

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: Changes to the processes relating to examiner and assessor nomination and approval.

Effective date

From MT17

Location of change

In *Examination Regulations* 2016, Regulations for the Conduct of University Examinations, Parts 2 to 7

<http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p2numbofexam/>

<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/>

Detail of change

Delete current Parts 2 to 7 of the Regulations for the Conduct of University Examinations and replace with the following:

Regulations for the Conduct of University Examinations: Part 2 Responsibilities of

Supervisory bodies

Number of examiners

2.1. It is the duty of every supervisory body:

- (1) to ensure that there is a sufficient number of suitably qualified examiners, and, if required, assessors, to prepare and examine every part of the University Examination for which it is responsible;
- (2) to arrange for their nomination and appointment in accordance with Part 3 of these regulations.

2.2. Every candidate in an examination shall be examined by at least two examiners or by one examiner and one assessor except in the following cases:

- (1) an examination which is part of a Preliminary Examination or Moderations (but not Honour Moderations) in the First Public Examination; or
- (2) an examination which is exempted from this requirement with the written permission of the Chair of the Education Committee.

2.3. 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 on the same Board of Examiners.

2.4. The Pro-Vice-Chancellor (Education) or Proctors may for good cause dispense with the requirements of regulation 2.3. above.

Structure of boards of examiners

2.5. 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 period of office for both internal and external examiners;
- (3) the appointment and period of office 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 2.7 below; and
- (5) the period of service of the members of that committee and the filling of vacancies.

2.6. The standing orders made under regulation 2.5 above shall be submitted to

Student Registry by 1 October each year.

2.7. The responsibility for the appointment of examiners and assessors 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, unless there is provision to the contrary in any regulation.

2.8. Student Registry shall be informed annually of the chair or senior nominator of each nominating committee.

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

2.9.

(1) The membership and terms of reference of the Board of Examiners for the Degree of Doctor of Clinical Psychology and the Postgraduate Certificate in Supervision of Applied Psychological Practice shall be determined by the Oxford Institute of Clinical Psychology Training.

(2) The Course Directors shall maintain procedures for nomination of examiners, and the terms of reference and conventions of the Board of Examiners for each of these awards, and make these available to the Proctors on request.

(3) Nominations of examiners shall be subject to regulation 3.3 in Part 3 of these regulations.

Regulations for the Conduct of University Examinations: Part 3: Examiners: Nominations and Appointments

3.1. Supervisory bodies, or nominating committees to which responsibilities are delegated under regulation 2.7 in Part 2, shall approve the appointment of internal examiners in the following cases:

- (1) Persons who are either full members of a Faculty of the University, or have examining duties included in their employment contract;
- (2) Persons who do not qualify under the provisions in (1), but whose first appointment as an examiner has previously been approved by the Proctors.

3.2. The Proctors shall approve the appointment of internal examiners, who shall be nominated by supervisory bodies, or by nominating committees under regulation 2.7 in Part 2, in the following case:

- (1) Persons who are not full members of a Faculty of the University, have no examining duties in their contracts, and have never examined at the University of Oxford before, on their first appointment as an examiner (including the first appointment as an examiner of a person who has

previously been appointed only as an assessor).

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

3.3.

(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 Proctors.

Submission of nominations

3.4. All nominations of examiners which require approval by the Proctors under regulation 3.2 above must be submitted to the Proctors, by the supervisory body, or by the nominating committee acting on its behalf, by 1 October, i.e. the beginning of the academic year in which the examiners will serve.

3.5. At the same time as these nominations are submitted, the supervisory body or nominating committee must notify the Proctors of the names of the examiners whose appointment it has approved under regulation 3.1 above.

Additional examiners

3.6. A supervisory body may at any time, if it is necessary or desirable to do so, approve the appointment (under regulation 3.1) or nominate to the Proctors (under regulation 3.2) 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

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

Regulations for the Conduct of University Examinations: Part 4 Examiners: Period of Office, Casual Vacancies, Resignation, and Removal

4.1. Examiners shall take up their office on 1 October of the academic year for which they have been appointed to serve, or immediately after their appointment has been approved, if this is later than 1 October.

4.2.

(1) Standing orders shall designate terms of office for internal examiners of

no more than four years. If the term of office is not designated in standing orders, the default period for which an examiner is appointed shall be three years.

(2) An examiner shall serve for a maximum of two consecutive terms of office on the same examination board.

4.3. Examiners who have not held office for the full period may be reappointed 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.

4.4. 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.

