



ACA52 – Change of results

SECTION A: STUDENT AND COURSE DETAILS

Course code	Course name	Class no.	Year taken
Student number	Surname and name	Degree/diploma	

SECTION B: CHANGE OF RESULTS DETAILS

Old final mark	Corrected final mark

CATEGORY OF CHANGE: select one only

Individual mark upload	Change of mark
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REASON FOR CHANGE

(**Note:** Full account required: See attached [help document](#) for guidance. Attach a separate sheet if necessary)

Does this potentially affect the academic standing of the student?	
Does this potentially affect distinction/degree honours?	

SECTION C: APPROVAL SIGNATURES

Course Convener

Name _____

Signature _____

Date _____

Head of Department

Name _____

Signature _____

Date _____

Dean (Faculty which owns the course)

Name _____

Signature _____

Date _____



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PLEASE RETURN THIS FORM TO THE FACULTY OFFICE IN WHICH THE STUDENT IS REGISTERED

The change on the system must be made by the faculty which owns the student (not the faculty which owns the course) as a change in an individual course mark may affect the academic standing of a student. (Where a change to the academic standing is required, this requires a separate approval and procedure).

The Dean of the student's faculty must sign (if this differs from the Dean who owns the course).

Dean (Faculty in which student is registered)

Signature _____ Date _____

For Faculty Office only:

Entered on system and referred to the Faculty Manager where necessary by:

Name _____

Signature _____ Date _____

Annotated on Course Result Schedule (CRS) and referred to the Faculty Manager where necessary by:

Name _____

Signature _____ Date _____

The change of result was reported to Faculty Examinations Committee (FEC)/ in a Dean's Circular (DC).

FEC minute reference _____ Date of FEC _____

DC number _____ Date of publication _____

FEC/ DC reference captured by:

Name _____

Signature _____ Date _____

Final check by Faculty Manager (after capture):

Signature _____ Date _____



COMPLETING THE CHANGE OF RESULT FORM ACA52

This form is to be used whenever:

- (i) an individual mark is submitted; or
- (ii) a final mark, already uploaded on system, changes.

This applies to any change to a final mark whether:

- **provisional** – a final mark is uploaded and a change is required before the FEC meets; or
- **approved** – the final mark has been approved by FEC and a change is required after FEC has met.

In line with Senate exam policy, the internal examiner (normally the course convenor) is responsible for assessment outcomes. The form should be completed by the internal examiner, who should give a full account of why a change is requested.

Note: *Providing incomplete forms, or forms without all relevant signatures will result in the form being sent back to the department for further details. This is time consuming and could result in delays which must be avoided.*

1. Where **more than one student's mark** needs to be changed, an **official mark list** may be attached. The rest of the form must be completed in **all** aspects.
2. **Class no.:** If this is not in the handbook the departmental administrator for the course is to look it up.
3. **Reason for change:** The reason should offer a **full account of how the error occurred**, how it was discovered, and what checks have been made to ensure there are no similar errors affecting other students on the same course. Inadequate explanations will be referred back. Copies of the Confirmation of Marks declaration and completed assessment outcomes coversheet should be appended, together with any correspondence relating to the request (including from students, academic and administrative staff).
4. The **Dean who owns the course** must sign the form (even if the student is in another faculty) as s/he is ultimately accountable for the departments in her/his faculty.
5. The **Dean who owns the student** (if this is different from the Dean who owns the course) must also sign as s/he is the chair of the FEC which approves the results and decides the progression codes of all students in her/his faculty.
6. **Faculty Office staff** may not process the change on the system unless the form has been authorised by all required to do so.
7. It is the responsibility of the **Faculty Manager** to report changes in the DC or to the FEC at regular intervals. It is the responsibility of the Faculty Office administrator to record the FEC/DC reference and date on which the change was reported and to retain the completed Change of Request form for audit purposes.
8. A **scanned copy** of the completed form should be **submitted electronically** to the **Faculty Office** relevant section administrators (postgraduate or undergraduate). The original is retained in the department for audit purposes.