

FEEDBACK ON EXAMINATIONS

EXTRACT: Code of Practice on Taught Programme and Module Assessment

6. Provision of Marks & Progression Information to Students

- 6.1 Mark sheets shall be treated as strictly confidential, but the marks awarded to an individual candidate may be disclosed to the candidate in a way which protects the confidential nature of the marks of other candidates. Attention is drawn to the University Data Protection Policy and the implications for storage of Registered Students' information and provision of information. In particular, the Policy states 'Staff, students and other users of the University have the right to access any personal data being kept about them either on computer or in certain files. Any person who wishes to exercise this right should contact the Director of Academic Services'.
- 6.2 Registered Students will be entitled to know their marks for both coursework and examinations as part of their tutorial support. This is within the provisions of the Data Protection Act relating to the release of data. For more information, contact the University Data Protection Officer.
- 6.3 Final lists of results, progress decisions and final awards and module marks will be published by the principal academic unit as soon as possible after the meeting of the Board of Examiners at which they are determined. In the exceptional circumstances where a recommendation is made 'notwithstanding Regulations' and mitigating circumstances are not involved (see clause 3.2.3 above), the provisional list of results should not indicate the result, but should indicate that a decision is 'pending' the meeting of the University Progress and Awards Board
- 6.4 Following the determination of marks by the Boards of Examiners, where Registered Students are continuing (i.e. they are not finalists), principal academic units will inform individual Registered Students of their module marks, which will be available through the student portal and, where appropriate, through progress review tutorials. Finalists may be given the marks which they have achieved in final level modules, should they require this information.

7. Feedback on Assessment

- 7.1 Registered Students should be given timely and relevant feedback on assessments, particularly those undertaken during a module and used to inform the Registered Student's learning (e.g. coursework). In accordance with the Code of Practice for Student Development and Support in Principal Academic Units, Registered Students should be informed of the timescale for feedback arrangements, and this should normally be within four weeks of the submission date of the assignment/piece of work so that patterns of work can be adjusted before subsequent assessment opportunities. Principal academic units may wish to provide this feedback in ways other than by provision of actual marks. Where marks are provided in advance of confirmation by the Board of Examiners, it should be emphasised that these marks remain provisional.

8. Feedback on Examinations

- 8.1 Where appropriate and following the main examination period, registered students, who are not in their final year of study, should be offered generic feedback on each examination question within an assessment (e.g. essay style or numerical problems) or for the assessment as a whole (e.g. MCQ-based examinations).
- 8.2 Registered students who have failed modules in the main examination period should be offered constructive feedback as soon as practicable after the publication of the examination results.
- 8.3 Feedback on examination performance should not allow any challenge to academic judgement.

9. Retention of Examination Scripts

- 9.1 Principal academic units shall ensure that, with the exception of dissertations, all written examination answer books and other papers shall normally remain confidential to the examiners and shall be destroyed after a period of not less than twelve months after the declaration of the results of the examinations.