

Part 4: Assessment Boards for taught courses

Section 13: The determination of results - the role of examiners

Head of College responsibilities

13.1 The Head of College should ensure that:

- a) teaching staff are familiar with the current definitive course scheme for the course(s) they teach, the course handbook, including the course assessment regulations and the University academic regulations;
- b) appropriate External Examiner nominations for Subject Areas and Progression and Award Boards, hosted by the College, are submitted to the Quality and Standards Office for approval by the appropriate member of the University Executive Board (UEB);
- c) modules are allocated to approved External Examiners;

Note: External Examiners are appointed to specific named Subject Areas but will be given responsibility for specified modules, or subjects by the Head of College;

- d) External Examiners are inducted to Subject Areas, including providing documents giving details of the syllabuses, assessment requirements, procedures, practices and academic regulations for modules within the remit of the College;
- e) External Examiners are inducted to Progression and Award Boards, including providing documents describing the current teaching and assessment scheme and the approved course specific and University assessment regulations;
- f) internal and External Examiners are inducted to the role of the External Examiner in the examination team and scrutiny of the marking of internal examiners;
- g) internal and External Examiners are informed of the dates of the assessment period and of Assessment meetings of all relevant Progression and Award Boards, normally at the beginning of the academic session and no later than the start of the semester for which the assessments are being completed;

Note: In the case of University-wide Module Boards the Deputy Registrar (Quality and Standards) shall be responsible for nominating and inducting the appropriate External Examiner(s). In the case of collaborative course provision the Liaison Tutor, as the Head of College's nominee, shall be responsible for the undertakings in 13.1 a) – g) above.

Internal examiners

13.2 All internal examiners are required to observe the confidentiality of the proceedings of any Progression and Award Board.

13.3 No individual studying for a module or an award being considered by a Progression and Award Board may attend a meeting of that Board.

13.4 Where a student is known to a member of staff other than in their professional capacity, that staff member must declare an interest to the Head of College.

External Examiners

- 13.5 External Examiners are appointed to credit level 3 and 4 programmes for discrete programmes only i.e. only for awards made at that level or where the modules in question form part of a course delivered in collaboration with another institution.

Note: Staff should refer to the Quality Assurance and Enhancement Handbook for information on the External Examiner appointment process.

Generic responsibilities of External Examiners

- 13.6 All External Examiner(s) must:
- a. observe the confidentiality of all Progression and Award Board proceedings and assessment processes;
 - b. be able to exercise independent judgement and be free from any influence of previous association with the course, the staff, or any of the students;
 - c. be able to compare the performance of students with that of their peers on comparable courses of higher education elsewhere within UK Higher Education Institutions (HEIs);
 - d. ensure the assessments are conducted in accordance with the approved course specific and University assessment regulations;
 - e. provide an annual written report to the University on the effectiveness of the assessments and any lessons to be drawn from them in relation to course quality;
 - f. be consulted about proposed changes to the course specific regulations and significant module amendments; and
 - g. report to Academic Council any matters of serious concern arising from the assessments, which put at risk the academic standard of the award.

Note: External Examiners have the right to raise any matter of serious concern with the Vice-Chancellor, if necessary by means of a separate confidential written report. Where an External Examiner has a serious concern relating to systematic failings with the academic standards of a programme(s) and has exhausted all published applicable internal procedures, including the submission of a confidential report to the Vice-Chancellor, the External Examiner may invoke procedures with the [Office of Students](#) or inform the relevant Professional, Statutory or Regulatory Body.

- 13.7 If an External Examiner is unable to attend the Progression and Award Board the Vice Chancellor, as Chair of Academic Council, may act to ratify all results recommended by the Progression and Award Board, provided that they are satisfied that the assessment process was undertaken appropriately.

Role of External Examiners in the Subject Area process

- 13.8 External Examiners must be able to monitor the marking standards of the internal examiners by comparison with those of other UK Higher Education Institutions (HEIs).
- 13.9 The role of Subject Area External Examiners is to judge whether students, as a group, have been rigorously and fairly assessed in relation to the objectives and syllabus of modules and have reached the required academic standard.
- 13.10 The subject specialist External Examiner's primary role is to review the operation of the assessment process and to approve academic standards set by internal examiners. The External Examiner must not be asked to offer assessment judgements in individual cases or to act as a third or additional marker.

