

## Education Committee

Approved at the meeting of Taught Degrees Panel of Education Committee of 28 February 2017

## Regulations for the Conduct of University Examinations

**Brief note about nature of change:** To provide that the Proctors alone may make decisions which were formerly the responsibility of both the Proctors and PVC (Education); to reflect current practice regarding the role of Student Registry and of the Student Disciplinary Panel and Academic Conduct Panel.

## Effective date

With immediate effect

## Location of change

In *Examination Regulations* 2016, Regulations for the Conduct of University Examinations, Parts 3 to 7, 9, 16-17

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p3qualofexam/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p4enomiandvaca/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p5epoo-cvresiandremo/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p6chaiofexam/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-part7asse/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p9tfheaeonameofcand/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p16markandasse/>

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p17publofresu/>

## Detail of change

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

### **Regulations for the Conduct of University Examinations: Part 3 Qualifications of Examiners**

3.1. Examiners, other than examiners appointed under regulation 2.4 above or external examiners appointed under Part 4 of these regulations, must be members of a Faculty or department of the University.

3.2. The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors may for good cause dispense with the requirements of regulation 3.1 above.

3.3. Except in the cases referred to in regulation 3.4 below, no more than two persons who are, or have been during the two preceding years, on the teaching staff of the same college shall be nominated to serve at the same time:

- (1) as moderators in the same part of a First Public Examination; or
- (2) as public examiners in the same Final Honour School.

3.4. Regulation 3.3 above does not apply to persons who are appointed to examine in separate subjects or in the separate parts of a University Examination which is divided into separate formal parts.

3.5. The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors may for good cause dispense with the requirements of regulation 3.3 above.

### **Regulations for the Conduct of University Examinations: Part 4 Examiners: Nominations and Vacancies**

4.1. It is the duty of every supervisory body to establish and maintain standing orders for:

- (1) the number of examiners for any University Examination for which that supervisory body is responsible;
- (2) the examiners' period of office;
- (3) the appointment of a chair of examiners;
- (4) the composition and constitution (including the arrangements for appointment of the chair and rules as to quorum) of any nominating committee to whom responsibilities are delegated under regulations 4.4 or 4.5 below; and
- (5) the period of service of the members of that committee and the filling of vacancies.

4.2. The standing orders made under regulation 4.1 above shall be submitted:

(1) to the Proctors and the Registrar<sup>1</sup> before the beginning of each academic year; and

(2) the Education Committee with the examiners' report at the conclusion of the Examination.

4.3. Examiners must be nominated to the ~~Pro-Vice-Chancellor (Education)~~ and Proctors by the supervisory body in accordance with those standing orders.

4.4. Unless there is provision to the contrary in any regulation, the responsibility for making nominations in respect of any University Examination which is under the joint supervision of more than one supervisory body shall be delegated to a nominating committee appointed jointly for this purpose by the supervisory bodies concerned.

4.5. A single supervisory body responsible for making nominations in respect of any other University Examination may delegate its responsibility to a nominating committee consisting of not fewer than three persons appointed by it for this purpose.

4.6. The Proctors and the Registrar shall be informed annually of the membership of each nominating committee.

4.7.

(1) Every nomination shall be made by a majority of votes.

(2) When the votes are equal the chair of the relevant board or other body or nominating committee acting on its behalf shall have an additional, casting vote.

(3) Where the nomination is made by a casting vote and is forwarded to the ~~Pro-Vice-Chancellor (Education)~~ and Proctors for their approval, they shall be informed that it has been made by a casting vote.

*Doctor of Clinical Psychology and Postgraduate Certificate in Supervision of Applied Psychological Practice*

4.8.

(1) Nominations of examiners for the Degree of Doctor of Clinical Psychology and the Postgraduate Certificate in Supervision of Applied Psychological Practice shall be made by a committee comprising two persons elected by the Oxford Institute of Clinical Psychology Training and two persons elected by the Medical Sciences Board.

(2) Nominations made under this regulation must be made in writing by at

least three of the members of the nominating committee and shall be subject to the approval of the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

*Notice of vacancies*

4.9. By the Friday of the last week of each Full Term the Registrar shall send to each supervisory body, or its nominating committee acting on its behalf (as the case may be), the vacancies in examinerships to be filled in the following term.

