### Education Committee

**Approved at the meeting of 14 March 2014**

**Regulations for the Conduct of University Examinations**

**Brief note about nature of change:** These changes reflect new procedures for the consideration by examiners of factors affecting a candidate’s performance, consolidate the provisions relating to late submission, non-submission, non-appearance and withdrawal from an examination, and reorder Parts 10 to 13.

**Effective date**

*With effect from 1 October 2014*

**Location of change**

In *Examination Regulations 2013*

**Detail of change**

1. Delete from p. 29, l.11 to p. 40, l. 22 and replace with

   **‘Part 13 Dictation of Papers and the Use of Word-Processors, Calculators, Computers, and other Materials in Examinations’**

   **Dictation and the use of word-processors**

   10.1. Unless permitted by the Proctors under Parts 12 or 13 of these regulations or under any other regulation, the use of word-processing and the dictation of papers in any University Examination is prohibited.

   10.2. (1) If the Proctors permit the use of a word-processor, whether for the candidate’s own use or for use by an amanuensis during the dictation of papers, the Proctors shall specify in each case such detailed arrangements as they deem appropriate for the preparation and use of any equipment and computer software during the examination and for the conduct of the examination.
(2) The Proctors shall also specify the detailed arrangements to be made for the printing, handing in and recording of the candidate’s script, and the number of copies to be made.

(3) The Proctors shall send the details of these arrangements promptly to the chair of the examiners of the relevant examination, with copies to the Senior Tutor, and to the Registrar.

(4) The arrangements for the collection of the examination paper by the invigilator and for the invigilation of the candidate shall take place in accordance with regulation 15.5 and 15.6 below.

10.3. The costs of arrangements made under regulation 10.2 above shall not fall on the candidate.

Use of calculators

10.4 Unless any regulation provides otherwise the following conditions shall apply in any University Examination in which candidates are permitted to use hand-held pocket calculators.

(1) The candidate shall ensure that the power supply of the calculator is adequately charged.

(2) No calculator for which a mains supply is essential will be allowed.

(3) Any calculator deemed by the Proctors or examiners to cause a disturbance will be prohibited.

(4) Output by the calculator shall be by visible display only.

(5) Candidates shall clear any user-entered data or programmes from the memories of their calculators immediately before starting each examination.

(6) No storage media external to the calculator are permitted.

(7) Input to the calculator during the examination shall be by its own keys or switches only.

(8) The examiners, invigilators, Proctors and the Registrar may inspect any calculator during the course of the examination.

Use of computers

10.5. Unless any regulation provides otherwise, in any University Examination which requires use of computers the following conditions apply:

(1) No material such as cassettes, discs, or any other device on which machine readable files can be stored may be taken into the examination room.

(2) No password or user name other than any specified on the examination paper shall be used.

(3) The examination paper shall contain a list of files, if any, which it is permitted to access. None of these files shall be deleted, written to, or tampered with in any way. No other file
shall be accessed (except any files created by candidates during the course of the examination).

(4) Any files which candidates are permitted to access during the examination shall be previously submitted for approval to all examiners conducting that examination.

(5) If it is permitted to access remotely held files which are held in a file store containing other files, the permitted files shall be accessed by user names and passwords which are used solely for the purposes of the examination, and they shall not be revealed to the candidates until the start of the examination and shall be specified on the examination paper.

(6) In the event of any computer failure not involving the loss of any files in use in the examination and lasting less than one half hour, or not more than two separate failures, together lasting less than one half hour, the examination shall be extended by the amount of time lost.

(7) In the event of any computer failure not covered by (6), the examination in question shall cease forthwith. An entirely new paper shall be set at a time and place which shall have been previously announced in the timetable for the examination: but it shall be open to any candidate who shall have submitted work during or at the end of the sitting of the original paper to elect to be assessed upon that work and not to sit the new paper.

(8) If any examination is aborted on a second occasion the examiners shall determine the outcome of that examination by an alternative method after consultation with the Proctors.

**Use of pencils**

10.6. Except for the drawing of diagrams, no candidate may use pencil for the writing of an examination unless prior permission has been obtained from the Proctors.

**Use of dictionaries**

10.7. (1) Unless any regulation provides otherwise, the use of dictionaries of any kind shall not be permitted in any University Examination.