13.11 The role of Subject Area External Examiners is to judge whether students, as a group, have been fairly assessed in relation to the objectives and syllabus of modules and have reached the required standard. Such judgements are made in the context of knowledge of standards applied in comparable courses elsewhere and of levels of student attainment in previous years. External Examiners also attest that assessment regulations have been fairly applied ensuring parity of judgement for all students taking a module and comment on the assessment process and procedures. The subject specialist External Examiner's primary role is that of an arbiter of the assessment process and of standards set by internal examiners. The External Examiner must not be asked to offer assessment judgements in individual cases or to act as a third or additional marker.

13.12 Subject Area External Examiners are required to:

- a) visit the University or its collaborative partner normally at least twice each academic session, either to attend Subject Area meetings and/or to view coursework assignments and meet staff and students;
- b) advise on all assessments for work at undergraduate Credit Levels 5 and 6 and postgraduate Credit Level 7;

Note: External Examiners are appointed to Credit Level 3 and 4 programmes for discrete programmes only, i.e. only for awards made at that level.

- c) approve the form and content of examination question papers; and coursework assignments contributing at least 30% of any module assessment;
- d) comment on a representative sample of internally marked work to ensure:
 - i. students are assessed rigorously and fairly in relation to the module syllabus and regulations;
 - ii. students have fulfilled the intended learning outcomes of the module and reached the required academic standard.

- e) provide an overview of the consistency and appropriateness of academic standards of assessment set by the internal examiners;

Note: Where an External Examiner recommends under regulation 12.26 that all marks for that assessment be adjusted by a given margin, or under 12.27 that marking is inconsistent, this must be reported at the relevant Progression and Award Board.

- f) attend Subject Area meetings with other External Examiners appointed to the Subject Area to discuss the assessment practices, academic standards and moderation;
- g) be consulted on any significant proposed changes to course regulations or such minor changes as directly affect students already taking a module; and
- h) submit an annual report that provides clear and informative feedback on:
 - i. the coherence of the policies and procedures relating to External Examiners;
 - ii. their access to and receipt of sufficient evidence and information to enable the role to be fulfilled;
 - iii. whether issues raised in the previous report(s) have been, or are being, addressed to their satisfaction;
 - iv. the design and structure of assessments and if they measure student achievement rigorously and fairly against the intended learning outcomes of the programme(s), whilst being conducted in line with the University's policies and procedures;
 - v. the procedures for assessments and the effectiveness of internal moderation;

- vi. the quality of teaching, learning and assessment methods, including examples of good practice and innovation related to learning, teaching and assessment that could be applied more widely across the University;
- vii. the comparability of academic standards and the achievements of students on similar programmes in other UK Higher Education Institutions (HEIs);
- viii. the level of marking and the appropriateness of the academic standards set for the named awards in accordance with the Framework for Higher Education Qualifications and applicable subject benchmark statements;
- ix. the students' strengths and weaknesses demonstrated in the assessments, noting possible enhancements to the quality of learning opportunities provided to students;
- x. any issues as specifically required by any relevant professional body; and
- xi. in addition, where an External Examiner has reached their end of tenure and is due to submit their final annual report they should also include an overview of their term of office.

Role of External Examiners in the Module Board process

- 13.13 External Examiners must be able to monitor the marking standards of the internal examiners by comparison with those of other UK Higher Education Institutions (HEIs).
- 13.14 The role of Module Board External Examiners is to judge whether students, as a group, have been fairly assessed in relation to the objectives and syllabus of modules and have reached the required standard. Such judgements are made in the context of knowledge of standards applied in comparable courses elsewhere and of levels of student attainment in previous years. External Examiners also attest that assessment regulations have been fairly applied ensuring parity of judgement for all students taking a module and comment on the assessment process and procedures. The subject specialist External Examiner's primary role is that of an arbiter of the assessment process and of standards set by internal examiners. The External Examiner must not be asked to offer assessment judgements in individual cases or to act as a third or additional marker.
- 13.15 This role requires Module Board External Examiners to:
- a) visit the University or its collaborative partner normally at least twice each academic session, either to attend Module Board meetings and/or to view coursework assignments and meet staff and students;
 - b) advise on all assessments for work at undergraduate Credit Levels 5 and 6 and postgraduate Credit Level 7;
- Note: External Examiners are appointed to Credit Level 3 and 4 programmes for discrete programmes only, i.e. only for awards made at that level.
- c) approve the form and content of examination question papers; and coursework assignments contributing at least 30% of any module assessment;
 - d) comment on a representative sample of internally marked work to ensure:
 - iii. students are assessed rigorously and fairly in relation to the module syllabus and regulations;
 - iv. students have fulfilled the intended learning outcomes of the module and reached the required academic standard.
 - e) provide an overview of the consistency and appropriateness of academic standards of assessment set by the internal examiners;

Note: Where an External Examiner recommends under regulation 12.26 that all marks for that assessment be adjusted by a given margin, or under 12.27 that marking is inconsistent, this must be reported at the relevant Progression and Award Board.

