

DC Web Documents (Certificates and Transcripts) – FAQs

When will I receive the e-copy of my transcript (continuing students)?

Students will be able to access a transcript via My Imperial after the board of examiners at the end of the academic year, but until that point it is down to departments to provide student with their provisional marks. Students will not see marks in My Imperial or on a transcript until results have been submitted to the Results team, processed, and released.

Once results have been submitted to the Results team, they will be released on My Imperial within 5 working days, pending any queries. Students will receive an email from assessment.records@imperial.ac.uk once results have been published to My Imperial. An e-copies of transcripts will be available within 5 working days of results being published.

For further information on how to access your documents, or share your documents with third-parties, visit our [request an official document](#) webpage.

When will I receive the e-copy of my transcript/certificate/statement of award (awarded students)?

Students will be able to access a transcript via My Imperial after the board of examiners at the end of the academic year, but until that point it is down to departments to provide student with their provisional marks. Students will not see marks in My Imperial or on a transcript until results have been submitted to the Results team, processed, and released.

Once results have been submitted to the Results team, they will be released on My Imperial within 5 working days, pending any queries. Students will receive an email from assessment.records@imperial.ac.uk once results have been published to My Imperial.

- A statement of award letter will be available the next working day after results are published.
- An e-copies of transcripts and certificates will be available within 5 working days of results being published.

For further information on how to access your documents, or share your documents with third-parties, visit our [request an official document](#) webpage.

When will I receive my hard-copy certificate and transcript?

Hard copy degree award documents are posted within 2 months of the conferral date.

My results have been impacted by the marking and assessment boycott. How will this be reflected on my documents?

Students impacted by the [marking and assessment boycott](#) will have additional information displayed on the transcript:

- Marks impacted by the marking and assessment boycott will be marked with an asterisk (*) on the transcript, accompanied by the following text:

“Any provisional module outcomes will be indicated by an asterisk (*). In these instances, the Board of Examiners has not yet been able to confirm the final module result, but they have confirmed that all the module learning outcomes for these module(s) have been met.”

- Year totals and programme totals impacted by the marking and assessment boycott will not be displayed on the transcript.
- Classifications will be displayed and will not be marked as provisional.

Degree award documents will be updated and re-posted when we receive updates from departments. Please ensure your contact details are kept up to date via [My Imperial](#).

Awarded students will also be able to access a supplemental letter that can be shared with third parties that clearly explains the nature of your provisional classification and our guarantee that your final classification will not be lowered when it is confirmed.

How do my marks appear on the transcript?

Marks for all modules, except modules that are incomplete, will appear on the transcript.

- Pass (P) – Passed modules appear on the transcript with a mark and ECTS:

Module	Year	Mark	Credit
Bioengineering Approaches to Cancer L6	2022-2023	58.30	5.00
Bioengineering Group Project	2022-2023	70.85	20.00

- Compensated Pass (CP) – Compensated modules appears on the transcript with a mark and ECTS:

Probability and Statistics for Bioengineering	2022-2023	37.00	5.00
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- Fail (X) – failed modules appear on the transcript with a mark, but 0.00 ECTS:

Module	Year	Mark	Credit
Chemistry for Geoscientists	2019-2020	25.00	0.00
Dynamic Earth and Planets	2019-2020	35.00	0.00
Life over Deep Time	2019-2020	34.00	0.00
Mathematics for Geoscientists	2019-2020	32.00	0.00

- Incomplete (IN) – incomplete modules do not appear on the transcript.

I have repeated a whole academic year/ I have repeated modules (I.e. I have participated in all the teaching and learning for a module, and retaken all the assessments). How will these modules be displayed on my transcript?

Any modules that have been repeated in full will display on the transcript. Modules from previous academic years cannot be removed, even if superseded by a more recent mark:

Observed Structured Clinical Examination	2020-2021
Year 3 Written Paper	2020-2021
Clinical and Scientific Integration 1c	2021-2022
Observed Structured Clinical Examination	2021-2022
Patients, Communities and Healthcare 1c	2021-2022
Year 3 Written Paper	2021-2022

I have resat modules (i.e., I have not been in attendance, and have resat assessments or exams only). How will these be displayed on my transcript?

Any modules that have been resat will show only the latest mark. The transcript will not display both the original mark and the resit mark, only the resit mark.

Does the transcript distinguish between for degree credit and not-for-degree credit modules?

No, all modules are recorded on the transcript. No distinction is made between degree credit modules, and not-for-degree credit modules.