(2) This regulation shall not apply to candidates whose course of study commenced prior to Michaelmas Term 2009. Such a candidate whose native language is not English and who wishes to take into any examination a bilingual dictionary (covering English and the candidate's native language) must at the time of entering for the examination obtain permission from the Proctors through the Senior Tutor. Permission shall not be given where regulations or examiners’ instructions have previously forbidden the use of dictionaries.

**Part 12 Religious Festivals and Holidays Coinciding with Examinations**

11.1. 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 alternative examination arrangements.

11.2. 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.

11.3. An application under 11.1 or 11.2 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 alternative arrangements are sought and shall specify the faith of the candidate concerned and the details of any days specially affected.

11.4. (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 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 11.3 the Proctors may still approve the application and shall follow the procedure set out in 11.4(1) above.

11.5. If it is not practicable to adjust the timetable in the manner described in regulation 11.4(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 no earlier than the date prescribed for the part in question.

11.6. 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.

11.7. The Proctors shall notify the Chair of Examiners and the Registrar of alternative arrangements approved under this regulation.

11.8. When a candidate is to be examined on a date or at a time fixed by the Registrar under regulation 11.5 above, the invigilation of the candidate shall be carried out in accordance with regulation 15.5 below.

Costs

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

Appeals under this Part

11.10. A candidate who is dissatisfied with a decision made by the Proctors under regulation 11.4 above, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.

Part 1012 Candidates with Special Examination Needs

Application of Part 1012

12.1. (1) This Part is concerned with candidates for University Examinations who have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
(2) This Part shall apply to them if the impairment which they have significantly affects their ability to undertake any examination at or within the time allotted to it, or at the place where it is to be held, or in the manner in which it is normally undertaken by candidates.

(3) This Part in any case applies to every candidate who has a specific learning difficulty such as dyslexia, dyspraxia, dysgraphia, dyscalculia or attention deficit disorder.

(4) Candidates to whom this Part applies are called ‘candidates with special examination needs’ and those falling within paragraph (3) of this regulation are called ‘candidates with specific learning difficulties’.

General Rules

12.2. A candidate in any University Examination with special examination needs may apply to the Proctors through the Senior Tutor of his or her college: (1) for alternative examination arrangements relating to his or her condition; and (2). They may also apply to the Registrar through the Senior Tutor of his or her college for the condition to be taken into account by the examiners as a special factor that may affect his or her performance in examinations.

12.3. (1) An application under regulation 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 alternative arrangements are sought.

(2) The application must be supported by a statement from an educational psychologist or other suitably qualified medical practitioner (called in these regulations ‘the consultant’) approved by the Proctors.

(3) The consultant's statement must be based on an assessment of the candidate carried out by that person and on such further assessment of the candidate as the consultant considers necessary in order to form a judgement.

(4) The Proctors shall issue guidance periodically on the qualifications of consultants and the nature of the assessments that will be considered appropriate.

12.4. (1) Where an application is made in respect of a candidate who is confirmed under regulation 12.3 above to have special examination needs, the Proctors shall ensure that arrangements are made for the examination of that candidate which are appropriate for him or her and fair in all the circumstances.

(2) These arrangements may include but are not limited to the provision of a room for the examination of the candidate, permission under Part 10 of these regulations for the dictation of papers and the use of a word-processor or other materials and equipment, the provision of an amanuensis, and the granting of extra time for the examination.

(3) The Proctors shall have regard to any recommendation made by the consultant in deciding what arrangements they should make.

12.5. Candidates who are confirmed under regulation 12.3 above to have a specific learning difficulty shall, where appropriate, be given extra time by the Proctors. Additional examination adjustments may be permitted on the recommendation of the consultant.
12.6. In the case of a candidate with a specific learning difficulty the Proctors shall also ensure that the appropriate statements explaining the effects of a specific learning difficulty are supplied to the chair of the examiners of the relevant University Examination and the Registrar shall ensure that they are placed on the candidate's examination scripts and any other work submitted for assessment, in order to assist the examiners in adjudicating the merits of the candidate's work.

**Visually-impaired candidates**

12.7. (1) This additional regulation applies to candidates who are visually-impaired.

