Illegible Examination Scripts Policy

The policy does not apply in cases where alternative examination arrangements are in place for a student, or where special consideration applies which relate to a student's ability to write legibly.

1.1 If an examiner is unable to read a script, the script must be sent to the designated member of academic staff within the School to confirm that the script is illegible.

1.2 If it is confirmed that the script is illegible, the candidate in question will be contacted by a member of administrative staff, as agreed within each School, and asked to attend the University in order to dictate their exam script for transcription. The student must be clearly advised in writing that the purpose of attendance is to transcribe the existing script and that any addition or omission of material will constitute a breach of academic integrity. If the student refuses to attend, then they may be awarded a mark of zero.

1.3 The agreed member of administrative staff will contact Enabling Services (enable@soton.ac.uk), Student Services to request support. The Enabling Team will oversee the conversion to typescript for marking.

1.4 Except in cases where special examination arrangements are in place, or a Special Consideration applies, any student whose examination script is deemed illegible by the examiners may be required to pay for it to be converted to typescript for marking". The cost associated with producing the transcript is detailed in the Fees, Charges and Expenses in the University Calendar.

1.5 Following transcription, the student must sign a form to confirm that the transcript is a true copy of the original. The form should be kept separately from the transcript, to preserve the student's anonymity during the marking process.

1.6 The transcript should then be returned to the marker along with the original script.

1.7 On some programmes, particularly in Medicine and Health Sciences, handwriting that is illegible would be considered to be an issue of poor professional practice that might compromise patient safety. In those cases the Illegible Exam Scripts Policy would be followed, but the student's performance would be investigated and dealt with under the University's Fitness to Practise Policy and Procedure.