- f) attend Module Board meetings and formally endorse marks and decisions on reassessment in the case of failed modules;
- g) agree the formal record of Module Board meetings;
- h) be consulted on any significant proposed changes to course regulations or such minor changes as directly affect students already taking a module; and
- i) submit an annual report that provides clear and informative feedback on:
 - xii. the coherence of the policies and procedures relating to External Examiners;
 - xiii. their access to and receipt of sufficient evidence and information to enable the role to be fulfilled;
 - xiv. whether issues raised in the previous report(s) have been, or are being, addressed to their satisfaction;
 - xv. the design and structure of assessments and if they measure student achievement rigorously and fairly against the intended learning outcomes of the programme(s), whilst being conducted in line with the University's policies and procedures;
 - xvi. the procedures for assessments and the effectiveness of internal moderation;
 - xvii. the quality of teaching, learning and assessment methods, including examples of good practice and innovation related to learning, teaching and assessment that could be applied more widely across the University;
 - xviii. the comparability of academic standards and the achievements of students on similar programmes in other UK Higher Education Institutions (HEIs);
 - xix. the level of marking and the appropriateness of the academic standards set for the named awards in accordance with the Framework for Higher Education Qualifications and applicable subject benchmark statements;
 - xx. the students' strengths and weaknesses demonstrated in the assessments, noting possible enhancements to the quality of learning opportunities provided to students;
 - xxi. any issues as specifically required by any relevant professional body; and
 - xxii. in addition, where an External Examiner has reached their end of tenure and is due to submit their final annual report they should also include an overview of their term of office.

Role of External Examiners in Progression and Award Boards

13.16 The role of Progression and Award Board or Chief External Examiners is to ensure the fair and equitable application of the University's regulations on credit accumulation, and the course-specific regulations for each award, in decisions on the award of qualifications to students. This includes decisions on the progression, the classification of awards (where relevant) and decisions on exclusions. The Chief External Examiner must not be asked to offer assessment judgements in individual cases or to act as a third or additional marker. The Chief External Examiners take part in all work of Progression and Award Boards including the award of intermediate awards, which may include discrete Foundation Certificates. Chief External Examiners are also asked to provide comments to the University on the assessment process and procedures.

Note: Fair treatment includes equitable application of the University's regulations on credit accumulation, as well as the course specific regulations for each award, in decisions

on the award of qualifications to students. This includes decisions on the classification of awards (where relevant) and decisions on exclusions.

- 13.17 At least one approved Chief External Examiner must be in attendance at each Progression and Award Board considering final awards, except where the Board considers referred or deferred assessment and the approved Chief External Examiner(s) has agreed that this may be conducted by correspondence.
- 13.18 Chief External Examiners must provide informative comments and recommendations to the University on the assessment process and procedures.
- 13.19 This role requires Chief External Examiners to:
- a) Attend and endorse decisions made by Progression and Award Boards for progression, final awards and exclusions except for intermediate awards, where, with prior agreement, they may be involved by correspondence;
 - b) contribute to the discussion of cases concerning compliance with course assessment requirements and qualifications;
 - c) agree the formal record of the Progression and Award Board meetings;
 - d) be consulted on any significant proposed changes to course specific assessment regulations and approve any such changes which directly affect students already taking a course; and
 - e) submit an annual report in accordance with the standard format approved by Academic Council commenting on:
 - i. the overall performance of students on each course;
 - ii. the distribution of results across classifications;
 - iii. the implications of results for the course design, or the work of Subject Areas;
 - iv. Progression and Award Board procedures;
 - v. assessment regulations;
 - vi. issues arising from assessments of course schemes as a whole;
 - vii. the conduct of Progression and Award boards.
- 13.20 On rare occasions, a Chief External Examiner may not be prepared to endorse the outcome of the examination process or the decision of a Progression and Award Board. If such occasions do occur, then every attempt should be made to resolve the disagreement through discussion and negotiation. If such attempts are not successful then the Chair of the Progression and Award Board should contact the Deputy Registrar (Quality and Standards), who will review the circumstances and attempt to broker an agreement between the Chair and the Chief External Examiner. Failing agreement, the matter will be referred to the Vice-Chancellor for investigation.

