

Education Committee

Approved at the meeting of Taught Degrees Panel of Education Committee of 18 June 2019

Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations

Brief note about nature of change: changes to the regulations regarding late submission

Location of change

In *Examination Regulations 2018*, Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations, <http://www.admin.ox.ac.uk/examregs/2018-19/rftcoue-p14ls-n-snewfromexam/>

Effective date

From MT19

Detail of change

1. Amend citation reference 1.11 – 1.66 as follows (new text underlined, deleted text struck through):

‘14.4. A candidate in any University Examination may, through their college, request the Proctors to accept an application that the candidate will be or has been prevented by illness or other urgent cause from submitting a thesis (or other exercise) at the appointed time and place for any part of a University Examination.

(1) The application can be made prior to the deadline, but must be made at the latest within 14 calendar days of the notification of non-submission.

(2) Where the candidate has submitted work late, they may apply to have the late penalty and late presentation fee waived.

(3) Where the candidate wishes to be permitted to present such thesis (or other exercise) later than the date prescribed by any statute or regulation, they may request an extension of time.

(a) In cases where a significant extension of time is requested, or where the proposed new submission date is beyond the date by which the thesis (or other exercise) may reasonably be assessed for consideration at the relevant meeting of the examiners, the

Proctors shall consult the chair of examiners about any such application and shall then decide whether or not to grant permission.

(4) If a candidate fails to submit a thesis (or other exercise) on time without having received prior permission from the Proctors, and does not submit it within 14 calendar days of the notification of non-submission, the consequence shall be as defined under 14.2.

14.5.

(1) A request under 14.4. above must be submitted in writing by the Senior Tutor or other proper officer of the candidate's college, with sufficient evidence to support it.

(2) Where ~~non-late submission or a request for an extension of time~~ is caused by illness a medical certificate from a qualified medical practitioner must be sent, and this certificate must specify, with dates, the reason why the illness will prevent or has prevented the candidate from submitting the thesis (or other exercise).

~~14.6. Where the candidate wishes to be permitted to present such thesis (or other exercise) later than the date prescribed by any statute, or regulation, the procedure shall be as follows:~~

~~(a) the candidate shall include this request in the submission made to the Proctors under 14.4 above;~~

~~(b) in cases where a significant extension of time is requested, or where the proposed new submission date is beyond the date by which the thesis (or other exercise) may reasonably be assessed for consideration at the relevant meeting of the examiners, or where the request is made after the original date for submission, the Proctors shall consult the chair of examiners about any such application and shall then decide whether or not to grant permission.~~

14.76.

(1) If the Proctors accept a submission under 14.4. above they shall send a copy of their decision promptly to the chair of examiners of the University Examination concerned and inform the candidate's college and the Registrar.

(2) If the Proctors decide not to accept the submission they shall give reasons for their decision.

14.87. If the Proctors accept a submission under 14.4., they may authorise the examiners either:

(1) to accept a submission at a later date as provided for under 14.64. above. The examiners shall accept and mark such a thesis (or other exercise) as if it had been submitted by the prescribed date; or

(2) if other work that the candidate has already submitted in the Examination is of sufficient merit, to act as if they had completed the part of the University Examination which they were unable to attend.

14.98.

(1) Where it is decided under 14.87.(2) above or 14.18.(2) below that the examiners are to act as if the candidate had completed the part of the University Examination concerned, and the University Examination is one in which Honours may be awarded, the examiners may adopt one of the following courses:

(a) if they consider the candidate has submitted enough work to allow them to determine the candidate's proper class, they may award the candidate the class their performance merits;

(b) if they are unable to adopt course (a) but consider, on the basis of the work submitted, that but for the candidate's absence they would have obtained classified Honours, they may deem the candidate to have obtained Honours and publish the candidate's name accordingly at the foot of the Results List under the words 'declared to have deserved Honours';

(c) if they are unable to adopt course (a) or course (b) but are nevertheless satisfied with the work submitted, they may include the candidate's name on the Results List to show that the candidate has satisfied the examiners;

(d) if they are unable to adopt course (a), (b), or (c) they shall fail the candidate.

(2) Where the examiners have adopted course (b), (c), or (d) above it shall be open to the candidate to apply to Education Committee for consideration of their standing for Honours at a future examination.

(3) Where it is decided under 14.87.(2) above or 14.18.(2) below that the examiners are to act as if the candidate had completed the parts of the University Examination concerned, and the University Examination is one in which Honours are not awarded, the examiners may adopt one of the following courses:

(a) if they consider the candidate has submitted enough work to allow them to determine whether it is of a sufficient standard to enable the candidate to pass the Examination they may include their name in the Results List;

(b) if they are unable to adopt course (a), they shall fail the candidate.

