

PROCEDURES FOR RETURNING MARKS AND DISSEMINATING RESULTS

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1.0	Previously contained in the Assessment and Feedback Procedures	Assessment and Feedback Working Group	Senate	From academic year 2019-20

Version 1.0

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1. INTRODUCTION

This document provides procedures for staff to follow in developing a consistent approach to the handling of marks for individual summative assessments and for total class marks. It outlines how marks should be recorded, released to students, prepared for Examination Boards prior to their return to Student Business for dissemination. These guidelines form part of the University Regulations. This document should be read in conjunction with other relevant documents. The [University website](#) contains policies and procedures on a range of assessment related matters, including: the Assessment and Feedback Policy and Policy on Honours Classification and Other Award Rankings.

The arrangements for examinations are contained in a separate document - Procedures for Preparing and Conducting Exams.

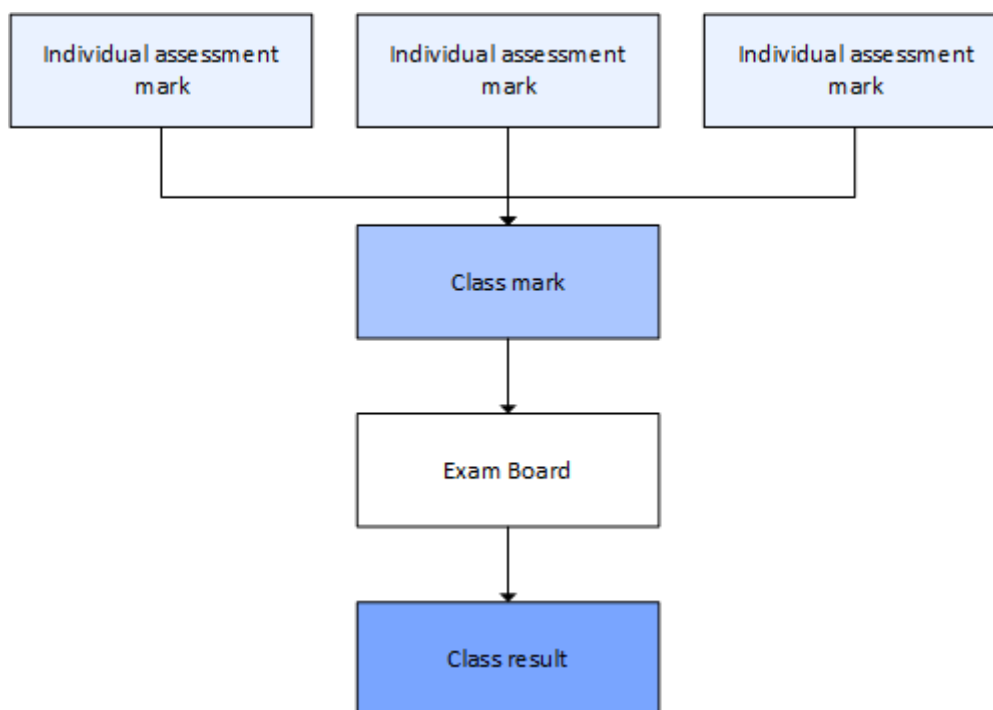
2. SCOPE

The Procedures noted here shall apply to all taught elements of undergraduate and postgraduate degrees from August 2019.

3. DEFINITIONS

For clarity, the following terminology is used throughout this procedure:

Individual assessment mark	the mark achieved by a single piece of assessment as determined by the marker(s)
Class mark	all individual assessment marks achieved by a single student in a single class, appropriately weighted and combined to produce a single overall mark, and submitted to an exam board for consideration
Class result	the ratified mark for a class awarded to a student by an exam board



4. RECORDING MARKS FROM SUMMATIVE ASSESSMENTS

All individual assessment marks should be recorded within the relevant class pages in Myplace. This includes marks for assessments that are not practical to submit online to Myplace, such as marks for presentations, oral assessments, practical demonstrations, etc.

