

# Oxford University Gazette

## REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS

SUPPLEMENT (1) TO NO. 4692 WEDNESDAY, 28 APRIL 2004

### CHANGES IN REGULATIONS

As part of the continuing process of revising university legislation, the Committee on University Statutes and Regulations has now put forward new regulations for the conduct of university examinations. These involve significant updating of the relevant material (to be found at present on pp. 996–1062 of *Examination Regulations*) to bring it into line with existing arrangements and in particular with national legislative requirements and good practice for candidates with special examination needs.

There has been extensive consultation on the new regulations and many of the points which have been made have been taken into account. Not all have been however; discussion will continue but it is thought important to put the new regulations to Congregation for approval now so that they can be included in the 2004 edition of *Examination Regulations*. Discussion of a number of points made in the consultation will continue but it is arguable that the material represents so significant an improvement in both substance and form that it is desirable to enact it now, even though a number of relatively small points remain for further consideration.

The Educational Policy and Standards Committee (with the knowledge of Council) has therefore made the following regulations to replace the existing regulations in *Examination Regulations*, 2003, from p. 996, l. 8 to p. 1062, l. 10. The regulations will come into effect (i.e. will be formally enacted) on **13 May 2004** and will be effective (i.e. will apply in place of the existing regulations) from **1 October 2004**.

### Examination Regulations

#### Educational Policy and Standards Committee Regulations 1 of 2004

## REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS

*Made by EPSC on 28 April 2004*

### Table of Contents

Part	Regulation
<b>Part 1: Introduction</b>	1.1 – 1.7
<b>Part 2: Number of Examiners</b>	
<i>General</i>	2.1 – 2.3
<i>Courses at Westminster Institute of Education</i>	2.4
<i>Doctor of Clinical Psychology</i>	2.5

<b>Part 3: Qualifications of Examiners</b>	3.1 – 3.5
<b>Part 4: Examiners: Nominations and Vacancies</b>	
<i>General</i>	4.1 – 4.7
<i>Westminster Institute of Education</i>	4.8
<i>Degree of Doctor of Clinical Psychology</i>	4.9
<i>Notice of vacancies</i>	4.10
<i>Notice of nominations</i>	4.11 – 4.13
<i>Submission of nominations</i>	4.14
<i>External examiners</i>	4.15 – 4.20
<i>Additional examiners</i>	4.21
<i>Final Honour Schools divided into Parts</i>	4.22
<b>Part 5: Examiners: Period of Office, Casual Vacancies, Resignation, and Removal</b>	5.1 – 5.10
<b>Part 6: Chairmen of Examiners</b>	6.1 – 6.9
<b>Part 7: Assessors</b>	7.1 – 7.10
<b>Part 8: Approval of Conventions and Submission of Papers to Examiners</b>	
<i>Approval of conventions</i>	8.1
<i>Submission of papers to examiners</i>	8.2 – 8.5
<b>Part 9: Times for Holding Examinations and Entry of Names of Candidates</b>	
<i>Times for holding Examinations</i>	9.1 – 9.5
<i>Late entries</i>	9.6 – 9.7
<i>Late alterations of options</i>	9.8
<i>Waiver of fees</i>	9.9
<i>Processing of forms</i>	9.10 – 9.12
<i>Transmission of names of candidates and their options to the examiners</i>	9.13
<i>Examinations for courses at Westminster Institute validated by the University</i>	9.14
<i>Examination for the Degree of Doctor of Clinical Psychology validated by the University</i>	9.15
<b>Part 10: Candidates with special examination needs</b>	
<i>Application of Part 10</i>	10.1
<i>General rules</i>	10.2 – 10.6

<i>Visually impaired candidates</i>	10.7
<i>Codes of practice</i>	10.8
<i>Invigilation</i>	10.9
<i>Continuity of arrangements</i>	10.10 – 10.11
<i>Appeals under this Part</i>	10.12
<i>Costs</i>	10.13
<b>Part 11: Acute illness or other urgent cause affecting candidates</b>	
<i>Application of Part 11</i>	11.1
<i>Non-appearance at an examination</i>	11.2 – 11.7
<i>Factors affecting performance</i>	11.8 – 11.10
<i>Appeals under this Part</i>	11.11
<b>Part 12: Religious Festivals and Holidays Coinciding with Examinations</b>	
<i>General</i>	12.1 – 12.7
<i>Costs</i>	12.8
<i>Appeals under this Part</i>	12.9
<b>Part 13: Dictation of Papers and the Use of Word-Processors, Calculators, Computers, and other materials in Examinations</b>	
<i>Dictation and the use of word-processors</i>	13.1 – 13.3
<i>Use of Calculators</i>	13.4
<i>Use of Computers</i>	13.5
<i>Use of pencils</i>	13.6
<i>Use of dictionaries</i>	13.7
<b>Part 14: Withdrawal from Examinations and Non-appearance</b>	
<i>General</i>	14.1
<i>Withdrawal before the Examination begins</i>	14.2
<i>Withdrawal after the Examination has started</i>	14.3 – 14.4
<i>Non-appearance at an examination</i>	14.5
<b>Part 15: Supervision and Invigilation of Examinations</b>	
<i>Attendance at examinations by examiners</i>	15.1

<i>Invigilators</i>	15.2
<i>Invigilation</i>	15.3
<i>Remuneration of invigilators</i>	15.4
<i>Invigilation in cases to which Parts 10, 11, or 12 or regulation 132 apply</i>	15.5 – 15.6
<b>Part 16: Marking and Assessment</b>	
<i>Adjudication on the merits of candidates</i>	16.1
<i>Examination conventions</i>	16.2
<i>Viva voce Examinations</i>	16.3 – 16.5
<i>Submission of theses or other exercises: exceeding word limits and departure from title or subject-matter</i>	16.6
<i>Late submission of work</i>	16.7
<i>Voting on candidates</i>	16.8 – 16.10
<b>Part 17: Class and Pass Lists</b>	
<i>Honours Examinations</i>	17.1 – 17.6
<i>Pass Examinations, Diplomas and Certificates</i>	17.7 – 17.8
<i>Approved musical exercises for the Degree of Bachelor of Music</i>	17.9
<i>Candidates who have failed</i>	17.10
<i>Notification of results</i>	17.11 – 17.16
<i>Custody of records</i>	17.17
<i>Forms of Certificates</i>	17.18
<b>Part 18: Appeals from Decisions of the Proctors and Examiners</b>	
<i>Appeals from decisions under Parts 10, 11, 12 and regulation 16.7</i>	18.1
<i>Appeals from decisions of examiners</i>	18.2

## **Part 1**

### **Introduction**

- 1.1 (1) These regulations shall unless otherwise stated in any statute or in these or any other regulations apply to University Examinations (including the First as well as the Second Public Examination) for all degrees except those referred to in paragraph (3) below.
- (2) They also apply to University Examinations for all certificates and diplomas awarded by the University, and to any Examination described as a qualifying examination.
- (3) They do not apply to University Examinations for the degree of Doctor of Divinity, Medicine, Civil Law, Letters, Science, Music and Philosophy or Master of Letters, Master of Science by Research, and Master of Studies in Legal Research or Bachelor of Divinity.
- 1.2 In these regulations unless the context otherwise requires:
- (1) ‘college’ means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation;
- (2) ‘examiners’ includes all persons approved to examine candidates for University Examinations to which these regulations apply;
- (3) ‘examination’ includes the submission and assessment of a thesis, dissertation, essay, practical work, or other coursework and any other exercise which is not undertaken in formal examination conditions but counts towards or constitutes the work for a degree or other academic award;
- (4) ‘University Examination’ means a group or number of examinations which a candidate must pass to obtain a degree or other award or to qualify as a candidate for a degree or other award of the University;
- (5) ‘supervisory body’ means a Board of the Division or Faculty or other university body which has supervision over a University Examination;
- (6) ‘Board of Examiners’ means the body of examiners, including external examiners, who are appointed to conduct a University Examination but does not include assessors.
- (7) ‘Senior Tutor’ means the Senior Tutor or other proper officer of a candidate’s college.
- (8) words and expressions in the singular include the plural and those in the plural include the singular.
- 1.3 For the purpose of these regulations unless regulation 1.4 below applies a person is a member of the college through which he or she pays fees or has compounded for the payment of fees to the University, and of no other college.

