

## Procedure for carry forward of assessment as a result of suspension of studies

This procedure should be used from Hilary term 2020 and is available from <https://academic.admin.ox.ac.uk/dispensations>.

### *Explanation of regulations – carry forward of marks*

1. The regulations that govern the suspension of the assessment process are the [Regulations for the Conduct of University Examination: Part 14 Late Submission, Non-submission, Non-appearance and Withdrawal from Examinations](#).
2. Students who suspend their studies also suspend the assessment process. If they have completed any assessment prior to the start of the suspension, this is permitted to be carried forward to their return from suspension within certain limits. The reason for the suspension is not relevant.
  - For students suspending *during* Full Term (i.e. between Sunday Week 1 and Saturday of Week 8 of any term), all assessment completed or submitted before Sunday of Week 1 of that Full Term will be carried forward to the return to study. Any assessment completed or submitted on or after Sunday of Week 1 of that Full Term will not be carried forward.
  - For students suspending *outside* Full Term, all assessment completed or submitted before the approved start date of the suspension will be carried forward to the return to study.
  - For students on courses which permit suspensions for periods other than terms, all assessment completed or submitted before the approved start date of the suspension will be carried forward to the return to study.
3. If a student is repeating a term or terms of study, the treatment of assessment completed or submitted during the first attempt of a term that is later repeated will depend on individual student circumstances. Advice should be sought from Education Policy Support (EPS, [edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)).
4. Any assessment completed or submitted during a term for which a student later suspends is considered void and must be repeated or resubmitted (as a first attempt, unless the voided assessment was a resit attempt in which case it will be the resit attempt).
5. Where a student has been granted an extension for a submitted piece of work that takes the deadline into the term of suspension, the work is not carried forward. A dispensation request will need to be considered on behalf of Education Committee *either* to agree a new deadline date if the work was not submitted or the student wishes to submit on their return to study, *or* to give permission for the work to be carried forward to the return to study.
6. Students who wish any variation from the above need a dispensation from the regulations to be considered by Education Committee.

## Procedure

7. There is not currently an automatic, systems-based process that allows assessment completed by a student before the start of a suspension to be carried forward to their return to study; when a suspension is processed, all assessments for the year are discontinued. Instead, the manual procedure detailed below must be followed.
8. When a suspended student has completed assessment before the official start of the suspension, the Academic Records Office (ARO) needs to be informed. A carry forward form must be completed by the college or department as detailed in the table below. Forms should usually be sent at the start of a student's suspension. Any requests that do not use the form cannot be processed; if such requests are received, the requestor will be sent a link to the form and guidance.

<i>Student Category</i>	<i>Responsibility of</i>
Undergraduates (except OUDCE)	College
Graduates	Department
All OUDCE students	OUDCE

9. Information should be provided on all assessments completed in the academic year of suspension. Information should also be provided on assessments from a previous year if the assessment forms part of the same examination, e.g. a year 2 submission for FHS History when the student suspends in year 3. It is not necessary to provide information on assessments for Examinations that have been completed, e.g. FHS Mathematics Part A assessments if the student has already started Part B.
10. The form will usually need to be sent to the ARO ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)). If a dispensation from the *Examination Regulations* is required (i.e. if any information is provided in section 3 of the form), the form should be sent to EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) along with a completed [student consent form](#). The flowchart at annex A provides guidance on when the form should be sent to ARO and when to EPS.
11. If when processing a carry forward form the ARO considers that a dispensation is required, i.e. a request is being made that falls outside the regulations, the form will be forwarded to EPS for consideration of the request on behalf of Education Committee.
12. Any requests for variation from the regulations should be sent to EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)). The notification of carry forward form should be submitted together with a [student consent form](#) and appropriate supporting evidence, e.g. a medical certificate. These will be reviewed and if additional information is required, for example medical evidence, this will be requested. The application will be considered on behalf of Education Committee and the outcome will be sent to the college, department/faculty, and appropriate sections within Student Registry.
13. Colleges (UG) or department/faculties (PG) should consider bringing the [mitigating circumstances notices to examiners](#) process to the attention of students who are carrying forward assessment if that assessment is likely to have been affected by the circumstances that have led to the suspension.