(2) Where any college has a visually-impaired candidate for any University Examination, the Senior Tutor shall, not less than three months before the date of the Examination, inform the Proctors who will make the necessary arrangements (including provision for papers in Braille if appropriate) in consultation with the Chair of Examiners and the Registrar.

(3) When papers in Braille or another format are required, the chair concerned shall submit a copy of the necessary manuscripts to the Registrar at least eight weeks before the date of the beginning of the University Examination.

**Codes of practice**

12.8. In exercising their powers under this Part the Proctors and chairs of examiners shall take full account of any relevant code of practice or other guidance adopted by the University in relation to persons who have a disability.

**Invigilation**

12.9. The invigilation of candidates with special examination needs for whom an examination room is provided shall be carried out in accordance with regulation 15.5 below.

**Continuity of arrangements**

12.10. Alternative arrangements approved by the Proctors under this Part shall normally apply to all University Examinations taken by the candidate during his or her course of study.

12.11. (1) It shall be the responsibility of the candidate to apply for any subsequent change to these arrangements which he or she may wish, and to inform the Proctors of any material change in his or her circumstances which might affect the suitability of those arrangements.

(2) In considering any request made under paragraph (1) the Proctors shall obtain and take into account the views of the consultant.

**Appeals under this Part**

12.12. A candidate who is dissatisfied with any decision made by the Proctors under this Part, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.
Costs

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

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.

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.

13.4 (1) Applications under this part received after the final meeting of examiners 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 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.

13.5. (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 Council 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

13.6 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.

Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations

14.1. This Part provides for candidates who wish to withdraw from any University Examination after their names have been entered under Part 9 of these regulations or who do not appear at the time and place appointed for taking any examination for which they have been entered or who do not submit a thesis or other exercise at the time and place appointed.

14.2. (1) A candidate who fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (2) below) or who fails to submit a thesis (or other exercise) will be deemed to have failed the entire Examination or, in the case of a Second Public Examination taken over more than one year, the entire Part of the Examination unless a successful submission under Part 14 has been made.

(2) This regulation shall not apply where candidates (a) fail to appear for, or to submit work in respect of, optional papers supplementary to the compulsory elements of the examination; (b) fail to appear for a viva voce examination which has the sole purpose of confirming their final position in a Results List.

Late submission and non-submission of a thesis or other written exercise

14.3. A candidate in any University Examination may, through his or her 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.

14.4. (1) A request under 14.3. 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.
Where non-submission 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).

14.5. 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 14.3 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.

14.6. (1) If the Proctors accept a submission under 14.3. 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.

14.7. If the Proctors accept a submission under 14.3., they may authorise the examiners either

(1) to accept a submission at a later date as provided for under 14.5. 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 he or she had completed the part of the University Examination which he or she was unable to attend.

14.8. (1) Where it is decided under 14.7.(2) above or 14.16.(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 his or her proper class, they may award the candidate the class his or her 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 he or she would have obtained classified 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 Council Education Committee for consideration of his or her standing for Honours at a future examination.

(3) Where it is decided under 14.7.(2) above or 14.16.(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 his or her name in the Results List;

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

14.9. If a candidate fails to submit a thesis (or other exercise) on time 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 his or her 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.

14.10. If a candidate fails to submit a thesis (or other exercise) on time without prior permission, but submits after the prescribed date of submission, the Proctors shall enquire into the circumstances. If they permit the candidate to remain in the Examination, then they shall instruct the examiners to 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 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 the candidate shall pay a late presentation fee.

14.11. 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.

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

Non-appearance at an examination

14.13. (1) A candidate in any University Examination may, through his or her college, request the Proctors to accept a submission that the candidate will be or has been
prevented by illness or other urgent cause from presenting himself or herself 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 presented
himself or herself for a written paper if he or she was present in the place designated for
that examination and had the opportunity to see the question paper there.

14.14. (1) A request under regulation 14.13 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.

14.15. (1) If the Proctors accept a submission under regulation 14.13 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.

14.16. If the Proctors accept a submission under 14.13 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 he or she had completed the part of the University Examination which he
or she was unable to attend, in accordance with 14.8 above.

Withdrawal before the Examination begins

14.17. 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 written assessed exercise in the Examination.