5. RELEASING ASSESSMENT MARKS AND FEEDBACK TO STUDENTS

- 5.1 All individual assessment marks shall be released to students via Myplace, in accordance with the Assessment and Feedback Policy.
- 5.2 Where possible, feedback on individual assessments should be returned to students online via Myplace, and normally within 15 days of assessment submission, as set out in the Assessment and Feedback Policy.

6. RETURNING CLASS MARKS FOR THE PREPARATION OF EXAM BOARD SCHEDULES

- 6.1 Prior to the return of class marks, the Module Coordinator is responsible for: ensuring the calculated composite class mark that is obtained by each student for the class is correct, and for returning the class marks to the Marks Returner for transmission by electronic transfer via Myplace.
- 6.2 A deadline for the return of class marks is set for each formal assessment period and is published in the Calendar of Dates.
- 6.3 Class marks must be returned by electronic transfer via Myplace.

7. PREPARATION OF MARKS SCHEDULES

- 7.1 Once class marks have been returned via Myplace, Marks Schedules can be prepared for each programme of study. The Faculty Officer, or nominee concerned, shall make

- an overall check of the Marks Schedule and issues copies to individual members of the Board of Examiners.
- 7.2 Module Coordinators shall check the class marks and Advisers of Studies and Academic Counsellors shall prepare any comments prior to consideration by any preliminary and main examination boards.
- 7.3 Marks Schedules prepared by the Department/School shall normally be used for Honours and PGT Examination Boards.

8. BOARDS OF EXAMINERS

8.1 General Boards of Examiners

- 8.1.1 The constitution and procedure of Boards of Examiners for First Degrees is as set out in the Constitutional Regulations 1.10 and in Ordinance 3.4.
- 8.1.2 The External Examiners for the programmes being considered are also members of the Board.
- 8.1.3 The Dean or Vice-Dean of the Faculty appoints a Convener from the membership.
- 8.1.4 The Faculty Manager or nominee acts as secretary to the Boards.
- 8.1.5 Faculties' Guidelines for Boards of Examiners detail the main types of decisions available for each year of each programme as summarised below:

Pass	The student has passed all classes and can proceed to the next year of the programme. There are no outstanding results required.
Proceed	The student has achieved sufficient credits to the next year of study, but must resit failed classes at the next available opportunity.
Award	Used to award an attainment and outcome of a programme of study. Should only be used after the final year of a programme, or after minimum duration has elapsed. May be the aimed award, an exit award which is not the main attainment, an alternative award which is neither the main attainment nor a lower exit award, or an interim award that is not the main attainment but for which the student has met the criteria during their programme of study.
Resit	The student must resit one or more of their class assessments prior to progressing to the next stage of the programme. This decision should be used where a resit assessment is expected before the end of the academic session.
Transfer to a specified alternative programme	The student is no longer eligible to continue on their existing programme of study, or is eligible to transfer to a different programme. Can be used with Pass/Proceed/Resit/Suspend.
Suspend	The student must register in Academic Suspension (or Registration with Attendance) in the next academic session and resit their outstanding class assessment(s) to allow progression to the next stage of the programme. Used at the last Exam Board of the year only, when no further resits can be achieved in the current academic session.
Reattend	The student must re-attend the entire year of their programme of study. The last decision to be applied to a student in a session. No further results should be expected in the academic session.

Ratify	Approves the results and awards credits associated with the classes. No link to student progression.
Withdraw	The student is being academically withdrawn from studies. May be used with an 'Award' decision where the student is eligible. Used when the student has not met the academic requirements of the programme.

- 8.1.6 The Faculty Officer, or nominee, is responsible for ensuring that all decisions of the Board of Examiners are properly recorded and that the Marks Schedule is signed by the Convener and the External Examiner at the end of the meeting. Once all decisions have been entered into the system, it is possible for Post-Board Schedules to be produced (for all degree programmes) for checking by Faculties.
- 8.1.7 Following relevant checking, Faculties shall indicate that results may be released. For candidates with special conditions attached to the outcome of their results, the Faculty Officer, or nominee, will communicate this information to them via Student Business.