*Notice of nominations*

4.10. Each supervisory body, or its nominating committee acting on its behalf (as the case may be), shall, unless regulation 4.11 below applies, submit to the Registrar, by 5 p.m. on the first Tuesday of the Full Term in which any vacancy has to be filled in accordance with Part 5 of these regulations, nominations of new examiners, signed by not fewer than two of the members of the board or other body or committee in question.

4.11. Nominations of new examiners for the Degree of Bachelor of Philosophy and Master of Philosophy in subjects other than Classical Archaeology shall be submitted by 5 p.m. on Friday in the sixth week of the Full Term in which a vacancy has to be filled in accordance with Part 5 of these regulations.

4.12. If notice of a vacancy in an examinership is not received by the Monday before the Full Term in which it is to be filled in accordance with regulation 4.9 above, the ~~Pro-Vice-Chancellor (Education)~~ Proctors shall fix the date by which nominations in writing must be received in accordance with those regulations, and the date for any meeting of the board or other body or nominating committee which may be necessary to make a nomination.

*Submission of nominations*

4.13. The chair of the board or other body or of the nominating committee acting on its behalf shall be responsible for the submission of nominations under regulations 4.10–4.12 above duly signed by the persons specified.

*External examiners*

4.14. Regulations 4.15-4.19 below apply to the appointment of external examiners.

4.15. Each supervisory body or nominating committee acting on its behalf *must* nominate as an external examiner for each University Examination for the Second Public Examination for which it is responsible a person to act as an external arbiter of standards and *may* nominate a person as an external examiner to provide academic expertise not otherwise obtainable from within the University.

4.16. A person nominated under regulation 4.15 above may be approved and

designated by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors as an external examiner. An external examiner who fails to submit the annual report required by the University may continue in office only with the permission of the ~~Pro-Vice-Chancellor (Education)~~ or ~~and~~ the Proctors.

4.17. A person holding a post in the University or any college or other Oxford institution associated with the University in the examination of candidates may not be approved or designated as an external examiner.

4.18. Unless they are appointed to examine separate subjects or in separate parts of a University Examination divided into formal parts, no two persons who are, or have been during the preceding two years, on the teaching staff of the same university or other institution shall normally be nominated to serve at the same time as external examiners in the same University Examination.

4.19. External examiners shall be entitled to a retaining fee up to but not exceeding an amount determined from time to time by the Planning and Resource Allocation Committee of Council.

*Additional examiners*

4.20. A supervisory body may at any time, if it is necessary or desirable to do so, nominate additional examiners to serve on a Board of Examiners for one University Examination only, and the provisions of any standing orders shall not apply to the time of their nomination.

*Final Honour Schools divided into Parts*

4.21. If any Final Honour School is divided into Parts there shall be a separate Board of Examiners for each Part.

<sup>1</sup> References to the Registrar in this section should normally be taken to refer to the Head of Examinations and Assessments at the Examination Schools, who acts on behalf of the Registrar.

**Regulations for the Conduct of University Examinations: Part 5 Examiners: Period of Office, Casual Vacancies, Resignation, and Removal**

5.1.

(1) Examiners (except additional examiners) shall take up their office on the first day of the Full Term following the approval of their nomination by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

(2) Additional examiners shall take up their office immediately after that date.

5.2.

(1) Subject to the provisions of this Part examiners shall serve for the period designated in its standing orders by the supervisory body responsible for the University Examination for which they are appointed.

(2) Each supervisory body shall notify the Proctors and the Registrar before the beginning of each academic year of the number of examiners and the period of their office.

5.3. Examiners who have not held office for the full period may be renominated either for a full period or for such period as together with the period of office they have in fact completed will constitute a full period.

5.4. If it is necessary for the due regulation of the succession among examiners in any University Examination that an examiner or examiners shall retire before the end of the normal period of service, then the junior shall retire.

5.5. The Pro-Vice-Chancellor (Education) ~~or~~ and Proctors may dispense from any of the requirements of regulations 5.1–5.4 above if they consider it reasonable to do so.

5.6.

(1) An examiner may, on account of sickness or other urgent cause, obtain from the ~~Pro-Vice-Chancellor (Education)~~ and Proctors leave of absence for a period extending over not more than one University Examination, and a suitably qualified person shall be appointed to act as his or her substitute during that period.

(2) If leave of absence is granted before the first day of the Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated by the supervisory body or (as the case may be) the nominating committee concerned.

