

## Student Access to Examination Scripts

The following was approved by Teaching Committee at the start of 2007/08:

*Access to examination papers is provided to students on request for the purpose of gaining feedback from the examination process. If the student detects a clear error in the examining of their script (e.g. marking omitted on part of an answer, an arithmetical error) then this will be corrected and the overall mark will be revised.*

*However, this process should not be seen as an opportunity to review the marking process. Nor should it be used to take issue with the exercise of the markers discretion in the award of marks. Therefore there is no need for discussion between the student and marker on the detailed allocation of marks. Any request from a student to discuss their marks must be declined.*

Students who wish to view their completed examination scripts are therefore invited to [contact the ITO](#) with details of the script/s they wish to access. The ITO and the student will then agree on a suitable date for the student to be given access to his/her script/s, under the supervision of a member of the ITO staff. ITO are unable to give access to examination scripts until after the last BoE meeting has been completed, meaning students will normally have to wait until mid/late-June before being able to access scripts they submitted during the April/May examination diet.

Teaching Committee  
2007/08

### Exam Script viewing Guidelines 2017

1. Exam script viewing must be booked in advance with the ITO. Please bring your student card to the session.
2. Do not write on the scripts, paper and pencil are permitted for note taking.
3. Photos may be taken of script content.
4. Group discussions are not permitted at script viewing sessions.
5. For courses in Years 1 and 2, marking guides can be made available to students during the session, in addition to the examination paper. For courses in Years 3, 4, 5, PGT marking guides are not provided. Note: Marking Guides are not sample solutions or model answers.
6. In the unlikely event that there is a numerical error in the marking, alert the ITO invigilator who will follow this up with the appropriate lecturer/marker to rectify the error.
7. Scripts must be returned at the end of the session.