

## 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).