

RESULTS

Publication of results

1. The following principles apply to the publication of results:

Award Pass Lists are provisional until ratified by the Chair of the University Education Committee on behalf of Senate. All students awarded a degree or progressed by the Progression and Award Board (PAB) are included on the Pass/Progress List regardless of any previous disclosure agreement with the University. The pass list and exit award list must be sent to the Student Administration Office (SAO) as soon possible following the PAB prior to publication of results. Published pass lists should include the candidate number and classification achieved. The candidate name should not normally be included in the published pass list to ensure anonymity.

Module and stage results are made available to students via Sussex Direct in a timely manner after the PAB and can be found on 'View My Study Pages/Module Results'.

Markers must not inform students of their result, or class of degree awarded, before the official Pass/Progress List is published, except where Schools pre-warn students who have not progressed or been given an award immediately prior to the publication.

The formal diploma supplement/transcript for finalists will be issued as soon as possible.

The official minutes of the PAB meeting should be finalised as soon as possible and passed to the Student Administration Office. Candidate names should not be included in the minutes. This process should be completed no later than fourteen days after the meeting of the board.

Dealing with students following exam boards

2. In respect of students who have *failed* to achieve an award or progress into the next stage Schools are asked to:

contact failed award students immediately prior to the publication of the award pass list, where this is possible, to inform them that they will not appear on the award pass list, so that students may receive the information in private.

contact students who have not progressed into the next stage, to inform them of this and of any retrieval opportunities that have been offered.

arrange for key officers (Deputy Chairs of Exam Boards and/or Chairs of