(3) If leave of absence is granted on or after that day the substitute shall be appointed by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

5.7. If an examiner appears to the Pro-Vice-Chancellor (Education) or the Proctors to be acting in the conduct of his or her office in a manner which is inconsistent with proper standards of academic rigour, integrity, impartiality, or fairness, or may otherwise bring discredit upon the examination process or the University, he or she shall (without prejudice to any other action which may be taken) be removed from office by the Pro-Vice-Chancellor (Education) or Proctors as the case may be.

5.8.

(1) If an examiner dies or resigns or is removed from office under this

Part a suitably qualified person shall be appointed to act as his or her substitute.

(2) Where death, resignation, or removal occurs before the first day of Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated in accordance with regulation 5.6 (2) above and shall serve for the residue of the period of office of the person whom he or she succeeds.

(3) Where death, resignation, or removal occurs after that date the substitute shall be appointed by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors and shall serve for the next University Examination only.

5.9. Examiners appointed under regulations 5.6 and 5.7 above shall:

(1) take up their office forthwith; and

(2) receive such remuneration (if any) as is determined from time to time by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

5.10. If a person who is appointed an examiner by virtue of his or her office is for any reason unable to act he or she shall nominate a deputy who shall be a member of a faculty to act in his or her place with the approval of the ~~Pro-Vice-Chancellor (Education)~~ and the Proctors.

### **Regulations for the Conduct of University Examinations: Part 6 Chairs of Examiners**

6.1. The supervisory body responsible for a University Examination shall appoint a chair of examiners as soon as practicable and in accordance with its standing orders for approval by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors.

6.2. Except with the permission of the Pro-Vice-Chancellor (Education) or Proctors, an external examiner shall not be eligible to serve as chair.

6.3. Until a chair has been appointed the senior examiner who is a member of a Faculty shall fulfil the duties of the chair. Seniority shall be determined by reference to the rules for academic precedence and standing as made from time to time by Council.

6.4. As well as performing the specific duties laid down in these or any other regulations the chair shall be responsible generally for ensuring that the business of his or her Board of Examiners is properly conducted and that the requirements of these regulations are fulfilled by that Board.

6.5. It shall be the duty of each chair of examiners to ensure that account is taken of the *Policy and Guidance for Examiners and others involved in University Examinations* published periodically by the Proctors and by the Education

Committee so far as it is applicable to the University Examination for which his or her Board of Examiners is responsible.

6.6.

(1) The chair shall convene at least one meeting of the examiners before each University Examination for which they are responsible and by this and other means ensure that all arrangements for its proper conduct have been made and understood.

(2) An external examiner shall not be required to attend such a meeting but shall be informed by the chair of its proceedings and decisions.

6.7. The chair of the Board of Examiners for each single Final Honour School shall designate the examiners required for any joint Final Honour School in which any of the examinations correspond with an examination in the single School.

### **Regulations for the Conduct of University Examinations: Part 7 Assessors**

7.1. A Board of Examiners may in accordance with the provisions of this Part appoint as assessors other persons who are not examiners in the same University Examination to act with them in setting and/or marking any particular part of a University Examination.

7.2.

(1) Unless paragraph (3) below applies an assessor must hold the same qualifications as an examiner as provided in regulation 3.1 above.

(2) The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors may for good cause dispense with the requirements of regulation 7.2 (1) above.

(3) A person who holds a post of lecturer in either the University or one of the colleges in the language concerned may be appointed to act as an assessor in an oral examination in any of the following Final Honour Schools:

Modern Languages

History and Modern Languages

Philosophy and Modern Languages

Classics and Modern Languages

English and Modern Languages

European and Middle Eastern Languages.

7.3. Where an examination forms part of more than one University Examination a



person may be appointed to act as an assessor of that examination for all University Examinations of which it forms a part.

7.4. The chair of the Board of Examiners concerned must apply to the ~~Pro-Vice-Chancellor (Education) and~~ Proctors for their approval of the appointment of any assessor, and an appointment shall not be effective until that approval is given.

7.5. The Proctors shall inform the Registrar of the names of all persons appointed as assessors.

7.6. Persons acting as assessors shall make a report to the Board of Examiners on the parts of the University Examinations submitted to them, but shall have no right of voting on the place of any candidate in a Results List nor on the question of his or her having satisfied the examiners or having been adjudged worthy of distinction.

7.7. An assessor shall if invited by the Board of Examiners take part in any *viva voce* examination.

7.8. The remuneration of assessors shall be according to a scale drawn up by the Planning and Resource Allocation Committee of Council.

