



Pre-Exam Requirements

Chairs of Examiners are emailed draft examination timetables before they are published to students (typically these are also copied to the relevant administrator for that examination). Chairs are asked to confirm the draft timetable, after which point it will be published, and to provide contact details and script delivery/collection details.

Check and Confirm Draft Timetables:

Please ensure that any papers that share content, and should therefore be set together, are scheduled at the same time. If there are papers that are not currently together that need to be, please contact us so that we can adjust the timetable.

Materials Required For Each Paper:

If there are any materials that are required for any of the exam papers (e.g. graph paper, calculators, statistical tables etc.) then please notify us of them as soon as possible.

Please ensure that details of any materials required, beyond standard script booklets, are also noted on the front cover of the Exam Paper. Please send details of the amendments via email, to exam.arrangements@admin.ox.ac.uk

If the candidates are required to answer each new question in a separate booklet, please ensure that the material information lists the appropriate number of booklets and that the information appears in suitable form on the question paper rubric.

Examination Papers:

The deadlines for the receipt of examination papers are as follows:

Standard Examination Papers: No later than 5 weeks before the first day of the Examination.

Enlarged Examination Papers: No later than 7 weeks before the first day of the Examination.

Brailed Examination Papers: No later than 9 weeks before the first day of the Examination.

Comprehensive details are provided on preparing the examination, including an example examination paper, under Section 7 of the [Policy and Guidance for Examiners](#).

In order to improve the quality of examination papers which contain images we are able to accept electronic versions of such papers. If you would like to provide us with an electronic version of an exam paper instead of a camera ready copy then please contact us in the first instance.

Examiner Duties:

It is a requirement that an appropriate examiner attends the first ½ hour of each paper. The examiner will need to attend in order to answer any queries relating to the paper. It is not a requirement that an examiner is present at the end of the exam. Examiners should be dressed in sub fusc.

Delivery of Scripts to Examiners:

The Examination Schools require that a spreadsheet indicating the name and College/Department where the exam scripts should be sent or if they are to be collected at the Schools, must be submitted to Schools before the beginning of the examination. Please find attached the blank spreadsheet for you to complete.



The Examination Schools are happy to deliver scripts, within approximately one working day, to Colleges and Departments within the Oxford City limits. There are no deliveries to private addresses.

Information and Contacts

Please contact the Exam Arrangements Team by email at exam.arrangments@admin.ox.ac.uk or by telephone on (01865 2)76907.