## FAQs

*My student is repeating a term but wants the assessment completed on the first attempt to count. Is this possible?*

The usual expectation is that assessment due in a repeated term should be undertaken again in the repeated term as a first attempt (unless the assessment was already a resit/resubmission in which case the assessment in the repeated term will also be a resit/resubmission). An application can be made through EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) if there are grounds for variation from the regulations.

*The assessment has multiple elements, some of which were completed before the student suspended and others that will be due on the return from suspension. Can the completed elements be carried forward?*

Yes, the completed elements can be carried forward. The usual parameters apply relating to what should be carried forward and what cannot be carried forward. The appropriate carry forward form should be completed and sent to ARO ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)). If the official start date of suspension is during Full Term and the student wishes to carry forward elements from that term, an application will need to be sent to EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)).

*My student does not want to carry forward all of the assessment they completed before they suspended. Does assessment have to be carried forward?*

Students cannot 'pick and choose' which assessment to carry forward. Any assessment completed before the start of the suspension will be carried forward within the parameters of the regulations. If a student has compelling reasons for not carrying forward assessment that the regulations state should be carried forward, an application can be made via EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) for a variation to the regulations.

*An assessment was originally due in Hilary term but the student had a revised deadline in Trinity term and has now suspended for that Trinity term. The student did not submit before they suspended. What happens to the assessment?*

The last approved deadline should be used to calculate whether the assessment should be carried forward. As the student suspended in the term of the revised deadline and the assessment was not submitted, a new deadline will need to be set for completion of the assessment which should be after the student's return from suspension. The new deadline will need to be approved through EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)). When a student has had a bespoke deadline for assessment that is affected by the suspension, the student's deadline should be provided in the carry forward form.

*An assessment was originally due in Hilary term but the student had a revised deadline in Trinity term and has now suspended for that Trinity term. The student submitted before they suspended. What happens to the assessment?*

The last approved deadline should be used to calculate whether the assessment should be carried forward. As the student suspended in the term of the revised deadline and the student submitted the assessment before suspending, an application should be made to through EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) to either carry the assessment forward or to set a new deadline. When a student has had a bespoke deadline for assessment that is affected by the suspension, the student's deadline should be provided in the carry forward form.

*My student has retrospectively suspended for Trinity term. What happens to the assessment completed in that term?*

Any assessment completed in a term for which the student later suspended is considered void. The student will be expected to repeat the assessment on their return to study. If the student has compelling reasons for carrying forward the assessment, an application can be made via EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) for a variation to the regulations.

*How do I know if my student has an effective start date for suspension that is during Full Term?*

Full Term is defined as Sunday of week 1 to Saturday of week 8 of any term. It is the effective start date of a suspension (i.e. the suspension start date as recorded on eVision) that is important for this process, not the actual date that a decision was made for the student to suspend. Generally speaking, suspensions for postgraduate students are recorded as starting at the beginning of a term not part way through a term even if the decision to suspend was taken during term time (examples 1 and 3 below). Undergraduate suspensions are more likely to reflect the exact date that the student stopped working towards the relevant award and are more likely to be recorded as starting during Full Term (examples 2 and 3 below).

