UNIVERSITY OF ULSTER

NOTIFICATION OF AMENDMENT TO MODULE/CRN RESULTS

Please use this form to notify the Examinations Office of any changes to module/CRN results already submitted, other than those made on the final version of the course/subject results sheets and clearly recorded in red ink.
Where, exceptionally, changes to marks are made following the Board these must be submitted by the Course Director only who will arrange to have the original course results sheet amended and will also advise the Examinations Office if the mark amendments alter the student's resit /resubmission or sit/submission requirements.

Notes

i) *Marks approved by Boards of Examiners may **not** be amended except in accordance with the procedures for the Review of Decisions and the Consideration of Offences in Connection with Examinations and other Forms of Assessment. This does not prohibit the correction of errors.*

ii) *CW - Coursework, EX - Examination. The total mark and grade will be calculated by the system taking into account the coursework/examination weighting. Marks should be expressed as percentages and whole numbers only used. Where required by course regulations a grade should be entered **in lieu of** marks. Where applicable, hidden fails should be identified by recording HF in brackets after the mark entered.*

iii) *1.Failure to submit coursework should be recorded as a '0'(zero) and 'N' in the 'CW' mark column.*
2. Absence from examination should be recorded as a '0'(zero) and an 'A' in the 'EX'mark column and
3. Where work of no value has been submitted for coursework or examination, or where a Nil Return form has been submitted for the examination, a mark of 0 only should be recorded in the appropriate marks column(s).

ID NUMBER	NAME	COURSE CODE & YEAR	MODULE/CRN CODE	SEM*	CW Mark %#	O or R+	EX Mark %#	O or R+	GRADE (if applicable)

***Enter the SEMESTER the module is taught in e.g. 1 (full year), S1, S12, S13, S2, S23, S3**
 # To record a 'hidden fail' write HF in brackets after the mark entered.
+ If the CW/EX mark is the Original or First Sit enter 'O'. If it is a Resit or first sit or a Resit enter 'R' in the appropriate column.

WARNING: You should ensure that the provisional marks have been rolled by School/Faculty Office staff before submitting this form. If the original marks are rolled after the above marks have been recorded on the database, the above marks will be overwritten.

Module Co-ordinator/ _____ Date _____
Course/Subject Director (delete as appropriate)

Ext No _____