Note: In accordance with section 14, decisions relating to assessment outcomes are made by the majority view of the Progression and Award Board. Therefore, should a Chief External Examiner not be prepared to endorse the decisions of the Progression and Award Board this will not nullify the decisions made by the Progression and Award Board.

Part 4: Assessment Boards for taught courses

Section 14: The operation of Assessment Boards

Principles

- 14.1 The University operates a single tier assessment board structure, whereby each board confirms both student module marks and results, and progression between levels of courses and/or the conferment of University awards. Such single tier boards are known as Progression and Award Boards.
- 14.2 There shall be a Progression and Award Board established for each academic School and at each of Undergraduate and Postgraduate level. Each Progression and Award Board will be responsible for all modules and courses owned by that School. The Head of College is responsible for ensuring that Progression and Award Boards are appropriately established and for determining the appropriate Progression and Award Board arrangements for their College.
- 14.3 Exceptionally, where a module is not owned by a single academic School module results and outcomes for that module will not be considered by a Progression and Award Board and will be considered instead by a Module Board. A Module Board is responsible for confirming student module marks and results only. It shall be for the Deputy Vice Chancellor (Students) to determine those modules to be considered by a Module Board (which would typically include Westminster Plus Elective modules), and to determine the number and composition of such Module Boards. Module Boards will normally be scheduled to take place before Progression and Awards Boards, and the decision of the Module Boards will be reported to the relevant Progression and Award Board by way of the student profile.
- 14.4 Progression and Award Boards are formally established on behalf of Academic Council and are accountable to Council for the fulfilment of their terms of reference through the relevant Head of College.
- 14.5 Progression and Award Boards must consider student results in accordance with the University and course assessment regulations and make recommendations to Academic Council, or to any external validating body, in relation to any student who, in the judgement of the Board, has fulfilled the objectives of the course and achieved the standard required for the award.
- 14.6 For all collaborative courses:
- i. specific arrangements for the operation of Progression and Award Boards will be set out in the Memorandum of Collaboration and/or Administrative Annex;
 - ii. where the University acts as the sole awarding body, and retains sole responsibility for the standard of the award, the Progression and Award Board will be chaired by a member of academic staff from the College in which the course is located, as nominated by the Head of College.

Note: The nominated chair should only be the Liaison Tutor where that tutor has had no involvement with the moderation or marking of the work being assessed.
 - iii. where awards are shared between the University and another awarding body, or the University does not have sole responsibility for both the standard of the award and all assessment which may contribute towards it, Progression and Award Board arrangements will be those most appropriate to the course in question. Where a Progression and Award Board is chaired by a member of staff from a collaborative partner, the Head of College will provide formal written confirmation on the following to the Campus Registry Manager

- i. the identity of the Chair of the Progression and Award Board;
- ii. that the University is represented at all meetings of the Board;
- iii. the external examiner arrangements for the Board.

- 14.7 The Head of College is responsible for ensuring:
- i) that procedures are followed with regard to the consideration and approval of the form and content of all summative assessment that count towards the assessment of the course and its modules
 - ii) the completion of the marking and moderation process
 - iii) that marks achieved by students for each summative assessment are finalised and available by the published deadline
 - iv) the involvement of the approved External Examiners in the moderation process.

Appointment of external examiners

- 14.8 The nomination of external examiners to a Progression and Award Board is the responsibility of the relevant Head of College, in consultation with the Head of School and/or Course Leader(s). All external examiner appointments must be approved in accordance with the University procedures for the appointment of external examiners (see Section 13).

Note: For full details on the appointment of an external examiner please refer to the Quality Assurance and Enhancement Handbook.

Membership of Progression and Award Boards

- 14.9 The membership of a Progression and Award Board is as follows:
- a) the Chair, who shall be the Head of School, or nominee;
 - b) the Course Leader(s) for all courses being considered by the Board (including Liaison Tutors where appropriate);
 - c) the School Director of Teaching and Learning, or equivalent
 - d) the approved external examiner(s) currently appointed to that Board;
- 14.10 The quorum for a Progression and Award Board shall be 75% of the members and must normally include the Chair and at least one external examiner.