1.4 A person who is a tutor or fellow of a college shall for the purpose of these regulations be deemed to be a member of that college.

1.5 Where in these regulations examiners are distinguished as junior and senior, seniority shall, unless the context requires otherwise, be determined in accordance with regulations made by Council.

1.6 References in these regulations to Full Term and any other University Term shall bear the meaning attributed to them by Council Regulations on the Number and Length of Terms.

1.7 Council may authorise a supervisory body to make special regulations for a University Examination modifying the effect of these regulations on that Examination to the extent permitted by Council.

## **Part 2**

### **Number of Examiners**

2.1 It is the duty of every supervisory body –

(1) to ensure that there is a sufficient number of suitably qualified examiners to prepare and examine every part of the University Examination for which it is responsible;

(2) to arrange for their nomination in accordance with Part 4 below.

2.2 Except in the cases mentioned in regulation 2.3 below every candidate in an examination shall be examined by at least two examiners or by one examiner and one assessor.

2.3 Regulation 2.2 above shall not apply to:

(1) an examination which is part of a Preliminary Examination or Moderations (but not Honour Moderations) in the First Public Examination; or

(2) an examination which is exempted from the requirement set out in regulation 2.2 with the written permission of the chairman of the Education Policy and Standards Committee.

### *Courses at Westminster Institute of Education*

2.4 (1) For each degree, certificate, or diploma for which courses at Westminster Institute of Education, Oxford Brookes University are validated the membership and terms of reference of the Examination Boards shall be determined by Oxford Brookes University.

(2) That university shall deposit annually with the Proctors the procedures for election, the membership, the terms of reference, and the procedures of each Examination Board.

(3) Nominations of examiners shall be subject to regulation 4.8 in Part 4 of these regulations.

## *Doctor of Clinical Psychology*

- 2.5 (1) The membership and terms of reference of the Board of Examiners for the Degree of Doctor of Clinical Psychology shall be determined by the Directorate of the Oxford Doctoral Course in Clinical Psychology.
- (2) The Course Director shall deposit annually with the Proctors the procedures for nomination of examiners, and the terms of reference and conventions of the Board of Examiners.
- (3) Nominations of examiners shall be subject to regulation 4.9 and 4.14 in Part 4 of these regulations.

### **Part 3**

#### **Qualifications of Examiners**

- 3.1 Examiners, other than examiners appointed under regulations 2.4 or 2.5 above or external examiners appointed under Part 4 of these regulations, must be members of a Faculty of the University.
- 3.2 The Vice-Chancellor and Proctors may for good cause dispense with the requirements of regulation 3.1 above.
- 3.3 Except in the cases referred to in regulation 3.4 below, no more than two persons who are, or have been during the two preceding years, on the teaching staff of the same college shall be nominated to serve at the same time:
- (1) as moderators in the same part of a First Public Examination; or
  - (2) as public examiners in the same Final Honour or Pass School.
- 3.4 Regulation 3.3 above does not apply to persons who are appointed to examine in separate subjects or in the separate parts of a University Examination which is divided into separate formal parts.
- 3.5 The Vice-Chancellor and Proctors may for good cause dispense with the requirements of regulation 3.3 above.

### **Part 4**

#### **Examiners: Nominations and Vacancies**

- 4.1 It is the duty of every supervisory body to establish and maintain standing orders for –
- (1) the number of examiners for any University Examination for which that supervisory body is responsible;
  - (2) the examiners' period of office;
  - (3) the appointment of a chairman of examiners;

(4) the composition and constitution (including the arrangements for appointment of the chairman and rules as to quorum) of any nominating committee to whom responsibilities are delegated under regulations 4.4 or 4.5 below; and

(5) the period of service of the members of that committee and the filling of vacancies.

4.2 The standing orders made under regulation 4.1 above shall be submitted –

(1) to the Proctors and the Clerk of the Schools before the beginning of each academic year; and

(2) the Educational Policy and Standards Committee with the examiners' report at the conclusion of the Examination.

4.3 Examiners must be nominated to the Vice-Chancellor and Proctors by the supervisory body in accordance with those standing orders.

4.4 Unless there is provision to the contrary in any regulation, the responsibility for making nominations in respect of any University Examination which is under the joint supervision of more than one supervisory body shall be delegated to a nominating committee appointed jointly for this purpose by the supervisory bodies concerned.

4.5 A single supervisory body responsible for making nominations in respect of any other University Examination may delegate its responsibility to a nominating committee consisting of not fewer than four (three) persons appointed by it for this purpose.

4.6 The Proctors and the Clerk of the Schools shall be informed annually of the membership of each nominating committee.

4.7 (1) Every nomination shall be made by a majority of votes.

(2) When the votes are equal the chairman of the relevant board or other body or nominating committee acting on its behalf shall have an additional, casting vote.

(3) Where a nomination is made by a casting vote and is forwarded to the Vice-Chancellor and Proctors for their approval, they shall be informed that it has been made by a casting vote.

#### *Westminster Institute of Education*

4.8 (1) Nominations of examiners for courses validated at Westminster Institute of Education, Oxford Brookes University shall be made by a committee comprising not fewer than six persons elected by the Board of the Faculty of Theology or the Academic Committee of the Department for Educational Studies as appropriate for the examination concerned and not fewer than three persons elected by the institute.

(2) Nominations made under this regulation must be made in writing by at least four of the members of the nominating committee and shall be subject to the approval of the Vice-Chancellor and Proctors.



### *Degree of Doctor of Clinical Psychology*

4.9 (1) Nominations of examiners for the Degree of Doctor of Clinical Psychology shall be made by a committee comprising two persons elected by the Directorate of the Oxford Doctoral Course in Clinical Psychology and two persons elected by the Medical Sciences Board.

(2) Nominations made under this regulation must be made in writing by at least three of the members of the nominating committee and shall be subject to the approval of the Vice-Chancellor and Proctors.

### *Notice of vacancies*

4.10 By the Friday of the last week of each Full Term the Clerk of the Schools shall send to each supervisory body, or its nominating committee acting on its behalf (as the case may be), the vacancies in examinerships to be filled in the following term.

### *Notice of nominations*

4.11 Each supervisory body, or its nominating committee acting on its behalf (as the case may be), shall, unless regulation 4.12 below applies, submit to the Clerk of the Schools, by 5 p.m. on the first Tuesday of the Full Term in which any vacancy has to be filled in accordance with Part 5 of these regulations, nominations of new examiners, signed by not fewer than two of the members of the board or other body or committee in question.

4.12 Nominations of new examiners for the Degree of Bachelor of Philosophy and Master of Philosophy in subjects other than Classical Archaeology, European Archaeology, and World Archaeology shall be submitted by 5p.m. on Friday in the sixth week of the Full Term in which a vacancy has to be filled in accordance with Part 5 of these regulations.

4.13 If notice of a vacancy in an examinership is not received by the Monday before the Full Term in which it is to be filled in accordance with regulation 4.10 above, the Vice-Chancellor shall fix the date by which nominations in writing must be received in accordance with those regulations, and the date for any meeting of the board or other body or nominating committee which may be necessary to make a nomination.

### *Submission of nominations*

4.14 The chairman of the board or other body or of the nominating committee acting on its behalf shall be responsible for the submission of nominations under regulations 4.11-4.13 above duly signed by the persons specified.

