

Processing Late Results Outside the Main Exam Boards

Chair's Action or sub-board?

- If you are considering one student and you are certain that you will not have any other students to process until the next main board, then Chair's Action may be appropriate. Chair's Actions may also be used to correct errors in the original progression and award confirmation
- For all other scenarios, it is recommended that you gather your students and hold a proper sub-board at an appropriate point in the month to process them all at once.

Why would this be necessary?

- In general, late results should be processed at the next main board.
- For results that missed the summer board, this can be dealt with at the LSA board for undergraduates, or at the autumn board for postgraduates.
- In exceptional circumstances, usually where a finalist with late assessments needs to be awarded to secure employment or further study, there may be times that you need to process a result more quickly.

Timing of sub-boards

- It is recommended to hold monthly sub-boards to mop up any lagging students in a timely fashion.
- Student Records needs to be notified of when your board is held so that results can be processed and released. This needs at least 5 working days, and may take longer in very busy times.
- It is particularly important to consider this timeframe around the college closures at Christmas and Easter. If enough time is not left prior to closure periods, the students will experience a significant delay to their awards. These are usually busy periods for Student Records, so will require longer than 5 working days and prompt notification of the sub-board having taking place.