7.9. The provisions of regulations 5.6, 5.7, and 5.8 above which concern leave of absence, death, resignation, and removal in the case of examiners shall apply, with any necessary modifications, to assessors.

7.10. The Pro-Vice-Chancellor (Education) or ~~and~~ Proctors shall have power to give and vary directions necessary for the carrying out of the provisions of this Part.

### **Regulations for the Conduct of University Examinations: Part 9 Times for Holding Examinations and Entry of Names of Candidates**

#### *Times for holding Examinations*

9.1. Student Registry ~~The Registrar~~ and the Education Committee shall, after consultation with the ~~Pro-Vice-Chancellor (Education) and~~ Proctors, fix the days on which each University Examination shall begin and shall give public notice of such days.

9.2. The chair of examiners in each University Examination shall, on the advice of Student Registry ~~the Registrar~~, state and give public notice of the date time and place of the beginning of each examination, and shall afterwards give such notice as they ~~he or she~~ shall deem necessary of the further attendance required of candidates.

#### *Entry of names of candidates*

9.3.

(1) Student Registry ~~The Registrar~~ shall be given the names of all candidates for all University Examinations except those referred to in paragraph (2) of this regulation.

(2) For the Examination for the Postgraduate Certificate in Education names shall be given in the manner prescribed by the regulations governing that Examination.

9.4. Using the designated forms, candidates shall be required to

- (1) state the University Examination for which they intend to enter;
- (2) state the options they intend to offer, if the regulations of the University Examination for which they are entering permit the offering of options;
- (3) declare their intention of abiding by all University Regulations governing the conduct of examinations; and
- (4) provide such other declaration as may be required by the special regulations for the University Examination in question.

9.5. Student Registry ~~The Registrar~~ shall fix the days for entering names after consultation with the Education Committee, and ~~he or she~~ shall give public notice of the place and hour at which ~~he or she will receive~~ names will be received.

*Late entries*

9.6. Where a candidate whose name has not been entered for an examination by the date fixed by Student Registry ~~the Registrar~~ under the provisions of regulation 9.5 above wishes their ~~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 Student Registry ~~the Registrar~~ for their ~~his or her~~ name to be so entered;
- (2) Student Registry ~~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, Student Registry ~~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, Student Registry ~~the Registrar~~ shall ask the chair of examiners whether they are ~~he or she is~~, nevertheless, willing to consent to the candidate being admitted to the examination, and if the chair consents Student Registry ~~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), Student Registry ~~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 their ~~his or her~~ choice of options, the procedure shall be as follows:

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

(2) Student Registry ~~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, Student Registry ~~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, Student Registry~~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, Student Registry~~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), Student Registry~~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) 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.

#### *Waiver of fees*

9.9. The Proctors may waive the payment of any fee payable under regulations 9.6 and 9.8 above if it appears to them to be reasonable to do so.

#### *Processing of entries*

9.10. Student Registry~~The Registrar~~ shall acknowledge to the candidates the receipt of all completed forms and shall return to the candidate for completion or correction any form which is incomplete or is not in accordance with any relevant regulation.

9.11. Candidates must notify Student Registry~~the Registrar~~ of any subsequent changes in the information given on their form.

9.12. If, through change of name, migration or otherwise Student Registry~~the Registrar~~ entertains any reasonable doubt about the identity of a candidate offering themselves ~~himself or herself~~ for any University Examination, ~~he or she~~ may require such further evidence of identity may be required as ~~he or she~~ may be deemed necessary.

#### *Transmission of names of candidates and their options to the examiners*

9.13. Student Registry~~The Registrar~~ shall assign a candidate number to each candidate and shall send the lists of numbers to the chair of the examiners in the University Examination for which the candidates have been entered.

*Examination for the Degree of Doctor of Clinical Psychology validated by the University*

9.14. Notwithstanding any provision of regulations in this Part to the contrary, the entry of names, late entries, late alterations of names and candidates, and transmission of names of candidates and lists of subjects to the examiners for the examination for the Degree of Doctor of Clinical Psychology shall be governed by regulations laid down from time to time by the Directorate of the Oxford Doctoral Course in Clinical Psychology and lodged annually with the Proctors.

**Regulations for the Conduct of University Examinations: Part 16 Marking and Assessment**

*Adjudication on the merits of candidates*

16.1.

