

# Release of Marks

- 1.1 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.
- 1.2 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.
- 1.3 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 School concerned to students within 20 working days of the submission deadline. Marks are provisional until ratified by a Board of Examiners.
- 1.4 This deadline does not apply to all marks relating to research projects, dissertations or other substantial pieces of work<sup>3</sup>. All marks relating to research projects or dissertations will be released only after they have been ratified by a Board of Examiners.

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<sup>1</sup> Students on some programmes may be advised directly by their Student Office.

<sup>2</sup> Please note that where 'working days' are referred to, this excludes weekends, Bank Holidays and University closure days.

<sup>3</sup> Please noted that “substantial pieces of work” such as research projects or dissertations should receive feedback, but the provision of such feedback is not required to adhere to the above time limits. This reflects the importance of such work within programmes and the need to devote appropriate time and attention to the assessment process”. For more information please refer to the [Assessment Feedback to Students Policy](#).

- 1.5 Students seeking more detailed information, such as marks for individual components within modules, should approach the School concerned. Any such information requested, which is held by the School relating to the student's marks, will be released to the student.
- 1.6 Students are entitled to view their examination scripts on request to the School.
- 1.7 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 School concerned on request from the student.

<b>Document Information</b>	
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