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## Education Committee

**Approved at the meeting of the Examinations Panel of Education Committee on 18 November 2016**

**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:** revisions to consequences of non-submission of assessment or non-attendance at an examination

### Location of change

In *Examination Regulations 2016*, <http://www.admin.ox.ac.uk/examregs/2016-17/rftcoue-p14ls-n-snowfromexam/>

### Effective date

**For all students on course from MT 2017**

**For first examination from 2017-18**

### Detail of change

Amend citation references 1.1-1.45 as indicated, next text underlined, deleted text struck through:

'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.~~

(1) For any University Examination in which Honours may be awarded (except Honour Moderations), if a candidate fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (3) below) or fails to submit a thesis (or other exercise), the candidate 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) For any University Examination in which Honours are not awarded, if a candidate fails to appear for any part of a University Examination (including a viva voce examination other than as specified in (3) below) or fails to submit a thesis (or other exercise), the candidate will be deemed to have failed the paper as defined in 14.3(1) unless a successful submission under Part 14 has been made.

(3) 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.

#### 14.3

(1) For the purposes of this Part, a paper is the assessment unit and may comprise a single assessment item (for example, a timed examination, a dissertation, a project, a practical work requirement) or multiple assessment items. In special subject regulations it may be described as a subject, an option, a course, an elective, a project, a unit rather than as a paper. Each individual paper may be compulsory or optional; however, all special subject regulations define the required number of papers that must be completed in order to complete the Examination.

(2) Where a candidate is deemed to have failed a paper under this Part and the Examination is one in which Honours may be awarded (except Honour Moderations), for any further attempt at that paper that is permitted by regulation the examiners shall assess the paper on its merits;

(3) Where a candidate is deemed to have failed a paper under this Part and the Examination is one in which Honours are not awarded or for Honour Moderations, for any further attempt at that paper that is permitted by regulation the examiners shall award a mark no higher than the pass mark (as defined for the Examination) for the paper. Where a paper has more than one assessment item, the marks of those assessment items that were successfully completed will be carried forward and the candidate will only be required to retake the assessment item(s) that was/were not successfully completed. All assessment items repeated under this Part shall be awarded a mark no higher than the pass mark in addition to the capping of the paper mark. The candidate

will not be eligible for a distinction where the award of distinction is otherwise permitted.

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

~~14.3.~~14.4. 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.~~ 14.5.

(1) A request under ~~14.3.~~ 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-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.~~ 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 ~~14.3.~~ 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.

~~14.6.~~14.7.

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

~~14.7.~~14.8. If the Proctors accept a submission under ~~14.3.~~ 14.4., they may authorise the examiners either:

(1) to accept a submission at a later date as provided for under ~~14.5.~~14.6. 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.

14.8.14.9.

(1) Where it is decided under ~~14.7.14.8.~~(2) above or ~~14.16.14.18.~~(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 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 Education Committee for consideration of his or her standing for Honours at a future examination.

(3) Where it is decided under ~~14.7.14.8.~~(2) above or ~~14.16.14.18.~~(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 his or her name in the Results List;

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

14.9.14.10. 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 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.~~ 14.11 If a candidate fails to submit a thesis (or other exercise) on time without prior permission, but submits 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. ~~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.

14.12 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.

~~14.11.~~ 14.13 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.~~ 14.14 The Proctors may waive the payment of any fee payable under ~~14.9. or 14.10.~~ 14.10. or 14.11. if it appears to them to be reasonable to do so.

#### *Non-appearance at an examination*

~~14.13.~~ 14.15.

(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.~~ 14.16.

(1) A request under regulation ~~14.13.~~ 14.15. 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.~~14.17.

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

~~14.16.~~ 14.18. If the Proctors accept a submission under ~~14.13.~~ 14.15. 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.~~ 14.9. above.'

### **Explanatory Notes**

Examinations Panel considered the consequences of non-submission of an assessment or non-attendance at an examination at its meeting in Michaelmas term 2016. It agreed that the current consequence of failure of the whole Examinations (e.g. MSc, FPE) was disproportionate in most cases. It agreed to change the consequence of non-submission/non-attendance for all Examinations except FHS from failure of the whole Examination to failure of the paper (assessment unit) with any available resit capped at a pass. The consequence of non-submission/non-attendance for the FHS remains failure of the whole FHS or Part of the FHS with no capping of resit marks.

The current regulations make provisions for submissions made after a published deadline to be examined but do not specify a time limit after which no submissions will be accepted. Examinations Panel agreed that no assessments should be accepted for examination more than 14 calendar days after the notification of non-submission of the assessment item.