### *External examiners*

4.15 Regulations 4.16-4.20 below apply to the appointment of external examiners.

4.16 Each supervisory body or nominating committee acting on its behalf must nominate for each University Examination for which it is responsible a person as an examiner to act as an external arbiter of standards and may nominate a person as an examiner to provide academic expertise not otherwise obtainable from within the University.

4.17 A person nominated under regulation 4.16 above may be approved and designated by the Vice Chancellor and Proctors as an external examiner.

4.18 A person holding a post in the University or any college or other Oxford institution associated with the University in the examination of candidates may not be approved or designated as an external examiner.

4.19 Unless they are appointed to examine separate subjects or in separate parts of a University Examination divided into formal parts, no two persons who are, or have been during the preceding two years, on the teaching staff of the same university or other institution shall normally be nominated to serve at the same time as external examiners in the same University Examination.

4.20 External examiners shall be entitled to a retaining fee up to but not exceeding an amount determined from time to time by the Planning and Resource Allocation Committee of Council.

#### *Additional examiners*

4.21 A supervisory body may at any time if it is necessary or desirable to do so nominate additional examiners to serve on a Board of Examiners for one University Examination only, and the provisions of any standing orders shall not apply to the time of their nomination.

#### *Final Honour Schools divided into Parts*

4.22 If any Final Honour School is divided into Parts there shall be a separate Board of Examiners for each Part.

### **Part 5**

#### **Examiners: Period of Office, Casual Vacancies, Resignation, and Removal**

5.1 (1) Examiners (except additional examiners) shall take up their office on the first day of the Full Term following the approval of their nomination by the Vice-Chancellor and Proctors.

(2) Additional examiners shall take up their office immediately after that date.

5.2 (1) Subject to the provisions of this Part examiners shall serve for the period designated in its standing orders by the supervisory body responsible for the University Examination for which they are appointed.

(2) Each supervisory body shall notify the Proctors and the Clerk of the Schools before the beginning of each academic year of the number of examiners and the period of their office.

5.3 Examiners who have not held office for the full period may be renominated either for a full period or for such period as together with the period of office they have in fact completed will constitute a full period.

5.4 If it is necessary for the due regulation of the succession among examiners in any University Examination that an examiner or examiners shall retire before the end of the normal period of service, then the junior shall retire.

5.5 The Vice-Chancellor and Proctors may dispense from any of the requirements of regulations 5.1-5.4 above if they consider it reasonable to do so.

- 5.6 (1) An examiner may, on account of sickness or other urgent cause, obtain from the Vice-Chancellor and Proctors leave of absence for a period extending over not more than one University Examination, and a suitably qualified person shall be appointed to act as his or her substitute during that period.
- (2) If leave of absence is granted before the first day of the Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated by the supervisory body or (as the case may be) the nominating committee concerned.
- (3) If leave of absence is granted on or after that day the substitute shall be appointed by the Vice-Chancellor and Proctors.
- 5.7 If an examiner appears to the Vice-Chancellor or the Proctors to be acting in the conduct of his or her office in a manner which is inconsistent with proper standards of academic rigour, integrity, impartiality, or fairness, or may otherwise bring discredit upon the examination process or the University, he or she shall (without prejudice to any other action which may be taken) be removed from office by the Vice-Chancellor or Proctors as the case may be.
- 5.8 (1) If an examiner dies or resigns or is removed from office under this Part a suitably qualified person shall be appointed to act as his or her substitute.
- (2) Where death, resignation, or removal occurs before the first day of Full Term in which or following which the University Examination in question is to begin, the substitute shall be nominated in accordance with regulation 5.6 (2) above and shall serve for the residue of the period of office of the person whom he or she succeeds.
- (3) Where death, resignation, or removal occurs after that date the substitute shall be appointed by the Vice-Chancellor and Proctors and shall serve for the next University Examination only.
- 5.9 Examiners appointed under regulations 5.6 and 5.7 above shall:
- (1) take up their office forthwith; and
- (2) receive such remuneration (if any) as is determined from time to time by the Vice-Chancellor and Proctors.
- 5.10 If a person who is appointed an examiner by virtue of his or her office is for any reason unable to act he or she shall nominate a deputy who shall be a member of a faculty to act in his or her place with the approval of the Vice-Chancellor and the Proctors.

## **Part 6**

### **Chairmen of Examiners**

- 6.1 The supervisory body responsible for a University Examination shall appoint a chairman of examiners as soon as practicable and in accordance with its standing orders and shall notify the Clerk of the Schools of the appointment.
- 6.2 In the Final Honour School of Natural Science a chairman shall be appointed for each subject in that School.

6.3 Except with the permission of the Vice-Chancellor an external examiner shall not be eligible to serve as chairman.

6.4 The Clerk of the Schools shall arrange a notice of the appointment of each chairman of examiners to be published in the *University Gazette*.

6.5 Until a chairman has been appointed the senior examiner who is a member of a Faculty shall fulfil the duties of the chairman. Seniority shall be determined by reference to the rules for academic precedence and standing as made from time to time by Council.

6.6 As well as performing the specific duties laid down in these or any other regulations the chairman shall be responsible generally for ensuring that the business of his or her Board of Examiners is properly conducted and that the requirements of these regulations are fulfilled by that Board.

6.7 It shall be the duty of each chairman of examiners to ensure that account is taken of the *Notes for the Guidance of Examiners and Chairmen of Examiners* published periodically by the Proctors and of guidance provided by the Educational Policy and Standards Committee so far as they are applicable to the University Examination for which his or her Board of Examiners is responsible.

6.8 (1) The chairman shall convene at least one meeting of the examiners before each University Examination for which they are responsible and by this and other means ensure that all arrangements for its proper conduct have been made and understood.

(2) An external examiner shall not be required to attend such a meeting but shall be informed by the chairman of its proceedings and decisions.

6.9 The chairman of the Board of Examiners for each single Final Honour School shall designate the examiners required for the Pass School of the same name, and for any joint Final Honour School in which any of the examinations correspond with an examination in the single School.

## **Part 7**

### **Assessors**

7.1 A Board of Examiners may in accordance with the provisions of this Part appoint as assessors other persons who are not examiners in the same University Examination to act with them in setting and/or marking any particular part of a University Examination.

7.2 (1) Unless paragraph (3) below applies an assessor must hold the same qualifications as an examiner as provided in regulation 3.1 above.

(2) The Vice-Chancellor and Proctors may for good cause dispense with the requirements of regulation 7.2(1) above.

(3) A person who holds a post of lector in either the University or one of the colleges in the language concerned may be appointed to act as an assessor in an oral examination in any of the following Final Honour Schools:

Modern Languages

Modern History and Modern Languages

Philosophy and Modern Languages  
Classics and Modern Languages  
English and Modern Languages  
European and Middle Eastern Languages.

7.3 Where an examination forms part of more than one University Examination a person may be appointed to act as an assessor of that examination for all University Examinations of which it forms a part.

7.4 The chairman of the Board of Examiners concerned must apply to the Vice-Chancellor and Proctors for their approval of the appointment of any assessor, and an appointment shall not be effective until that approval is given.

7.5 The Proctors shall inform the Clerk of the Schools of the names of all persons appointed as assessors.

7.6 Persons acting as assessors shall make a report to the Board of Examiners on the parts of the University Examinations submitted to them, but shall have no right of voting on the place of any candidate in a Class List nor on the question of his or her having satisfied the examiners or having been adjudged worthy of distinction.

7.7 An assessor shall if invited by the Board of Examiners take part in any *viva voce* examination.

7.8 The remuneration of assessors shall be according to a scale drawn up by the Planning and Resource Allocation Committee of Council.

7.9 The provisions of regulations 5.6, 5.7, and 5.8 above which concern leave of absence, death, resignation, and removal in the case of examiners shall apply, with any necessary modifications, to assessors.

