

Subject line: Important information about your exam results

Dear <Name>,

We hope your assessments this summer went well and that you can now take some time to relax. Please ensure that you read this entire email carefully as it contains important information about your exam results.

**Results from the summer assessment period will be published as follows:**

**Undergraduate finalists and postgraduate taught finalists (excluding BA Children's Development and Learning, and PGCEs) results will be published in two phases:**

**1. Provisional results**

Your provisional results are results which have been reviewed by both the internal and external examiner but have yet to be formally approved by the relevant University Awarding Board and Senate.

These will be made available on the [RISIS Portal](#) on 23 June 2021 by 3pm.

You will have **five working days after publication** to request to be 'Deemed Not to Have Sat' (DNS) and take your centrally timetabled examination/s again through the [Post-results Extenuating Circumstances Process](#).

**2. Final confirmed results**

These will be made available on the [RISIS Portal](#) on 9 July 2021 by 12noon.

**Undergraduate non-finalist results (excluding Part 1 and Part 2 BA(Ed), NUIST Part 0,1 and 2, and International Foundation Programme (January cohort))**

For Parts 0, 1 and 2, students will receive an email with their results and these will also be made available on the RISIS Portal. The dates these will be published on both RISIS and via email are as follows:

- Part 0: 5 July 2021 by 3pm
- Part 1: 5 July 2021 by 3pm
- Part 2, 2Z and Part 3 Integrated Masters: 6 July 2021 by 3pm

**Postgraduate non-finalist results**

Students on postgraduate taught programmes who are continuing their studies in 2021/22 will receive an email on the 2 July 2021 confirming that their finalised marks are available to view on the [RISIS Portal](#).

**Part 1 and Part 2 BA(Ed), BA CDL Finals and PGCE; NUIST Parts 0, 1 and 2**

Students on these programmes will receive an email with their results on 20 July by 12noon.

**International Foundation Programme (January cohort)**

Students on this programme will receive an email with the results on 5 August by 12noon.

## Post-results Extenuating Circumstances requests

If after results publication for your Part, you believe that your performance in your centrally timetabled examinations has been affected by an extenuating circumstance in the summer term, **you will have five working days** to use the [Post-results Extenuating Circumstances Process](#) through [RISIS](#). The Post-results Extenuating Circumstances process is [a temporary revision](#) to the existing Extenuating Circumstances Policy for the Summer Term and Resit Period 2021; these revisions are published in [this separate document](#).

You can use the **Post-results Extenuating Circumstances process to request to take an examination again if you believe your performance has been affected by an extenuating circumstance in the summer term**. This is known as 'Deemed Not to Have Sat' (DNS). If granted you will have the opportunity to have a further attempt to sit your exam/s as if it is the first time you have taken the exam. If you are already at your second attempt, you will have a further attempt but this will still be classed as a second attempt.

Please note, if you have missed one or more examinations in the summer term due to an extenuating circumstance then you will also be able to submit a Post-results Extenuating Circumstances request, explaining why you were unable to sit the exam, following publication of results.

Please read the guidance carefully and discuss your results with your School/Department representative **as soon as possible within these five working days**. It is important that you **do not make any decisions** until you have sought academic advice from your School/Department.

Information about who will be available to speak to and when during these five working days will be sent to you by your School/Department in advance. However, if you are still not sure whom to contact then please contact your Student Support Coordinator, or the HBS School Office/ISLI Helpdesk as appropriate.

If you have met the requirements to progress to your next stage of study, **we strongly recommend** that you should focus now on preparing for the new academic year. However, some students may understandably feel that their academic performance has been unduly affected by the challenging circumstances this year.

There are some important things you should consider before submitting a request to be 'Deemed Not to Have Sat' (DNS) as follows:

- Your original assessment mark will be annulled (deleted) and replaced with the mark of your further attempt. **Even if your mark is lower than your original mark, this will be the one on your record, even if you fail. You will not be able to choose the better of the two marks.**
- Once a DNS has been requested and granted, you cannot then choose not to do the examination. A mark of zero will be given for assessments not submitted.
- Exams will take place in August/September. If you have met the requirements to progress to the next stage of study, we recommend that it would be better to spend this time focusing on the new academic year.

- All exams will be in the same format as the summer examinations and in most cases will be a 'take-home' exam.

## **Questions you may have once you have received your results**

### **What if I don't understand my results?**

If you are not clear what your results mean you should speak with the named contact in your School/Department. They can help guide you and discuss what you can do if your results may be problematic for you.

Your School/Department will let you know in advance who you should contact during this period. If you are unsure, please contact your Support Centre (or Henley Helpdesk or ISLI Admin Office).

Please note, if you submitted an [Extenuating Circumstances request](#) to defer an examination but then subsequently chose to take the exam, your paper has been marked and will be included in your overall results calculation.

### **What if I was granted to be 'Deemed Not to Have Sat' (DNS) but then chose to take my exam?**

If you submitted an [Extenuating Circumstances request](#) to be 'Deemed Not to Have Sat' (DNS) before the date of the exam but then chose to take your exams, your papers have been marked and will be included in your overall results calculation. No further DNS is permitted in these circumstances.

### **How will I be offered my resits in a failed module?**

Non-finalist students will be offered the opportunity to select resits either via a link in your results email or via a subsequent email from the Exams Team. Finalists will be contacted by the Exams Team shortly after the release of your confirmed results, offering you the opportunity to resit. Details about selecting your resits will be included in these emails.

Please note that for non-finalists, you will need to select your resits at the same time as you request to be 'Deemed Not to Have Sat' (DNS) as part of the [Post-results Extenuating Circumstances Process](#).

If you have any questions about selecting resits please contact the Exams Team at [examinations@reading.ac.uk](mailto:examinations@reading.ac.uk).

I hope this information has been helpful. Please review our detailed information and [Frequently Asked Questions about exam results on Essentials](#). We are here to support you so do not hesitate to contact your School or [take-home-exam@reading.ac.uk](mailto:take-home-exam@reading.ac.uk) if you have any queries.

Remember that our [full range of specialist support services](#) is still available to offer help and advice, including our Student Welfare Team, Counselling & Wellbeing, Student Financial Advisory team, International Advisory (Visas and Immigration) team, and the Disability Advisory Service.

We are continuing to update Essentials, including with information on [Teaching and Learning in autumn term 2021](#), so [please check for the latest advice](#).

Best wishes,

Paddy

Dr Patricia ('Paddy') Woodman

Director of Student Services