- (1) Every examiner who takes part in adjudicating on the merits of a candidate shall give careful attention to the examination of such candidates.
- (2) No examiner adjudicating on the merits of any candidate shall take account of any circumstances, not forming part of, or directly resulting from, the examination itself, except as provided in Parts 12 or 13 of these regulations.
- (3) The work of any candidate to whom Parts 12 or 13 of these regulations applies shall be assessed with due and careful regard to the circumstances of that candidate and any relevant code of practice or guidelines adopted by the University in relation to such candidates.
- (4) If the Student Disciplinary Panel or Academic Conduct Panel has imposed a penalty and/or given any direction to the examiners in relation to a candidate's examination, under section 10 or section 19 of Statute XI, the examiners shall apply the penalty to the candidate's work and act as directed. ~~In the case of a candidate against whom an order has been made by a University Court under section 11 (3) or section 21 (1)(e) of Statute XI or by the Appeal Court in similar terms (intentional or reckless breach of examination regulations), the examiners shall give effect to that order.~~
- (5) ~~Where the Proctors have a recommendation to the examiners in respect of a candidate under section 32 (3) of Statute XI (breach of examination regulations which is neither intentional nor reckless) the~~

~~examiners shall give due weight to the recommendation in assessing the candidate's work.~~

*Examination conventions*

16.2.

(1) In adjudicating on the merits of candidates the examiners shall follow and apply the conventions approved under regulation 8.1 ~~above~~ subject to the right of the Board of Examiners in exceptional circumstances to make minor adjustments to the conventions during any particular Examination.

(2) In cases of doubt or difficulty arising under (1), the examiners shall consult the Proctors.

(3) Nothing in this regulation shall affect the authority of the examiners in the making of academic judgements on the performance of each candidate.

*Viva voce Examination*

16.3. In any University Examination in which candidates are examined viva voce the examiners shall determine the order in which they are to be examined.

16.4. Only one candidate at a time shall be examined viva voce in any one University Examination, but in cases approved by the ~~Pro-Vice-Chancellor (Education)~~ and Proctors the examiners in any University Examination may be permitted to divide themselves into groups which may examine candidates simultaneously.

16.5.

(1) Except in the circumstances referred to in paragraph (2) below no examiner, other than an examiner in the Preliminary Examination in Medicine or in the Second Examination for the Degree of Bachelor of Medicine, or in the Honour School of Oriental Studies shall examine viva voce any candidate who belongs to any college in which they are ~~he or she is~~ tutor or in which they have ~~he or she has~~ been tutor during the previous two years or who has been instructed by them ~~him or her~~ (otherwise than at a lecture or class open to all members of the University) within the previous two years.

(2) The ~~Pro-Vice-Chancellor (Education)~~ and Proctors may relieve any Board of Examiners of the restriction imposed by this regulation if it would cause difficulty in the conduct of the Examination in question.

*Submission of theses or other exercises: exceeding word limits and departure*

*from title or subject-matter*

16.6.

(1) Where a candidate for any University Examination in which a thesis (or other exercise) may be, or is required to be, submitted as part of that Examination presents a thesis (or other exercise) which exceeds the word limit prescribed by the relevant statute, or regulation, the examiners, if they agree to proceed with the examination of the work, may reduce the mark by up to one class (or its equivalent).<sup>1</sup>

(2) Where a candidate submits such a thesis (or other exercise), the title or subject matter of which differs from that which was approved by the supervisory body concerned, the examiners (if they agree to proceed with the examination of the work) may similarly reduce the mark by up to one class (or its equivalent).<sup>1</sup>

*Illegible scripts*

16.7.

(1) If a chair of examiners considers that a script of a candidate in an examination is illegible (whether the whole script or any part thereof as identified by the chair), ~~they~~ he or she shall inform the Senior Tutor of that candidate's college.

(2) Should the Senior Tutor dispute the illegibility of any such script (or part thereof as identified by the chair of examiners), the question shall be referred to the Proctors, whose ruling on the question shall be conclusive.

(3) Where it is accepted that a script (or part thereof) is illegible, the Senior Tutor shall either:

(a) arrange with Student Registry ~~the Registrar~~ for the script to be transcribed in accordance with the procedure agreed between the Proctors and Student Registry ~~the Registrar~~;

or

(b) arrange for the candidate to dictate ~~their~~ his or her script (or each required part thereof) to a typist under the invigilation of a Master of Arts of the University or any other person who is deemed by the Proctors to be suitable, having first submitted in advance to the Proctors proposals for (i) the appointment of a typist and an invigilator for the transcription of the script and (ii) the timing and venue for the exercise.

