

Student Records Policy and Procedures

Preamble

1. Global College Malta (the College) recognises the importance of ensuring that all its student records, from initial enquiry through to successful programme completion and beyond, are maintained safely and securely and are readily accessible using appropriate security protocols. In this regard, the College adheres to the European Union's General Protection Regulation (Regulation (EU) 2016/679) ('GDPR') and extant guidance as issued by the Malta Information and Data Protection Commissioner (<https://idpc.org.mt/>).
2. This policy document sets out the key elements of the College's secure and robust student records system which has been carefully designed to ensure that records of all students associated with the College are kept secure at all times, are fit-for purpose and provide appropriately secure and controlled access by students to enable them to obtain key information on their academic performance on their enrolled programme and other key personal information.
3. This Policy defines the principles, time periods, mechanisms and responsibilities for the College's retention of student personal data. The College's Retention Schedule sets out the agreed timeframe for the retention of all student personal data and records.
4. Records are held consistently for all College enquiries, applications and current students no matter whether the student is a Maltese national or an international student.

Objectives

5. The objectives of the College's systems for maintaining student information can be summarised as follows:
 - to at all times maintain accurate, current, comprehensive and secure student records for each and every applicant, enrolled student and graduating student in order to meet the various operational and managerial uses for which data is used by the College;
 - to at all times protect the privacy of students and manage associated institutional data compliance requirements;

- to ensure that accurate information audit trails can be maintained for each and every student, irrespective of their status;
- to provide a secure, robust and effective framework within which all the College's assessment work can be managed which can be audited before/after students graduate; and,
- to promote consistency in the collection, handling and storage of data records and to reduce duplication of effort and remove the potential for inaccurate records.

Definition and scope of student personal data and records

6. The word 'student' in the context of this College Policy is defined as:
 - any individual who has ever reserved or registered on a programme or module of taught study or applied for a research higher degree with the College;
 - members of the public requesting materials that require a College personal student identifier; and,
 - individuals registered for bespoke offerings offered by the College.
7. As a student may continue to study throughout their life, certain records will be kept for longer periods of time to cover this eventuality. In general, most records relating to the student relationship will be deleted after 6 years from completing an individual module. Certain records relating to research qualifications will be retained for 60 years after completion/ termination of qualification. Please see the College's retention schedule for further details and exceptions.
8. Specifically excluded from this College Policy are:
 - members of the public who contact the College for any other reason; and,
 - members of the public who participate in forums where it is not necessary to be a student.
9. Generally, student records will relate to the management of the relationship between the College and its students, for example:
 - contractual records documenting admission and enrolment, payment of tuition fees, disciplinary proceedings;
 - transcript records documenting the modules and qualifications undertaken, academic progress, etc.

Principles for the management and retention of personal data

10. The timeframe for retaining personal data operated by the College is in accordance with extant Maltese legislative and regulatory requirements and is aligned with the College's business requirements. The choice of retention timeframes is kept under careful review in order to simplify the task of managing large stores of data.
11. The College recognises that there is an expectation by students, employers, the Maltese Government and members of the public that the College should retain a permanent core record of student names, the modules and qualifications studied and their outcomes.
12. In addition, there are records and data which need to be retained whilst a student might continue to study with the College. These will be retained for the 'life of student' (which is taken to be 120 years from date of birth).
13. Data required for management, development and research may be retained outside the student records systems for the long term. In storing this data, the name and address of a student will be removed and, in line with the European Union's General Protection Regulation (Regulation (EU) 2016/679) ('GDPR'), the data will not be used to support any actions or decisions that affect or cause distress or damage to the individual. The exception will be research data which with student agreement requires follow-up contact.
14. The College will keep records and data relating to fee payment, registration, and other related matters for six years after the student has completed or withdrawn from the College module or programme.

Definition and scope of College alumni personal data and records

15. College 'alumni' in the context of this policy and the records and data held by the College are defined as any individual who has achieved a Global College Malta qualification (an alumnus may also be considered a current student if they register for modules subsequent to qualification). Student data will be added to alumni record systems on completion of their College qualification. Alumni contact details continue to be held and mastered in student record systems to ensure a single instance of accurate information.
16. Generally, alumni records relate to the management of the relationship between the College and its alumni, including for example:
 - records documenting agreement to receive marketing mailings, etc, and mailings to cohorts of alumni;
 - transcript records documenting the modules and qualifications completed; and,
 - individual alumni contact records.

Accuracy of records

17. The College is acutely aware that personal data must be accurate. As a student can continue to study modules for many years, the deletion of certain information after a set time with the requirement for the student to re-submit up-to-date information ensures compliance with this principle.

