Procedure for returning marks and disseminating results

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Purpose
Accuracy in the return of marks is crucial for maintaining fairness, transparency, and student trust in academic processes. 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 module marks. It outlines how marks should be recorded, released to students, prepared for, and ratified by Boards of Examiners prior to their approved module result being returned to Student Business for dissemination.
Scope
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. The Procedures noted here shall apply to all taught elements of undergraduate and postgraduate taught degrees from August 2024.

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Procedure for returning marks and disseminating results

Contents

Procedure for returning marks and disseminating results 1

Introduction 1

Scope 1

Definitions 1

Recording marks from summative assessments 1

Returning module marks for the preparation of marks schedules and Exam Board Schedules 2

Publication of module results 2

Module Results: Marks ratified by Board of Examiners 2

Module Marks: Unapproved Marks 2

Monitoring of results 2

Procedure for returning marks and disseminating results

Introduction

1. Accuracy in the return of marks is crucial for maintaining fairness, transparency, and student trust in academic processes. 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 module marks. It outlines how marks should be recorded, released to students, prepared for, and ratified by Boards of Examiners prior to their approved module result being returned to Student Business for dissemination.

Scope

2. 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.
3. The Procedures noted here shall apply to all taught elements of undergraduate and postgraduate taught degrees from August 2024.

Definitions

4. For clarity, the following terminology is used throughout this procedure:
   a) **Individual assessment mark:** the mark achieved by a single piece of assessment as determined by the marker(s).
   b) **Module mark:** all individual assessment marks achieved by a single student in a single module, appropriately weighted and combined to produce a single overall integer mark and submitted to the Board of Examiners for consideration.
   c) **Module result:** the ratified mark for a module awarded to a student by the Board of Examiners.
   d) **Mark Returner:** the person with responsibility for collating and submitting the module marks and returning them to the student record for ratification by the Board of Examiners.

Recording marks from summative assessments

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

6. Departments must have documented procedures in place for checking the accuracy of all individual assessment marks and total module marks prior to their release to students via Myplace and Pegasus. This is particularly important where marking does not take place in Myplace, and instead relies on manual entry (for example, marks from exam scripts).

Releasing assessment marks to students

7. All individual assessment marks shall be released to students via Myplace, in accordance with the Assessment and Feedback Policy.
8. Where possible, marks on individual assessments should be returned to students online via Myplace, and normally within 15 days working days from submission deadline or extended deadline, with the exception of submissions which require double marking, such as dissertations or projects, as set out in the Assessment and Feedback Policy.

Returning module marks for the preparation of marks schedules and Exam Board Schedules

9. The Module Coordinator is responsible for: ensuring the calculated composite module mark that is obtained by each student for the module is correct prior to returning the module marks to the Marks Returner for transmission to the Student Record (PEGASUS) via Myplace.
10. A deadline for the return of module marks is set for each formal assessment period and is published in the Calendar of Dates.
11. Module marks will be returned to the Student Record by electronic transfer via Myplace and are undertaken by a designated staff member with a Mark Returner system role.

Publication of module results

Module Results: Marks ratified by Board of Examiners

12. On receipt of finalised Post-Board Schedules, the module results are released by Student Business to students via PEGASUS and may be displayed on other mediums as appropriate (e.g. the University's mobile app).

Module Marks: Unapproved Marks

13. Unapproved module marks (once returned to PEGASUS via Myplace) will be available on PEGASUS to students until Board of Examiners are due to meet.
14. Students shall be advised that these module marks will not be approved until the appropriate Board of Examiners have met.

Monitoring of results

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