

SECTION 11: VERIFICATION AND SUBMISSION OF MARKS

- 11.1 Markers, or, where appropriate, the module convenors, are responsible for confirming that the marks submitted to the School/Departmental Assessment Lead are an accurate record of the recommended marks.
- 11.2 Where the mark for an assessment is arrived at through addition of subsidiary marks (e.g. individual marks for a series of questions on written exam scripts), the calculations should be checked for accuracy by a member of academic or support staff.
- 11.3 The School/Departmental Assessment Lead is responsible for ensuring that marks for each module are reported accurately to Programme Examiners' Meetings and, in accordance with a published schedule of dates, to the Examinations and Graduation Office, as appropriate. Those responsible for producing papers for an Examiners' Meeting or University Progression/Awarding Board, whether a School/Department or the Examinations and Graduation Office, are required to check the accuracy of aggregate marks and the averages, through sampling and identification of possibly anomalous profiles.