Module leaders are not members of the Progression and Award Board but will be invited to attend meetings.

- 14.11 The College Teaching Committee is responsible for determining annually, at the start of each academic year, the membership of each Progression and Award Board within their College in accordance with these regulations.

Terms of Reference for Progression and Award Boards

- 14.12 A Progression and Award Board has oversight of all results at all levels and modes of study in respect of those modules which are identified for consideration by that Board, and of all progression and award decisions in respect of those courses identified for consideration by that Board: A Progression and Award Board is responsible for:
- a) ratifying the assessment component marks and final module marks, results and outcomes in accordance with the academic regulations, including the award of Referral, Deferral and Retake opportunities;
 - b) confirming decisions on condoned credit, where applicable, in accordance with the academic regulations;

- c) confirming progression and award decisions based on a student's module results, in accordance with the academic regulations and any course specific regulations, for all students registered for the named awards for which the Board is responsible;
- d) confirming where a student's progress is such that the student should be excluded from the course on academic grounds in accordance with the academic regulations;
- e) confirming degree classification or the award of merit or distinction, where relevant, in accordance with the academic regulations;
- f) ensuring academic standards are appropriately maintained, including ensuring that marking and moderation processes have been followed correctly, that the spread of marks is appropriate, and that student performance outcomes on each module are considered in line with outliers at both the high and low end. ;
- g) reviewing matters arising from the Subject Area meetings and the consideration of the module performance statistics presented at that meeting.
- h) ensuring that the integrity of the academic standard of the award is observed;
- i) in discussion with the Chief External Examiner, reviewing the distribution of results across classifications and the comparability of awards with past cohorts in the courses under scrutiny, and similar programmes in other UK HEIs;
- j) making recommendations to the College Teaching Committee on any matters relating to the assessment of the course;
- k) any other matters assigned to it in the relevant course assessment regulations or referred to it by or on behalf of Academic Council.

Membership of Module Boards

14.13 The membership of a Module Board is as follows:

- a) the Chair, who shall be a Head of College nominated by the Deputy Vice Chancellor (Students);
- b) an approved external examiner(s) (for modules at Credit Levels 5, 6 and 7);
- c) the Module Leaders of all the modules being considered by the Board;

14.14 The quorum for a Module Board shall be 75% of the members and must normally include at least one external examiner.

Terms of Reference for Module Boards

14:15 A Module Board has oversight of all assessments at all levels and modes of study in respect of those modules which are identified for consideration by that Board. The Module Board is responsible for:

- a) ratifying the assessment component and final module marks for each student in accordance with the academic regulations;
- b) ensuring academic standards are appropriately maintained, including ensuring that marking and moderation processes have been followed correctly, that the spread of marks is appropriate, and that student performance outcomes on each module are considered in line with outliers at both the high and low end.

Requirements for All Assessment Boards

14.16 Progression and Award Boards will be serviced by the Academic Registrar's Department. In addition to the secretary to the Board, representatives from the Academic Registrar's

Department may attend to provide regulatory advice to the Board and to ensure that due process is followed.

- 14.17 No individual studying for a module or for an award to be considered by a Progression and Award Board may attend a meeting of that Board.
- 14.18 Where a student is known to a member of staff other than in their professional capacity, that staff member must declare an interest to the Chair of the Board.
- 14.19 Any member of the University Executive Board may attend a Progression and Award Board as an observer.
- 14.20 If a Progression and Award Board is inquorate, the Vice Chancellor, as Chair of Academic Council, may act to ratify all results recommended by the inquorate Board, provided that they are satisfied that the assessment process was undertaken appropriately.

Dates of meetings

- 14.21 Undergraduate Progression and Award Boards will normally meet at least twice per academic year, once during the Main assessment board period and once during the Referral/Deferral Progression and Award Board period, in accordance with the academic regulations and published academic calendar.
- 14.22 Postgraduate Progression and Award Boards will normally meet twice in each academic session, at the end of Semester 2 and immediately prior to or during the autumn term following completion of the project or dissertation. In Colleges where there is a January intake of students Progression and Award Boards will also meet following the main semester one assessment period.
- 14.23 Progression and Award Boards will be scheduled by the relevant Campus Registry, and dates will be published at least six months in advance.

