

# Imperial College London

## Examination Regulations

### Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS Degrees

#### Appointment of Examiners

##### 1 Definition of Terms Used: Examiners

1.1 Members of Boards of Examiners shall be designated as *Examiners*, as follows:

- a) *College Examiners* are members of the academic staff of the College and Clinical Teachers who examine at examinations at the College. Any member of the academic staff of the College may be appointed as a College Examiner.
- b) *External Examiners* are Examiners from outside the College.

##### 2 Assessors

- 2.1 Assessors may be appointed, where necessary, to assist Boards or Joint Boards of Examiners in setting of papers in special subjects, or in special aspects of the main syllabuses, to mark scripts and to attend practical examinations.
- 2.2 Assessors shall not be members of Boards or Joint Boards of Examiners and shall not be entitled unless invited to attend their meetings.

##### 3 Assistant Examiners

- 3.1 Assistant Examiners may be appointed by the Chairman of a relevant Board or Joint Board of Examiners to assist in the marking of scripts at examinations where there are large numbers of candidates taking written papers or practical examinations.
- 3.2 Assistant Examiners may be required to attend practical examinations.
- 3.3 Assistant Examiners shall not be members of Boards or Joint Boards of Examiners and shall not be entitled to set papers or, unless invited, to attend their meetings.

##### 4 Appointment of Boards of Examiners

4.1 Boards of Examiners are appointed to act at course unit and non-course unit College examinations as follows:

*Boards and Joint Boards* of Examiners are appointed to conduct examinations as prescribed in the Instructions for the Conduct of Examinations. External Examiners on Boards and Joint Boards are nominated by Departments for appointment by the Science Studies Committee for the degrees of BSc

and MSci<sup>1</sup>, by the Engineering Studies Committee for the degrees of BEng and MEng and by the Medical Studies Committee for the degrees of MBBS/BSc and intercalated BSc. College Examiners are appointed by the Chairmen of Boards of Examiners. Their names shall be supplied to the Science Studies Committee, the Engineering Studies Committee or the Medical Studies Committee as appropriate on request.

- 4.2 The number of examiners appointed to each Board shall be the minimum possible for the efficient conduct of the examinations within the purview of the Board.
- 4.3 Boards of Examiners shall be appointed annually from the beginning of the Academic session for twelve months or for such time as is sufficient to cover all the necessary work.
- 4.4 The Academic Registrar will advise the Chairmen and College Examiners on each of the Boards of Examiners of their appointments and issue them with documentation relevant to the conduct of the examination.

## **5 Chairmen of Boards and Joint Boards**

- 5.1 Each Board of Examiners shall have a Chairman to be appointed by the Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate.
- 5.2 The Chairman shall be responsible for all communications from the Board, or the Joint Board.

## **6 External Examiners**

- 6.1 It is a requirement that at least two External Examiners be appointed to all Boards and Joint Boards of Examiners which have the responsibility for making recommendations for, or determining, the degree classification of candidates.
- 6.2 The number of External Examiners appointed should be sufficient to cover the academic diversity of the programme of study.
- 6.3 In the nomination and appointment of External Examiners regard shall be given to the following:
  - a) only persons of seniority and experience who are able to command authority should be appointed;
  - b) in order to have sufficient time for the proper performance of their function, individuals should normally be expected not to hold more than two external examinerships at first degree level;
  - c) an External Examiner should not normally be appointed from a department in an institution where a member of the College is serving as an examiner, although exceptions may on occasions be unavoidable, for example, in the case of subjects taught only in a very small number of institutions;

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<sup>1</sup> Where a BSc or MSci degree programme is taught within the Faculty of Engineering this responsibility is delegated to the Engineering Studies Committee.

- d) an External Examiner should not normally be appointed in succession to an External Examiner from the same institution, although exceptions may on occasion be unavoidable, for example, in the case of subjects taught in only a very small number of institutions;
  - e) former members of staff shall not be appointed as External Examiners before a lapse of at least five years or sufficient time for students taught by that member of staff to have passed through the system, whichever is the longer;
  - f) persons invited to act as External Examiners should be invited to advise the Board Chairman/Academic Registrar if they have any connections (e.g. as a close relative) with any candidate on the relevant course which would make it desirable for their appointments to be reconsidered.
- 6.4 An External Examiner will be appointed annually. After serving for a period of not more than four consecutive years or, in exceptional circumstances, for such limited extension of this period as the Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate shall determine, he/she shall not be eligible for re-appointment until after a lapse of two further years.
- 6.5 External Examiners wishing to resign during their period of office should write formally to the Rector, giving sufficient notice for the appointment of a replacement.
- 6.6 The termination of an External Examiner's appointment during his/her period of study shall rest with the Rector as Chairman of the Senate. This power shall only be exercised after consideration of a formal report from the Chairman of the Board of Examiners on which the Chairman of the Engineering, Medical or Science Studies Committee as appropriate shall have had the opportunity to comment. Grounds for such termination shall include that criteria for appointment are found to have been breached, and failure to fulfil duties in a timely way.

