

Univerisity
Central
Administration

Results Guide



Resits & Fees

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

Resits are charged at £75 per assessment, and you will receive an invoice before your exam from the Finance team.

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).

If you have any questions relating to these dates, please contact your programme team by choosing 'My Assessments / I am unable to find my assessment dates on the Hub' on the query form which is accessible via the Help and Support page on the Hub.

Additional information regarding resits and fees can also be found on the [Help centre](#).

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 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](#).

Failed 3rd Assessment

If you have failed your 3rd attempt of a module – this means you will have failed the overall programme, however you may still be eligible for an exit award.

If you are not happy with a decision the University has made in relation to you, your studies, or your assessments, you are entitled to challenge this decision by following the Academic Appeal Procedure above.

*NB: For LPC only: If you have failed Stage 1, you can carry on with Stage 2 and vice versa – you are able to re-do each Stage but that means overall you will only get a 'Completed S1 and S2'.

Feedback

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



Transcripts & Certificates

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 on your account.**

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.

For further information or queries, please check out the [Help centre](#) or raise a query through the Student Query Form on the Hub, by choosing 'Graduation and Certificates'.

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](#).

Verification references and confirmations of course completions are provided via our verification portal, you will receive an invitation once your award is ratified.

For further queries please go to the [Help centre](#) or [Hub](#).

