

**Education Committee**

**Approved at the meeting of Taught Degrees Panel of 9 March 2021**

**Regulations for the Conduct of University Examinations: Part 11 Religious Festivals and Holidays Coinciding with Examinations**

**Brief note about nature of change:** Introduction of general regulations to cover electronic submission of all coursework

**Location of change**

In *Examination Regulations 2020*

<https://examregs.admin.ox.ac.uk/Regulation?code=rftcoue-p11rfahcwithexam>

**Effective date**

**From MT 2021**

**Detail of change**

Delete entirety of existing regulation including title and replace with:

**Part 11 Submission of assessed work for an Examination**

1. These regulations apply to the submission of material for assessment, which may include, but is not limited to, any thesis or written exercise (e.g. extended essay, portfolio) that must be submitted by a specified deadline. All such material must be submitted via a University approved online assessment platform.
2. Exceptionally, permission may be granted on behalf of Education Committee for:
  - (i) specified assessments for an Examination to be submitted in hard copy on a permanent basis. All such assessments must be detailed in the special regulations for the Examination. Where submission in hard copy has been approved, the place of submission shall be specified in the course handbook for the Examination.
  - (ii) individual candidates to submit an assessment in hard copy. The department of such candidates must apply to Student Registry stating the reasons why it

is not possible for the assessment to be submitted via the University approved online assessment platform no later than 4 weeks before the submission deadline. Where submission in hard copy has been approved, the place of submission shall be specified in the approval confirmation.

3. No candidate shall submit in hard copy unless there is provision in the special regulations for the Examination or they have been given individual permission for such a submission. Any hard copy assessment submitted without such permission will not be accepted for marking. Where no concomitant electronic copy has been submitted, the assessment will be recorded as a non-submission. Where both a hard copy and an electronic copy assessment have been submitted, it is the electronic copy that is the examination copy.
4. All submitted work must be accompanied by a declaration of authorship or equivalent, regardless of the format of the submission. Where not automatically provided by the online assessment platform, the format for the declaration of authorship shall be specified in the course handbook for the Examination.
5. All technical information relating to submission requirements, e.g. format, font etc. shall be specified in the course handbook for the Examination.
6. A candidate or their college or their department who is dissatisfied with any decision made regarding individual permission for submission in hard copy may appeal against that decision in accordance with the provisions of Part 18 of the Regulations for the Conduct of University Examinations.

### **Explanatory Notes**

In MT20 Taught Degrees Panel (TDP) agreed to retain online submission for all summative submitted assessment for taught programmes for 2020-21 as part of the continuing response to the Covid-19 pandemic after it was introduced as emergency policy for TT20. At its meeting in HT21, TDP agreed that hard-copy submission should not be re-introduced, and that all summative submitted assessment should be submitted via an approved online assessment platform only (unless assessment format requires retention of hard copy submission).

The revised regulations include provisions for departments to request hard copy submission either for an individual assessment items or for individual students, such decisions being made by Student Registry within clear parameters.

Related changes are also being made to Part 18 Appeals Against Decisions of the Proctors and Examiners to allow for appeals against the Registrar in relation to decisions made under Part 11, see separate notice.

Following a separate decision of TDP, the provisions that are currently covered by Part 11 Religious Festivals and Holidays Coinciding with Examinations will be included within a revised Part 12 Candidates with Special Examination Needs. Further information on this is provided in a separate notice.

Approximately 200 special regulations include provision for hard copy submission or include references to WebLearn. Following discussion with the *Gazette* editors and divisional officers, it has been agreed that the changes required for all the special regulations will not be provided in full separate Gazette notices for each regulation. Instead, all regulations needing a change have been identified and a notice is being published for each division or pair of divisions which lists all the regulations within that division for which a change is needed. See the separate notices for further information.