## **Conduct of Examinations**

### **7 The Science Studies Committee, Engineering Studies Committee and Medical Studies Committee and their Boards of Examiners**

- 7.1 The Science Studies Committee is responsible for all papers and examinations for the BSc and MSci Degrees, the Engineering Studies Committee is responsible for all papers and examinations for the BEng and MEng Degrees, and the Medical Studies Committee is responsible for all papers and examinations for the MBBS/BSc and the intercalated BSc Degrees.
- 7.2 Boards of Examiners shall be appointed, as necessary, to be responsible for all papers and examinations in particular subjects. Joint Boards of Examiners shall be appointed, as necessary, to be responsible for candidates taking more than one principal subject. College Examiners shall be appointed by the Chairmen of the Boards or Joint Boards of Examiners. External Examiners shall be appointed by the Science Studies Committee, the Engineering Studies Committee or the Medical Studies Committee as appropriate. Each Board and Joint Board shall have a Chairman, to be appointed by the Science Studies Committee, the Engineering Studies Committee or the Medical Studies Committee as appropriate.

- 7.3 Members of all Boards of Examiners shall be appointed annually from the beginning of the academic session for twelve months or such time as is sufficient to cover all the necessary work.
- 7.4 The responsibilities of the Science Studies Committee, the Engineering Studies Committee and the Medical Studies Committee in relation to undergraduate examinations shall be:
- 7.4.1 to appoint Boards and Joint Boards of Examiners and the College Examiners and External Examiners as necessary, in the subjects relevant to their sphere of interest;
  - 7.4.2 to determine which of their Boards or Joint Boards shall assess the performance of each candidate in the subjects relevant to their spheres of interest;
  - 7.4.3 to approve, keep under regular review and determine the items for inclusion in Schemes for the Award of Honours submitted by Boards and Joint Boards;
  - 7.4.4 to consider the reports and recommendations of External Examiners;
  - 7.4.5 to keep under regular review the methods of assessment and evaluation employed by the Boards, the arrangements for the allocation of marks and to conduct the necessary enquiries and to call for such reports as may be necessary;
- 7.5 The membership of the Boards and Joint Boards shall consist of a Chairman, together with College Examiners and the External Examiners appointed to act for the relevant subjects.
- 7.6 The duties of a Board or Joint Board shall be:
- 7.6.1 to recommend to the Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate the Scheme for the Award of Honours; such a Scheme to include, *inter alia*, details of which examinations shall be taken into account in assessing Honours and how much weight shall be given to each;
  - 7.6.2 to communicate to those of its members who are External Examiners the Scheme approved for use and, in the case of course unit examinations, the course unit value of all courses with which they will be concerned;
  - 7.6.3 to be responsible for the setting and marking of all necessary examination papers in the subjects within its purview and to hold oral examinations where necessary;
  - 7.6.4 to assess the performance of candidates, within its purview, under the Scheme approved by the Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate, bearing in mind that it is desirable that students should be considered for the award of Honours under the Scheme that was operating at the time they began their course;

- 7.6.5 to determine the final recommendations on (a) the results of individual course examinations, (b) the Pass Lists, (c) the Honours Lists, and (d) the field of study, where appropriate, for each candidate who is recommended for the award of a degree;
  - 7.6.6 to hold a meeting, at which at least one External Examiner must be present, to consider its recommendations on the results of individual examinations (if because of illness or other unavoidable cause no External Examiner can be present at a meeting, the Academic Registrar may authorise the Board to proceed without one);
  - 7.6.7 to report its recommendations and the marks achieved on the examinations within its purview to the Academic Registrar (the Board's report shall be signed by the External Examiners present at the meeting of the Board);
  - 7.6.8 to hold meetings, as necessary, for the purpose of reviewing its own arrangements and procedures.
- 7.7 A Joint Board will normally be set up only for candidates whose range of course examinations has, in the opinion of the Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate, been too wide for a Board adequately to deal with it.
- 7.8 Any meeting of a Joint Board at which the classification of candidates is considered must be attended by (a) at least one External Examiner and (b) at least one College Examiner from each of the Boards concerned. It must, furthermore, normally be attended by at least one External Examiner in each of the principal fields of study concerned. The Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate shall decide which fields of study and which Boards are concerned. If for any reason an External Examiner in any of the principal fields of study concerned cannot attend a meeting he/she must submit his/her views in writing to the Chairman before the meeting.

## **8 Duties of External Examiners**

- 8.1 The primary duty of an External Examiner is to ensure that the standard of the degrees awarded by the College in the field of study concerned is consistent with that of the national university system.
- 8.2 External Examiners shall have regard to the totality of the degree in respect of both syllabus and examination. The major part of their time should be devoted to those courses and examinations which are the main determinants of the degree classification examination.
- 8.3 External Examiners shall be provided with sufficient briefing documentation to enable them to carry out their duties. As a minimum, this should include copies of the programme specification, syllabus, examples of previous examination questions, and the marking scheme.
- 8.4 External Examiners shall be invited to participate in the setting of examination papers, and each individual paper shall be considered and approved by at least one External Examiner.