Sharing data with third parties

18. Personal data owned by the College may, on occasion, be shared with third parties and, conversely, personal data owned by other organisations may on occasion be shared with the College. Where the third party is acting as the College's agent on the basis of College instructions (by means of example, outsourced corporate or student services, projects involving consultants, outsourced technology activities, market research undertaken on behalf of the College, etc), the College remains the data controller. The third party is always contracted to adhere to the College's student data retention and security policies, as well as the European Union's General Protection Regulation (Regulation (EU) 2016/679) ('GDPR'). In relation to projects which use personal data to inform College research activities (for example, activities undertaken by market research agencies), the contract will normally require the third party to destroy data immediately after project completion. For other types of research projects which may use personal data (for example, third party funded activities and doctoral research), the management and archiving of data must be in accordance with College and funder guidelines as well as with the European Union's General Protection Regulation (Regulation (EU) 2016/679) ('GDPR') or equivalent legislation.
19. Where professional bodies and organisations the College may work with from time to time require that the College retains student data and records for significant periods of time the periods will be clearly specified in the agreements between these organisations and the College.
20. Third parties with a regulatory or statutory remit may require information from the College without stating a limit for the age of data that may be requested. In these cases, the retention period will be set on a basis of risk analysis.
21. The College recognises that it is good information management practice to destroy information when it becomes redundant. This ensures that retrieving current information is more efficient, and that redundant information is not retrieved in error because it still exists. The retention periods for student data and records are incorporated in the College's Retention Schedule.

Lines of Responsibility

22. The College Chief Operating Officer is the Information Owner for the College and has overall accountability for the implementation and effectiveness of this Policy.
23. The College's Registrar has responsibility for the oversight of all student records.
24. The College's Marketing Manager has oversight of records associated with the College's student recruitment activities.
25. The College's Admissions Manager has responsibility for the admission of students to College programmes and associated data collection and management matters.
26. The College's student records management system is designed in a way so as to ensure that only the College's Academic Registry has the authority to either update or change student marks as authorised by the College's Examination Board.

Monitoring

27. The College's Student Records Policy and associated procedures are kept under constant review by the College's Registrar to ensure that they remain fit for purpose and are operating as intended. Any potential or actual weaknesses in the College's student records system is reported immediately to the College Principal and appropriate remedial action immediately effected. The College's Policy on Student Records, and compliance with the policy, will be reviewed more formally every three years at the instigation of the College Registrar. There will be an annual review to ascertain if amendments to the Retention Schedule or policy are required due to changing legislation or business requirements.

Reference	Records	Normally held By	Typical Retention Period
1	General College Administration		
1.1			
1.1.1	Records documenting the development and establishment of the College's student administration strategy	College Registrar	Superseded + 10 years
1.1.2	Records documenting the development and establishment of the institution's student administration policies	College Registrar	Superseded + 10 years
1.1.3	Records documenting the development and establishment of the institution's student administration procedures	College Registrar	Superseded + 10 years
1.2			
1.2.1	Records (for example, database or spreadsheet) of enquirers and prospective students	Marketing	Current academic year + 1 year
1.2.2	Enquiries from enquirers and copy letter/email responses	Marketing	Current academic year + 1 year
1.2.3	Records containing non identifiable summaries and analyses concerning prospective students' recruitment and numbers converted into applicants	Marketing	Current academic year + 3 years
1.2.4	Lists of anticipated and actual attendees at College open events	Marketing	Completion of event + 2 years
1.2.5	Records documenting the design, conduct and summary results of College student recruitment campaigns	Marketing	Completion of campaign + 5 years

1.2.6	Records documenting the issue of student recruitment materials in bulk to Maltese schools and other organisations in Malta and internationally	Marketing	Current academic year
1.3			
1.3.1	College Admissions Policy	College Registrar	Superseded + 10 years
1.3.3	Applicant record on the College's learning management system - successful applicants	College Registrar	End of student relationship with the College + 6 years
1.3.4	Copies of any emails sent in acknowledgement of receipt of application	College Registrar	Current academic year + 1 year
1.3.5	Copies of email correspondence with applicant concerning offer - successful applicants	College Registrar	End of student relationship with College + 6 years
1.3.6	Copies of email correspondence with applicant concerning offer - unsuccessful applicants	College Registrar	Current academic year + 1 year
1.3.7	Case files relating to admissions appeals and complaints	College Registrar	Last action on case + 3 years
1.3.8	Reports containing summaries and analyses of applicant and student statistics	College Registrar	Current academic year + 5 years
2	Activity: Student Enrolment & Module Selection		
2.1	Records of welcome letters sent to students including instructions for enrolment, pre arrival requirements and School handbook/link to School handbook	College Registrar	End of student relationship with College + 6 years

