

## Submission of Marks, Mark Sheets and Pass Lists

### 1 Submission of Marks

Deputy Chairs are required to submit the provisional marks for each course of study in advance of the Board of Examiners in the form of a composite mark sheet.

This should be circulated to members of the Board in advance of the meeting and to QACO **one week** prior to the meeting.

Any amendments to marks at the meeting should be noted on these sheets.

Once all marks have been confirmed by the Board a final and complete version of the sheet must be signed by the Chair and Deputy Chair of the Board of Examiners and the External Examiner(s).

The final version of the marks sheet should include student names to allow the Pass List to be produced. At the end of the meeting the final version of the mark sheet should be given to the advisor from QACO in attendance at the Board.

Finalist students must only be informed of their final approved marks and classification once the pass list for the course has been signed by the relevant University Faculty Dean.

### 2 Input of Marks

As well as providing composite mark sheets a week ahead of the Board, Validated Institutions should also ensure that marks have been input into Kent Vision by the date of the Board.

This enables QACO to process the pass lists for the course in a timely fashion.

QACO are able to advise on the input of marks where required.

### 3 Presentation of Marks

Partners may devise their own composite mark sheets to be presented to the Board of Examiners; however here are some key areas that all composites should include:

- Student Indicator – this should not be the student name, but some form of student reference number\*
- Course name
- Module name, code, and credit value for each module
- Final overall, rounded module mark (this is the mark rounded in line with the requirements in Annex 6 of the Credit Framework – Marking, <https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-6> )
- Number of Credits gained by each student
- Total average grade for finalist students to two decimal places
- Classification under average
- Classification under preponderance
- Indication of any students who are raised to the next classification, as their final classification is within 0.5 of the next boundary.
- Notes on any other information useful to the Board, i.e. extensions, re-sit/repeated modules, deferrals, intermissions, Compensation/Condonement etc.

For finalist students partners should always provide on one sheet the students final year marks and the marks from any other stage which contributes to their final award (i.e. for BA (Hons) degree, marks for stages 2 and 3), as this enables Boards to assess their classification under preponderance.

\*Following the Board of Examiners, when all decisions have been agreed and finalised Institutions will need to provide a copy of the composite mark sheet, with student names, for signing by the Chair, Deputy Chair and External Examiner (s). This signed mark sheet is then used to produce the pass list for the course.

**Please Note: Composite mark sheets must be forwarded to QACO one week prior to the Board of Examiners.**

#### 4 Notification to Students

Students must not be informed that awards are finalised until after the pass list has been signed by the relevant University of Kent Director of Division, and the partner has been informed of this by QACO. Students should be informed that final year marks and classifications remain provisional until the pass list for the course has been signed by the relevant Director of Division.

Pass lists can take up to **two weeks** to be signed, and partners are expected to make allowances for this when informing students of when their final award will be confirmed.

The Deputy Chair will ensure that the Validated Institution notifies students of their results and any conditions which students have to fulfil in order to progress.