Approved at the meeting of the Examinations Panel of Education Committee of 9 May 2016

Regulations for the Conduct of University Examinations

Brief note about nature of change: To remove provision for two levels of appeal in Part 9.8 of the Regulations for the Conduct of University Examinations

Effective date
With immediate effect

Location of change
In Examination Regulations 2015, Regulations for the Conduct of University Examinations, Part 9

Detail of change
http://www.admin.ox.ac.uk/examregs/2015-16/rftcoue-p9ttheaoniumameofcand/

Citation numbers 1.14-1.33

Inserted text has been underlined; deleted text has been struck through.

Late entries

9.6. Where a candidate whose name has not been entered for an examination by the date fixed by the Registrar under the provisions of regulation 9.5 above wishes his or her name to be entered after that date, the procedure shall be as follows:

(1) the candidate shall apply in writing through the Senior Tutor to the Registrar for his or her name to be so entered;

(2) the Registrar shall determine whether the candidate proposes to offer
part of the examination which has not already been offered by some other candidate whose name has been entered under the provisions of regulations 9.3-9.5 above and whether any other change in the conduct of the examination, as already arranged, would be involved;

(3) if no change in the conduct of the examination as referred to in paragraph (2) would be involved, the Registrar shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination;

(4) if some such change would be involved, the Registrar shall ask the chair of examiners whether he or she is, nevertheless, willing to consent to the candidate being admitted to the examination, and if the chair consents the Registrar shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination;

(5) if the chair of examiners refuses to give the consent referred to in paragraph (4), the Registrar shall refer the matter to the Proctors for a review of the decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-entry fee;

(6) the late-entry fee payable under paragraphs (3), (4), and (5) shall be such sum as the Education Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

9.7.

(1) Notwithstanding the provisions of regulation 9.6 above, the Divisional Board of Social Sciences may make provision for late entry, as appropriate, in the regulations for the Postgraduate Certificate in Education.

(2) Candidates permitted to enter late for these examinations shall pay such sum as the Education Committee shall from time to time determine.

Late alteration of options

9.8. Where the regulations for a University Examination permit the offering of options and a candidate wishes to alter his or her choice of options, the procedure shall be as follows:

(1) The candidate shall apply in writing through the Senior Tutor to the Registrar for the alteration to be made.

(2) The Registrar shall determine whether the candidate proposes to offer a part of the examination which has not already been offered by some other candidate whose name has been entered under the provisions of regulations 9.3-9.5 above and whether any other change in the conduct of the
examination, as already arranged, would be involved.

(3) If no change in the conduct of the examination as referred to in paragraph (2) would be involved, the Registrar shall, subject to the payment by the candidate of a late-alteration fee, grant permission for the alteration to be made.

(4) If some such change would be involved, the Registrar shall ask the chair of examiners whether he or she is, nevertheless, willing to consent to the alteration, and, if the chair consents, the Registrar shall, subject to the payment by the candidate of a late alteration fee, grant permission for the alteration to be made.

(5) If the chair of examiners refuses to give the consent referred to in paragraph (4), the Registrar shall refer the matter to the Proctors for a review of the decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-alteration fee.

(6) A candidate or his or her college may within fourteen days of the date of the Proctors' decision appeal in writing to the Chair of the Education Committee (who may nominate another member of the committee, other than one of the Proctors, to adjudicate the appeal).

(67) The late-alteration fee payable under paragraphs (3), (4), and (5) above shall be such sum as the Education Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

**Explanatory Notes**

At its Trinity Term 2016 meeting, Examinations Panel agreed that an anomaly in Part 9 of the Regulations for the Conduct of University Examinations should be corrected, so that provision for two levels of appeal in Part 9.8 is removed, and that this change should be made with immediate effect.