

Procedure from 1 October 2016 to allow students to sit examinations under a previous set of regulations

This procedure applies where a student is due to sit examinations later than planned but within the following time limits:

- For FHS candidates, within **six terms** of the original assessment date
- For FPE candidates, within **three terms** of the original assessment date
- For taught postgraduate students, so long as the time elapsed since they were originally due to be examined is **not greater than the maximum time permitted for completion of their course**.

Within the above time limits, students are entitled to sit their examinations according to the regulations that were in force at the time they were taught, and no dispensation is required from Education Committee. The procedure below should be followed.

Outside of the above time limits, students are normally expected to sit examinations under the current regulations. Requests for exceptional permission to sit examinations under previous regulations in such cases need to be made by applying for a dispensation from Education Committee (by e-mailing edcapplications@admin.ox.ac.uk).

Procedure

College responsibilities

1. When a student suspends study and will therefore be taking an examination later than originally scheduled, colleges should identify whether any changes have been made to the content of the examination since the student was taught, by consulting college tutors and if necessary the relevant department/faculty.
2. While it is normally expected that students will wish to take up their entitlement to sit examinations under old regulations if changes have been made since they were taught for the examination, students are also entitled to sit under current regulations if they wish. Colleges should check students' wishes as appropriate.
3. Colleges should note that changes to the content of papers may not be reflected in examination regulations (since many do not provide detail on content). As well as any changes to the content of a paper which will require an old regulations paper to be set, any changes to options offered should also be identified (as it is possible that a student may have been taught for an option paper which in normal circumstances would no longer be available; this will require a special paper to be set for the candidate).
4. Colleges should identify any need for old regulations as soon as possible after the candidate has suspended, so that examiners can be informed that they will need to set old regulations papers. For examinations in Trinity Term, any requirement for old regulations should be identified by an early stage of the previous Michaelmas Term. It can cause great difficulties if this requirement is only identified when a candidate enters for examinations, or when they return from suspension to sit examinations in Trinity Term.

5. Once the details of any papers which need to be set under old regulations for a particular candidate have been identified, colleges should e-mail edcapplications@admin.ox.ac.uk with the following information:

- Student's name, course, Student Number
- Dates of all periods of suspension
- When they were originally due to sit the examination, and when they are instead expected to sit the examination (e.g. originally due to sit Trinity Term 2016; expected instead to sit Trinity Term 2017)
- The titles and paper codes of the papers which the student needs to sit under old regulations

6. Colleges will also be aware that when candidates suspend just before taking written examinations, they may well have previously submitted work, such as a dissertation, for examination. If the student wishes this work to be considered in the following year's examination, colleges should continue to provide information on assessment completed before suspension to ensure that it is correctly carried forward to the student's return. Following a change to the General Regulations for the First and Second Public Examination, undergraduate students sitting FHS examinations up to six terms after they were originally due to sit the FHS no longer need to apply to be considered for honours.

7. Colleges are advised to consider all three issues (old regulations, carrying forward submitted work, and whether a student has exceeded the maximum time allowed for honours) when a student suspends study before taking examinations.

Faculty/departmental responsibilities

8. Education Policy Support officers will pass the e-mail from the college to the relevant faculty/department (generally to the Chair of Examiners/Examinations Administrator). The faculty/department will be asked to respond to confirm that papers will be set under old regulations, and to ensure that this is done.

Education Policy Support responsibilities

9. Education Policy Support officers will ensure that a response from the relevant faculty/department is received, and will then inform the college and relevant areas of student administration that a candidate will be sitting papers under old regulations.

10. Education Policy Support officers will also advise on any difficulties or queries which arise.

Any queries regarding this procedure should be sent to the Education Policy Support team: edcapplications@admin.ox.ac.uk