Delegation of authority (Chair's Action)

- 14.24 A Progression and Award Board may delegate its responsibilities in relation to recommendations on students' results to the Chair.
- 14.25 The endorsement of the external examiner(s) for a Board should be sought before the Chair assumes any of the responsibilities of the Board.
- 14.26 The Chair of the Progression and Award Board should exercise delegated authority only in exceptional cases, in correcting errors in the records presented to a Progression and Award Board, in considering academic appeals, in approving changes to students' marks as the result of an academic appeal or other similar investigation, and in cases where it is not practical to reconvene a Board in order to consider a very small number of students' results.
- 14.27 All decisions taken by Chair's Action must be formally recorded and reported to the next meeting of the relevant Progression and Award Board.

Confidentiality

- 14.28 While the formal decisions of Progression and Award Boards will be published under the provisions of Section 15, the proceedings are confidential.

Note: Reports of Progression and Award Boards and communications relating to the assessment of individual students shall be circulated under confidential cover. Those privy, in any capacity, to the deliberations of the Progression and Award Board shall not discuss the Board's work with any other person, except where required to do so by the Deputy Registrar (Quality and Standards) in relation to a formal request for review of a Progression and Award Board decision.

Part 4: Assessment Boards for taught courses

Section 15: Publication of results

Definition of results

Provisional results

- 15.1 Provisional results are marks notified to students by written comments and provisional percentage marks. Provisional results are normally recorded following internal moderation on to the Student Records System, (SRS) and Blackboard (Virtual Learning Environment). However, these are subject to scrutiny by an external examiner, prior to consideration at the relevant Progression and Award Board. Provisional results are, therefore, subject to change.

Note: Students are not allowed to challenge the academic judgement of their assessors. Provisional results may also be subject to a penalty for late coursework submission being imposed.

Confirmed results

- 15.2 Confirmed results are those, which have been approved by the relevant Progression and Award Board.

The release of results

- 15.3 At the end of each academic year (or after the meeting of the Progression and Award Board where the Progression and Award Board meets outside the normal academic session), the confirmed results for each module shall be notified to the student, by means of a computer-generated transcript.
- 15.4 The release of confirmed results is formally the responsibility of the Campus Registry Manager, and no other member of University staff is authorised to release results without the agreement of the Deputy Registrar (Student Administration).
- 15.5 Confirmed results shall only be released where they have been approved by a properly constituted Progression and Award Board, involving the external examiner(s) approved on behalf of Academic Council.
- 15.6 Wherever possible, results should be published by the final publication date as agreed by Academic Council each year in accordance with the approved [University Calendar](#).

Note: Where approval has been given for a Progression and Award Board to be held outside the published calendar the results will normally be available not more than five working days after the Progression and Award Board meeting, or the date on which results were confirmed by the external examiner.

Student responsibilities

- 15.7 It is a student's responsibility to ensure they obtain their own transcript after the official publication date. If a student has not been able to access, or has not received a copy of their results, it is their responsibility to ensure they contact the Campus Registry as a matter of urgency.
- Note: Students are advised to ensure they have checked their results on SRS Web within five working days of the official publication date.
- 15.8 Module results may be made available online before the final publication date for results and Assessment Board decisions.
- 15.9 Under no circumstances will results be disclosed by telephone.

- 15.10 Where a student specifically wishes to receive a copy of their transcript by post, they should request this from the Campus Registry; such a request does not obviate the student's responsibility to obtain their results. The University can accept no responsibility for the arrival or otherwise of any correspondence in relation to a student's results.
- 15.11 Where the student records indicate that a student has failed all or part of the assessment, it is the students' responsibility to obtain information on the consequences and the possibilities, if any, of redeeming failure. This information will be included as part of the accompanying notes or as directed by the relevant Registry.

Note: Confirmed results are normally available via SRS Web.

Procedures for dealing with alleged errors

- 15.12 Following the publication of provisional and confirmed results on the student record system (SRS), if a student or member of staff identifies a demonstrable error in relation to any module or component mark, they must raise the matter in writing with the relevant [Campus Registry](#).

Ratification

- 15.13 In all cases, results are subject to ratification on behalf of Academic Council, and to the determination of any legitimate requests for review of the Progression and Award Board decision (see Section 16 Academic Appeal).