(4) It shall be the responsibility of Student Registry ~~the Registrar~~ or the

Senior Tutor, as the case may be, to ensure that the transcription exercise is conducted in accordance with the arrangements approved by the Proctors.

(5) During the transcription exercise the candidate shall dictate their ~~his or her~~ script (or each required part thereof) to the typist in the presence of the invigilator, with the exception (unless otherwise identified by the chair of examiners) of work which constitutes rough notes. The candidate shall ensure that the typescript is in every respect identical in form and content to the original script. The use of any recording device is not permitted. Only one fair copy shall be made of each dictated script (or required part thereof), for submission to the examiners.

(6) Academic dress and sub-fusc clothing need not be worn by any of the participants during the transcription exercise.

(7) The cost of the typing and invigilation shall not be a charge on the University.

(8) Following completion of the transcription exercise, it shall be the responsibility of Student Registry ~~the Registrar~~ (for transcriptions under (3)(a) above) or the Senior Tutor (for transcriptions under (3)(b) above) to make available to the chair of examiners both the original script and the typescript.

(9) The examiners shall read the typescript page by page with the original script beside it and shall immediately report any discrepancy to the Proctors.

#### 16.8.

(1) If in voting upon the place to be assigned to a candidate in any Results List the examiners shall be equally divided, the chair of the examiners in that Examination shall (unless paragraph (2) below applies) have a second or casting vote.

(2) If the candidate in question shall be of the same college as the chair of the examiners or of any college in which they are ~~he or she is~~ tutor or in which they have ~~he or she has~~ been tutor during the previous two years, or shall have been privately taught by them ~~him or her~~ during the past two years, then the casting vote shall be with the senior of the examiners who is not disqualified on that ground.

16.9. Candidates whose performance is not sufficient for the award of Honours but have satisfied the examiners at 'pass' standard shall be awarded a pass.

<sup>1</sup> 'Reduction by one class' means a reduction from a II(i) to a II(ii) in the case of a mark



which would otherwise have led to classification as a II(i).

## **Regulations for the Conduct of University Examinations: Part 17 Publication of Results**

### *Honours Examinations*

17.1. As soon as the examiners in an Honours Examination have examined and fully considered the work of all the candidates they shall:

- (1) distribute candidates (identified only by their examination numbers) judged to have shown merit into three classes according to merit;
- (2) except in the case of Honour Moderations (other than Classics) distribute the candidates in the second class into two divisions;
- (3) forthwith provide the information determined under (1) and (2) above to Student Registry ~~the Registrar~~ using the ~~Registrar's~~ Results Lists.

17.2. Where a University Examination in which Honours are awarded is divided into several Parts then (unless the regulations for the specific Examination otherwise provide) in respect of all Parts save the last:

- (1) the examiners shall determine the candidates (identified only by their examination numbers) who have shown sufficient merit to obtain Honours in each Part; and
- (2) forthwith provide the information determined under paragraph (1) above to Student Registry ~~the Registrar~~; and
- (3) the respective chairs of the examiners shall deposit the candidates' exercises with Student Registry ~~the Registrar~~ for the use of the examiners in any succeeding Examination.

17.3. If a candidate in any Honour Moderations has not been judged by the moderators to be worthy of Honours but has satisfied the moderators at 'pass' standard they shall give notice of that fact at the close of the Examination to Student Registry ~~the Registrar~~.

17.4. If a candidate in any Final Honour School or in the Final Examination for the Degree of Bachelor of Fine Art has not been judged by the examiners to be worthy of Honours but has satisfied them at 'pass' standard the examiners shall give notice of that fact at the close of the Examination to Student Registry ~~the Registrar~~.

17.5.

(1) If a candidate in any Honour School of the First or Second Public Examination or in the Final Examination for the Degree of Bachelor of Fine Art is disqualified by standing from obtaining Honours in that Examination, but has in the judgement of the examiners shown sufficient merit to entitle them ~~him or her~~ to obtain Honours, but for such disqualification, the examiners shall give notice of that fact on the Results List submitted to Student Registry ~~the Registrar~~ at the close of the Examination.

