

SECTION 27: RECORDING, DOCUMENTATION AND PUBLICATION OF ASSESSMENT DECISIONS

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RECORDING

- 27.1 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, Student Records and Graduation Office. The Head of Examinations, Student Records and Graduation is responsible for ensuring that the decisions of University Progression Boards 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.

PUBLICATION OF RESULTS

- 27.2 In the case of results for Part 1, Part 2 and, where Part 3 is a progression point, Part 3 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>. Each candidate is also sent an email stating his or her result.
- 27.3 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 has been received from Internal and External Examiners. Following the University Awarding Board, each candidate's overall result is posted to his or her RISISweb portal.
- 27.4 All other results are published as soon as possible after the relevant University Progression or Awarding Board.
- 27.5 If a decision about a particular candidate has to await higher authority (for example, a University Progression or Awarding Board or the Senate), the result would be recorded as Result Not Yet Available.

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- 27.6 Lists which some School/Departments put up for the benefit of their candidates are provisional.
- 27.7 For undergraduate students on Bachelors and undergraduate Masters programmes, the Examinations, Student Records and Graduation 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.
- 27.8 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.