2.2	Records documenting collection of handbook by students	College Registrar	End of student relationship with College + 6 years
2.3	Records documenting the enrolment of individual students on programmes	College Registrar	Permanent, transfer to the College's Archive as part of core student record after 60 years
2.4	Records containing summaries and analyses of data on registration of students on programmes	College Registrar	Current academic year + 5 years
2.5	Module selection databases or spreadsheets	College Registrar	Current academic year + 1 year
2.6	Change of module correspondence	College Registrar	End of student relationship with College + 6 years
2.7	Records containing summaries and analyses of data on registration of students on programmes	College Registrar	Current academic year + 5 years
2.8	Scan or photocopy of passport	College Registrar	End of student relationship with College + 1 year
3	Student Induction		
3.1	Records of the induction programmes for new students	College Administration	Completion of induction programme + 5 years
4	Managing Student Records		

The College will permanently retain a core student record containing:

- name;
- student College identification number;
- date of birth;
- date of entry;
- date finished;
- name of qualification;
- level of qualification;
- name of awarding institution (Global College Malta or the College of Buckingham);
- module code;
- level of module;
- module title;
- number of ECTS credits awarded for each module;
- date in which credit awarded;
- mark or grade for each module studied;
- number of attempts to complete a module;
- accredited prior certificated and experimental learning;
- overall credits achieved;
- overall mark/grade;
- date of award;
- date of issue of authentication;
- change of course;
- personal tutor;
- employer if contributing to payment for study;
- College postgraduate research students only – names of supervisor;
- College postgraduate research students only – title of thesis;
- College postgraduate taught students only – title of dissertation;
- Interruption of study (not including details);
- factual details of withdrawal or exclusion.

4.1	Core student record from the College's information management system for all current College students containing sufficient information to provide transcript and archival record except postgraduate taught students title of dissertation	College Registrar	Permanent, transfer to College Archive as part of core student record after 60 years
4.2	Other information from the College's student record	College Registrar	End of student relationship with College + 6 years
4.3	Mailing Lists	Marketing	Whilst current
4.4	Records containing standard analyses of data from student records	College Registrar	Current academic year + 5 years, transfer to College Archive
4.5	Records documenting the handling of requests for <i>ad hoc</i> analyses of data from individual students' records	College Registrar	Last action on request + 1 year
4.6	Records documenting the handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions	College Registrar	Last action on request + 1 year
4.7	Requests from students for a letter to confirm that they are a student at the College and letters provided	College Registrar	Current academic year + 1 year
4.8	Updated student personal details (received from students for updating personal details on the College's information system)	College Registrar	Current academic year + 1 year
4.9	Correspondence with students concerning incorrect name on degree certificate including evidence of identification	College Registrar	Current academic year + 1 year
4.10	Academic details change requests	College Registrar	End of student relationship with College + 6 years

4.11	Postgraduate Research Exam Results forms	College Registrar	Date of Awards Committee + 6 years
4.12	Feedback provided to students on academic progress including assessed work cover sheets and postgraduate research student progress reports	Supervisory Team and College Registrar	End of student relationship with College + 6 years
4.13	Records documenting academic advice and guidance given to individual undergraduate, postgraduate taught and postgraduate research students including PhD monitoring files and supervisory meeting logs	Programme Team and Supervisory Team	End of student relationship with College + 6 years
4.14	Programme Team and Supervisory Team	Programme Team and PGR Supervisory Team	End of student relationship with College + 6 years
4.15	Records documenting formal action taken by the College to deal with unsatisfactory progress	Programme Team and PGR Supervisory Team	End of student relationship with College + 6 years
4.16	Records documenting the transfer of individual students to new programmes or to new modules within programmes	College Registrar	End of student relationship with College + 6 years
4.17	Student withdrawal forms	College Registrar	End of student relationship with College + 6 years
4.18	Records documenting the termination of individual students' programmes	College Registrar	End of student relationship with College + 6 years

5	Student Attendance and Sickness Management		
5.1	Student attendance	Programme Team	End of student relationship with College + 1 year
5.2	Student Sickness	Programme Team	End of student relationship with College + 1 year
5.3	Sickness Absence Forms (for extenuating circumstances claims)	Programme Team	End of student relationship with College + 1 year
5.4	Doctor's medical certificates (for extenuating circumstances claims)	Programme Team	End of student relationship with College + 1 year
5.5	Correspondence with non-engagers	College Registrar	End of student relationship with College + 6 years
5.6	Case files relating to failure to engage appeals	College Registrar	End of student relationship with College + 6 years
6	Student Coursework and Assessment		
6.1	Paper list/spreadsheet/database logging submission of summative coursework	College Registrar	Current academic year + 1 year

