

9.14 Policy on the publication of results

- Staff must not divulge any information about marks or results to students until after processing by the relevant Assessment Committee.
- Results must not be issued via telephone
- Students are issued with a provisional result (pending ratification by the Programme Examination Board) within 6 weeks of submission of any summative assessment. If this is to be delayed then students will be informed via an announcement on the VLE.
- Except in exceptional cases results will be issued via the VLE, with students logging into their personal page.
- Students who are required to retake assessments will be able to identify these when viewing their results via their personal VLE page.
- Provisional results will be ratified by the relevant Programme Examination Board (who meet quarterly) after which provisional marks will be identified as ratified marks on the students' personal VLE page.
- It is only after ratification that certificates can be applied for.

Disclosure of marks and feedback to students

- Only relevant Education Administrators are authorised to issue results or transcripts to students.
- All Programme students will receive a transcript free of charge following the Programme Examination Board at which their results were considered.
- Ratified marks for module students will be available via the students' personal VLE page.