Title of Programme/ Name of Regulation

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: changes to time parameters for applications for extensions and excusal for assessment, removal of the late submission fee, inclusion of specific provisions for open-book online assessments

Location of change

In Examination Regulations 2019
https://examregs.admin.ox.ac.uk/Regulation?code=rftcoue-p14ls-n-snawfromexam

Effective date

From MT2020 for all students on course

Detail of change

1. Amend citation reference. 1.12 as follows (new text underlined, deleted text struck through):

‘(1) The application can be made up to four weeks prior to the deadline, but must be made at the latest within no more than 14 calendar days of after the deadline notification of non-submission.

(2) Where the candidate has submitted work late, they may apply to have the late penalty and late presentation fee waived.’

2. Amend citation reference. 1.15-1.16 as follows (deleted text struck through):

‘(a) 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

Education Committee

Approved at the meeting of Taught Degrees Panel on 16 June 2020
of the examiners, the Proctors shall consult the chair of examiners about any such application and shall then decide whether or not to grant permission.

(4) If a candidate fails to submit a thesis (or other exercise) on time without having received prior permission from the Proctors, and does not submit it within 14 calendar days of the notification of non-submission deadline, the consequence shall be as defined under 14.2.’

3. Amend citation reference. 1.27 as follows (new text underlined, deleted text struck through):

‘(1) Where it is decided under 14.7.(2) above or 14.145.(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:’

4. Amend citation reference. 1.33 as follows (new text underlined, deleted text struck through):

‘(3) Where it is decided under 14.7.(2) above or 14.145.(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:’

5. Amend citation reference. 1.36-1.37 as follows (new text underlined, deleted text struck through):

‘14.9. If a candidate fails to submit a thesis (or other exercise) on time without prior permission from the Proctors, but submits on or after the prescribed date of submission and within 14 calendar days of the deadline notification of the non-submission, the examiners will accept and mark the work. The examiners may impose an academic penalty according to the established conventions agreed by the relevant supervisory body and the candidate shall pay a late presentation fee.

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

6. Amend citation reference. 1.39 as follows (new text underlined, deleted text struck through):

‘14.101. 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.’

7. Amend citation reference. 1.41-1.44 as follows (new text underlined, deleted text struck through):
14.112.

(1) A candidate in any University Examination may, through their college, request the Proctors to accept a submission that the candidate will be or has been prevented by illness or other urgent cause from attending at the appointed time or place for any part of a University Examination or from attempting an open-book online assessment. A candidate may apply for excusal from an examination up to four weeks prior to the examination, but must apply no later than 14 calendar days after the examination.

(2) For the purposes of this regulation a candidate will be deemed to have attended or attempted a written paper if they were present in the place designated for that examination and had the opportunity to see the question paper there or had downloaded the question paper for an open-book online assessment.

14.123.

8. Amend citation reference. 1.46-1.47 as follows (new text underlined, deleted text struck through):

‘(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 or attempting the examination.

14.134.

9. Amend citation reference. 1.50 as follows (new text underlined, deleted text struck through):

‘(3) If the Proctors decide not to accept the submission and the candidate does not attend or attempt the assessment or assessments, the consequences will be as defined under 14.2.’

10. Amend citation reference. 1.51 as follows (new text underlined, deleted text struck through):

‘14.145. If the Proctors accept a submission under 14.112 above they may authorise the examiners either.’

11. Amend citation reference. 1.55 as follows (new text underlined, deleted text struck through):

‘14.156. 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 assessed exercise in the Examination.’

12. Amend citation reference. 1.57 as follows (new text underlined, deleted text struck through):
13. Amend citation reference. 1.59 as follows (new text underlined, deleted text struck through):

‘14.178. Where a candidate has been given permission to suspend their studies by the relevant body after the start of the Examination, or date for submission of the first paper or other exercise belonging to it, their Examination will be suspended according to the following provisions:’

14. Amend citation reference. 1.63 as follows (new text underlined, deleted text struck through):

‘14.189. Candidates will be required to confirm their entry according to the provisions of Part 9 for all outstanding assessments in the academic year of their return to study.’

15. Amend citation reference. 1.64-1.65 as follows (new text underlined, deleted text struck through):

‘14.1920. Assessments that were completed before the suspension of the Examination as defined in 14.204 will be carried forward to the resumption of studies.

14.204. A candidate who through acute illness or other urgent cause is unable to complete the Examination but who does not suspend may make an application to the Proctors for non-submission of assessments under 14.4-14.101 and/or for non-appearance at an examination under 14.112-14.145 as the case may be.’

16. Amend citation reference. 1.67-1.68 as follows (new text underlined, deleted text struck through):

‘14.212. A candidate who has certified that they are unable to complete a University Examination and that they are unable to suspend and return in the following academic year may be considered for a ‘declared to have deserved’ outcome.

14.223. The candidate’s college (where applicable) and department will be required to confirm that the candidate:’

17. Amend citation reference. 1.73 as follows (new text underlined, deleted text struck through):

‘14.234. The exam board should consider whether the candidate has submitted enough work to allow them to award a classified degree, and where possible will determine the candidate’s proper class, based on the academic performance achieved. If a classified outcome cannot be awarded and the candidate meets the eligibility criteria as defined in 14.223, the candidate will be awarded one of the following outcomes as appropriate for the original qualification aim:’
18. Amend citation reference. 1.88 as follows (new text underlined, deleted text struck through):

‘14.245. A candidate or their 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

Changes to the regulations to implement:

- Time limits for applications for extensions
- Time limits for applications for excusal from examinations
- Removal of the late presentation fee

Also changes to confirm that excusal from open-book online exams can also be requested, and that a student cannot be excused if they have downloaded the paper.