

## **Guidelines for Issuing Provisional Marks to Students on Taught Programmes**

---

1. The release of provisional marks, i.e. agreed marks which have not yet been ratified by the Board of Examiners, for summative assessment is permitted by the College except in certain circumstances set out below. Provisional Marks should always be released with the caveat that all marks released are provisional until confirmed by the Board of Examiners. The following text is recommended for use “*These results are provisional and are subject to change by the Board of Examiners*”.
2. Departments/programmes should make it clear to their students which pieces of assessment (if any) they can expect to receive provisional marks. It is recommended that the dates or timeline for release of provisional marks are published in the relevant programme/student handbook. The College considers it good practice for academic feedback to be provided within 10 working days.
3. Where a department/programme chooses to release provisional marks the format of the mark/result should correspond to the marking scheme for the assessment.
4. Provisional Marks should not be released for major discrete programme components (for example final year projects/dissertations) prior to the meeting of the Board of Examiners.
5. Departments should determine how best to provide feedback to students on major discrete programme components (for example final year projects/dissertations) and examinations taken towards the end of the academic year. Students must still be informed in advance of the arrangements for the provision of feedback on these pieces of assessment.
6. Marks must be released simultaneously to the whole cohort of students, ideally after they have been through the department’s/programme’s process of internal marking/moderation (including second marking). [The only exception to this is that marks must not be released to students who are being investigated under the College’s examination offences/cheating procedures. In this case, the provisional marks can be released to the cohort not affected by the investigation.] Whilst it is not recommended that provisional marks are released before internal marking/moderation has taken place, it is accepted that the early release of marks may be important where assessments have been scheduled close together. In these instances it should be made clear to students that the internal marking process has not been completed.

7. Where a date for the release of marks has been published, students should be advised of the revised date/timeline for the release of their results in the event of a delay.
8. Provisional marks may be released via the VLE or emailed to students to their Imperial email account. It is also permitted to provide students with a letter detailing provisional results, subject to the text set out in paragraph 1. However, departments/programmes must not release provisional results to students (or any other party) over the telephone.
9. If provisional results are posted on noticeboards, including electronic noticeboards, they must be displayed by candidate number only.
10. Greater caution needs to be given in releasing provisional marks to students if the threshold or pass mark for the assessment is likely to change as a result of the scrutiny of the Board of Examiners (for example some Medicine programmes).
11. Under the DP Act98 students have no right of access to their scripts, once submitted to their examiners, at any time. The College is under no obligation, therefore, to make available either the actual scripts or copies of them. However, departments/programmes may allow students to view their scripts under supervision of an academic member of staff.
12. The privacy rights of the students should also be taken into consideration when handing back assessed material to students in a group, e.g. a seminar. The permission to discuss individual results in the group should be obtained before they are made known to the group collectively.

<b>Document title:</b>	Guidelines for Issuing Marks to Students on Taught Programmes		
<b>Version:</b>	1	<b>Date:</b>	10 Jan 2017
<b>Location and filename:</b>	R:\7. Quality Assurance\3. Policy Framework\4. Examination & Assessment\Guidance for Issuing Provisional Marks to Students		
<b>Approved:</b>	QAEC		
<b>Effective from:</b>	1 <sup>st</sup> April 2017		
<b>Originator:</b>	QAEC		
<b>Contact for queries:</b>	Senior Assistant Registrar (Quality Assurance & Enhancement)		
<b>Cross References:</b>	Examinations and Assessment Policies including: <a href="#">Code of Practice: Guide 2: Examination Records and Performance and Course Assessment</a> Academic Feedback Policy Late Submission Policy		
<b>Notes and latest changes:</b>	Replaces Guidelines for Issuing Actual Coursework Marks to Students (approved by Senate in May 2007)		