

Policy on Management of Examination Scripts (on and off-campus)

Heriot-Watt University has robust and secure arrangements for the transfer of completed examination scripts between its campuses and from examination centres around the world.

Nevertheless, there may be occasions when a completed examination script goes missing or is damaged and becomes illegible. A student will normally be required to resit¹ an examination unless there are other sources of evidence which could be used. For example:

- Where there is evidence of consistent performance in relevant assessments in the same course or synoptically linked course, it may be possible to award a grade and credit;
- Where there is evidence of adequate performance in unrelated assessments, but sufficient evidence to make an informed judgement, it may be possible to award a 'Pass' mark and credit.

This process is intended to cover exceptional circumstances and is outwith the policy on discretionary credits which are normally available to students at the end of their programmes.

Where a resit is required, the University will make every effort to ensure that the student is able to resit the examination at the earliest opportunity and as soon after the first examination date as possible. Steps should be taken to ensure that the student is not further disadvantaged, for example, by preventing progression to the next stage of study because of the outstanding resit.

Where there is evidence available to award a grade/pass (with credit), the student will be given the option of accepting the award or resitting the examination to obtain a higher grade. Where a pass has been awarded, this may be revised to a grade if further evidence on the achievement of the course learning outcomes arises and which provides the opportunity to make a more precise judgement about the student's performance.

Each case will be considered on an individual basis by an Examination Board where this is practicable or by the Chair of the Board in consultation with other examiners. However, this policy will help to achieve consistency of approach in dealing with such cases. The Academic Registrar should be contacted for advice where there is any uncertainty on how to deal with a missing examination paper.

¹ Normal resit procedures will not apply in terms of payment or opportunities: a fee will not be charged and the original examination will not be counted as an opportunity