

Access to Examination Scripts Policy (taught students and apprentices)

Purpose

This policy sets out the requirements regarding student and apprentice (“learners”) access to their examination scripts as a feedback tool at the University

1. All **continuing** learners should have the opportunity to view their written and practical examination scripts if they wish, to support the provision of individual feedback to learners on examinations and help them to understand how to improve their performance. Learners are not obliged to take up this opportunity.
2. Exceptions to this requirement include but are not limited to the following types of assessment, for example due to the nature of the assessment where exam questions may to some extent be used in future assessments:
 - Multiple choice questions and their answers
 - Extended matching questions and their answers
 - OSCE, spot tests or exams of a similar format
 - Other examinations where, for good reason, limited question banks are used
 - Examinations where a professional body prohibits access to scripts.

Schools should identify and publicise to learners those examinations in the relevant assessment brief where it would not be appropriate for learners to view their scripts, providing the reasons why.

Learners are not entitled to copies of examination question papers under this process.

3. The opportunity to view exam scripts is not to query the academic judgement of markers, or the marks allocated. Learners may ask questions or seek further information to clarify feedback given or for feed-forward purposes but staff will not enter into any negotiations regarding the marks awarded, and scripts will not be remarked.
4. If the learner detects an arithmetical error, then this should be reported to Registry; this will be reviewed and the outcome communicated to the learner.
5. Exam scripts must not leave the designated room. Learners must not take a copy, scan or photograph the script. If exam scripts are made available as electronic scans or documents these may not be downloaded or saved to another location by the learner.
6. Learners must not share, publish or otherwise disseminate their scripts, answers or the exam questions, mark or modify an original script. Any breach of this provision will be considered a disciplinary offence under the University’s Student Disciplinary regulations.
7. Learners should be aware that annotations on an exam script are normally made for marking purposes and are not necessarily intended as detailed feedback. Learners should view their script in the context of the cohort and individual feedback provided (see the Assessment Feedback Policy).
8. Examination scripts should be made accessible as soon as possible after the release of marks. Learners may ask for their scripts normally only for the most recent assessment period (and/or associated re-sit periods).

9. Unit Leaders should make separate arrangements for learners who are re-sitting examinations to review, if they wish, the scripts from the examinations they failed, so that they can best prepare for re-sit examinations.

Mechanisms for access to scripts

10. Learners are able to access a marked examination script by requesting an appointment to review their script with their Unit Leader (or their academic nominee). The Unit Leader will be provided with access to the script by Registry and the unit leader must return it immediately following their meeting with the student. The student will not be permitted to take their examination script away and must comply with section 5.
11. Access to exam scripts must be supervised at all times by an appropriate member of academic staff (normally the Unit Leader or their academic nominee). Scripts remain the responsibility of that member of staff while they are being reviewed by learners.
12. Scripts must only be made available on the production of the learner's ID card. Learners may not bring anyone with them to review their script, unless this has previously been agreed as a reasonable adjustment under the Equality Act and may not authorise another person to view their script on their behalf.
13. Should learners require any further reasonable adjustments to enable them to review their exam scripts they should discuss and agree this with Student Services, who will inform the Unit Leader and Registry.
14. While they have the scripts in front of them learners may not discuss their script with other learners
15. No additional scans of scripts will be made by Registry to facilitate this process.

Version:	1.2
Approved by:	Academic Board
Originator/Author	Assistant Registrar (Quality Assurance)
Owner	Deputy Academic Registrar
Reference source	Equivalent policies at other HEIs, for benchmarking
Date approved	26 July 2024
Effective from	September 2023
Review date	2024/25
Target	All academic staff, all students, Registry, External Examiners
Policy location	Public Website. Internal
Equality analysis	No direct impact as provision made for inclusivity in the arrangements for access