

Education Committee

Approved at the meeting of Taught Degrees Panel on 12 June 2018

Regulations for the Conduct of University Examinations: Part 13 Factors Affecting Performance in an Examination

Brief note about nature of change: Change in the terminology used, renaming of part, and removal of binary gender references.

Location of change

In *Examination Regulations 2017*, <https://www.admin.ox.ac.uk/examregs/2017-18/rftcoue-p13fapianexam/>

Effective date

From MT 2018

Detail of change

1. Change the name of the regulation as follows (new text underlined, deleted text struck through):

'Regulations for the Conduct of University Examinations: Part 13 ~~Factors Affecting Performance in an Examination~~ Mitigating Circumstances: Notices to Examiners'

2. Amend citation references 1.1 – 1.22 as follows (new text underlined, deleted text struck through):

'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*~~ *Mitigating circumstances notices to examiners*

13.2. If a candidate considers that their ~~his or her~~ performance in any part of a University Examination is likely to be or has been affected by ~~factors~~ circumstances of which the

examiners have no knowledge, the candidate shall through the Senior Tutor of ~~their~~ his or her college inform the Registrar of these mitigating circumstances ~~this factor~~. Where this information is received not later than noon on the day prior to the final meeting of the examiners for the relevant examination (where marks will be finalised) the Registrar shall pass this information on to the chair of the examiners.

13.3.

(1) ~~Applications~~ Notices under this part received later than that time and date will 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 ~~them~~ 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.

13.4.

(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 the candidate's ~~his or her~~ proper class, they shall award the candidate the class that the candidate's ~~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, the candidate ~~he or she~~ would have obtained Honours, they may deem the candidate to have obtained Honours and publish the candidate's ~~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 their ~~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 the candidate's ~~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

13.5. A candidate or their ~~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.'

Explanatory Notes

Change in the terminology used in the regulations from 'factors affecting performance' to 'mitigating circumstances notices to examiners'. The opportunity has also been taken to remove binary gender references.