4.5. The Pro-Vice-Chancellor (Education) or Proctors may dispense from any of the requirements of regulations 4.1–4.4 above if they consider it reasonable to do so.

4.6. An examiner may, on account of sickness or other urgent cause, obtain from the 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 their substitute during that period in accordance with regulations 3.1 and 3.2 in Part 3 of these regulations.

4.7. If an examiner appears to the Pro-Vice-Chancellor (Education) or the Proctors to be acting in the conduct of the 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, the examiner 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.

4.8. If an examiner dies or resigns or is removed from office under this Part, the supervisory body or nominating committee shall submit a nomination to the Proctors for approval of a suitably qualified substitute for the remainder of the period of office.

4.9. If a person who is appointed an examiner by virtue of their office is for any reason unable to act they shall nominate a deputy who shall be subject to approval by the supervisory body, nominating committee or the Proctors as the case may be.

Regulations for the Conduct of University Examinations: Part 5 Chairs of Examiners

5.1. The supervisory body responsible for a University Examination, or the nominating committee acting on its behalf, shall, by 1 October each year, submit its nomination for a chair of examiners for approval by the Proctors, in accordance with its standing orders.

5.2. Standing orders shall designate the term of office for the chair of examiners as either one or two years. Chairs of examiners may be reappointed.

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

5.4. Until a chair has been appointed the senior examiner who is a full member of a Faculty of the University 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.

5.5. 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 the Board of Examiners is properly conducted and that the requirements of these regulations are fulfilled by that Board.

5.6. 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.

Regulations for the Conduct of University Examinations: Part 6: External Examiners

6.1. Each supervisory body or nominating committee acting on its behalf *must* nominate as an external examiner for each University Examination (except the First 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.

6.2. Supervisory bodies or nominating committees must submit nominations for external examiners to the Proctors by 1 October, i.e. the beginning of the academic year in which the external examiners will serve. The Proctors are responsible for the approval of external examiners.

6.3. The term of office for an external examiner shall be three years. Exceptionally, this may be extended by one year. No external examiner may serve for more than four years.

6.4. 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 the Proctors.

6.5. 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.

6.6. 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.

6.7. 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.

6.8. The provisions of regulations 4.6, 4.7, and 4.8 in Part 4 of these regulations which concern leave of absence, death, resignation, and removal in the case of

examiners shall apply, with any necessary modifications, to external examiners.

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 nominate 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. Supervisory bodies, or nominating committees to which responsibilities are delegated under regulation 2.7 in Part 2 of these regulations, shall approve the appointment of assessors in the following cases:

- (1) Persons who are either full members of a Faculty of the University, or have examining duties included in their employment contract;
- (2) Persons who do not qualify under the provisions in (1), but whose first appointment as an assessor has previously been approved by the Proctors, provided the person is not a student.

7.3. The Proctors shall approve the appointment of assessors in the following cases:

- (1) Persons who are not full members of a Faculty of the University, have no examining duties in their contracts, and have never acted as an assessor at the University of Oxford before, on their first appointment as an assessor only;
- (2) Postgraduate research students, whose appointment must be approved by the Proctors for every examination and for every term in which they are nominated to act as an assessor.

7.4. A person who holds a post of lecturer in either the University or one of the colleges in the language concerned may be appointed, under regulation 7.2 or 7.3 as appropriate, 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.

7.5. 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.

7.6. The relevant supervisory body, nominating committee, or Proctors shall inform Student Registry of the names of all persons appointed as assessors, as soon as

they have been appointed. Persons must not act as assessors until their appointment has been approved under regulations 7.2 or 7.3.

7.7. 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 the candidate having satisfied the examiners or having been adjudged worthy of distinction.

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

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

7.10. The provisions of regulations 4.6, 4.7, and 4.8 in Part 4 of these regulations which concern leave of absence, death, resignation, and removal in the case of examiners shall apply, with any necessary modifications, to assessors.

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

Explanatory Notes

The former Examinations Panel of Education Committee took decisions at its Trinity term 2016 and Michaelmas term 2016 meetings regarding the approval of examiner and assessor appointments, following the outcomes of a consultation on this area, and agreed that these changes should be implemented from the 2017-18 academic year. The changes are designed to delegate many decisions on examiner and assessor appointments to the local level, and to streamline administrative processes.

At its Hilary term 2017 meeting, the new Taught Degrees Panel (which has absorbed the responsibilities of the former Examinations Panel) approved revised regulations in order to implement the agreed changes. The opportunity has also been taken to simplify the regulations to reflect practice.