

**UNIVERSITY
CENTRAL
ADMINISTRATION**

Results Guide



RE-SITS & FEES

For any failed assessments you will be **automatically enrolled** into the next available sitting.

Please see the [Results Page](#) for information on re-sit fees and payments.

If you would like to know when the next sitting of your failed exam is, this information can be found on the Hub (Programme section) or your VLE (Assessments section, Key dates). If you have any questions relating to these dates, please contact your Programme team by choosing 'Assessments / I would like to resit my exam' option on the query form:

For student using the HUB, please click [here](#): Accessible via the Help and Support page on the HUB.

For student using the VLE, please click [here](#): Accessible via the Query Form tab on the VLE home page.

ASSESSMENT FEEDBACK

You will receive feedback on your assessment from your Programme team within 4 weeks of your results being released.

TRANSCRIPTS

Transcripts are normally issued within 6 weeks from the day your results are released and will be sent directly to your BPP email address, **as long as there are no fees outstanding.**

EXTENUATING CIRCUMSTANCES & CONCESSIONS

If you were not able to attend your exam or something happened during the exam and you think it affected your performance, you may be able to apply for **extenuating circumstances**.

You must ensure your application is received by the Office of Regulation & Compliance within 10 working days of your exam.

For more information on Extenuating Circumstances, the evidence needed and how to apply, please visit [the Independent Advice page](#) and [the Assessments Information section](#) on the Student's Association website.

APPEALS

If you are unhappy about a decision that the University has made in relation to your results, you may be eligible to challenge the decision by following the Academic Appeals Procedure.

Please note that you are not able to challenge an academic decision in relation to what mark you have been given for a particular assessment.

You must ensure that your application is received by the Office of Regulation & Compliance (ORC) within 20 working days of the decision being made (in the case of exams, of the results being released).

To apply, please see the Independent Advice page on [Academic Appeals](#) and [Academic Appeals FAQs Guide](#).

For more information, please see [the Assessments Information page](#) on Academic Appeals.

GRADUATION CEREMONIES & CERTIFICATE

Your certificate will be available to you 3-4 months after successful completion of the course, **as long as there are no fees outstanding**. This will be posted to you, free of charge.

Information on the upcoming ceremonies as well as how to access your digital certificate and when you will receive your hard copy certificate can be found on [the Students' Association Page for Graduation and Awards](#).

For further queries, please raise a query through the Student Query Form on the [HUB](#) or the VLE, by choosing 'Graduation and Certificates' as the query type.

REFERENCES

Academic character references can only be issued by tutors, please contact your personal tutor directly.

If you are unsure who to contact, please raise a query with your Programme Team through the HUB or the VLE.

Verification references and confirmations of course completions are provided via our eModule system. Further information regarding references can be found on [the Students' Association page on References and Verifications](#).

For more information regarding Assessments and Results, please visit [the Assessments Information page](#) on the Students' Association website.

For more information, please contact the Assessments team through the Student Query form on the [HUB](#) or [VLE](#), by choosing 'Assessments' as the query type.