**Summary Cover Sheet - use of Marks Adjustment**

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| A School is expected to consider data regarding marks on modules for which it has responsibility, e.g. average marks for each module, to identify possible issues with the assessment process. The output of this exercise should be presented to the Exam Board for consideration using the proforma below. Once considered and approved by the Exam Board the summary proforma and attachments (one for each module where marks adjustment has occurred) should be submitted to the Quality and Student Management Systems Team within Registry and Academic Affairs ([ss-qsc-cases@nottingham.ac.uk](mailto:ss-qsc-cases@nottingham.ac.uk)) who will produce an Annual summary report for QSC.  Reports for UG Programs should be submitted in Jun/July and for PGT in November |

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| School/Department |  |
| Level of Exam Board ie UG or PGT |  |
| Academic Year |  |
| I confirm that marks for no modules offered by the School/Department required marks adjustment in this academic year\* |  |
| Or |  |
| I confirm that the marks for the module(s) identified have been adjusted in line with University policy for the reason stated, using the method outlined, and that the adjustment 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 marks adjustment in this circumstance.\* | *Please list all modules for which marks adjustment has taken place. Ensure that a detailed report for each module listed here is attached to this return* |

* Delete as applicable

**Reported by: Date:**

*Please note that the electronic submission of this document to Registry and Academic Affairs will be deemed a signed statement, even if no signature is provided*