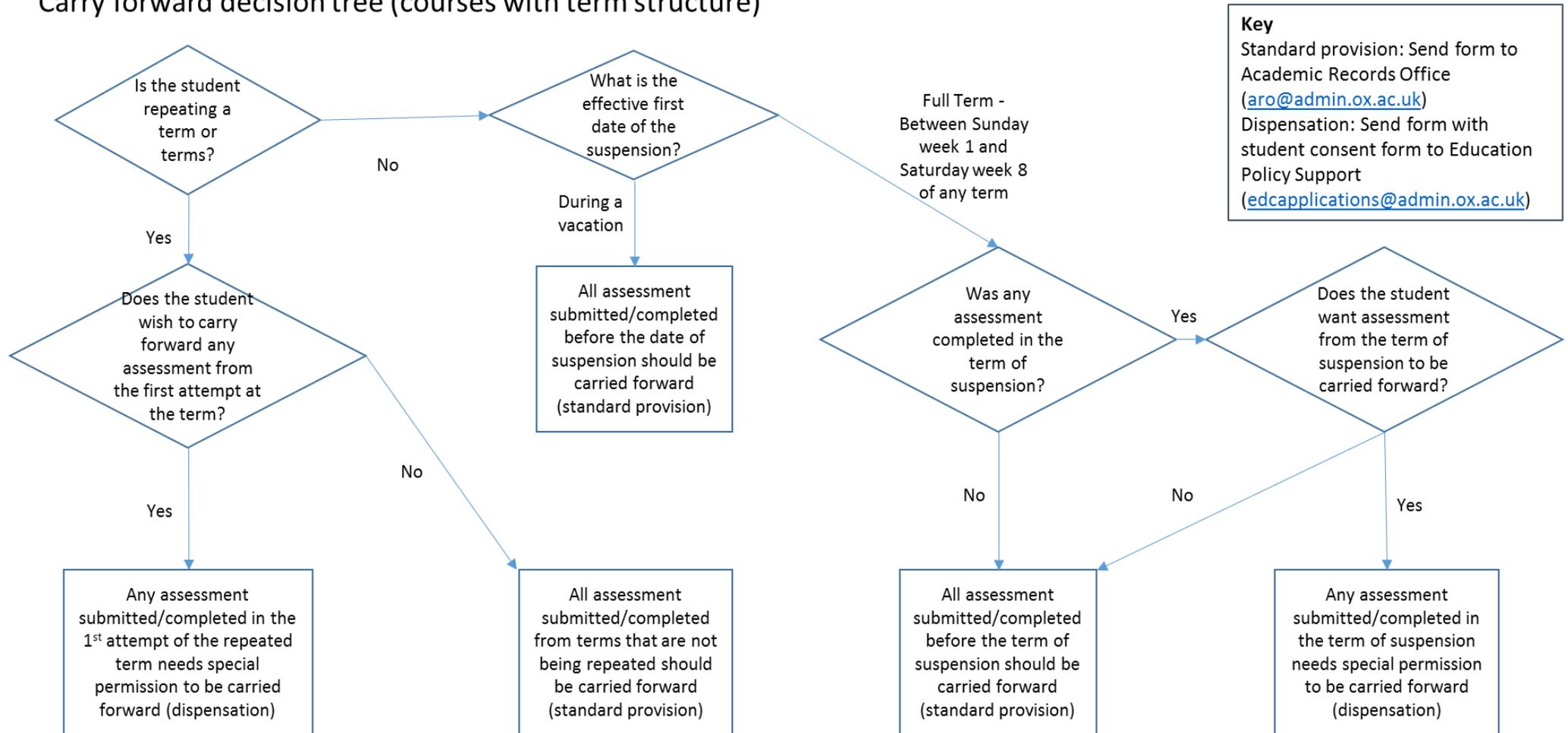
*Example 1:* If a student decides to suspend on Monday week 3 Hilary term and the suspension effective start date is recorded as Friday week 0 Hilary term, this is a suspension during the vacation. All assessment completed up to Friday week 0 Hilary term needs to be carried forward. In exceptional circumstances, an application may be made through EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) for any assessment completed in weeks 1 and 2 of Hilary term to be permitted to be completed while the student is suspended and for it to be carried forward to the student's return to study.

*Example 2:* If a student suspends on Monday week 3 Hilary term and the suspension effective start date is also recorded as Monday week 3 Hilary term, this is a suspension during Full Term. Any assessment completed in Hilary term is void but any assessment completed in or before week 0 Hilary term needs to be carried forward. In exceptional circumstances, an application may be made through EPS ([edcapplications@admin.ox.ac.uk](mailto:edcapplications@admin.ox.ac.uk)) for any assessment completed in weeks 1 and 2 of Hilary term to be carried forward to the student's return to study.

