

Education Committee

Approved at the meeting of 13 March 2015 further to the Examinations Panel meeting of 2 February 2015

Regulations for the Conduct of University Examinations

Brief note about nature of change: revisions to accommodate changes to the examination entry process following the change in student record system

Effective date

With immediate effect

Location of change

In *Examination Regulations 2014*, Regulations for the Conduct of University Examinations, Part 9

Detail of change

[New text has been underlined; deleted text has been struck-through.]

1. Page 21, between lines 11 and 12

Add title 'Entry of names of candidates'

2. Page 21, lines 17-27

Replace clause 9.4

'9.4. ~~The Registrar shall devise and issue to all candidates an entry form on which~~ 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) secure the confirmation of their college through the signature of the Senior Tutor or his or her nominee that their entry is valid;~~

~~(4)(3) declare their intention of abiding by all University Regulations governing the conduct of examinations; and~~

~~(5)(4) provide such other declaration as may be required by the special regulations for the University Examination in question.'~~

3. page 21, lines 37-41

Replace clause 9.6 (2)

'(2) 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 ~~9-59.3-9.5~~ above and whether any other change in the conduct of the examination, as already arranged, would be involved;'

4. Page 23, lines 1-4

Replace title and clause 9.10

'Processing of ~~forms~~ entries

9.10. The Registrar shall acknowledge to the candidates the receipt of all completed entry 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.'

5. Page 23, lines 12-14

Replace clause 9.13

~~'9.13. From the entry forms t~~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.'

Consequential Changes

6. In the Regulations for the First and Second Public Examinations, Part 4 Second Public Examination, page 52, lines 43-47

Replace clause 9.12

~~'4.12. The candidate's college shall be required to certify on the entry form, by the time determined for entry, whether or not the candidate will have met the requirement for statutory residence by the end of the term in which the examination is held, and to notify the University of any change in the candidate's status in this respect between entry and the date of the examination.'~~

7. In the Regulations for the Degree of Bachelor of Theology, page 432, lines 25-30, replace paragraph

~~'Every candidate shall send through his or her college complete an entry form, showing the~~

subject he or she intends to take in that year, ~~to the Examination Schools, High Street, Oxford OX1 4BG,~~ by noon on Friday of the second week of Hilary Term for the May examination, and by noon on Friday of the seventh week of Trinity Term for the Autumn examination. ~~All entries shall be accompanied by certification of college approval and by the examination fee prescribed in the appropriate regulation.'~~

Explanatory Notes

With the introduction of the new student record system (SITS) in January 2015, changes have been made to the examination entry process. The previous process was paper-based and the Examination Regulations required the Senior Tutor (or his or her nominee) to sign each individual examination entry form of the candidates in their college. The revised process is online with candidates completing an electronic form. It has been agreed that Senior Tutors no longer need to be directly involved with the examination entry process for each individual candidate. Checks on the validity of entries will be made through alternative processes.