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.