayed in accordance with Regulations 31.1 – 31.3 above.
- 31.6 The examination marks of individual students, other than grades for final examinations for the unclassified degrees in the Faculties of Medicine and Dentistry, may be released on request to Government agencies such as BIS and Research Councils for the purposes of assessing applications for studentships for postgraduate degrees; and to institutions of higher education within the United Kingdom and overseas for the purposes of credit transfer.
- 31.7 Students will be advised of their marks for their personal information routinely after the results have been determined by the relevant Assessment Board. The issuing of marks will be undertaken administratively by the Faculties under the authority of the Director of Students and Education.
- 31.8 The College and all examiners are required to comply with the Data Protection Act 1998 which establishes legal rights for individuals with regard to the processing of personal data, including examination marks and results, on computing, word processing or similar equipment or manually. All examiners are required to comply with instructions issued by the College in furtherance of the requirements of the Data Protection Act.