(2) A candidate to whom this regulation applies shall be entitled to supplicate for the Degree of Bachelor of Arts or of Fine Art (as the case may) in the same manner as if they ~~he or she~~ had obtained Honours in the Examination.

17.6. If the regulations for any University Examination in which Honours are awarded also permit the award of a merit or a distinction in any part of that Examination the examiners shall give notice to Student Registry ~~the Registrar~~ at the close of the examination of the names of all the candidates whose work in that part has been adjudged worthy of either accolade.

#### *Other Examinations*

17.7. The examiners in any Preliminary or Qualifying Examination or in any examination for a graduate taught programme or for a diploma or certificate except the Diploma in Law or the Certificate in Management Studies shall:

- (1) determine the candidates (identified only by their examination number) who have satisfied them;
- (2) if the regulations governing the particular Examination permit, determine the candidates who have shown sufficient merit to obtain a distinction; and
- (3) forthwith provide the information determined under paragraphs (1) and (2) above to Student Registry ~~the Registrar~~ using the ~~Registrar's~~ Results Lists.

17.8. In an Examination where a candidate is not required to pass in all subjects at one and the same Examination the examiners shall provide a Results List with the agreed results to date.

#### *Approved musical exercises for the Degree of Bachelor of Music*

17.9. At the close of the Examination of the Musical Exercises for the Degree of Bachelor of Music submitted to them in any term, the examiners shall notify Student Registry ~~the Registrar~~ of the candidates whose exercises have been

approved by them.

*Candidates who have failed*

17.10.

If a candidate in any University Examination has been judged by the examiners to have failed the examination the examiners shall give notice of that fact, at the close of the examination to Student Registry ~~the Registrar~~ by inclusion on the Registrar's Results List.

*Notification of results*

17.11. All notifications submitted to Student Registry ~~the Registrar~~ under this Part shall be made in a form of Results List as provided by Student Registry ~~the Registrar~~, unless any other agreement has been made ~~he or she otherwise agrees~~.

17.12. All information submitted to Student Registry ~~the Registrar~~ under this Part shall (unless any examiner shall have been excused by the Proctors) be certified by the signature of all the examiners who have acted together in the assessment of the candidates in the Examination.

17.13. On receipt of the information provided under regulations 17.11 to 17.12 above, Student Registry ~~the Registrar~~ shall arrange the publication of results to each candidate.

17.14.

(1) After results have been released to candidates, examiners shall have no power to alter such Results Lists except under paragraph (2)-(4) below.

(2) Examiners may submit to Student Registry ~~the Deputy Registrar~~ a change in an individual assessment mark or grade without further consent in instances where an examination overall outcome is not changed.

(3) Examiners may, with the written consent of the ~~Pro-Vice-Chancellor (Education)~~ and Proctors, amend an individual assessment mark or grade where such change will result in a change in the overall examination outcome.

(4) Examiners may, with the written consent of the ~~Pro-Vice-Chancellor (Education)~~ and Proctors, issue a further Results List or Lists to provide results of candidates omitted from the original list.

#### *Custody of records*

17.15. The Results Lists drawn up and duly signed shall be circulated and published by Student Registry ~~the Registrar~~ according to the requirements of the Education Committee and subject to the provisions of the Data Protection Act and the signed copy shall remain in the custody of Student Registry ~~the Registrar~~, and any question thereafter arising, with respect to the result of any Examination, shall be determined by reference to such lists.

#### *Forms of Certificates*

17.16.

(1) Degree certificates and other certificates for diplomas and other certificate courses shall be issued to successful candidates in forms prescribed by Education Committee ~~the Registrar~~.

(2) When a candidate has obtained a distinction in their ~~his or her~~ Examination, or in any part of it for which a distinction may be awarded, the certificate or diploma, as the case may be, which is issued shall record that fact.

#### **Explanatory Notes**

Certain provisions within the Regulations for the Conduct of University Examinations were suspended from 1 September 2016 until the new Pro Vice-Chancellor (Education) took up post, to allow the regulations to operate with the approval of the Proctors alone. It has now been decided that the Proctors alone can provide the necessary central oversight of the appointment of examiner process, on a permanent basis.

At its Hilary term 2017 meeting, Taught Degrees Panel therefore approved changes to the regulations with immediate effect to permit this. The opportunity has also been taken to make minor revisions to reflect current practice regarding the role of Student Registry and of the Student Disciplinary Panel and Academic Conduct Panel.