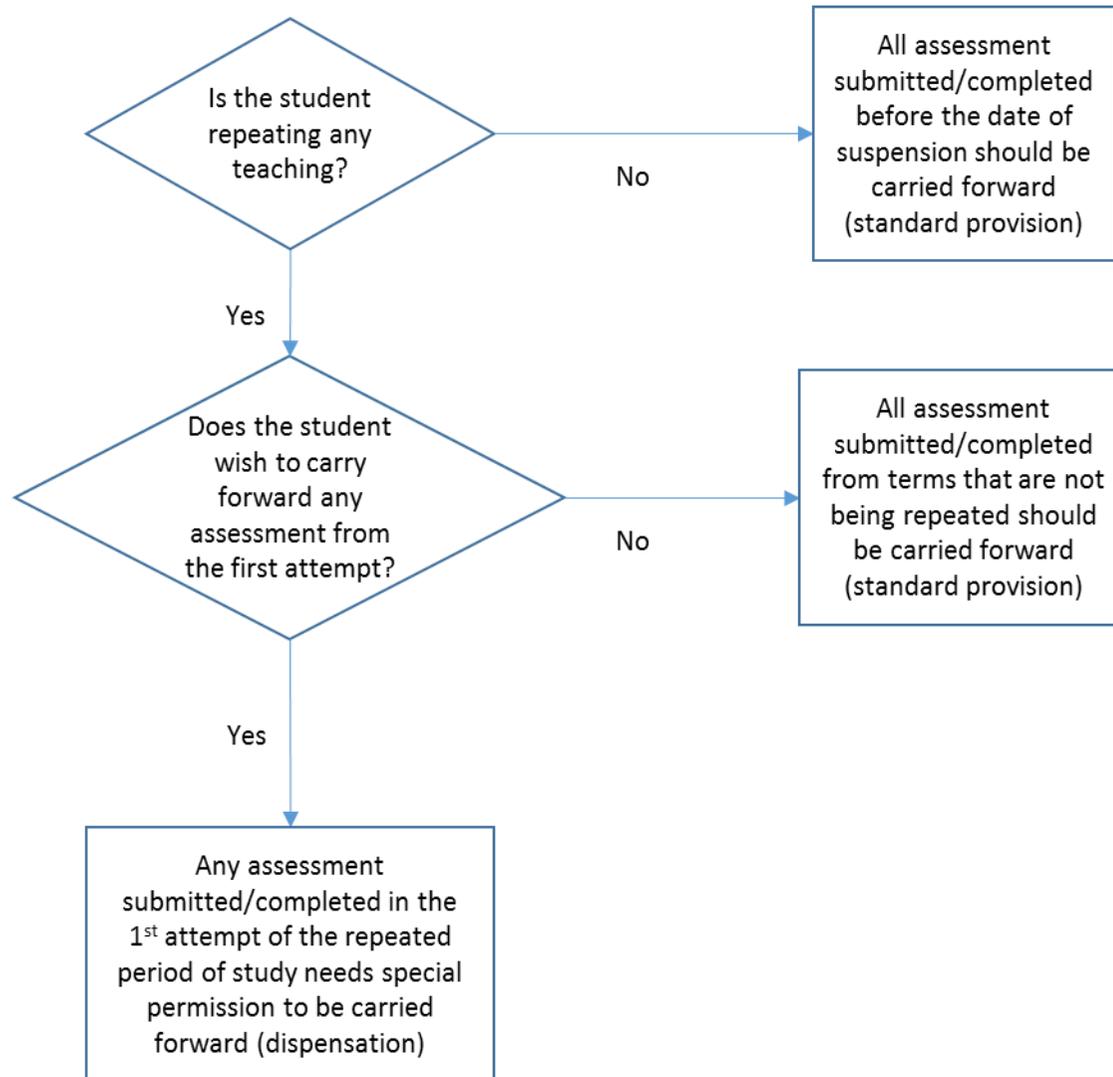
*Example 3:* If a student suspends on 18 December and the suspension effective start date is also recorded as 18 December, this is a suspension during the vacation. All assessment completed up to and including 17 December needs to be carried forward to the student's return to study.

Annex A - Procedure for carry forward of assessment as a result of suspension of studies

Carry forward decision tree (courses with term structure)



## Carry forward decision tree (non-term-based courses)



### Key

Standard provision: Send form to Academic Records Office

([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk))

Dispensation: Send form with student consent form to Education Policy Support

([edapplications@admin.ox.ac.uk](mailto:edapplications@admin.ox.ac.uk))