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: inclusion of provisions for declared to have deserved Honours/Masters outcomes

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

Effective date
With immediate effect
For first examination from 2019-20

Detail of change
1. Amend citation reference 1.1 as follows (new text underlined)
   
   14.1. This Part provides for candidates who wish to withdraw from or suspend 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. This Part also provides for the award of 'declared to have deserved' outcomes by the Examination Board when excusal for absence from summative assessments has been granted.

2. Insert new text after citation reference 1.65 (clause 14.21)

Declared to deserve outcomes

14.22. 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.
14.23. The candidate’s college (where applicable) and department will be required to confirm that the candidate:

- Has passed all summative assessment to date, in accordance with the subject’s normal rules, and;
- Does not have any resits for summative assessment outstanding, and;
- Has achieved a satisfactory performance in formative assessment, and;
- Is not subject to outstanding academic disciplinary procedures.

14.24. 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 14.23, the candidate will be awarded one of the following outcomes as appropriate for the original qualification aim:

Outcomes collectively known as DDH

- Declared to have Deserved Honours,
- Declared to have Deserved Undergraduate Advanced Diploma,
- Declared to have Deserved Undergraduate Diploma,
- Declared to have Deserved Undergraduate Certificate,
- Declared to have Deserved Certificate of Higher Education,
- Declared to have Deserved Foundation Certificate.

Outcomes collectively known as DDM

- Declared to have Deserved Masters,
- Declared to have Deserved Postgraduate Diploma,
- Declared to have Deserved Postgraduate Certificate,
- Declared to have Deserved PGCE,
- Declared to have Deserved PFCE.

3. Amend numbering of subsequent clauses as follows (new text underlined):

14.25 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

The outcome of Declared to have Deserved Honours is already permitted, but rarely used, under Part 14 of the Regulations for the Conduct of University Examinations. As a result of the disruption to assessment caused by the Covid 19 pandemic during 2019-20 academic year, there are expected to be a number of students who are unable to take or complete
their summative assessments in Trinity term 2020. As one of several measures to mitigate the impact of the disruption, it has been agreed to expand the scope of the available ‘Declared to have Deserved’ outcomes to include both postgraduate taught qualifications and undergraduate qualifications below honours degrees. The proposed changes to these regulations are in line with the mitigation measures already communicated to staff and students.