

SWA Script Viewing Policy

1. Purpose

The purpose of the script viewing and feedback process is to enhance feedback mechanisms by enabling students to review their marked short written answer (SWA) examination papers. The opportunity allows students to understand where marks have been lost and to identify areas requiring further revision or consolidation. The process promotes transparency in marking practices and mirrors the historic paper-based script viewing policy.

This process does **not** provide an avenue for students to obtain additional marks or credit. In accordance with the University's policy on '[Student Academic Appeals](#)', appeals cannot be made against matters of academic judgement or marginal failures to achieve progression or a higher classification of award.

2. Process

The assessment team will generate individual PDF files for all students, containing their marked SWA scripts. Scripts can only be viewed during an in person supervised meeting, usually with the students' personal tutor. Each PDF will include:

- The examination question
- The student's response
- The question score (out of the available marks)

To protect the integrity of the School's question bank, the PDFs will not include the marking key and will be stored securely within Medinternal, accessible only to designated staff, e.g. personal tutor, to share with their allocated tutees.

3. Viewing Scripts: Personal Tutor/Tutee Meeting Requirements

Students must ensure that they are familiar with the contents of the University's '[Good Academic Practice Policy](#)'.

To uphold the confidentiality of examination materials, the meeting to view scripts with your personal tutor, must take place under the following conditions:

- Meetings must be conducted **in person only**. Online platforms such as Microsoft Teams or equivalent will not be permitted under any circumstances
- Personal tutors will share marked scripts and generic feedback via their desktop or laptop screen during the meeting
- Staff will not have access to the marking keys, nor provide information on what the correct answers are
- Tutees are not permitted to take written notes, record, or photograph any examination material. The meeting should be viewed as a continuation of exam conditions, in particular with reference to section 7.2.6 of the University '[Examination Rules Policy](#)'.

- Students are limited to **one supervised meeting** (maximum 30 minutes) to review their SWA scripts

4. Expected Timelines

Access to SWA scripts will be available at the onset of the next academic teaching semester:

- Scripts from Semester 1 examination diets will be available from the beginning of Semester 2
- Scripts from Semester 2 examination diets will be made available at the start of the following academic year
- Students undertaking reassessments in July or August will have the opportunity to review their main attempt from semester 2, in preparation for their reassessment
- Resit scripts can be viewed if wished, at the start of the following academic year

Meetings held over the summer period must also be conducted **in person**. Where it is not possible for a tutor to meet in person, the tutee may request an alternative member of staff to conduct the meeting, via medass@st-andrews.ac.uk.