6.2	Summative assessments including portfolios, assignments and coursework submitted/completed by undergraduate and postgraduate taught students	College Registrar	Return to student (student to keep for a minimum period of date of Exam Board + 1 year)
6.3	Applications for coursework submission extensions	College Registrar	Current academic year + 1 year
6.4	Paper list/spreadsheet/database logging submission of undergraduate and postgraduate students' research projects or dissertations	College Registry Team	Current academic year + 1 year
6.5	Information on dissertations sent out to be marked	College Registry Team	Current academic year + 1 year
6.6	Spreadsheet or database of dissertation/project titles and supervisors for postgraduate students	College Registry Team	Permanent, transfer to College Archive as part of core student record after 60 years
6.7	Dissertations submitted/completed by students	College Registry Team	Current academic year + 1 year
6.9	Theses submitted/completed by students - unsuccessful	College Registry Team	Return to student on conclusion of examination and appeal process
6.10	Applications for extensions	College Registrar	End of student relationship with College + 6 years

7	Exams Administration		
7.1	Records documenting the development and establishment of the College's academic assessment policies: key records	College Registrar	Superseded + 10 years. Review for archival value.
7.2	Master copies of College procedures relating to academic assessment	College Registrar	Superseded + 10 years. Review for archival value.
7.3	External examiners files containing records relating to the appointment of external examiners and College Exam Board composition	College Registrar	Termination of appointment + 1 year
7.4	Records documenting liaison with external examiners on administrative matters	College Registrar	Current academic year + 1 year
7.5	Completed exam attendance register	College Registrar	Current academic year + 1 year
7.6	Completed attendance slips	College Registrar	Current academic year + 1 year
7.7	Exam incident reports	College Registrar	Current academic year + 1 year
7.8	Exam question papers	College Registrar	Current academic year + 1 year
7.9	Notification of change to Students Record	College Registrar	Current academic year + 1 year
7.10	Records documenting the issue of exam timetables	College Registrar	Current academic year + 1 year
7.11	Exam and resit timetables	College Registrar	Current academic year + 1 year

7.12	Signed copies of Exam Board minutes	College Registrar	College Registrar - retain for current academic year + 10 years
7.13	Paper copies of Exam Board Reports (assessment marks spreadsheets) with signed <i>proforma</i>	College Registrar	Current academic year + 10 years
7.14	Exam Board spreadsheets/databases held electronically containing approved module marks	College Registrar	Current academic year + 10 years
7.15	Exam Board reports (assessment marks spreadsheets) transferred to College Registrar for input into the College's information system – non final year	College Registrar	Current academic year + 2 years
7.16	Exam Board reports (assessment marks spreadsheets) transferred to College Registrar for input into the College's information system – final year	College Registrar	Current academic year + 2 years
7.17	Exam marks held in the College's Information Records System	College Registrar	Permanent, transfer to College Archive as part of core student record after 60 years
7.18	Change of student results – any agreed executive actions	College Registrar	Current academic year + 2 years
7.19	Papers documenting any executive actions taken by the Chair of the College's Awards Committee concerning changes to student results	College Registrar	Current academic year + 10 years
8	Extenuating Circumstances Administration		

8.1	Database/spreadsheet containing details of extenuating circumstances	College Registrar	End of student relationship with College + 1 year
8.2	Extenuating Circumstances Forms	College Registrar	End of student relationship with College + 1 year
9	Student Verifications & Academic Appeals Handling		
9.1	Verification and appeals case files	College Registrar	Last action on the case + 6 years
9.2	Appeals database	College Registrar	Last action on the case + 6 years
9.3	Check lists for updating the College's Information Records System from Appeals	College Registrar	Current academic year + 1 year
10	Interruption of Study Administration		
10.1	Interruption of study requests	College Registrar	End of student relationship with College + 6 years
10.2	Case files relating to interruption of study appeals	College Registrar	End of student relationship with College + 6 years
11	Student Disciplinary Case Handling		

11.1	Investigation case files where case does not lead to a formal investigation	College Registrar	Last action on case + 1 year
11.2	Investigation case files where case leads to a formal investigation	College Registrar	Last action on case + 6 years
11.3	Written warning on student record	College Registrar	12 months
11.4	Records documenting the suspension or exclusion of a student	College Principal or College Academic Dean	End of student relationship with College + 6 years
11.5	Records on student cases database relating to students	College Registrar	Last action on case + 6 years
12	Student Complaint Handling		
12.1	Student informal complaint case files	College Registrar	Conclusion of informal complaint procedure
12.2	Student formal complaint case files	College Registrar	Last action on case + 6 years
12.3	Student complaints database	College Registrar	Last action on case + 6 years
12.4	Legal cases case files	College Registrar	Last action on case + 6 years
12.5	College Student Complaints procedure	College Registrar	Superseded + 10 years, transfer to College Archive