~~14.10. If a candidate fails to submit a thesis (or other exercise) by the required time for submission without prior permission, but submits it on the prescribed date of submission, the examiners shall mark the submitted work and impose an academic penalty according to the established conventions agreed by the relevant supervisory body and the candidate shall pay a late presentation fee. A candidate may apply to the Proctors in writing through the Senior Tutor of their college to request that the examiners take into account the circumstances of the late submission. Such an application should be made within five working days of the notification of late submission. If the Proctors accept the application, they shall forward it to the chair of examiners. If the Proctors decide not to accept the application, they shall inform the Senior Tutor in writing of the reasons why.~~

~~14.149. If a candidate fails to submit a thesis (or other exercise) on time without prior permission from the Proctors, but submits on or after the prescribed date of submission and within 14 calendar days of the notification of the non-submission, the Proctors shall enquire into the circumstances. They shall instruct the examiners to will accept and mark the work, and forward to the chair of examiners an account of the circumstances of the late submission. They may give leave to the examiners may to impose an academic penalty according to the established conventions agreed by the relevant supervisory body. It shall be a condition of any permission granted under this regulation that and the candidate shall pay a late presentation fee.~~

14.10. The Proctors may waive the payment of any fee payable under 14.9 if it appears to them to be reasonable to do so.

~~14.12. If a candidate fails to submit a thesis (or other exercise) on time without prior permission and does not submit it within 14 calendar days of the notification of non-submission, the consequence shall be as defined under 14.2.~~

Non-submission of declaration of authorship

~~14.13~~1. Where provided for by regulation, submissions must be accompanied by a declaration of authorship and originality. The examiners are under no obligation to mark any submission not so accompanied. This declaration should be in a sealed envelope (which may be included inside the envelope used to hand in the written work). In the event that the Declaration of Authorship is submitted late, the Proctors may recommend that the examiners apply an academic penalty.

~~14.14. The Proctors may waive the payment of any fee payable under 14.10. or 14.11. if it appears to them to be reasonable to do so.~~

Non-appearance at an examination

~~14.15~~2.

(1) A candidate in any University Examination may, through their college, request the Proctors to accept a submission that the candidate will be or has been prevented by illness or other urgent cause from attending at the appointed time or place for any part of a University Examination.

(2) For the purposes of this regulation a candidate will be deemed to have attended a written paper if they were present in the place designated for that examination and had the opportunity to see the question paper there.

~~14.16~~3.

(1) A request under regulation 14.12 above must be submitted in writing by the Senior Tutor or other proper officer of the candidate's college, with sufficient evidence to support it.

(2) Where non-appearance is caused by illness a medical certificate from a qualified medical practitioner must be sent, and this certificate must specify, with dates, the reason why the illness will prevent or has prevented the candidate from attending the examination.

~~14.17~~4.

(1) If the Proctors accept a submission under regulation 14.12 above they shall send a copy of their decision promptly to the chair of examiners of the University Examination concerned and inform the candidate's college and the Registrar.

(2) If the Proctors decide not to accept the submission they shall give reasons for their decision;

(3) If the Proctors decide not to accept the submission and the candidate does not attend the assessment or assessments, the consequences will be as defined under 14.2.

~~14.18~~5. If the Proctors accept a submission under 14.12 above they may authorise the examiners either:

(1) to examine the candidate at another place or time under such arrangements as they deem appropriate with invigilation carried out in accordance with regulation 15.5 below; or

(2) if other work that the candidate has already submitted in the Examination is of sufficient merit, to act as if they had completed the part of the University Examination which they were unable to attend, in accordance with 14.8 above.

Withdrawal before the Examination begins

~~14.19~~6. A candidate whose name has been entered for a University Examination may withdraw from that Examination at any time before the start or (as the case may be) date

for submission of the first paper or other assessed exercise in the Examination.

Withdrawal after the Examination has started

14.2017. A candidate may not withdraw once they have attempted or presented themselves for all parts of the Examination.

Suspension of the Examination

14.2418. Where a candidate has been given permission to suspend their studies by the relevant body after the start of the Examination, or date for submission of the first paper or other exercise belonging to it, their Examination will be suspended according to the following provisions:

- (1) for candidates suspending during Full Term, the candidate will be withdrawn from all assessments that are due to be submitted or sat from Monday of week 1 of that Full Term until Friday of week 0 of the Full Term in which the candidate resumes their studies;
- (2) for candidates suspending outside Full Term, the candidate will be withdrawn from all assessments that are due to be submitted or sat during the approved suspension period;
- (3) where candidates are permitted to suspend for periods other than terms, candidates will be withdrawn from all assessments that are due to be submitted or sat during the approved suspension period.

14.2219. Candidates will be required to confirm their entry according to the provisions of Part 9 for all outstanding assessments in the academic year of their return to study.

14.2320. Assessments that were completed before the suspension of the Examination as defined in 14.21 will be carried forward to the resumption of studies.

14.21. A candidate who through acute illness or other urgent cause is unable to complete the Examination but who does not suspend may make an application to the Proctors for non-submission of assessments under 14.4-14.114 and/or for non-appearance at an examination under 14.152-14.185 as the case may be.

Appeals under this Part

14.252. A candidate or their college who is dissatisfied with any decision made by the Proctors or by the examiners under this Part, may appeal against that decision in accordance with the provisions of regulations 18.1 or 18.2 below.'

Explanatory Notes

At its' meeting in Week 8 of Trinity term 2019, Taught Degrees Panel agreed a change to the regulations regarding late submissions to require students to submit applications to the Proctors for extensions or to have the late penalty waived within 14 days of the notification of non-submission for that piece of work.