7.10 The Vice-Chancellor and Proctors shall have power to give and vary directions necessary for the carrying out of the provisions of this Part.

## **Part 8**

### **Approval of Conventions and Submission of Papers to Examiners**

#### *Approval of conventions*

8.1 The conventions to be used in the assessment of candidates in any University Examination shall be approved by the supervisory body responsible for the course and the Examination and be published to prospective candidates not less than one whole term before the Examination takes place or, where assessment takes place in the first term of a course, at the beginning of that term.

#### *Submission of papers to examiners*

8.2 The papers proposed for any written examination shall be submitted to all the examiners in the University Examination concerned according to a timetable determined by the chairman of the examiners under this Part.

8.3 Each chairman of examiners shall determine a timetable for the submission of papers under regulation 8.1 above which shall allow sufficient time for

- (1) the due consideration and approval of the proposed papers by all the examiners;
- (2) the production and proof-reading of the papers and their presentation in camera-ready copy; and
- (3) the delivery of two camera-ready copies of each paper to the Clerk of the Schools not later than 5 weeks before the first day of the University Examination in question.

8.4 In the Final Honour School of Natural Science it shall be sufficient if the papers in each subject are submitted to all the examiners acting together in the conduct of the part of the University Examination, defined by subject, for which they are appointed (which in the case of Chemistry and Materials Science in the Honour School of Natural Science shall mean not only the examiners acting in Part I but also the examiners acting in Part II of the Examination).

8.5 In the Final Honour School of Oriental Studies it shall be sufficient if the paper in each main subject and, where appropriate, additional language, is submitted to the chairman of the examiners and the examiners acting together in the conduct of the examination in that main subject and additional language.

## **Part 9**

### **Times for Holding Examinations and Entry of Names of Candidates**

#### *Times for holding Examinations*

9.1 The Clerk of the Schools and the Educational Policy and Standards Committee shall, after consultation with the Vice-Chancellor and Proctors, fix the days on which each University Examination shall begin and shall give public notice of such days.

9.2 The chairman of examiners in each University Examination shall, on the advice of the Clerk of the Schools, state and give public notice of the date time and place of the beginning of each examination, and shall afterwards give such notice as he or she shall deem necessary of the further attendance required of candidates.

9.3 (1) The Clerk of the Schools shall be given the names of all candidates for all University Examinations except those referred to in paragraph (2) of this regulation.

(2) For the Examination for the Postgraduate Certificate in Education names shall be given in the manner prescribed by the regulations governing that Examination.

9.4 The Clerk of the Schools shall devise and issue to all candidates an entry form on which candidates shall

- (1) state the University Examination for which they intend to enter;
- (2) state the options they intend to offer, if the regulations of the University Examination for which they are entering permit the offering of options;

- (3) secure the confirmation of their college through the signature of the Senior Tutor or his or her nominee that their entry is valid;
- (4) declare their intention of abiding by all University Regulations governing the conduct of examinations; and
- (5) provide such other declaration as may be required by the special regulations for the University Examination in question.

9.5 The Clerk of the Schools shall fix the days for entering names after consultation with the Educational Policy and Standards Committee, and he or she shall give public notice of the place and hour at which he or she will receive names.

#### *Late entries*

9.6 Where a candidate whose name has not been entered for an examination by the date fixed by the Clerk of the Schools under the provisions of regulation 9.5 above wishes his or her name to be entered after that date, the procedure shall be as follows:

- (1) the candidate shall apply in writing through the Senior Tutor to the Clerk of the Schools for his or her name to be so entered;
- (2) the Clerk of the Schools shall determine whether the candidate proposes to offer part of the examination which has not already been offered by some other candidate whose name has been entered under the provisions of regulation 9.5 above and whether any other change in the conduct of the examination, as already arranged, would be involved;
- (3) if no change in the conduct of the examination as referred to in paragraph (2) would be involved, the Clerk of the Schools shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination;
- (4) if some such change would be involved, the Clerk of the Schools shall ask the chairman of examiners whether he or she is, nevertheless, willing to consent to the candidate being admitted to the examination, and if the chairman consents the Clerk of the Schools shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination;
- (5) if the chairman of examiners refuses to give the consent referred to in paragraph (4), the Clerk of the Schools shall refer the matter to the Vice-Chancellor and Proctors for decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-entry fee;
- (6) the late-entry fee payable under paragraphs (3), (4) and (5) shall be such sum as the Educational Policy and Standards Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

9.7 (1) Notwithstanding the provisions of regulation 9.6 above, the Divisional Board of Social Sciences may make provision for late entry, as appropriate, in the regulations for the Postgraduate Certificate in Education.

(2) Candidates permitted to enter late for these examinations shall pay such sum as the Educational Standards and Policy Committee shall from time to time determine.

#### *Late alteration of options*

9.8 Where the regulations for a University Examination permit the offering of options and a candidate wishes to alter his or her choice of options, the procedure shall be as follows.

(1) The candidate shall apply in writing through the Senior Tutor to the Clerk of the Schools for the alteration to be made.

(2) The Clerk of the Schools shall determine whether the candidate proposes to offer a part of the examination which has not already been offered by some other candidate whose name has been entered under the provisions of regulations 9.3 - 9.5 above and whether any other change in the conduct of the examination, as already arranged, would be involved.

(3) If no change in the conduct of the examination as referred to in paragraph (2) would be involved, the Clerk of the Schools shall, subject to the payment by the candidate of a late-alteration fee, grant permission for the alteration to be made.

(4) If some such change would be involved, the Clerk of the Schools shall ask the chairman of examiners whether he or she is, nevertheless, willing to consent to the alteration, and, if the chairman consents, the Clerk of the Schools shall, subject to the payment by the candidate of a late-alteration fee, grant permission for the alteration to be made.

(5) If the chairman of examiners refuses to give the consent referred to in paragraph (4), the Clerk of the Schools shall refer the matter to the Proctors for decision, and, if they give permission, this shall be subject to the payment by the candidate of a late-alteration fee.

(6) A candidate or his or her college may within fourteen days of the date of the Proctors' decision appeal in writing to the Chairman of the Educational Policy and Standards Committee (who may nominate another member of the committee, other than one of the Proctors, to adjudicate the appeal).

(7) The late-alteration fee payable under paragraphs (3), (4) and (5) above shall be such sum as the Educational Standards and Policy Committee shall from time to time determine, and different sums may be specified in respect of permission given under different paragraphs.

#### *Waiver of fees*

9.9 The Clerk of the Schools may waive the payment of any fee payable under regulations 9.8 and 9.10 above if it appears to him or her to be reasonable to do so.

#### *Processing of forms*



9.10 The Clerk of the Schools shall acknowledge to the candidates the receipt of all completed entry forms and shall return to the candidate for completion or correction any form which is incomplete or is not in accordance with any relevant regulation.

9.11 Candidates must notify the Clerk of the Schools of any subsequent changes in the information given on their form.

9.12 If, through change of name, migration or otherwise the Clerk of the Schools entertains any reasonable doubt about the identity of a candidate offering himself or herself for any University Examination, he or she may require such further evidence of identity as he or she may deem necessary.

*Transmission of names of candidates and their options to the examiners*

9.13 From the entry forms the Clerk of the Schools shall assign a candidate number to each candidate and shall send the lists of numbers to the chairman of the examiners in the University Examination for which the candidates have been entered.

*Examinations for courses at Westminster Institute validated by the University*

9.14 Notwithstanding any provisions of the regulations in this Part to the contrary, the entry of names, late entries, late alterations of names of candidates, and transmission of names of candidates and list of books and subjects to the examiners for examination for courses at Westminster Institute validated by the University shall be governed by regulations laid down from time to time by Westminster Institute and lodged annually with the Proctors.

