

# STUDENT-FACING ASSESSMENTS FLOWCHART

You submit an assessment to your tutor (details and submission deadline on your module page on Ultra Minerva)



Your tutor marks your assessment and provides provisional marks and feedback on your assessment on Ultra Minerva



Your tutor provides your marks and grades for your assessments to the central Assessments team, who adds these to your student record



Your course team considers and checks your marks and grades for your modules at School-run Subject Boards



Your marks and grades are ratified at a Central Assessment Board of the University



You are sent your official results email, following the Central Assessment Board meeting, on the official results publication date



You have 15 working days from the date that you receive your official results email to submit a Stage One: Formal Appeal

You have 10 working days from the date that you receive your official results email to submit Retrospective Exceptional Circumstances