

Issuing assessment results to undergraduate students at the end of semester 1 and semester 2

This guidance supplements the advice given in the *Guidance on Examinations Boards* which is on the TLSO website at:

<http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/reaching-decisions-from-assessment/exam-board-guidance/>

Extract - : Issuing of results

- *Results should be made available to students on-line via Campus Solutions.*
- *If students are notified individually, results should only be given to individuals in person, by anonymous notification on a notice board, by letter (to the address recorded on Campus Solutions) or by email (to the University email registered to the student which is recorded on Campus Solutions).*
- *Results should not be divulged over the telephone.*

Additional guidance:

When can assessment results be released?

- Results should be released to students as soon as possible after work has been fully marked and the marks ratified by the appropriate exam board.
- It is important that dates are adhered to in order to give students the best possible student experience.

Note: It is important that students receive their 1st semester results as quickly as possible since it might influence their 2nd semester unit choices and that any support needs can be identified and actioned quickly.

Key dates effecting Exam Board processes for 2018/19

Semester 1

- Last day for updating semester 1 course units (the exam time-table is derived from this) **26th October 2018**
- 1st Semester exams: **14th January 2019 – 25th January 2019**
- Deadline for inputting ratified semester 1 UG exam results (and finalising overall course unit results) - **28th February 2019**
- Deadline for inputting ratified semester 1 PGT exam results (and finalising overall course unit results) **15th March 2019**

It is understood that the last Semester 1 Exam Boards in each Faculty are as follows:

- FSE: 27 February 2018 (both UG/PGT);
- FBMH: 21 February (UG), 6 March (PGT);
- Humanities – as of the publication of this document, Humanities have not scheduled *all* Exam Boards. It has been indicated that, as a Faculty, it is already the convention that they release results by the end of week 4 of semester 2 (22 Feb).

Semester 2

- Last day for updating semester 2 course units (the exam time-table is derived from this): **1st March 2019**
- 2nd semester exams: **15th May – 5th June 2019**
- Deadline for inputting ratified results (and finalising overall course unit results) for final year students for graduation in July 2019: **26th June , 5pm**
- Deadline for inputting ratified results (and finalising overall course unit results) for returning students: 5th July 2019

Re-sit exam period: 19th August – 30th August 2019.

Deadline for inputting results: **13th September 2019 .**

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October 2018