



UCL Academic Manual 2023-24

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.3.5

## Protocols for the Release of Provisional Results

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**See Chapter 4, Part A, Section 11 for the regulations relating to Boards of Examiners.**

1. Final Results will be made available via Portico once the Board of Examiners has confirmed its decision.
2. Until Final Results are available, the release of Provisional Results is recommended by UCL but is not obligatory. Departments/Divisions *may* also provide unconfirmed marks for individual assessments to students as part of the feedback process – see [Chapter 4, Part A, Section 5: Assessment Feedback](#).
3. Steps *must* be taken to ensure that personal data are not released to third parties. Departments are therefore permitted to release Provisional Results in one of the following forms:
  - a) Via Moodle or other secure-VLE, sent to the individual student
  - b) Via hard copy assessment feedback forms or annotated scripts handed to the student in person
  - c) Via password-protected and/ or encrypted documents emailed to the student's UCL email account
  - d) Via hard copy written letter addressed to the student's preferred postal address, as recorded in Portico.
4. Provisional Results *must not* be released via:
  - a) Paper noticeboards
  - b) Electronic noticeboards e.g. group notices on Moodle module pages
  - c) Telephone
  - d) Text message
  - e) Social media
  - f) Any email address other than the student's UCL email account.
5. Provisional Results *must* be clearly marked as 'unconfirmed and provisional' with wording along the following lines:

*"These results are unconfirmed and provisional and are subject to change by the Board of Examiners and UCL Education Committee".*