*Examination for the Degree of Doctor of Clinical Psychology validated by the University*

9.15 Notwithstanding any provision of regulations in this Part to the contrary, the entry of names, late entries, late alterations of names and candidates, and transmission of names of candidates and lists of subjects to the examiners for the examination for the Degree of Doctor of Clinical Psychology shall be governed by regulations laid down from time to time by the Directorate of the Oxford Doctoral Course in Clinical Psychology and lodged annually with the Proctors.

## **Part 10**

### **Candidates with special examination needs**

*Application of Part 10*

10.1 (1) This Part is concerned with candidates for University Examinations who have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

(2) This Part shall apply to them if the impairment which they have significantly affects their ability to undertake any examination at or within the time allotted to it, or at the place where it is to be held, or in the manner in which it is normally undertaken by candidates.

(3) This Part in any case applies to every candidate who has a specific learning difficulty such as dyslexia, dyspraxia, dysgraphia, dyscalculia or attention deficit disorder.

(4) Candidates to whom this Part applies are called “candidates with special examination needs” and those falling within paragraph (3) of this regulation are called “candidates with specific learning difficulties”.

### *General Rules*

10.2 A candidate in any University Examination with special examination needs may apply to the Proctors through the Senior Tutor –

- (1) for special examination arrangements relating to his or her condition; and
- (2) for the condition to be taken into account by the examiners as a special factor that may affect his or her performance in examinations.

10.3 (1) An application under regulation 10.2 above shall be made as soon as possible after matriculation and in any event not later than the date of entry of the candidate’s name for the first examination for which special arrangements are sought.

(2) The application must be supported by a statement from an educational psychologist or other suitably qualified medical practitioner (called in these regulations “the consultant”) approved by the Proctors.

(3) The consultant’s statement must be based on an assessment of the candidate carried out by that person and on such further assessment of the candidate as the consultant considers necessary in order to form a judgment.

(4) The Proctors shall issue guidance periodically on the qualifications of consultants and the nature of the assessments that will be considered appropriate.

10.4 (1) Where an application is made in respect of a candidate who is confirmed under regulation 10.3 above to have special examination needs the Proctors shall ensure that arrangements are made for the examination of that candidate which are appropriate for him or her and fair in all the circumstances.

(2) These arrangements may include but are not limited to the provision of a room for the examination of the candidate, permission under Part 13 of these regulations for the dictation of papers and the use of a word-processor or other materials and equipment, the provision of an amanuensis, and the granting of extra time for the examination.

(3) The Proctors shall have regard to any recommendation made by the consultant in deciding what arrangements they should make.

10.5 Candidates who are confirmed under regulation 10.3 above to have a specific learning difficulty shall, where appropriate, be given extra time by the Proctors.

10.6 In the case of a candidate with a specific learning difficulty the Proctors shall also ensure that the appropriate statements explaining the effects of a specific learning difficulty are supplied to the chairman of the examiners of the relevant University Examination and the

Clerk of the Schools shall ensure that they are placed on the candidate's examination scripts and any other work submitted for assessment, in order to assist the examiners in adjudicating the merits of the candidate's work.

#### *Visually impaired candidates*

10.7 (1) This additional regulation applies to candidates who are visually impaired.

(2) Where any college has a visually-impaired candidate for any University Examination, the Senior Tutor shall, not less than three months before the date of the Examination, inform the Proctors who will make the necessary arrangements (including provision for papers in Braille if appropriate) in consultation with the Chairman of Examiners and the Clerk of the Schools.

(3) When papers in braille or another format are required, the chairman concerned shall submit a copy of the necessary manuscripts to the Clerk of the Schools at least eight weeks before the date of the beginning of the University Examination.

#### *Codes of practice*

10.8 In exercising their powers under this Part the Proctors and chairmen of examiners shall take full account of any relevant code of practice or other guidance adopted by the University in relation to persons who have a disability.

#### *Invigilation*

10.9 The invigilation of candidates with special examination needs for whom an examination room is provided shall be carried out in accordance with regulation 15.5 below.

#### *Continuity of arrangements*

10.10 Special arrangements approved by the Proctors under this Part shall normally apply to all University Examinations taken by the candidate during his or her course of study.

10.11 (1) It shall be the responsibility of the candidate to apply for any subsequent change to these arrangements which he or she may wish, and to inform the Proctors of any material change in his or her circumstances which might affect the suitability of those arrangements.

(2) In considering any request made under paragraph (1) the Proctors shall obtain and take into account the views of the consultant.

#### *Appeals under this Part*

10.12 A candidate who is dissatisfied with any decision made by the Proctors under this Part, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.

#### *Costs*

10.13 The costs of arrangements made under this Part shall not fall on the candidate.

### **Part 11**

## **Acute illness or other urgent causes affecting candidates**

### *Application of Part 11*

11.1 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 10.1 above, which comes to the notice of a candidate's college before, during or after an examination.

### *Non-appearance at an examination*

11.2 (1) A candidate in any University Examination may, through his or her college, request the Proctors to accept a submission that the candidate will or has been prevented by illness or other urgent cause from presenting himself or herself at the appointed time or place for any part of a University Examination.

(2) For the purposes of this regulation a candidate will be deemed to have presented himself or herself for a written paper if he or she was present in the place designated for that examination and had the opportunity to see the question paper there.

11.3 (1) A request under regulation 11.2 above must be submitted in writing by the Senior Tutor or other proper officer of the candidate's college, with sufficient evidence to support it.

(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 the examination.

11.4 (1) If the Proctors accept a submission under regulation 11.2 above they shall send a copy of their decision promptly to the chairman of examiners of the University Examination concerned and inform the candidate's college and the Clerk of the Schools.

(2) If the Proctors decide not to accept the submission they shall give reasons for their decision.

11.5 If the Proctors accept a submission under 11.2 above they may authorise the examiners either –

(1) to examine the candidate at another place or time under such arrangements as they deem appropriate; or

(2) if other work that the candidate has already submitted in the Examination is of sufficient merit, to act as if he or she had completed the part of the University Examination which he or she was unable to attend.

11.6 Where it is decided under paragraph (1) of regulation 11.5 above that a candidate is to be examined at a place or time other than that appointed for the examination the invigilation of the candidate shall be carried out in accordance with regulation 15.5 below.

11.7 (1) Where it is decided under paragraph (2) of regulation 11.5 above 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:

(a) if they consider the candidate has submitted enough work to allow them to determine his or her proper class, they may award the candidate the class his or her performance merits;

(b) if they are unable to adopt course (a) but consider, on the basis of the work submitted, that but for the candidate's absence he or she would have obtained classified Honours, they may deem the candidate to have obtained Honours and publish his or her name accordingly at the foot of the Class 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 Pass 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 Council for consideration of his or her standing for Honours at a future examination.

(3) Where it is decided under paragraph (2) of regulation 11.5 above 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:

(a) if they consider the candidate has submitted enough work to allow them to determine whether it is of a sufficient standard to enable the candidate to pass the Examination they may include his or her name in the Pass List;

(b) if they are unable to adopt course (a), they shall fail the candidate.

#### *Factors affecting performance*

11.8 If it comes to the notice of a candidate's college before during or after an examination that the candidate's performance in any part of a University Examination is likely to be or has been affected by factors of which the examiners have no knowledge that college shall through the Senior Tutor inform the Proctors of this factor. [Discuss with Junior Proctor.]

11.9 (1) The Proctors shall pass this information on to the chairman of the examiners unless in their judgment it is irrelevant to the performance of the candidate in the examination.

(2) If the Proctors decide not to pass the information on they shall give reasons for their decision.

(3) The Proctors will normally not pass such information to the chairman of examiners if it is received after the final meeting of the examiners.

