



ASSESSMENT BOARDS

MARK CHANGES FLOWCHART 2025-26



Mark changes after the mark extraction deadline	Enter the change as an eVision note against the correct student in the correct module occurrence on eVision, noting the correct assessment item
Mark changes at the Pre-Board	Enter the change as an eVision note against the correct student in the correct module occurrence on eVision, noting the correct assessment item
Mark changes at the Module Assessment Board	Enter the change as an eVision note against the correct student in the correct module occurrence on eVision, noting the correct assessment item
Mark changes after the Module Assessment Board and before the Progression and Award Board	Email the change to mystudents@bathspa.ac.uk with the Chair of the Module Assessment Board copied in – Chair's actions (Chair of the Module Assessment Board)
Mark Changes on the day of the Progression and Award Board	Email the change to mystudents@bathspa.ac.uk – Chairs' actions, with a rationale as to why the mark is being changed at this stage, (Chair of the Module Assessment Board and Chair of the Progression and Award Board) will be requested
Mark changes after the day of the Progression and Award Board and before the Official Results Publication Date	Email the change to mystudents@bathspa.ac.uk – Chairs' actions, with a rationale as to why the mark is being changed at this stage, (Chair of the Module Assessment Board and Chair of the Progression and Award Board) will be requested
Mark changes after the Official Results Publication Date	The student should be advised to submit an Academic Appeal Appeals procedure – Bath Spa University