Examination Panel

Approved at the meeting of Week 3 Trinity Term 2013

Regulations for the Conduct of University Examinations

These changes make a number of amendments to the Regulations for the Conduct of University Examinations. They have the following effects:

- The minor change in wording relating to the treatment of evidence of factors that may affect performance clarifies the fact that marks may be finalised at an earlier stage than at the final meeting of the examiners, for example in multi-part examinations;
- Colleges may now make use of a University transcription service for illegible scripts. The service means that the Proctors no longer need to approve typists and invigilators in each individual case but can instead pre-approve typists and invigilators for use as required. Colleges deciding not to use the service will still need to seek permission from the Proctors for each individual case;
- Students who are fasting for reasons of faith may now be granted alternative examination arrangements upon request without requiring special dispensation;
- References to Class and Pass Lists have been updated to reflect changes in the publication of examination results and the use of the Registrar’s Results Lists.

With effect from 1 October 2013

In Examination Regulations 2012.

1. From page 34 line 23 to line 25

Delete and substitute (new text has been underlined; deleted text has been struck through)

‘(3) The Proctors will normally not pass such information to the chairman of examiners if it is received after the final meeting of the examiners. The marks have been finalised by examiners.’

2. From page 35 line 28 to page 36 line 34
Part 12

Religious Festivals and Holidays Coinciding with Examinations

12.1. A candidate in any University Examination who is forbidden, for reasons of faith, from taking papers on religious festivals or other special days which may coincide with days on which examinations are set, may, through his or her Senior Tutor, apply to the Proctors for approval of special alternative examination arrangements.

12.2. A candidate in any University Examination who is fasting, for reasons of faith, during religious festivals or other special days which may coincide with days on which examinations are set, may, through his or her Senior Tutor, apply to the Proctors for approval of alternative examination arrangements.

12.3. An application under 12.1 or 12.2 above shall be made as soon as possible after matriculation and in any event not later than the date of entry of the candidate's name for the first examination for which special alternative arrangements are sought and shall specify the faith of the candidate concerned and the details of any days specially affected.

12.4. (1) If the Proctors approve the application they shall notify the Registrar who shall make reasonable efforts to ensure that an examination timetable is set such that special alternative arrangements are not required.

(2) If the Proctors do not approve the application they shall give reasons for their decision.

(3) Where a request is made after the date specified in 12.3 the Proctors may still approve the application and shall follow the procedure set out in 12.4(1) above.

12.5. If it is not practicable to adjust the timetable in the manner described in regulation 12.4(1) above, the Registrar shall notify the Proctors and the candidate's Senior Tutor and identify another date or time when the candidate must take that part, which will, whenever possible, be later no earlier than the date or time prescribed for the part in question.

12.6. Following such notification, the Senior Tutor shall make arrangements for the candidate to be examined at that alternative time and shall submit these arrangements to the Proctors for approval.

12.7. The Proctors shall notify the Chairman of Examiners and the Registrar of special alternative arrangements approved under this regulation.

12.8. When a candidate is to be examined on a date or at a time fixed by the Registrar under regulation 12.4.12.5 above, the invigilation of the candidate shall be carried out in accordance with regulation 15.5 below.

Costs

12.9. The costs of arrangements made under this Part shall not fall on the candidate.
 Appeals under this Part

12.9.12.10. A candidate who is dissatisfied with a decision made by the Proctors under regulation 12.3 above, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.’

3. From page 44 line 36 to page 45 line 25

Delete and substitute (new text has been underlined; deleted text has been struck through)

‘Illegible scripts

16.7. (1) If a chairman of examiners shall considers that a script or scripts of a candidate in an examination are is illegible (whether the whole script or any part thereof as identified by the chairman), he or she shall thereupon inform the Proctors and the Senior Tutor or other proper officer of that candidate’s college, or other society or approved institution

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

(2) The Senior Tutor or other proper officer shall then arrange for the candidate to dictate his or her illegible script(s) to a typist under the invigilation of a Master of Arts of the University or any other person who in the opinion of the Proctors seems suitable; the typist and invigilator having been approved beforehand by the Proctors. The dictation and typing shall be undertaken in a place to be approved by the Proctors, but subfusc need not be worn; the candidate shall dictate his or her script to the typist in the presence of the invigilator and shall ensure that the typescript is in every respect identical in form and content to the original script. No copies may be taken. The use of a tape-recorder is not permitted.

