



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section C14: Disclosure of Assessment Results**

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## **SECTION C14: DISCLOSURE OF ASSESSMENT RESULTS**

### **C14.1 Assessment Outcomes Prior to the Board of Examiners**

#### **C14.1.1 Assessment Outcomes: Coursework**

Written essays, assignments and other work will normally be returned with appropriate feedback within four weeks of their submission.

#### **C14.1.2 Coursework Marks**

Marks awarded for coursework at any stage should be disclosed to the student, but it should be made clear that the marks are subject to:

- internal moderation
- moderation by external examiners
- the final decision of an Examination Committee and/or Board of Examiners.

#### **C14.1.3 Confidentiality**

Disclosure of the detailed assessment outcomes of an individual student (e.g. actual mark(s) achieved) must be to that student only; except for marks which are posted by student ID as provided for in Section C14. 1.5.

Any written feedback on an individual assessment must be confidential to that student only.

#### **C14.1.4 Assessment Outcomes: Examinations**

The assessment outcomes of examinations will be made available to the student in accordance with University Regulations either:

- during the course of the academic year to permit re-assessment if required
- or
- after the meeting of the relevant Board of Examiners or Examination Committee.

#### **C14.1.5 Publication of Assessment Outcomes: Re-assessment**

At the conclusion of the full assessment process for each module, the internally-moderated module results will be given to the Scheme/Course Leader (or equivalent).

The Scheme/Course Leader (or equivalent) will then publish interim student outcomes. Where the student ID number is used, individual marks may be posted. Where names are used, outcomes must be designated pass/fail only. The publication of these interim student outcomes will be in accordance with current University procedures.

The purpose of the publication of these interim outcomes is solely to enable a student to identify the opportunity for re-assessment.

### **C14.2 Assessment Outcomes After the Board of Examiners**

#### **C14.2.1 Confirmed Marks**

Students will be informed of their confirmed marks as agreed by the Board of Examiners or Examination Committee for all levels of a programme of study, both:

- overall
- and
- for individual modules.

#### **C14.2.2 Disclosure of Individual Results**

Disclosure of the detailed module outcomes of an individual student (e.g. actual marks achieved) must be to that student only.

#### **C14.2.3 Confidentiality**

Disclosure of the detailed module outcomes must be done only by an authorised tutor, either orally or by letter.

#### **C14.2.4 Publication of Progression or Award Decisions**

Results lists (which include the results of deferred/referred students) will be prepared and published in accordance with the current University Procedures, and will be published within 5 working days of the meeting of the Board of Examiners.

#### **C14.2.5 Form of Results Lists**

Results lists will take a standard form namely:

Leeds Metropolitan University

Award

Assessment results level:

- *Surname, forenames:*  
Pass/deferred/referred (include details as necessary)

Classifications thus:

- First; Upper Second; Lower Second; Third Class Honours; Pass Degree

At the foot of the final sheet:

- Date of the Board of Examiners meeting
- Signature of the Chair of the Board of Examiners and the Scheme/Course Leader (or equivalent)

### **C14.3 Confidentiality**

#### **C14.3.1 Disclosure to the Student**

Disclosure of detailed assessment outcomes of an individual student must be to that student only in accordance with the provisions of Sections C14.1 and C14.2.

#### **C14.3.2 Telephone Enquiries**

Student outcomes either overall or for individual modules *will not be given out over the telephone.*

#### **C14.3.3 Disclosure to Third Parties**

Disclosure to third parties may only be done in exceptional circumstances.

#### **C14.3.4 Conditions of Disclosure to Third Parties**

Disclosure to any third party will only be done:

- if specifically authorised by the student with express written consent;
- and
- in accordance with the terms of that authorisation.

### **C14.4 Storage of Marks and Other Assessment Information**

#### **C14.4.1 Storage of Marks Prior to the Meeting of the Board of Examiners or Examination Committee**

Raw, internally-moderated and externally-moderated marks can be stored either electronically or manually prior to the meeting of the Board of Examiners or Examination Committee.

#### **C14.4.2 Presentation to the Board or Committee**

A schedule of internally-moderated and externally-moderated marks can be presented to the Board of Examiners or Examination Committee.

