

Changes to Results following Progression and Award Board (from 2012/2013)

Changes to results following Progression and Award Boards (PABs) should only be necessary in exceptional circumstances and any such errors that are detected should be dealt with immediately. Where a change to a result is required following a PAB, the programme chair or module co-ordinator must contact the Student Awards Manager or the Deputy Student Awards Officer. The post PAB procedure should be co-ordinated and approved by the Programme Chairperson/Co-ordinator unless other local arrangements apply.

The guidelines for managing result changes are broken into three categories:

(a) Minor result changes

Defined as an individual change to a module result that:

- (i) Does not affect the overall classification;
- (ii) Does not significantly affect the merit order of the class.

The recording of a postponement/extenuating circumstances form that had been received/approved **prior** to the PAB but was not considered should also be processed under this category.

Action: Following initial notification as above, complete Post PAB form and submit to Faculty Office and Registry

(b) Substantive individual result changes

Defined as a change that:

- (i) Changes the overall classification;
- (ii) Significantly changes the merit order of the class.

Action: Following initial notification as above, seek approval of PAB (all examiners) by way of an electronic PAB copying the Student Awards Manager or Deputy Student Awards Officer. A deadline for reply should be given. Following approval, complete post PAB form and submit to Faculty Office and Registry.

(c) Result changes requiring a Reconvened PAB

Defined as a change that:

- (i) Affects 10% or more of students on a module, or where a module has less than 30 students affects three students or more on a module.
- (ii) Requires the reconsideration/re-examining of a substantial proportion of the marks for a module, and/or the overall classification.

Action: Consult with Registry as above. The Chair and Registry will make the final decision on the requirement for a reconvened PAB.

Notification to Students

In the event of a straightforward module mark error, Registry will issue a standard letter with a revised transcript to the student. Any follow-up correspondence should be between the student and the Programme Chair. In other circumstances, the Chair will provide an explanation to be issued with the revised transcript.

Record Keeping

All notifications of changes and Post PAB forms will be retained and bound with Registry broadsheets. A report on amendments will be compiled for the October meeting of Academic Council by Registry. This will be copied to Faculty Managers and Associate Deans for Teaching & Learning/Education.