# Annex F: Form of report on examinations

*[In compiling their reports, examiners are asked to have regard to* the [Examinations and assessment framework (EAF)](https://academic.web.ox.ac.uk/examiners) and others involved in University Examinations*, and any applicable divisional/subject guidance. All parts of this report, with the exception of Section E of Part II, should be shared as a matter of course with joint consultative committees (or equivalents) and made available to students.]*

**[EXAMINATION TITLE AND DETAILS HERE]**

**Part I**

**A.** **STATISTICS** [In each case please give the figures for the preceding two years in brackets.] [Statistical data should not be provided for cohorts comprising five or fewer students.]  
  
(1) Numbers and percentages in each class/category

(a) Classified examinations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class | Number | | | Percentage (%) | | |
|  | 2019/20 | 2018/19 | 2017/18 | 2019/20 | 2018/19 | 2017/18 |
| I |  | ( ) | ( ) |  | ( ) | ( ) |
| II.I |  | ( ) | ( ) |  | ( ) | ( ) |
| II.II |  | ( ) | ( ) |  | ( ) | ( ) |
| III |  | ( ) | ( ) |  | ( ) | ( ) |
| Pass |  | ( ) | ( ) |  | ( ) | ( ) |
| Fail |  | ( ) | ( ) |  | ( ) | ( ) |

(b) Unclassified Examinations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category | Number |  |  | Percentage (%) | | |
|  | 2019/20 | 2018/19 | 2017/18 | 2019/20 | 2018/19 | 2017/18 |
| Distinction |  | ( ) | ( ) |  | ( ) | ( ) |
| Merit (for postgraduate taught courses for students starting from Michaelmas term 2018) |  | N/A | N/A |  | N/A | N/A |
| Pass |  | ( ) | ( ) |  | ( ) | ( ) |
| Fail |  | ( ) | ( ) |  | ( ) | ( ) |

(2) If vivas are used:

Please include numerical detail of any vivas which were held, with an indication of the effect of any vivas on classes or results.

(3) Marking of scripts

Please give details of scripts which are not double-marked.

Please state whether qualitative checks were used where scaling has been employed.

**B. NEW EXAMINING METHODS AND PROCEDURES**

[Please state here any new methods and procedures operated for the first time in the current academic year with any comment on their operation in the examination and on their effectiveness in measuring the achievement of the stated course objectives.]

**C.** Please list any changes in examining methods, procedures and examination conventions which the examiners would wish the faculty/department and the divisional board to consider.

**D.** Please describe how candidates are made aware of the examination conventions to be followed by the examiners (Please attach to the report a copy of the examination conventions and any other relevant documentation, including the relevant standing orders – see *Examination Regulations*, Regulations for the Conduct of University Examinations, Part 4, cl. 4-1-4.2, [www.admin.ox.ac.uk/examregs/2018-19/rftcoue-p4epoocvacaresiandremo/](http://www.admin.ox.ac.uk/examregs/2018-19/rftcoue-p4epoocvacaresiandremo/)).

**Part II**

[i.e. the remainder of the report containing discussion of individual papers etc.] Examiners are asked to ensure that any comments that they do not wish to have transmitted to students are indicated clearly and are kept within the separate *Section E* of this report. The report should include the following sections:

**A. General comments on the examination**

[*excluding* comments on identifiable individuals and other material which would usually be treated as reserved business. This section should include any matters which the examiners wish to draw to the particular attention of the responsible body, including any comment on statistical trends as shown in section A. It is especially helpful to have a comment on the overall standard of performance in the examination, including any trends in results or in relation to particular areas of the curriculum, and on any developments or changes to the existing course which might have been suggested by the examination process.]

**B. EQUALITY AND DIVERSITY ISSUES AND Breakdown of the results by gender**

[Chairs of examiners should include in the reports of their boards a commentary on any general issues relating to questions of equality and diversity, and of special educational needs (comments which might identify individual candidates should be confined to section E).

A breakdown of the results by gender for both the current year, and at least the previous 3 years should always be supplied, so that it is possible to track systematically gender differences in examination performance. In small cohorts this breakdown by gender may be omitted to maintain confidentiality. Where there is a noticeable gap in attainment between genders, boards are encouraged to place the breakdown of results by gender in Section E of the report, to avoid the risk that the data reinforces negative stereotypes regarding gender performance, in a context where students are using examiners’ reports as part of their examination preparation.

This section of the report should also include comments on the effect of different methods of assessment (e.g. problem questions, extended essays, essay papers) on any observed differences.]

**C. Detailed numbers on candidates’ performance in each part of the examination**

[This section should include the numbers taking any optional papers. Where appropriate, and where the information is likely to be useful, it should also include the number of attempts and a breakdown of the marks on each individual question. This will help towards a judgement about whether candidates are achieving a balanced coverage of the syllabus.]

**D. Comments on papers and individual questions**

[This part (which is likely to be the longest part of the report) should be physically separate. Together with the preceding sections, it will be scrutinised by teaching committees and examination committees, and made available to Joint Consultative Committees with Undergraduates and to college and departmental libraries. It must not therefore contain any material which would usually be treated as reserved business.]

**E. comments on the performance of identifiable individuals and other material which would usually be treated as reserved business**

[This part must be physically separate, and must be detached from the version of the report sent to JCCs and to college and departmental libraries. It should be retained for **one year** only after the final exam board.

Include in this section the total number of mitigating circumstances notices to examiners received and the number of candidates for whom the notice had a material impact on their results and/or classification.]

**F. NAMES OF MEMBERS OF THE BOARD OF EXAMINERS**