

## Release of Marks

- 1. Students will be given, as a matter of course, the marks they obtain in each individual module of study after they have been ratified by the Board of Examiners.
- 2. These marks will be made available in an e-mail to each student's Southampton address and/or on Self Service Banner<sup>1</sup>. In certain cases, especially for semester 1 exams, such marks at the time of release may be provisional only and subject to change by a subsequent Board of Examiners. It will be made clear when marks are provisional.
- 3. All marks relating to examination papers will be released within 30 working days<sup>2</sup> of the examination being sat. All marks for continuously assessed work will be made available by the Faculty concerned to students within 20 working days of the submission deadline. This deadline does not apply to research projects or dissertations. Marks are provisional until ratified by a Board of Examiners.
- 4. Students seeking more detailed information, such as marks for individual components within modules, should approach the Faculty concerned. Any such information requested, which is held by the Faculty relating to the student's marks, will be released to the student.
- 5. Students are entitled to view their examination scripts on request to the Faculty.
- 6. Evaluative reports on major pieces of assessed work, such as postgraduate Master's degree dissertations and MPhil/PhD theses, will be made available by the Faculty concerned on request from the student.

Document Information	
Author	QSAT
Owner (committee)	AQSC
Approved Date	March 2000, July 2014
Last Revision	October 2014
Type of Document	Procedure

<sup>&</sup>lt;sup>1</sup> Students on some programmes may be advised directly by their Faculty's student office.

<sup>&</sup>lt;sup>2</sup> Please note that where 'working days' are referred to, this excludes weekends, bank holidays and University closure days.