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

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

or

(b) arrange for the candidate to dictate 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 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 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 chairman 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 the Registrar (for transcriptions under (3)(a) above) or the Senior Tutor (for transcriptions under (3)(b) above) to make available to the chairman 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.’

4. From page 47 line 12 to page 50 line 8
Delete and substitute (new text has been underlined; deleted text has been struck through)

‘Part 17

Class and Pass Lists 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 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 the Registrar; and

(3) the respective chairmen of the examiners shall deposit the candidates’ exercises with
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 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 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 him or her to obtain Honours but for such disqualification, to a place in the Class List, the examiners shall give notice of that fact on the Results List submitted to the Registrar at the close of the Examination to the Registrar.

(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 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 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.

Preliminary or Qualifying Examinations for Master's Degrees, Diplomas and Certificates

17.7. The examiners in any Preliminary or Qualifying Examination or in any examination for a course of special study for the Degree of M.Phil. or Master of Science or in any examination for the degree of Master of Studies 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 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, append to the names of those candidates who have not completed the requirements of the Examination a list of the subjects in which they have passed.

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 the Registrar of the candidates whose exercises have been approved by them.

Candidates who have failed

17.10. (1) 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, together with the name and college of the candidate, at the close of the examination to the Registrar by inclusion on the Registrar's Results List.

(2) If no candidate has failed the Examination, the chairman of the examiners shall give notice of that fact at the close of the examination to the Registrar.

Notification of results

17.11. All notifications submitted to the Registrar under this Part shall be made in a form of Results List as provided by the Registrar, unless he or she otherwise agrees.

17.12. All information submitted to 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, 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 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 Result List or Lists to provide results of candidates omitted from the original list.

17.14.

— (1) All the lists drawn up under this Part shall be fair copies and shall show no name to have been added or erased or transferred from one position to another.

— (2) After submission to the Registrar examiners shall have no power to alter such lists except under paragraphs (3) and (4) below.

— (3) Examiners may with the written consent of the Pro-Vice-Chancellor (Education) and Proctors issue a supplementary list or lists correcting an accidental error or omission in the original.
(4) A list shall be altered by the examiners to give effect to the outcome of any appeal made under regulation 18.2 below which affects a candidate’s standing in that list.

Custody of records

17.15. The Class and Pass Lists, Results Lists drawn up and duly signed shall be circulated and published by 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 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 the Registrar.

(2) When a candidate has obtained a distinction in 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.’

Consequential changes

5. page 11, line 11, delete ‘class list’ and insert ‘Result List’
6. page 24, line 4, delete ‘Class List’ and insert ‘Result List’
7. page 33, line 25, delete ‘Class List’ and insert ‘Result List’
8. page 33, line 30, delete ‘Pass List’ and insert ‘Result List’
9. page 34, line 7, delete ‘Pass List’ and insert ‘Result List’
10. page 34, line 40, delete ‘Class List’ and insert ‘Result List’
11. page 35, line 4, delete ‘Pass List’ and insert ‘Result List’
12. page 35, line 20, delete ‘Pass List’ and insert ‘Result List’
13. page 40, line 23, delete ‘class or pass list’ and insert ‘Result List’
14. page 46, line 39, delete ‘Class List’ and insert ‘Result List’
15. page 62, line 25, delete ‘Class List’ and insert ‘Result List’
16. page 68, line 10, delete ‘class list’ and insert ‘Result List’
17. page 68, line 19, delete ‘class list’ and insert ‘Result List’