

GUIDANCE ON THE RETURN OF RESULTS TO ACADEMIC REGISTRY

Scope of Guidance:

1. The return of **course** results to Academic Registry
2. The return of **degree and award** results to Academic Registry

The guidance covers all Undergraduate and Taught Postgraduate results. PhD (and other higher degrees) degrees are notified to Registry by the forwarding of the award letter therefore not included in this guidance.

Roles and responsibilities regarding the submission of results are covered in the Assessment Regulations:
www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment

Assessment Procedures:

<http://www.docs.sasg.ed.ac.uk/registry/exams/AssessmentProcedures.pdf>

1. Returning course results to Academic Registry

ALL course results must be returned to Academic Registry for entry into the central student record system (EUCLID). Registry will no longer be distributing paper course mark lists or accepting paper copies of mark lists. **ALL course results must be submitted via .xls spreadsheet. Other formats or paper copies will not be accepted.**

1.1 Submitting course results via spreadsheet

- File Formats: .xls, .csv
- Filename: All files sent should be named as follows: School_Course Name & Code_Month and Year
- e.g. Mathematics_Applicable Mathematics MATH08027_May 2011
- If more than one course is contained in the file (you can send multiple courses in the same file), the filename should include the codes of all courses contained.
- Where to send files: examinations@ed.ac.uk
- Email subject should be COURSE RESULTS_School_Month and Year e.g.
- COURSE RESULTS_Maths_May 2011.
- Fields required for each course result:
 1. student Exam number
 2. student Matriculation Number (including leading "S")
 3. student First Name
 4. student Last Name
 5. course code
 6. course name
 7. course mark (0-100)
 8. course result. Valid Results:
 - o Pass
 - o Fail
 - o Absent
 - o Withdrawn = withdrawn from the course having commenced course
 - o Fail (CAA) = Fail(Credits Awarded on Aggregate)
 - o Absent (CAA) = Absent(Credits Awarded on Aggregate)
 - o Fail (Ungraded) = Mark > 40 but fail due to a failure in a component of assessment. Registry only need the "U" and not the actual component failed
- Grades: Grades are not required to be returned the grade will be determined automatically by result and relevant grade scheme.
- Order: strict alpha order by surname and first name.
- All data identifying a student i.e. exam no., matric no., names, should be as recorded on EUCLID
- Mark lists and Signatures: This process replaces the old process whereby Academic Registry distributed examiner's mark lists for return to us (or Schools generate their own lists for return) with the two signatures of the convenor and external examiner. It is now the Schools' responsibility to archive the results which were agreed by

the Board and to record locally the “sign-off” by the externals for results transmitted electronically to Academic Registry.

1.2 Contacts for Course Results Submissions

Alison.Ramsay@ed.ac.uk (Examinations Manager, Academic Registry)

2. Returning Degree and Award results to Academic Registry

Academic Registry will no longer be printing and distributing paper Final Honours or Taught Postgraduate Examiners' Mark Lists for the return of degree and award results.

ALL degree and award results must be submitted to Academic Registry via .xls spreadsheet. Other formats or paper copies will not be accepted.

2.1 Submitting degree and award results via spreadsheet

- File Formats: .xls, .csv
- Filename: Programme Code_Programme Name_Month and Year
e.g. UTCMSTB_Bsc Hons Chemistry_May 2011
- Where to send files: graduations@ed.ac.uk
- Email subject should be DEGREE RESULTS_Month and Year e.g. DEGREE RESULTS_Chemistry May 2012.
- Fields required for each course result:
 1. student Exam number
 2. student Matriculation number
 3. student First Name
 4. student Last Name
 5. Programme of Study Code
 6. Degree to be conferred e.g. BSc Hons, MSc, Ordinary etc
 7. Subject e.g. Chemistry.
 8. Classification: 1, 2:1, 2:2, 3 (must be in this format). Taught Postgraduate Result: Pass or Distinction
 9. Exit AwardsExit Awards should be recorded on the same list e.g. Ordinary, Ordinary with a Designated Discipline, DipHE, CertHE, Postgraduate Diploma or Certificate etc. The exit degree/award e.g. Ordinary, should be recorded against “Degree to be conferred”, Subject left blank unless there is a Designated Discipline (College of Science and Engineering Ordinary Degrees), Classification = Pass
- Order: strict alpha order of surname and first name.
- Mark lists and Signatures: This new process obviously replaces the old process whereby Academic Registry distributed examiner's lists for return to us (or Schools generate their own lists for return) with the signatures of the convenor and external examiner. It is now the Schools' responsibility to archive the results which were agreed by the Board and to record locally the “sign-off” by the externals for results transmitted electronically to Academic Registry.

2.2. Contact for Programme Results Submissions:

Margaret.Hurst@ed.ac.uk (Graduations)

3. Deadlines for return of course and degree results

All course and degree results should reach the Academic Registry as soon as possible after the relevant Board of Examiners.

The following document gives the submission deadlines:

www.registry.ed.ac.uk/ease_secured/docs/Summer2012_Grads_Schedule_Guidance.pdf