ACADEMIC POLICY FRONT COVER SHEET

Name of Policy:	Misallocation of Marks Policy
Scope of Policy:	The policy sets out the University's approach for managing situations where marks have been misallocated.
Author and contact for further information:	Head of Student Administration
Applicable to:	Staff
Consultation Process:	Academic Affairs Committee
Approval Body:	Academic Board
Date of Approval:	6 February 2019
Date of Implementation (if different from date of approval):	As above
Review Date:	To be confirmed

Misallocation of Marks Policy

The University is committed to ensuring that appropriate procedures and measures are in place to ensure the accurate recording of and notification of student grades. The University recognises however that there may be instances where a student or group of students are allocated incorrect marks which are subsequently ratified by the relevant Board of Examiners. This policy sets out the University's approach for dealing with such instances and is predicated upon the following key principles:

- That the University must maintain the integrity of its awards
- That the marks awarded to a student should be an accurate reflection of student achievement.

Where marks have been incorrectly allocated to a student or group of students, the University should take the necessary actions to remedy this at the earliest opportunity and notify students of their correct marks and any resulting adjustment to their overall award where appropriate.

Student Complaints Procedure and Academic Review and Appeal

In the majority of cases a misallocation of marks, whilst regrettable, is unlikely to provide sufficient cause/grounds for complaint or review. There may however be instances where a misallocation of marks has resulted in adverse consequences for which a student may wish to seek additional consideration and redress. In such circumstances, a student can make a student complaint and/or request a Review of the decision of the Board of Examiners. Any deadlines associated with these processes should be adjusted to start from the date of notification of the corrected marks.