#### **C14.4.3 Final Marks**

The confirmed marks and results of the Board of Examiners are the definitive outcomes of the assessment process.

#### **C14.4.4 Storage of Final Marks**

Final marks can be stored either electronically or manually provided that these are maintained in a secure location.

#### **C14.4.5 Purpose of Storage of Final Marks**

The final marks are stored for the purpose of record-keeping only.

The formal minuted decisions of Boards of Examiners and Examination Committees are the formal University record and are retained for this purpose.

#### **C14.4.6 Deletion/Destruction of Other Marks**

University staff should delete or destroy all other marks stored prior to the meeting of the Board of Examiners or Examination Committee within two working days of that meeting.

#### **C14.4.7 Coursework: Retention by the University**

A sample of major coursework assessment will be retained for one year after the meeting of the Board of Examiners or Examination Committee at which the assessment was considered.

#### **C14.4.8 Examination Scripts: Retention by the University**

Examination scripts, including examination submissions in other media, shall be retained for one year after the date of the meeting of the Board of Examiners or Examination Committee at which the student outcomes were considered.

#### **C14.4.9 Purpose of Retention of Coursework and Scripts**

A sample of major coursework assessment and examination scripts are retained for external audit purposes only.

#### **C14.4.10 Secure Storage**

The Faculty must establish secure arrangements for the storage of retained coursework and examination scripts.

### **C14.5 Information to Students**

#### **C14.5.1 Information on Disclosure**

Students will be informed of the University's provisions for the disclosure of assessment outcomes and for the publication of results.

#### **C14.5.2 Alternative Disclosure Methods**

Students will be informed of the possibility of alternative disclosure methods.

#### **C14.5.3 Agreement to Disclosure**

In the absence of any specific request for alternative disclosure methods, the student will be deemed to have consented to the University's Regulations and Procedures in respect of disclosure.

#### **C14.5.4 Request for Alternative Disclosure Methods**

Consideration will be given to alternative disclosure methods for any student who for good reasons requests alternative disclosure methods.

Requests for alternative disclosure method(s) should be made in accordance with the current Guidance issued by the Registrar and Secretary's Office.

#### **C14.6 Related Disclosure**

##### **C14.6.1 Request for an Appeal Hearing**

A student requesting an appeal against a decision of a Board of Examiners or Examination Committee will be provided with information in accordance with the provisions of Section C16: Appeal Against the Decision of a Board of Examiners or Examination Committee.

##### **C14.6.2 Requests for Other Information**

Requests for any further information relating to assessment results beyond that detailed in these Regulations may be pursued by an individual under the provisions of the Data Protection Act 1998. The University will address any such request in accordance with the provisions of that Act.

### **APPENDIX A: LEGAL CONTEXT**

#### **LEGAL CONTEXT**

##### **C14.A1 Data Protection Act 1998**

Under the terms of this Act students have the right, on the payment of a fee, to see personal data. This includes data held on computer or other electronic storage systems, and structured manual files.

##### **C14.A2 Personal Data**

The 1998 Data Protection Act defines "Personal Data" as:

"'Personal Data' are data which relate to a living individual who can be identified from that information, or from that data and other information in the possession of the data controller or which are likely to come into his or her possession. These include any expression of opinion about the individual and of the intentions of the data controller in respect of that individual".

##### **C14.A3 Data Subject Access**

The 1998 Data Protection Act defines "Data Subject Access" as:

"'Data Subject Access' is the right of an individual to access personal data relating to him or her which is held by a data controller".

##### **C14.A4 Exclusions**

Personal Data consisting of information recorded by candidates during an examination are exempt from subject access under the Data Protection Act 1998.

"Examination" means "any process for determining the knowledge, intelligence, skill or ability of a candidate by reference to his or her performance in any test, work or other activity"; and thus includes written assessment work and assessment work submitted in other media.

##### **C14.A5 Permitted Extension of Timescales**

Where a Data Protection Act subject access request is made in relation to examination marks or results before these have been announced, the timescale is extended to whichever of the following is earlier:

- five months from the date on which the request was received (or from the date on which the fee and any required additional information was received); or
- forty days from the announcement of the examination results.