



# Provisional mark policy

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## Context

The School of Engineering are committed to adopting electronic submission as the preferred method of submitting formative and summative assessments, where pedagogically appropriate, by semester one of academic year 2016/17.

## Purpose

This policy aims to clarify the term 'provisional mark' issued to students at the point of receiving their assignments prior to the Board of Examiners meeting and how/why that provisional mark may change by the end of the semester after the Exam Board have sat.

## Benefits

This policy will help ensure that both students and academics are aware of the published mark students receive, along with all feedback from assessed assignments throughout the semester, and the status of that mark (Provisional/Final).

## Principles

1. The mark students receive for any of their coursework throughout the semester is provisional and may be subject to change until after the Exam Board meet at the end of the semester.
  - 1.1. Learn keeps this provisional mark, and so if any changes are made to this mark it will appear in EUCLID only.
  - 1.2. The provisional mark is with lateness penalties applied but without any special circumstances taken into account and so as a result the mark can only be increased, not decreased.
2. When an assignment drop-box closes it is the responsibility of the ETO to keep track of any late/non submissions and deal with the submission issues that have occurred throughout the submission process.
  - 2.1. The ETO are responsible for sending out non-submission emails to those students to whom this is relevant.
  - 2.2. The ETO are responsible for applying lateness penalties and informing the students and academic staff where relevant

## Responsibilities

The ETO are responsible for dealing with any late/non submissions and dealing with any submission issues that have occurred throughout the submission process. They are also responsible of applying any lateness penalties that need to be applied to the Learn

marks. It is then the Exam Boards responsibility to look over the special circumstances and penalties applied and make the final decision on any marks that change from their provisional marks, and if they do change it can only be an increase from the provisional mark.

## **Related Documents**

There are no related documents to this policy.