

**Education Committee**

**Approved at the meeting of the Examinations Panel of Education Committee of 26 October 2015**

**Regulations for the Conduct of University Examinations**

**Brief note about nature of change:** Revisions to reflect practice and increase the transparency of the process to students

**Effective date**

**With immediate effect**

**Location of change**

In *Examination Regulations* 2015, Regulations for the Conduct of University Examinations, Part 13

**Detail of change**

Pages 28-29, line 15 p.28 - line 29 p.29

*New text has been underlined; deleted text has been struck through.*

**Part 13 Factors Affecting Performance in an Examination**

*Application of Part 13*

13.1. This Part is concerned with candidates whose performance in a University Examination may be significantly affected by acute illness or some other urgent cause, not falling within regulation 12.1 above, which the candidate wishes to be brought to the attention of the examiners before, during or after an examination.

*Factors affecting performance*

13.2. If a candidate considers that his or her performance in any part of a University Examination is likely to be or has been affected by factors of which the examiners have no

knowledge, the candidate shall through the Senior Tutor of his or her college inform the Registrar of this factor. Where this information is received not later than noon on the day prior to the final meeting of the examiners for the relevant examination (where marks will be finalised) the Registrar shall pass this information on to the chair of the examiners.

~~13.3. The Registrar shall pass this information on to the chair of the examiners except in cases where it is received after marks have been finalised by examiners. In such cases, the information will be passed to the Proctors who will determine whether the application meets one of the criteria given in 13.4 below.~~

~~13.34.~~

~~(1) Applications under this part received after the final meeting of examiners later than that time and date will normally only be passed to examiners by the Proctors if they are received within three months of the publication of results and if one of the following applies:~~

- ~~(a) The candidate's condition is such as to have prevented him or her from making an earlier submission;~~
- ~~(b) The candidate's condition is not known or diagnosed until close to or after the final meeting of the examiners;~~
- ~~(c) There has been a procedural error that has prevented the candidate's information from being submitted.~~

~~(2) If the Proctors decide not to pass the information on they shall give reasons for their decision.~~

~~13.45.~~

~~(1) If the University Examination is one in which Honours may be awarded the examiners may adopt one of the following courses, taking account of the information passed to them:~~

- ~~(a) if they consider the candidate has submitted enough work to allow them to determine his or her proper class, they shall award the candidate the class his or her performance merits;~~
- ~~(b) if they are unable to adopt course (a) but consider, on the evidence of the work submitted, that but for the illness or other urgent cause affecting the candidate's performance, he or she would have obtained Honours, they may deem the candidate to have obtained Honours and publish his or her 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 his or her standing for Honours at a future examination.~~

(3) If the University Examination is one in which Honours are not awarded the examiners may adopt one of the following courses, taking account of the information passed to them:

(a) if they consider that the candidate has submitted enough work to allow them to determine that it is of sufficient standard to enable the candidate to pass the Examination, they shall include his or her name in the Results List;

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

*Appeals under this Part*

13.56. A candidate or his or her 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**

Revisions have been made to Part 13 (Factors Affecting Performance in an Examination) of the Regulations for the Conduct of University Examinations. These revisions clarify that applications for factors affecting performance to be considered must be received not later than noon on the day prior to the final meeting of the examiners for the relevant examination (where marks will be finalised), in order for such applications to be passed automatically to the chair of the examiners. These revisions reflect practice, and therefore increase the transparency of the process to students.