13 Student Relations Management			
13.1	Records documenting the operation of staff student liaison committees	College Registry Team	Life of committee + 3 years. Review for archival value
13.2	Staff–student liaison committee papers	College Registry Team	Current academic year + 3 years Review for archival value
13.3	Records documenting the design and conduct of student surveys	College Registrar	Completion of survey + 5 years
13.4	Completed feedback/evaluation questionnaires	College Registry Team	Completion of analysis of survey responses
13.5	Summaries and analyses of feedback/evaluation responses	Programme Teams and College Registry Team	Completion of survey + 5 years
14 Awards Administration			
14.1	Records documenting the collation of pass lists and individual notifications of results	College Registrar	Current academic year + 1 year
14.2	Records documenting the issue of awards lists and individual notifications of awards	College Registrar	Current academic year + 1 year
14.3	Signed presentation/awards lists	College Registrar	Issue of list + 10 years, transfer to Institutional Archive

14.4	Records documenting the notification of honorary awards to individuals and the issue of awards certificates.	College Principal or College Academic Dean	Conferment of award + 1 year
14.5	Records documenting the process of inviting, receiving and considering nominations for honorary awards.	College Principal or College Academic Dean	Conferment of award + 1 year
14.6	Records documenting offers of honorary awards and responses received.	College Principal or College Academic Dean	Conferment of award + 1 year
15	Graduation Administration		
15.1	Spreadsheets and lists concerning attendance and ticket sales	College Registry Team and Marketing	Completion of graduation event + 1 year
15.2	Graduation information on the College's student record system	College Registry Team	Completion of graduation event + 1 year
15.3	Graduation programmes	College Registry Team and Marketing	Completion of graduation + 1 year, transfer to Institutional Archive
15.4	Records documenting the organisation of award ceremonies	College Registry Team and Marketing	Completion of graduation ceremony + 1 year

15.5	Records documenting the production of award certificates	College Registry Team	Completion of graduation ceremony + 1 year
15.6	Records documenting the mailing of award certificates to students who do not attend ceremonies	College Registry Team	Completion of graduation ceremony + 1 year
16	Providing transcripts and student references		
16.1	Records documenting the handling of individual students' requests for statements of results/transcripts including requests and responses sent	College Registry Team	Last action on request + 1 year
16.2	Spreadsheet log of certificate, transcript and references requests	College Registry Team	Last action on request + 1 year

Module Mark Moderation

Allocation of Moderator

For each module, the Module Leader is assigned a Moderator. The Moderator's role is to ensure that the module delivery is consistent, that learning outcomes are being met in accordance with the agreed module descriptor and that, at all times, academic integrity is being protected and maintained.

The Moderator reviews the Module Leader's work from the start of the module right up to the end of the module.

Assignment Brief Moderation

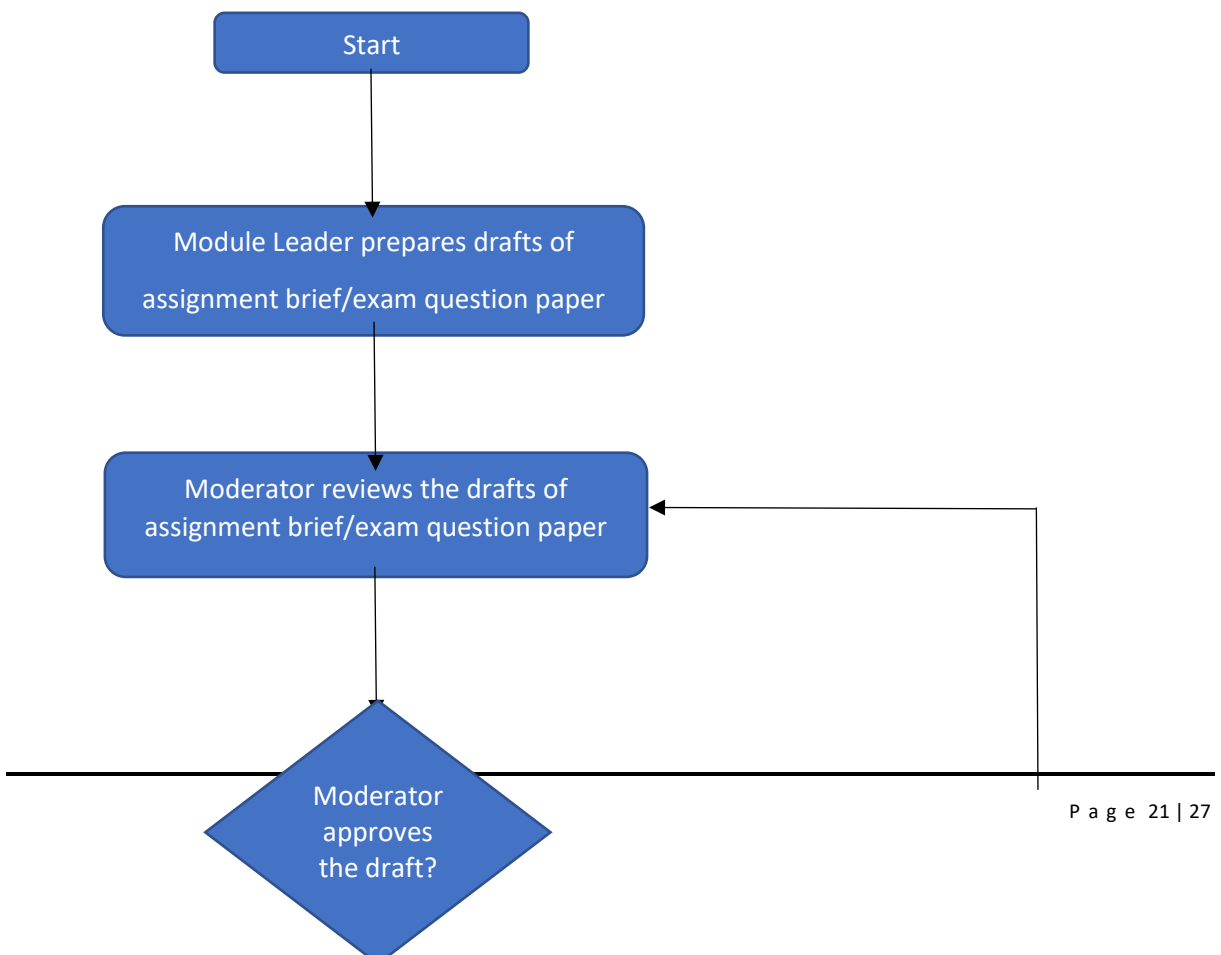
Each Module Leader is required to draft an assessment brief for the module and to put this forward for the review of the Moderator to ensure consistency in terms of setting assignments appropriate to meet the stated learning outcomes of the module.

