

Guidelines for Issuing Provisional Marks to Students on Taught Programmes

1. The release of provisional marks, i.e. agreed marks which have not yet been ratified by the Board of Examiners,

8. Where a date for the release of marks has been published, students should be advised of the revised date/timeline for the release of their results in the event of a delay.
9. Provisional marks may be released via the VLE or emailed to students to their Imperial email account. It is also permitted to provide students with a letter detailing provisional results, subject to the text set out in paragraph 1. However, departments/programmes must not release provisional results to students (or any other party) over the telephone.
10. If provisional results are posted on noticeboards, including electronic noticeboards, they must be displayed by candidate number only.
11. Greater caution needs to be given in releasing provisional marks to students if the threshold or pass mark for the assessment is likely to change as a result of the scrutiny of the Board of Examiners (for example some Medicine programmes).
12. Under current Data Protection legislation students have no right of access to their scripts, once submitted to their examiners, at any time. The College is under no obligation, therefore, to make available either the actual scripts or copies of them. However, departments/programmes may allow students to view their scripts under supervision of an academic member of staff. Students are entitled to any comments on the scripts made by a marker. Further information is available on the College website at [Guide 2 - Exam records | Administration and support services | Imperial College London](#)
13. The privacy rights of the students should also be taken into consideration