Withdrawal after the Examination has started

14.18. A candidate who wishes to withdraw from a University Examination at any time after
the start of the first paper or date for submission of the first paper or other exercise must
inform an invigilator and the Registrar at once and his or her college as soon as possible.

14.19. (1) A candidate may not withdraw from a University Examination at any time after
the start or date for submission of the first paper or other exercise in the Examination
unless it is a result of acute illness or other urgent cause. If the candidate’s college is
satisfied with the reason given the Senior Tutor must as soon as possible notify the
Registrar.

(2) On receipt of the notice given under paragraph (1) above the Registrar shall inform the
chair of the relevant examiners.

Appeals under this Part
14.20 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.’

Consequential Changes

2. Delete p. 41, ll. 23-4, and insert ‘Invigilation in cases to which regulation 10.2 or Parts 11, 12 or 13 apply’.

3. On p. 41, ll. 27-8, delete ‘under Parts 10, 11 or 12 or regulations 13.2 above’ and insert ‘under regulation 10.2 or Parts 11, 12 or 13 above’.

4. On p.42, l. 39, delete ‘Parts 10 or 11’ and insert ‘Parts 12 or 13’.

5. On p. 43, l.1, delete ‘Part 10 or 11’ and insert ‘Part 12 or 13’.

6. Delete from p. 46, l. 1 to p. 47, l. 29.


9. On p. 51, delete from l. 13 to l. 18 and insert

‘Appeals from decisions under Parts 10, 11, 12, 13, and 14 regulation 16.8

18.1. (1) A candidate who is dissatisfied with a decision made by the Proctors under Parts 10, 11, 12, 13, or 14 regulation 16.8 above, may, or his or her college may, appeal against it in accordance with the procedures set out in this regulation.’


Explanatory Notes

Earlier this academic year, Examinations Panel carried out a review of Parts 11 and 14 of the Regulations for the Conduct of University Examinations and recommended revisions to Parts 10 to 14 of the Regulations to reflect new procedures for the consideration by examiners of factors affecting a candidate’s performance, and to consolidate the provisions relating to late submission, non-submission, non-appearance and withdrawal from an examination.

It has been agreed that Part 11 (renumbered Part 13) should be restricted to regulations relating to the consideration of factors affecting performance. The changes within this part reflect the decision that candidates should be responsible for making applications which should be sent by colleges via Student Administration to the appropriate chair of examiners, that applications made after the final meeting of examiners will only be considered if the candidate’s circumstances are such that the evidence could not have been brought to the attention of the examiners at an earlier stage, and that there should be a time limit of three months after the publication of results for the receipt of applications. Examinations Panel is overseeing the development of an application form and revisions to the Policy and
Guidance for Examiners to support the change in regulations and revisions in process.

It has further been agreed that Part 14 should amalgamate all provisions relating to late submission, non-submission, non-appearance and withdrawal which were previously contained with Part 11, Part 14 and regulation 16.8. The opportunity was also taken to clarify that the penalty for non-submission is failure of the whole examination or part of the examination.

As part of its review, Examinations Panel also concluded that Parts 10 to 13 should be reordered to create a more logical sequence in which provisions move from the general to specific arrangements for candidates. As a consequence, factors affecting performance now fall under Part 13. The opportunity was also taken to clarify provisions and to remove outdated references.

In the revisions given, the full text of the reordered sections is provided. The changes to Parts 10 and 11 are limited to renumbering and updating of cross-references; the changes to Part 12 are limited to renumbering, updating of cross-references, and a revision to align the process for consideration of factors affecting performance with that given in Part 13; the changes to Parts 13 and 14 are substantial and reflect the recommendations of the review carried out by Examinations Panel and approved by Education Committee described above. Underlined text indicates substantially revised or new text. Changes in the ordering of subsections and text that has been taken from other sections are not highlighted. Removed subsections are not shown. In these regulations, references to the Registrar should be taken to refer to the Head of Examinations and Assessments at the Examination Schools, who acts on behalf of the Registrar (see footnote to regulation 4.2). The current version of the Regulations for the Conduct of University Examinations is available at http://www.admin.ox.ac.uk/examregs/08-00_REGULATIONS_FOR_THE_CONDUCT_OF_UNIVERSITY_EXAMINATIONS.shtml