Procedures Following Publication of Results

Stage 0: Publication of Results

Each semester the **Examinations Office** publishes a calendar of dates for the publication of results, and **Schools** publish dates for the viewing of assessment materials where required, in compliance with:

- Assessment Regulations for Taught Programmes.
- Procedures Following Publication of Results.

Stage 1: Feedback and Viewing of Completed Assessment/Scripts

Viewing of assessments will normally be scheduled within **4 working days** of the publication of the results.

Internal Examiner informs the student the basis on which marks were lost or gained.

The viewing of the assessment documents and the provision of feedback may be facilitated online. The Internal Examiner will decide whether to provide feedback in person or online. Online meetings shall not be recorded by either the examiner or student.

Any change of mark is notified to Exams Office for amendment t to records.

Stage 2a: Recheck

Student submits to the Examinations Office the Recheck application form (Assessment Re-Check Application Form - Word Version or Assessment Re-Check Application Form - PDF Version), with appropriate fee within **3 working days** of date for viewing of assessments or **7 working days** after publication of results.

Exams Office forwards form within **2 working days** of receipt to Head of School or nominee, who arranges for the Internal Examiner or Head of Discipline to recheck the marks awarded.

Head of School or nominee responds to Exams Office within **5 working days** of completion of Recheck process and Exams Office (to be assigned following Change Management process) communicates outcome to student.

Where the process gives rise to a change of mark, the Exams Office will update the student record system, reissue the student transcript and arrange for a refund of Recheck fee, as appropriate.

Stage 2b: Remark

Student submits to the Exams Office the Remark application form (Remark Application Form - word version or Remark Application Form - PDF Version) and fee within **3 working days** of date for viewing scripts or Recheck process, **or 7 working days** after publication of results.

The Exams Office forwards application within **2 working days** of receipt of form to the Head of School or nominee for the remarking of the assessment.

Head of School or nominee responds to Exams Office within **5 working days** of completion of Remark process. The Examinations Office (to be assigned following Change Management process) communicates outcome to student.

Where the Remark gives rise to a change of mark, the Head of School, or nominee will inform the Exams Office of the changed results.

The Exams Office will update the student record system, reissue the student transcript and arrange for a refund of the Remark fee as appropriate.

Stage 3: Appealing the Outcome

Student submits to the Exams Office an Appeals application form (Assessment Appeal Application Form - Word Version or Assessment Appeal Application Form - PDF Version) and fee within **5 working days** of date for viewing assessment or **7 working days** after publication of results or **3 working days** after Recheck or Remark result.

Exams Office forwards the application to Faculty Manager and Head of School. Head of School completes a response to the application and submits the application and response and any programme-specific regulations to Faculty Manager who then forwards the application, response and exam transcripts to Academic Affairs, **within 8 working days** of receipt of the application.

Academic Affairs convenes a meeting of the **Appeals Eligibility Board** per published timelines and notifies student (Appellant) of outcome.

If the appeal is deemed eligible to proceed to a full hearing, Academic Affairs convenes a meeting of the **Appeals Board** per published timelines and liaises with Appellant regarding attendance at hearing. Academic Affairs notifies Appellant of outcome and arranges for refund of fee if appeal is upheld.