

## PROVISION OF RESULTS SHEETS FOR SUBJECT BOARDS AND ENTRY OF MARK AMENDMENTS (May/June 2012)

The schedule of activities for the provision by School staff of subject results sheets and entry of mark amendments following meetings of Subject Boards is set out below.

Instructions to School staff producing subject results sheets and recording mark amendments can be found on the Portal at: [portal.ulster.ac.uk](http://portal.ulster.ac.uk) - go to My Teaching tab Examinations and Assessment channel, Assessment Process & Boards of Examiners section and click on Subject Results Sheets and Mark Amendment User Guide.

- 1 School staff issue a subject results sheet requisition form to each Subject Director.
- 2 The form is completed and returned to the member of staff by **Friday 18 May**.
- 3 The results sheets are produced by School staff and collected by Subject Directors.
- 4 Subject Directors return copies of subject results sheets to the School staff after Subject Boards with mark amendments clearly indicated in red ink. The amendments should be submitted without delay after each meeting and, in any event, not later than **Tuesday 12 June** for Subject Boards held on that date.
- 5 School staff input mark amendments as soon as possible following receipt from Subject Directors and not later than **Tuesday 12 June**.

Where, exceptionally, amendments are not received until very late on 12 June input must be completed by **11.00am** on **Wednesday 13 June** so that the amended marks are included in the course results sheets for the Campus Progress and Award Board (CPAB).

- 6 Course results sheets for the CPAB are produced by the Examinations Office for collection by the Director of Combined Studies<sup>1</sup>.
- 7 Amendments made to marks after collecting the course results sheets for the CPAB are recorded on the master course results sheets in red ink for return to the Examinations Office which is responsible for the input of the amendments<sup>2</sup>.

*Note: 1 Directors of Combined Studies are advised not to request their course results sheets to be ready for collection earlier than 1.00pm on Wednesday 13 June to allow sufficient time for amendments to marks made by Subject Boards to be included.*

- 2 The CPAB may not agree changes to marks. It is, however, possible that changes to marks made at Subject Boards might be reported at the CPAB and these should be recorded by hand on the sheets.*