- Degree credit modules – numerical mark that is included in your overall degree total.
- I-Explore modules – numerical mark that is not included in your overall degree total.
- Extra-credit and non-credit modules – [Horizons modules](#) taken for extra-credit are graded as 'pass', 'merit' or 'distinction', and will be recorded on the transcript:

Korean Level 1	2020-2021	Pass with Distinction	7.50
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Do prizes appear on the transcript?

Prizes are recorded at the bottom of the transcript:

Prizes, Distinctions and Post-nominal Awards

Post-nominal awards: Associateship of the City and Guilds of London Institute

Prizes and distinctions:

Dean's List (Year 3)

The Corporate Partnership Programme Prize

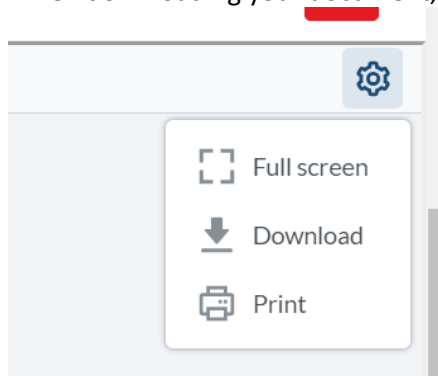
I have completed an occasional/summer school/pre-sessional programme. Do I get a certificate?

Students who complete occasional/summer school/pre-sessional programmes are eligible to receive transcripts if they have module results, but do not receive a certificate.

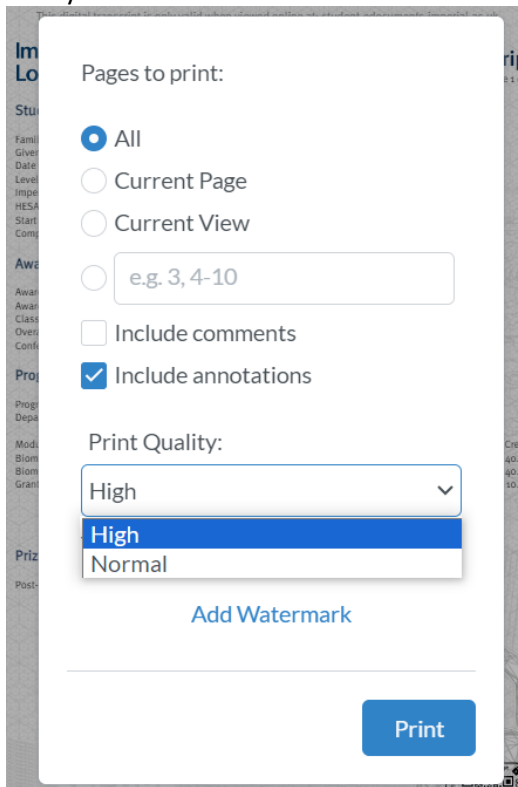
How do I upload an encrypted document to a third-party portal?

If you are experiencing issues uploading documents to a third-party portal:

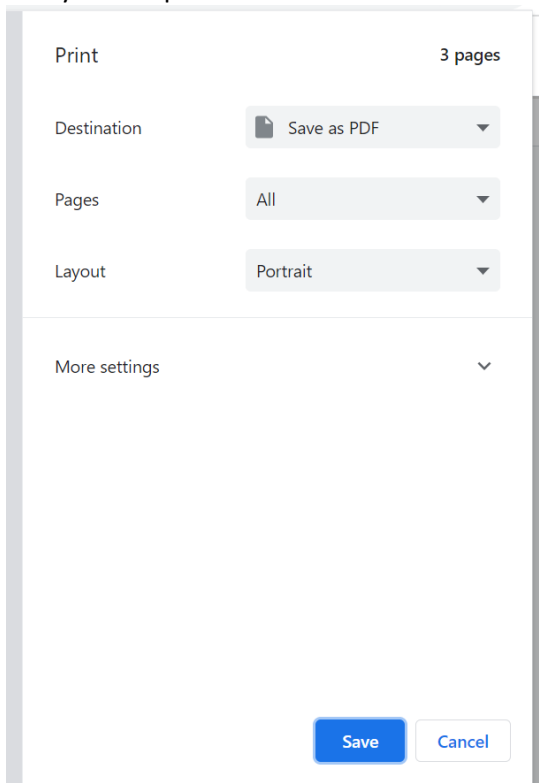
1. When downloading your document, instead of clicking 'Download', click 'Print instead:



2. Click 'Print' on this screen. Change the quality to 'High' as the document may come out blurry:



3. Set the print destination to 'Save as PDF' and save the document. The document is now ready to be uploaded.



Useful Links:

- Further information regarding how to [Request an official document](#).
- Further information regarding [How to use DC Web](#).
- Further information regarding [I-Explore modules](#).
- Further information regarding the [Release of exam results](#).
- Further information regarding [Degree certificates](#).