



ACADEMIC REGULATIONS

Universal Assessment Regulations

The Disclosure of Results

Document Control

Responsibility for Policy:	Registrar
Approved by and date:	Senate June 2023
Frequency of Review:	5 years
Next Review date:	2028
Related Policies:	
Minor Revisions:	
EIA:	

1 Implementation

These regulations apply with immediate effect.

2 Formal Publication of a Student's Results

2.1 Following each meeting of a Board of Examiners, the **results** for each student shall be published, normally via Student Record Management, by the Student Enrolment and Administration team.

2.2 The **results** formally published for each student shall normally comprise THREE elements:

- a summary of the student's overall result and its implications;
 - a summary of the student's results for each postgraduate module, or for each undergraduate block;
 - the detailed results for individual assessments.

2.2.1 The Summary of the Student's Overall Result and its Implications

The summary shall indicate the student's eligibility to:

- continue to the next stage of study, or
- complete a programme of study, or
- receive an award.

2.2.2 The Summary of the Student's Results for each Postgraduate Module or

Undergraduate Block

The summary shall comprise the student's:

- aggregate mark[s], and
- [where appropriate] grade[s], and
- overall result[s], which shall be "Pass", "Fail" or "Not Yet Passed".

2.2.3 The Detailed Results for Individual Assessments

[a] The result for each individual assessment component shall comprise:

- the student's mark and grade, and
- [*where the student has not passed the component, AND the overall result for the module/subject is "Not Yet Passed", AND the student has not forfeited the right to further assessment for the component*], details of the further assessment that needs to be undertaken, and the date by which the work must be submitted.

2.3 No result shall be formally published unless it has been authorised by the University Continuation and Award Board.

2.4 Notwithstanding paragraph 2.3, and under very exceptional circumstances, the Chair of the University Continuation and Award Board may, subsequent to the meeting of the Board, authorise the publication of a result that had not been approved by the Board. In such cases, the amendment, and the reason why Chair's Action was required, shall be appended to the Minutes of the Board.

2.5 No student shall be informed of their overall result until the result has been formally published according to paragraphs 2.1 to 2.4.

2.6 After the formal publication dates, the results shall continue to be available via Student Record Management until shortly before the next assessment period, when the information will be removed to enable the next set of results to be prepared. Students shall normally be able to print their results at any time, subject to the constraint that Student Record Management may need to be taken off-line occasionally for maintenance.

2.7 Notwithstanding paragraphs 2.1-2.6 above, if publication on the scheduled date proves impossible *via Student Record Management*, the Registrar [or nominee] shall be empowered to authorise the publication of results by alternative means. The first strategy to be attempted shall make use of secure electronic channels of communication, accompanied by a warning that students must seek confirmation of their full results via Student Record Management as soon as possible. However, if alternative electronic methods are unsuccessful or unavailable, the Registrar [or nominee] shall be empowered to authorise the publication of results via the telephone, subject to the student correctly answering questions to confirm their identity, and again accompanied by a warning that students must seek confirmation of their full results via Student Record Management as soon as possible.

3 Informal Disclosure of a student's results before formal publication

3.1 Marks awarded by internal markers for continuously assessed work

3.1.1 “Continuously assessed work” is defined as: all assessed work except
[a] examinations organised by the Student Enrolment and Administration Team,
[b] postgraduate dissertations, and
[c] other types of assessments identified annually.

3.1.2 Provisional marks awarded by internal markers for continuously assessed work shall be disclosed to students throughout the academic year, as a matter of routine.

3.2 Other Results

No student shall be informed of *any elements of their results other than those defined in paragraph 3.1* above until the results have been formally published according to paragraphs 2.1 to 2.7 above.

4 Non-disclosure to third parties

- 4.1 Only a student’s own examination/other assessment marks shall be disclosed to them and no member of the University shall be permitted to disclose or discuss with a student or other unauthorised person the marks gained by another student.
- 4.2 Where a student can, for good reason, anticipate their non-availability when results are published, they may lodge with the Student Enrolment and Administration office a written instruction identifying a person to whom such disclosure may legitimately be made. Such an instruction must be accompanied by a clearly established means of confirming the identity of that person.
- 4.3 Should a student come to a member of staff having found out, by whatever means, the marks of another student, and wish to discuss them, perhaps in relation to their own examination performance, the member of staff shall decline to do so.