11.10 (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 his or her proper class, they shall award the candidate the class 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, he or she would have obtained Honours, they may deem the candidate to have obtained Honours and publish his or her name accordingly at the foot of the Class 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 Pass 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 Council for consideration of 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 his or her name in the Pass List;

(b) if they are unable to adopt course (a) they shall fail the candidate.

#### *Appeals under this Part*

11.11 A candidate who is dissatisfied with any decision made by the Proctors or a chairman of examiners under this Part, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.

## **Part 12**

### **Religious Festivals and Holidays Coinciding with Examinations**

12.1 A candidate in any University Examination who is forbidden, for reasons of faith, from taking papers on religious festivals or other special days which may coincide with days on which examinations are set, may, through his or her Senior Tutor, apply to the Proctors for approval of special examination arrangements.

12.2 An application under 12.1 above shall be made as soon as possible after matriculation and in any event not later than the date of entry of the candidate's name for the first

examination for which special arrangements are sought and shall specify the faith of the candidate concerned and the details of any days specially affected.

12.3 (1) If the Proctors approve the application they shall notify the Clerk of Schools who shall make reasonable efforts to ensure that an examination timetable is set such that special arrangements are not required.

(2) If the Proctors do not approve the application they shall give reasons for their decision.

12.4 If it is not practicable to adjust the timetable in the manner described in regulation 12.3(1) above, the Clerk of the Schools shall notify the Proctors and the candidate's Senior Tutor and identify another date or time when the candidate must take that part, which will, whenever possible, be later than the date or time prescribed for the part in question.

12.5 Following such notification, the Senior Tutor shall make arrangements for the candidate to be examined at that alternative time and shall submit these arrangements to the Proctors for approval.

12.6 The Proctors shall notify the Chairman of Examiners and the Clerk of the Schools of special arrangements approved under this regulation.

12.7 When a candidate is to be examined on a date or at a time fixed by the Clerk of the Schools under regulation 12.4 above the invigilation of the candidate shall be carried out in accordance with regulation 15.5 below.

#### *Costs*

12.8 The costs of arrangements made under this Part shall not fall on the candidate.

#### *Appeals under this Part*

12.9 A candidate who is dissatisfied with a decision made by the Proctors under regulation 12.3 above, or his or her college, may appeal against that decision in accordance with the provisions of regulation 18.1 below.

### **Part 13**

#### **Dictation of Papers and the Use of Word-Processors, Calculators, Computers, and other materials in Examinations**

##### *Dictation and the use of word-processors*

13.1 Unless permitted by the Proctors under Parts 10 or 11 of these regulations or under any other regulation the use of word-processing and the dictation of papers in any University Examination is prohibited.

13.2 (1) If the Proctors permit the use of a word-processor, whether for the candidate's own use or for use by an amanuensis during the dictation of papers, the Proctors shall specify in each case such detailed arrangements as they deem appropriate for the preparation and use of any equipment and computer software during the examination and for the conduct of the examination.

(2) The Proctors shall also specify the detailed arrangements to be made for the printing, handing in and recording of the candidate's script, and the number of copies to be made.

(3) The Proctors shall send the details of these arrangements promptly to the chairman of the examiners of the relevant examination, with copies to the Senior Tutor, and to the Clerk of the Schools.

(4) The arrangements for the collection of the examination paper by the invigilator and for the invigilation of the candidate shall take place in accordance with regulation 15.5 and 15.6 below.

13.3 The costs of arrangements made under regulation 13.2 above shall not fall on the candidate.

#### *Use of Calculators*

13.4 Unless any regulation provides otherwise the following conditions shall apply in any University Examination in which candidates are permitted to use hand-held pocket calculators.

(1) The candidate shall ensure that the power supply of the calculator is adequately charged.

(2) No calculator for which a mains supply is essential will be allowed.

(3) Any calculator deemed by the Proctors or examiners to cause a disturbance will be prohibited.

(4) Output by the calculator shall be by visible display only.

(5) Candidates shall clear any user-entered data or programmes from the memories of their calculators immediately before starting each examination.

(6) No storage media external to the calculator are permitted.

(7) Input to the calculator during the examination shall be by its own keys or switches only.

(8) The examiners, invigilators, Proctors and the Clerk of the Schools may inspect any calculator during the course of the examination.

#### *Use of Computers*

13.5 Unless any regulation provides otherwise, in any University Examination which requires use of computers the following conditions apply.

(1) No material such as cassettes, discs, or any other device on which machine readable files can be stored may be taken into the examination room.

(2) No password or user name other than any specified on the examination paper shall be used.



(3) The examination paper shall contain a list of files, if any, which it is permitted to access. None of these files shall be deleted, written to, or tampered with in any way. No other file shall be accessed (except any files created by candidates during the course of the examination).

(4) Any files which candidates are permitted to access during the examination shall be previously submitted for approval to all examiners conducting that examination.

(5) If it is permitted to access remotely held files which are held in a file store containing other files, the permitted files shall be accessed by user names and passwords which are used solely for the purposes of the examination, and they shall not be revealed to the candidates until the start of the examination and shall be specified on the examination paper.

(6) In the event of any computer failure not involving the loss of any files in use in the examination and lasting less than one half hour, or not more than two separate failures, together lasting less than one half hour, the examination shall be extended by the amount of time lost.

(7) In the event of any computer failure not covered by (6), the examination in question shall cease forthwith. An entirely new paper shall be set at a time and place which shall have been previously announced in the timetable for the examination: but it shall be open to any candidate who shall have submitted work during or at the end of the sitting of the original paper to elect to be assessed upon that work and not to sit the new paper.

(8) If any examination is aborted on a second occasion the examiners shall determine the outcome of that examination by an alternative method after consultation with the Proctors.

#### *Use of pencils*

13.6 Except for the drawing of diagrams, no candidate may use pencil for the writing of an examination unless prior permission has been obtained from the Proctors.

#### *Use of dictionaries*

13.7 (1) A candidate whose native language is not English and who wishes to take into any examination a bilingual dictionary (covering English and the candidate's native language) must at the time of entering for the examination obtain permission from the Proctors through the Senior Tutor.

(2) Where regulations or examiners' instructions forbid the use of dictionaries, permission shall not be given.

### **Part 14**

#### **Withdrawal from Examinations and Non-appearance**

14.1 This Part provides for candidates who wish to withdraw from any University Examination after their names have been entered under Part 9 of these regulations or who do not appear at the time or place appointed for taking any examination for which they have been entered.

### *Withdrawal before the Examination begins*

14.2 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 exercise in the Examination.

### *Withdrawal after the Examination has started*

14.3 A candidate who wishes to withdraw from a University Examination at any time after the start of the first paper or date for submission of the first paper or other exercise must inform an invigilator and the Clerk of the Schools at once and his or her college as soon as possible.

14.4 (1) A candidate may not withdraw from a University Examination at any time after the start or date for submission of the first paper or other exercise in the Examination unless regulations 11.2 – 11.7 above apply to his or her case or unless he or she can satisfy his or her college that there is some other good reason for doing so.

(2) If the candidate's college is satisfied with the reason given the Senior Tutor must as soon as possible notify the Clerk of the Schools.

(3) On receipt of the notice given under paragraph (2) above the Clerk of the Schools shall inform the chairman of the relevant examiners.

### *Non-appearance at an examination*

14.5 (1) Except in cases to which regulations 11.2 – 11.7 or 14.3 and 14.4 above apply a candidate who fails to appear for any part of a University Examination (including a viva voce examination) will be deemed to have failed the entire Examination or, in the case of a Second Public Examination taken over more than one year, the entire Part of the Examination.

(2) This regulation shall not apply where candidates fail to appear for, or to submit work in respect of, optional papers supplementary to the compulsory elements of the examination.

## **Part 15**

### **Supervision and Invigilation of Examinations**

#### *Attendance at examinations by examiners*

15.1 (1) Before the start of any examination at least one examiner shall be present to check the question paper and shall remain for the first 30 minutes of the examination (or for the duration of the paper if so required by the chairman of the examiners) in case of query.

