



UCL Academic Manual 2016-17

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.3.6

Protocols for the Release of Unconfirmed Provisional Marks

Regulations and Guidance

See Chapter 4, Section 11 for the regulations relating to Boards of Examiners.

1. The release of unconfirmed provisional marks to students by Departments/ Divisions is recommended by UCL; however, it is not obligatory.
2. If unconfirmed provisional results are posted on noticeboards, including electronic noticeboards, they must be displayed by candidate number only.
3. It is permitted to email unconfirmed provisional results to students to their UCL email account.
4. It is permitted to provide students with a letter detailing unconfirmed provisional results.

Further guidance

1. It is permitted to provide unconfirmed provisional results to students at any point through the year. Departments/Divisions may wish to provide results to students, for development purposes, after an assessment (such as a mid-term essay or in class test) has been marked.
2. If any of the above methods are adopted to release unconfirmed provisional results, they must be clearly marked as 'unconfirmed and provisional' with wording along the following lines:
"These results are unconfirmed and provisional and are subject to change by the Board of Examiners and UCL Education Committee".
3. In addition, Department /Divisions may wish to post the following guidance:
*"For undergraduates, confirmed module marks will be released on Portico in the last week of July and confirmed awards will be published on 1 August."
"For postgraduates, confirmed marks and awards will be published on Portico 2-3 weeks after the Board of Examiners has met".*
4. Departments / Divisions must not release unconfirmed provisional results to students (or any other party) over the telephone.
5. It is recommended that the dates for the release of unconfirmed provisional marks are published on departmental/divisional websites and in the relevant handbook.

6. Unconfirmed and provisional results must not be released to students who are being investigated through the Examinations Irregularities procedure.
7. If there is a dispute within the department/division regarding students' result(s) (i.e. a disparity between the result(s) recommended by the internal markers which has yet to be resolved), the unconfirmed provisional result(s) should not be released.
8. If unconfirmed provisional results are not released to students due to an absent External Examiner (see Annex 4.3.10) or due to an emergency (see Annex 4.3.11), students should be advised of the timeline for the release of their results, if possible.