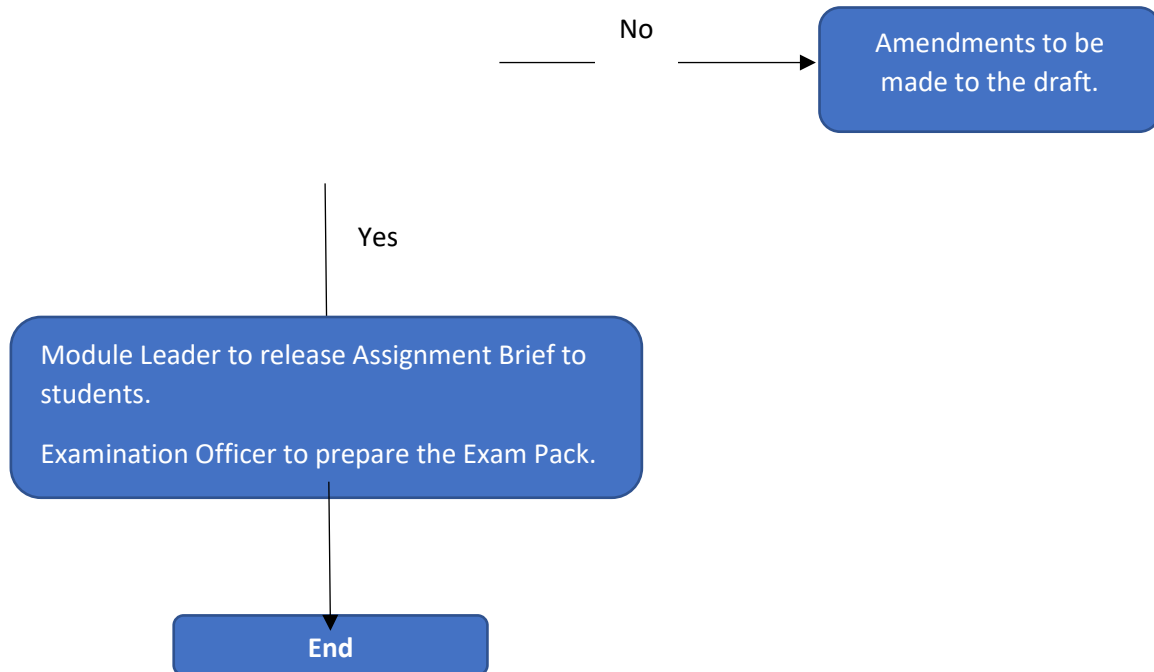
Once the Assignment Brief is approved, the Module Leader will then release the assessments to the students.

Exam Question Paper Moderation

Each Module Leader is required to draft an examination question paper(s) and to put this forward for the review of the Moderator to ensure the consistency in terms of setting an exam paper to meet the stated learning outcomes.

Flowchart of the Assignment Brief/Exam Question Paper Moderation Process





Moderation of Marked Assessments

Upon completion of marking, the Module Leader is required to forward all marked assessments to the Programme Administrator. The electronic copy of the Module Assessment Sheet and the Module Report must be emailed to the Programme Administrator.

