

School Policy on viewing exam scripts

The School follows the University policy that Schools must facilitate individual student requests to see exam scripts and coursework, without charge, although students will not be permitted to take the scripts away with them.

The script viewing exercise acts as a form of feedback providing students with an opportunity to view their scripts which, when accompanied by the exam paper, may provide useful insight as to why the student got the mark they did.

The script viewing is **not** an opportunity for students to view their scripts and then ask for that script to be re-marked. The School does not remark scripts. For further information see the Undergraduate Handbook:

<http://www.maths.manchester.ac.uk/undergraduate/ugstudies/Handbook-Present/3-5Handbook-2010.pdf>.

After viewing, students can however ask for their scripts to be checked, this means that their script will be checked to make sure that all content within the script has been marked and that the final marks for each section of the paper have been added up correctly.

For January exams of course units given by the School of Mathematics students will be invited to view their scripts in week 9 of Semester 2. Returning students will be able to view their scripts in Welcome Week, unless they have resits when they will have an opportunity to see the appropriate scripts before the resit. Students not returning can request that their final semester scripts are checked by contacting the Director of Teaching.

Finally for course units from other Schools, students will need to contact the appropriate School.

14 September 2011