(2) An external examiner shall not be required to attend.

(3) The chairman of the examiners may appoint an assessor to attend in the place of an examiner.

#### *Invigilators*

- 15.2 (1) The Clerk of the Schools shall draw up for the approval of the Proctors a list of persons whom he or she deems suitable to invigilate examinations.
- (2) No student member of the University shall be eligible to act as an invigilator unless he or she is a graduate student in at least the third year of his or her registration for graduate study.
- (3) Approved invigilators shall comply with any requirements made by the Proctors, in consultation with the Clerk of the Schools, with regard to their training, conduct, attendance or the discharge of their duties.
- (4) The Proctors may remove from the list the name of any person who in their opinion should no longer act as an invigilator.
- (5) The Clerk of the Schools shall, in consultation with the chairman of the examiners, arrange for individuals from the approved list to invigilate each examination.
- (6) No person who is appointed to act as an amanuensis in any examination may also invigilate that examination.

#### *Invigilation*

15.3 Unless the Proctors otherwise determine, one invigilator shall be required for the first fifty candidates and one for each additional fifty candidates or fraction of that number.

#### *Remuneration of invigilators*

15.4 Persons other than examiners appointed to supervise or to invigilate under this Part shall be paid in accordance with the scale drawn up by the Educational Policy and Standards Committee.

#### *Invigilation in cases to which Parts 10, 11 or 12 or regulation 13.2 apply*

- 15.5 (1) When a candidate is to be examined on a date or at a time or place fixed by the Proctors, or as the case may be by a chairman of examiners, under Parts 10, 11 or 12 or regulation 13.2 above, paragraphs (2) – (6) of this regulation and regulation 15.6 below shall apply.
- (2) Whenever possible the examination shall take place in a room managed by the Clerk of the Schools who shall be responsible for the appointment of an invigilator and other necessary arrangements.
- (3) If the examination takes place in a room provided by the candidate's college, the Senior Tutor shall appoint as invigilator for that part of the examination a person whose name is on the list of invigilators or some other suitable person whose name shall be approved by the Proctors.
- (4) If the examination is to take place at a time different from the time fixed for other candidates the Senior Tutor shall make arrangements to be approved by the Proctors for the isolation and supervision of the candidate during the period which begins at the time when the part of the examination is due to be taken by him or her and ends at the time at which it is taken by other candidates (or the other way round) which will

ensure that the candidate is unable directly or indirectly to communicate in person, by telephone or by electronic or any other means with any other candidate, unless the Proctors otherwise permit.

(5) When these arrangements are approved by the Proctors they shall communicate them to the chairman of the examiners and the Clerk of the Schools.

(6) The provisions of this regulation shall apply with any necessary modification to practical examinations.

15.6 (1) Where the Proctors have given permission for an examination to be held in a place or at a time other than that appointed for the examination, the invigilator or another person approved by the Proctors shall attend the Examination Schools at least 15 minutes before the examination begins, to receive the examination paper and any necessary writing materials from the Clerk of the Schools, and should bring their University Card or other reliable evidence of their identity.

(2) The invigilator should sign the list kept by the Clerk of the Schools of examination papers which are issued in this way.

(3) The candidate's work must be handed as soon as possible after the time appointed for the collection of papers to the Clerk of the Schools, who shall make the appropriate entry in his or her register.

## **Part 16**

### **Marking and assessment**

#### *Adjudication on the merits of candidates*

16.1 (1) Every examiner who takes part in adjudicating on the merits of a candidate shall give careful attention to the examination of such candidates.

(2) No examiner adjudicating on the merits of any candidate shall take account of any circumstances, not forming part of, or directly resulting from, the examination itself, except as provided in Parts 10 or 11 of these regulations.

(3) The work of any candidate to whom Part 10 or 11 of these regulations applies shall be assessed with due and careful regard to the circumstances of that candidate and any relevant code of practice or guidelines adopted by the University in relation to such candidates.

#### *Examination conventions*

16.2 (1) In adjudicating on the merits of candidates the examiners shall follow and apply the conventions approved under regulation 8.1 above subject to the right of the Board of Examiners in exceptional circumstances and on giving notice to the supervisory body to make minor adjustments to the conventions during any particular Examination.

(2) In the case of a dispute between the examiners and the supervisory body the matter shall be referred to the Proctors who shall act as arbiters to resolve the dispute.

(3) Nothing in this regulation shall affect the authority of the examiners in making of academic judgements on the performance of each candidate.

#### *Viva voce Examination*

16.3 In any University Examination in which candidates are examined viva voce the examiners shall determine the order in which they are to be examined.

16.4 Only one candidate at a time shall be examined viva voce in any one University Examination, but in cases approved by the Vice-Chancellor and Proctors the examiners in any University Examination may be permitted to divide themselves into groups which may examine candidates simultaneously.

16.5 (1) Except in the circumstances referred to in paragraph (2) below no examiner, other than an examiner in the Preliminary Examination in Medicine or in the Second Examination for the Degree of Bachelor of Medicine, or in the Honour School of Oriental Studies shall examine viva voce any candidate who belongs to any college in which he or she is tutor or in which he or she has been tutor during the previous two years or who has been instructed by him or her (otherwise than at a lecture or class open to all members of the University) within the previous two years.

(2) The Vice-Chancellor and Proctors may relieve any Board of Examiners of the restriction imposed by this regulation if it would cause difficulty in the conduct of the Examination in question.

#### *Submission of theses or other exercises: exceeding word limits and departure from title or subject-matter*

16.6 (1) Where a candidate for any University Examination in which a thesis (or other exercise) may be, or is required to be, submitted as part of that Examination presents a thesis (or other exercise) which exceeds the word limit prescribed by the relevant statute, or regulation, the examiners, if they agree to proceed with the examination of the work, may reduce the mark by up to one class (or its equivalent).<sup>1</sup>

(2) Where a candidate submits such a thesis (or other exercise), the title or subject matter of which differs from that which was approved by the supervisory body concerned, the examiners (if they agree to proceed with the examination of the work) may similarly reduce the mark by up to one class (or its equivalent).<sup>1</sup>

#### *Late submission of work*

16.7 (1) Where a candidate for any written examination in which a thesis (or other exercise) may be, or is required to be, submitted as part of that examination wishes on some reasonable grounds to be permitted to present such thesis (or other exercise) later than the date prescribed by any statute, or regulation, the procedure shall be as follows:

(a) the candidate shall apply in writing through the Senior Tutor to the Proctors for such permission enclosing the grounds for the application;

<sup>1</sup> 'Reduction by one class' means a reduction from a II(i) to a II(ii) in the case of a mark which would otherwise have led to classification as a II(i).

- (b) the Proctors shall consult the chairman of examiners about any such application and shall then decide whether or not to grant permission.
- (2) If permission is granted, the examiners shall accept and mark such a thesis (or other exercise) as if it had been submitted by the prescribed date.
- (3) If a candidate fails to submit a thesis (or other written exercise) on time without prior permission, the Proctors may after making due enquiries into the circumstances permit the candidate to remain in the Examination and to submit the work late under arrangements similar to those set out in paragraph (1) above. It shall be a condition of any permission granted under this regulation that the candidate shall pay a late presentation fee, the amount of which shall be determined by the Proctors according to the facts of the particular case.
- (4) In cases arising under paragraph (3) above, the examiners may reduce the mark by up to one class (or its equivalent) if and only if
- (a) they have been given leave to do so by the Proctors and
  - (b) they are satisfied that such action is warranted by the evidence forwarded to them by the Proctors.
- (5) If a candidate fails to apply for or obtain permission from the Proctors for the late submission of work under this regulation he or she will be deemed to have failed the entire University Examination.
- (6) A candidate who is dissatisfied with a decision made by the Proctors under this regulation may, or his or her college may, appeal against it in accordance with the procedure set out in regulation 18.1 below.