The Programme Administrator will then double check the Module Assessment Sheet with the marked assessments. Once this is completed, the Programme Administrator will then vet the Moderation Pack as follows:

- 1) Module Assessment Sheet
- 2) Module Report
- 3) Module Descriptor
- 4) Module Handbook
- 5) Assignment question brief(s)
- 6) Examination question paper

Moderation sample size

The moderation sample size is 10% of the cohort (per assessment). The selection of scripts are as follows:

Grades Classification	Mark Range	Selection
A	70% and above	All As must be included.
B	Between 60% to 69%	1 script of the highest mark 1 script of the lowest mark
C	Between 50% to 59%	1 script of the highest mark 1 script of the lowest mark
D	Between 40% to 49%	1 script of the highest mark 1 script of the lowest mark
F	39% and below	All Fs must be included.

In certain cases where Moderator may request for more samples, another 10% will be provided from the grades B,C and D category.

Grades Classification	Mark Range	Selection
B	Between 60% to 69%	1 script of the highest mark 1 script of the lowest mark
C	Between 50% to 59%	1 script of the highest mark 1 script of the lowest mark
D	Between 40% to 49%	1 script of the highest mark 1 script of the lowest mark

Upon moderation, the Moderator will then complete the Moderator Comment sheet (on the Module Report) with their observation.

The Programme Administrator will then notify the Module Leader about whether there are any changes or no changes.

The Module Leader will review the Moderator's comments and will confirm to the Programme Administrator whether it is agreed/disagree.

If there are amendments to be made then the Module Leader will then update the Module Assessment Sheet and revert to the Programme Administrator.

All Module Assessment Sheets must be signed by both the Module Leader and the Moderator to acknowledge the agreement of mark.

Assessment Marking Criteria

The Guidelines to Module Leaders on the marking of assessments.

Marking of assessments and mark entry

Marking exam paper

Module Leaders are advised not to use any other ink colours apart from red.

Moderators will use a different colour to differentiate the 2nd marker from the 1st marker.

Apart from allocation of marks, any comments that Module Leaders may have must be written on the exam paper next to each question.

Marking of assignment

For each assignment, an individual assignment feedback sheet must be completed by the Module Leader (please see the College's Individual Assignment Feedback Sheet). The Module Leader must then send the electronic copies to their Administrator for the moderation process.

Marked assessments

Once the Module Leader has marked the assessment, they are required to complete the Module Assessment Sheet (MAS) and Module Report which is provided by the Programme Administrator.

The MAS shows the list of students enrolled for the module along with the breakdown of their assessments. It also reflects the performance of the cohort.

Module Assessment Sheet (MAS)

Coursework section

Minimum mark: the lowest mark obtained by the cohort for the assessment

Maximum mark: the highest mark obtained by the cohort for the assessment

Average: the average performance of the cohort for the assessment

Standard deviation: the measure of the amount of variation or dispersion of assessment values

