

Education Committee

Approved across multiple meetings of Taught Degrees Panel in 2020-21 and 2021-22

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: Clarification related to suspending a University Examination

Location of change

In *Examination Regulations* [Regulations for the Conduct of University Examinations: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations](#)

Effective date

For all students registered from MT 2022.

Detail of change

Amend as follows, deleted text struck through, new text underlined:

14.1. This Part provides for candidates who wish to:

- (1) withdraw from or suspend any University Examination after their names have been entered under Part 9 of these regulations, or
- (2) who do not appear at the time and place appointed for taking any examination for which they have been entered, or
- (3) who do not submit a thesis or other exercise at the time and place appointed, or
- (4) who do not submit an online examination response within the exam duration, or
- (5) who wish to withdraw a piece of written work and substitute a revised

version.

14.2 This Part also provides for the award of 'declared to have deserved' outcomes by the Examination Board when excusal for absence from examinations has been granted under section 14.19(1) or they are confirmed to be eligible under sections ~~14.27 to 14.29~~ 14.29. to 14.31. elow.

[...]

Withdrawal from a University Examination

14.23. A candidate whose name has been entered for a University Examination may withdraw from that Examination at any time prior to the last examination date or submission deadline whichever is later. A candidate may not withdraw once the last examination date or submission deadline (whichever is later) has passed.

Suspension of the University Examination

14.24. No University Examination can be suspended after results for that Examination have been released.

14.25. A candidate may not suspend the final University Examination for their intended award aim once the last published examination date or submission deadline (whichever is later) has passed.

~~14.24.~~ 14.26. 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:

- (1) for candidates suspending during Full Term, the candidate will be withdrawn from all assessments that are due to be submitted or sat from Monday of week 1 of that Full Term until Friday of week 0 of the Full Term in which the candidate resumes their studies;
- (2) for candidates suspending outside Full Term, the candidate will be withdrawn from all assessments that are due to be submitted or sat during the approved suspension period;
- (3) where candidates are permitted to suspend for periods other than terms, candidates will be withdrawn from all assessments that are due to be submitted or sat during the approved suspension period.

~~14.25.~~ 14.27. 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.

~~14.26.~~ 14.28. Assessments that were completed before the suspension of the Examination as defined in ~~14.24~~ 14.26. will be carried forward to the resumption of studies.

Declared to deserve outcomes

~~14.27.~~ 14.29. 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.

~~14.28.~~ 14.30. 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.

~~14.29.~~ 14.31. 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 14.30, 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.

Appeals under this Part

~~14.31.~~ 14.32. 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 Part 18.

Explanatory Notes

Taught Degrees Panel agreed a number of provisions to accommodate issues with the completion of online examinations and a comprehensively updated Part 14 was published in the Gazette on 22 September 2022. Clarifications relating to when a University Examination can be suspended were inadvertently missed from that update and are included here.