**REPORT FORM - use of Marks Adjustment**

**Marks Adjustment (Normalisation)**

The following has been agreed by the University:

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| A School is expected to consider data regarding marks on modules for which it has responsibility, eg average marks for each module, to identify possible issues with the assessment process. Any adjustment of module element marks or normalisation by the School arising from this analysis (as distinct from adjustments occurring through the normal moderation process) should only be made where inconsistencies are believed to result from a flaw (or other issue which may have negatively affected student performance) in some element of the assessment. If normalisation is used, the details of the process and reasons for its use will be (i) clearly communicated to students via the module feedback report; (ii) communicated to Student Services Development (Academic Processes) for report to QSC. |

Schools are required to submit an annual report even if there is a null return[[1]](#footnote-1). This report should be submitted with the main Examination Board recommendations in June/July (Undergraduate programmes) and by November (Taught Postgraduate programmes) to ss-qsc-cases@nottingham.ac.uk

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| **Administering School/Dept:** |  |
| **Campus** | UK Ningbo Malaysia |
| **Module Code/Title:** |  |
| **Other contributing Schools:** |  |

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| **Rationale for normalisation of marks** |

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| **Method used for normalisation of marks** |

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| **Method used to inform students of normalisation of marks** |

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| **Remedial measures implemented as a result of this normalisation** |

**Either**

I confirm that the marks for the module identified above have been normalised in line with University policy for the reason stated, using the method outlined, and that the normalisation of these marks has been/will be clearly communicated to students through the module feedback report. Where relevant, external examiners have been included in the process and have endorsed normalisation in this circumstance.

**Or**

I confirm that marks for none of the modules offered by the School/Department have been normalised in this academic year.

**Reported by: Date:**

*Please note that the electronic submission of this document to Student Services Development will be deemed a signed statement, even if no signature is provided*

***For office use only:***

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| ***Form Received:*** |  |
| ***Reported to QSC:*** |  |

1. A separate report form should be used for each module where marks have been subject to normalisation. A single report form should be used if there is a null return. In cases of null return only the Administering School/Dept and Campus and signature sections of the form need to be completed. [↑](#footnote-ref-1)