Examination section

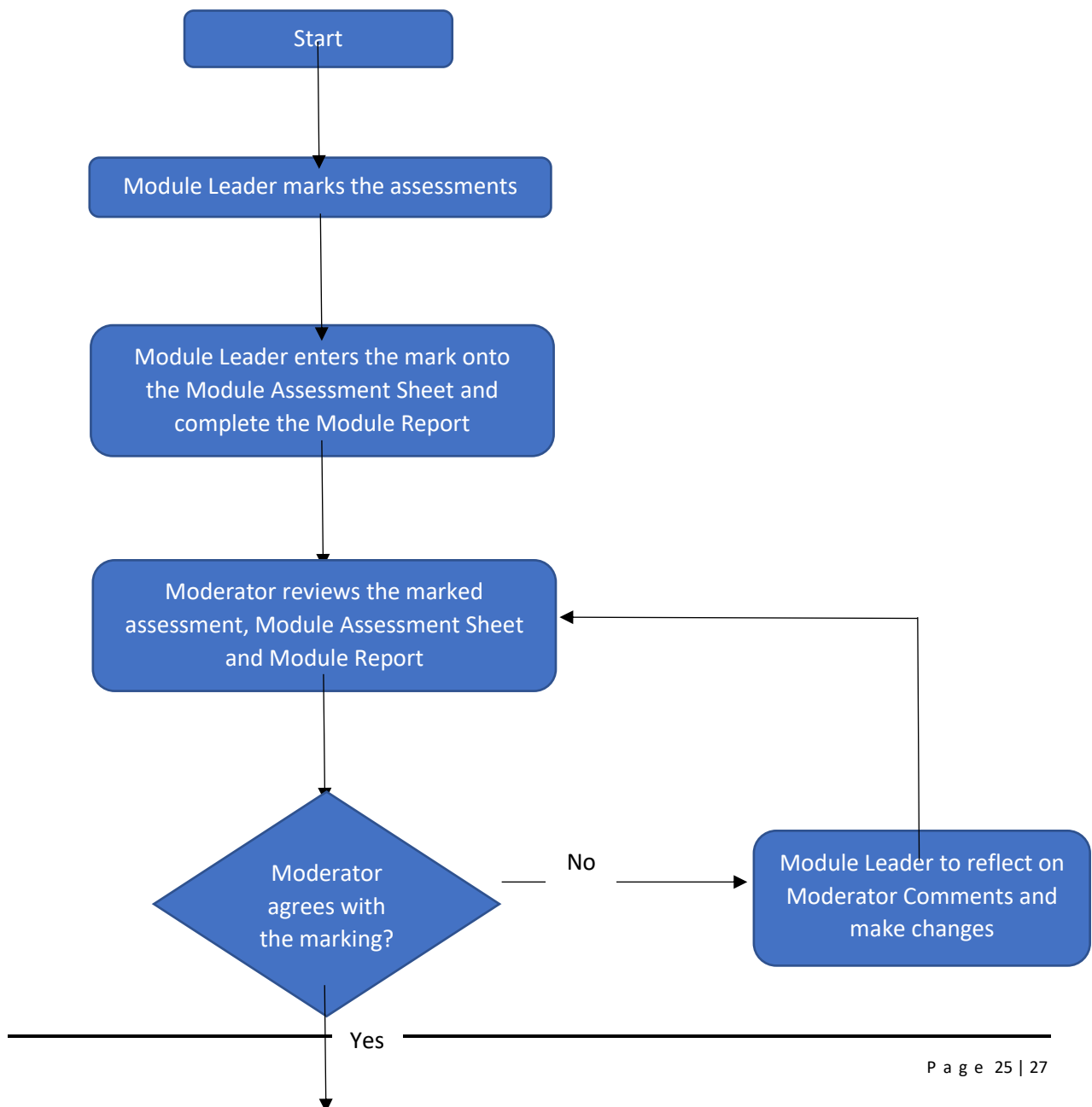
The examination marks are completed by inputting the mark per question per column.

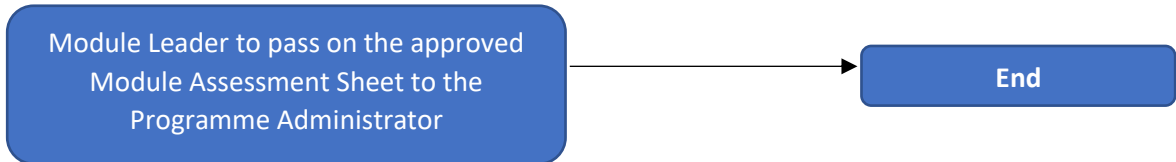
This allows the Module Leader to understand any emerging patterns, particularly when students are required to choose the questions.

The Module Leader will input the first round of mark onto the MAS.

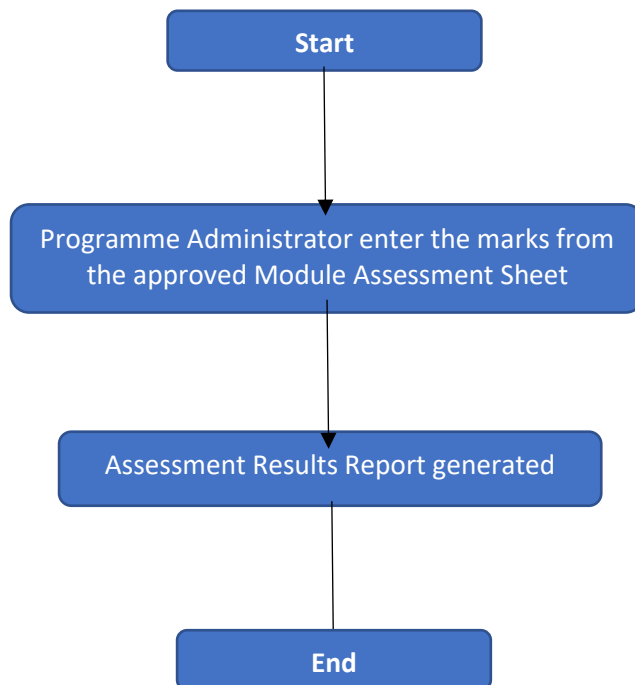
Based on an academic judgement, any overall mark with borderline cases (e.g. 39, 49, 59, 69) must be reviewed to either move up (40, 50, 60, 70) or move down (38, 48, 58, 68).

Flowchart of the Marking and Moderation Process





Flowchart of Mark Entry Process



Flowchart of the confirmation of marks in the exam boards