8.2 Honours Boards of Examiners

- 8.2.1 The Honours Boards of Examiners usually meet once per year and comprise Heads of Departments/Schools, Course Director(s), academic staff involved in the provision of the degree programme as the Board of Study may nominate.
- 8.2.2 An active involvement is expected from External Examiners in the business of the Board. External Examiner(s) for the degree programme in question may sit on the Board, or provide their input in alternative ways.
- 8.2.3 Heads of Department/School, nominee(s), shall normally convene Honours Boards of Examiners. If more than one Department/School is involved, the Board decides which Head of Department/School will convene the Board, and any other Head of Department/School involved is entitled to be a member of the Board.
- 8.2.4 Marks Schedules for Honours Boards may be prepared by the relevant Department/School.
- 8.2.5 The Board will consider the performance of candidates in accordance with the degree regulations and with Faculty Guidelines for the Board of Examiners, and will decide on the award or otherwise of the degree. External Examiners are normally called upon to provide their input to this decision-making process.
- 8.2.6 The Board shall satisfy itself that appropriate adjustments were made prior to the Board for any students with disabilities/recommended adjustments, and that the impact of their disability has been taken into consideration.
- 8.2.7 The Board of Examiners decides on an appropriate award and Honours classification based on each candidate's overall performance and the appropriate programme regulations, as follows:
- a. Integrated Masters Degree;
 - b. First Class Degree;
 - c. Upper Second Class Degree;
 - d. Lower Second Class Degree;
 - e. Third Class Degree; or
 - f. Exit award e.g. Pass Degree if appropriate.
 - g. Alternative award, e.g. award of same academic level as main attainment but with a difference in the named award, such as subject.

- 8.2.8 Once decisions are reached, the final Marks Schedule is signed by the Convener of the Board and by any External Examiner(s) in attendance.
- 8.2.9 The Faculty Officer, or nominee, is responsible for ensuring that all decisions of the Board of Examiners are properly recorded and that the schedule is signed by the Convener and the External Examiner at the end of the meeting.
- 8.2.10 The results will be released to students via Pegasus and may be displayed on other mediums as appropriate (e.g. the University's mobile app). Departments/Schools should not communicate classification and final marks to students directly as Pegasus is the master record of the class result information.

8.3 Postgraduate Taught Programmes

- 8.3.1 The Board of Examiners for a Postgraduate Taught programme is appointed by Senate on the recommendation of the Board of Study, and comprises no fewer than four persons for each such programme, including academic staff responsible for the conduct of the programme and an External Examiner.
- 8.3.2 The Convener and any External Examiners in attendance sign the final schedule of marks.

9. PUBLICATION OF CLASS RESULTS

9.1 Undergraduate Class Results: Marks from Semester 2/Resit diet

- 9.1.1 On receipt of signed Post-Board Schedules, the class results are released by Student Business to students via Pegasus.
- 9.1.2 Departments/Schools shall not communicate class results to students directly, as Pegasus is the master record of the class result information. Pegasus also functions to control the visibility of these class results in any other applications e.g. the University's mobile app.

9.2 Undergraduate Class Marks: Marks from Semester 1

- 9.2.1 As the Boards of Examiners do not meet after Semester 1, only unapproved marks (class marks) will be available on Pegasus to students who have taken examinations at the end of Semester 1.
- 9.2.2 Students shall be advised that these class marks will not be ratified until the Board of Examiners meets after Semester 2.

9.3 Postgraduate Results

- 9.3.1 As the Boards of Examiners do not meet after Semester 1, only unapproved marks (class marks) will be available on Pegasus to students who have taken examinations at the end of Semester 1.
- 9.3.2 Students shall be advised that these class marks will not be ratified until the Board of Examiners meets after Semester 2.
- 9.3.3 On receipt of signed Post-Board schedules, the class results are released to students via Pegasus.

10. MONITORING OF RESULTS

The Quality Assurance Committee scrutinises the pass rates for modules in all years except final honours years, when it looks at the distribution of degree classifications.