Code of Practice for Assessment and Academic-related Matters 2023-24

YORK ST JOHN UNIVERSITY — Est. 1841

Section 34 Submission and verification of marks policy

34.1 Submission of marks

34.1.1 At the start of the academic year Schools must confirm to the Assessment team in Registry the School Assessment Board (SAB) meeting at which each module's marks will be presented.

34.1.2 All marks must be entered through e:Vision by the mark entry deadline specified on the Examinations and Assessment Schedule for each SAB period.

34.1.3 Guidance for staff on mark entry can be found on the Assessment team staff Intranet page.

34.2 Verification of marks

34.2.1 All students must be accounted for and mark lists must be crosschecked prior to the School Assessment Panel (SAP) meeting. This includes any outstanding reassessment or deferral marks.

34.2.2 Any amendments to marks that are required should be noted on the SAP action log to amend between SAP and SAB. If amendments are required post SAB then a SAB Chair's Action with the amended mark and explanation must be submitted as soon as possible to the Assessment team in Registry for approval by the Progress and Award Examination Panel.

34.2.3 Markers should refer to section 50 regarding the School Assessment Board for full details of the verification process.

34.2.4 The process flowchart for marking, moderation, agreeing and releasing marks can be referred to in section 30.8.