

# SECTION 11: VERIFICATION AND SUBMISSION OF MARKS

- 11.1 Markers, or, where appropriate, the module convenors, are responsible for checking that the marks submitted to the School/Departmental Examination Representative are an accurate record of the recommended marks.
- 11.2 All marks which are arrived at through addition of subsidiary marks (a total from a mark scheme, a (possibly weighted) average of minor assessments, etc) should have the arithmetic checked by a designated person, who could be a suitable member of the administrative or support staff.
- 11.3 The Examination Representative is responsible for ensuring that marks for each module are reported accurately to Programme Examiners' Meetings and, in accordance with a published schedule of dates, to the Examinations, Student Records and Graduation Office, as appropriate. Those responsible for producing papers for an Examiners' Meeting or University Progression/Awarding Board, whether a School/Department or the Examinations, Student Records and Graduation Office, are required to check the accuracy of aggregate marks and the averages.