23. RECORDING, DOCUMENTATION AND PUBLICATION OF ASSESSMENT DECISIONS

23.1 Recording

The Secretary to the Programme Examiners’ Meeting is responsible for ensuring that the decisions of the meeting are recorded accurately. The Examination Representative is responsible for ensuring the accuracy of marks and results submitted to the Examinations Office. The Examinations Officer is responsible for ensuring that the decisions of Faculty Examiners’ Meetings are recorded accurately and for ensuring the accuracy of marks and results entered on the University’s student record system. The University’s student record system is backed-up on a daily basis.

23.2 Publication of results

In the case of results for Part 1 and Part 2 of undergraduate programmes, students’ overall results and marks and grades for modules are published individually to the student’s RISISweb portal at dates and times published here: [http://www.reading.ac.uk/internal/exams/student/exa-publication.aspx](http://www.reading.ac.uk/internal/exams/student/exa-publication.aspx) Each candidate is also sent an email stating his or her result.

In the case of Final Examinations for first degrees and for certain Masters degrees, the provisional Results List is published by the School shortly after the list of signed recommendations have been received from Internal and External Examiners. Following the Faculty Examiners’ Meeting, each candidate’s overall result is posted to his or her RISISweb portal.

All other results are published as soon as possible after the relevant Faculty Examiners' Meeting.

If a decision about a particular candidate has to await higher authority (for example, a Faculty Examiners’ Meeting or the Senate), the result would be recorded as Result Not Yet Available.

Lists which some School/Departments put up for the benefit of their candidates are provisional.
23.3 For undergraduate students on Bachelors and undergraduate Masters programmes, the Examinations Office ensures the availability of a tutor slip for each student at the time of the publication of results (except in the case of Finals students). These slips list all modules taken by the students in the current session, together with the credit weight of the module and the percentage mark (or, where applicable, pass/fail) achieved. The slips are available electronically to each School/Department for distribution to students, usually via tutors or course directors who can explain the significance of the marks given and advise students on re-examination and other issues relating to future study.

23.4 Students who have achieved a result of failed, not qualified, deemed not to have sat, or no recommendation are sent a letter or email advising them of their result and specifying, as appropriate, the arrangements for further examinations to which they might be entitled or other action which they might be required to take.