



MARK CHANGES FLOWCHART



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