#### *Voting on candidates*

- 16.8 (1) If in voting upon the place to be assigned to a candidate in any Class List the examiners shall be equally divided, the chairman of the examiners in that Examination shall (unless paragraph (2) below applies) have a second or casting vote.
- (2) If the candidate in question shall be of the same college as the chairman of the examiners or of any college in which he or she is tutor or in which he or she has been tutor during the previous two years, or shall have been privately taught by him or her during the past two years, then the casting vote shall be with the senior of the examiners who is not disqualified on that ground.
- 16.9 Candidates whose performance is not sufficient for the award of Honours but is deemed equivalent to the performance required for the award of a Pass Degree under the Pass Degree regulations for the relevant Honour School shall be awarded a Pass Degree.
- 16.10 If the examiners for any Pass Degree are divided in opinion as to the work of a candidate, the case of that candidate shall be decided by the votes of the majority; and if in voting the examiners shall be equally divided, the senior examiner who is not disqualified on the grounds described in paragraph (2) of regulation 16.8 above shall have a second or casting vote.

## **Part 17**

### **Class and Pass Lists**

#### *Honours Examinations*

17.1 As soon as the examiners in an Honours Examination have examined and fully considered the work of all the candidates they shall –

- (1) distribute candidates (identified only by their examination numbers) judged to have shown merit into three classes according to merit;
- (2) except in the case of Honour Moderations (other than Classics) distribute the candidates in the second class into two divisions;
- (3) forthwith provide the information determined under (1) and (2) above to the Clerk of the Schools.

17.2 Where a University Examination in which Honours are awarded is divided into several Parts then (unless the regulations for the specific Examination otherwise provide) in respect of all Parts save the last, –

- (1) the examiners shall determine the candidates (identified only by their examination numbers) who have shown sufficient merit to obtain Honours in each Part and
- (2) forthwith provide the information determined under paragraph (1) above to the Clerk of the Schools; and
- (3) the respective chairmen of the examiners shall deposit the candidates' exercises with the Clerk of the Schools for the use of the examiners in any succeeding Examination.

17.3 If a candidate in any Honour Moderations has not been judged by the moderators to be worthy of Honours but has satisfied the moderators at "pass" standard they shall give notice of that fact at the close of the Examination to the Clerk of the Schools.

17.4 If a candidate in any Final Honour School or in the Final Examination for the Degree of Bachelor of Fine Art has not been judged by the examiners to be worthy of Honours but has satisfied them at "pass" standard the examiners shall give notice of that fact at the close of the Examination to the Clerk of the Schools.

17.5 (1) If a candidate in any Honour School of the First or Second Public Examination or in the Final Examination for the Degree of Bachelor of Fine Art is disqualified by standing from obtaining Honours in that Examination, but has in the judgement of the examiners shown sufficient merit to entitle him or her, but for such disqualification, to a place in the Class List, the examiners shall give notice of that fact at the close of the Examination to the Clerk of the Schools.

- (2) A candidate to whom this regulation applies shall be entitled to supplicate for the Degree of Bachelor of Arts or of Fine Art (as the case may) in the same manner as if he or she had obtained Honours in the Examination.

17.6 If the regulations for any University Examination in which Honours are awarded also permit the award of a merit or a distinction in any part of that Examination the examiners shall give notice to the Clerk of the Schools at the close of the examination of the names of all the candidates whose work in that part has been adjudged worthy of either accolade.

*Pass Examinations, Diplomas and Certificates*

17.7 The examiners in any Pass or Preliminary or Qualifying Examination or in any examination for a course of special study for the Degree of M.Phil. or Master of Science or in any examination for the degree of Master of Studies or for a diploma or certificate except the Diploma in Law or the Certificate in Management Studies shall –

- (1) determine the candidates (identified only by their examination number) who have satisfied them;
- (2) if the regulations governing the particular Examination permit, determine the candidates who have shown sufficient merit to obtain a distinction; and
- (3) forthwith provide the information determined under paragraphs (1) and (2) above to the Clerk of the Schools.

17.8 In an Examination where a candidate is not required to pass in all subjects at one and the same Examination the examiners shall append to the names of those candidates who have not completed the requirements of the Examination a list of the subjects in which they have passed.

*Approved musical exercises for the Degree of Bachelor of Music*

17.9 At the close of the Examination of the Musical Exercises for the Degree of Bachelor of Music submitted to them in any term, the examiners shall notify the Clerk of the Schools of the candidates whose exercises have been approved by them.

*Candidates who have failed*

- 17.10 (1) If a candidate in any University Examination has been judged by the examiners to have failed the examination the examiners shall give notice of that fact, together with the name and college of the candidate, at the close of the examination to the Clerk of the Schools.
- (2) If no candidate has failed the Examination, the chairman of the examiners shall give notice of that fact at the close of the examination to the Clerk of the Schools.

*Notification of results*

17.11 All notifications submitted to the Clerk of the Schools under this Part shall be made in a form provided by the Clerk of the Schools, unless he or she otherwise agrees.

17.12 All information submitted to the Clerk of the Schools under this Part shall be certified by the signature of all the examiners who have acted together in the assessment of the candidates in the Examination.



17.13 On receipt of the information provided under regulations 17.11 and 17.12 above the Clerk of the Schools shall arrange the production of Class and Pass Lists in a form which shall be determined by the Registrar from time to time.

17.14 The lists drawn up under 17.13 above shall be certified by the signature of the Chairman of Examiners.

17.15 (1) All the lists drawn up under this Part shall be fair copies and shall show no name to have been added or erased or transferred from one position to another.

(2) After submission to the Clerk of the Schools examiners shall have no power to alter such lists except under paragraphs (3) and (4) below.

(3) Examiners may with the written consent of the Vice-Chancellor and Proctors issue a supplementary list or lists correcting an accidental error or omission in the original, or to give effect to the outcome of any appeal made under regulation 18.2 below which affects a candidate's standing in that list.

(4) A list shall be altered by the examiners to give effect to the outcome of any appeal made under regulation 18.2 below which affects a candidate's standing in that list.

#### *Custody of records*

17.16 The Class and Pass Lists drawn up and duly signed shall be circulated and published by the Clerk of the Schools according to the requirements of the Educational Policy and Standards Committee and subject to the provisions of the Data Protection Act and the signed copy shall remain in the custody of the Registrar; and any question thereafter arising, with respect to the result of any Examination, shall be determined by reference to such lists.

#### *Forms of Certificates*

17.17 (1) Degree certificates and other certificates for diplomas and other certificate courses shall be issued to successful candidates in forms prescribed by the Registrar.

(2) When a candidate has obtained a distinction in his or her Examination, or in any part of it for which a distinction may be awarded, the certificate or diploma, as the case may be, which is issued shall record that fact.

### **Part 18**

#### **Appeals from Decisions of the Proctors and Examiners**

##### *Appeals from decisions under Parts 10, 11, 12, and regulation 16.7*

18.1 (1) A candidate who is dissatisfied with a decision made by the Proctors under Parts 10, 11, 12, or regulation 16.7 above may, or his or her college may, appeal against it in accordance with the procedures set out in this regulation.

(2) An appeal must be made within 14 days of the date of the Proctors' decision.

(3) Any such appeal must be made in writing to the Chairman of the Educational Policy and Standards Committee.

(4) The appeal shall be determined expeditiously by the Chairman or another member of the Committee, other than one of the Proctors, nominated by the Chairman.

*Appeals from decisions of examiners*

18.2 Appeals from decisions of examiners shall be made in accordance with the Procedures for Handling Complaints (including Academic Appeals) laid down and published by the Proctors under section 20 of Statute IX and any Council Regulations made under that section and not otherwise.