- 8.5 External Examiners have the right to inspect any script or other assessed examination material allocated to the College Board of which they are members and may be asked to adjudicate upon borderline cases.
- 8.6 The Chairman of the Board or Joint Board of Examiners shall determine the distribution of duties between External Examiners. External Examiners may be asked to sample scripts or other assessed examination material and to take part in oral, practical and clinical examinations where these are specified. In those cases where it is agreed that the internal examiners should make a selection of scripts to be sent to an External Examiner, the principles for such selection must be agreed in advance. The guiding principle for the selection of scripts is that External Examiners should have enough evidence to determine that internal marking and classifications are of an appropriate standard and are consistent. External Examiners should see a sample of scripts from the top, the middle and the bottom of the range. They should normally see all scripts of borderline candidates and see all scripts assessed internally as failures. To carry out these duties effectively External Examiners should not be overburdened with duties such as second marking of scripts.
- 8.7 External Examiners shall be required to attend meetings in relevant subjects of Boards or Joint Boards of Examiners where recommendations on the results of individual examinations are being considered and at which significant decisions are to be taken. The Chairman of the Board or Joint Board of Examiners shall ensure that External Examiners are invited to attend such meetings. External Examiners should be given as much notice as possible of the date of the final meeting of examiners (see also paragraph 19.2). External Examiners shall be required to sign the agreed list of marks.
- 8.8 External Examiners are asked to submit a written report each year, on the form provided, to the Rector, on the standard of the examinations, which may include observations on teaching, course structure and course content. External Examiners' reports will be presented to the meeting of the Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate. If an External Examiner so wishes, he/she may send a separate confidential report to the Rector.
- 8.9 External Examiners are asked to submit an overview report to the Rector at the end of their term of office.

## **9 Degree Regulations**

- 9.1 Details of the regulations for the degree courses to which these instructions refer are set out in the relevant degree Regulations.
- 9.2 It is an important requirement that any candidate who, in satisfying the minimum requirements achieves a suitable standard, shall be fully eligible for the award of Honours. External Examiners should, therefore, in reporting to the Rector on any examinations, draw his/her attention to any courses which seem to have been valued in such a way as to conflict with the principles stated in the relevant degree Regulations. The Rector shall then take whatever steps he/she deems necessary to have those courses revalued.

## **10 Setting of Examination Question Papers**

- 10.1 Each Board shall appoint two or more of its members to be jointly and severally responsible for the first draft and the final accuracy of each paper.
- 10.2 Each Board shall consider and approve all papers within its purview. Any paper set by a Board must be approved by an External Examiner on that Board. A Board may meet before the examination to discuss the questions to be set and the standard to be adopted.
- 10.3 Examiners shall adhere as closely as possible to the nomenclature and symbols for quantities recommended by the British Standards Institution. Examiners shall generally define the quantity symbols that they use. In papers on electrical subjects, use should be made of rationalised quantities.
- 10.4 The unit symbols should be those specified by the British Standards Institution.
- 10.5 Numerical data should be quoted in SI units. Nevertheless:
- (a) in questions involving the use of maps, plans, charts and other sources of data that are not readily available in SI units, related data need not be given in such units although SI units and other metric units may at all times be used in any examination paper and
  - (b) the provision of data in SI units does not preclude the additional provision of equivalent data in other units.
- 10.6 The Academic Registrar shall be sent copies of examination question papers, on request.

## **11 Secrecy of Examination Papers**

- 11.1 Examiners are required to preserve absolutely the secrecy of examination papers at all stages until the papers have actually been worked by the candidates. The contents must not be disclosed to any persons other than to members of the Board or Joint Board of Examiners or to officials of the College who are specially appointed to deal with papers, except where the College has specifically approved the disclosure to candidates of the topics to be covered in advance of the examination. In any revision classes prior to examinations staff must take care not to release information about actual questions on the examination. Failure to observe these instructions by an examiner or any other persons having knowledge of the actual or probable content of an examination paper will constitute an examination offence and may lead to action being taken under the College's disciplinary procedures for academic staff. Applications for approval of examination questions to be disclosed to students in advance of the examination should be made to the Science Studies Committee, Engineering Studies Committee or Medical Studies Committee as appropriate, stating the particular paper at which this method will be employed, the place of that paper in the examination for the degree as a whole, whether this method is to be used initially for a trial period and the purpose of the use of this method of examination and any special criteria that will apply in relation to its assessment by virtue of the candidates having advance knowledge of the questions. Where examination questions are disclosed to candidates in advance arrangements must be in place to ensure that all candidates would receive the question papers at the same time.

11.2 At any meeting at which the content of an examination paper is to be discussed the Chairman will specifically draw the attention of all persons present to these regulations and especially to clause 11.1.

## **12 Copyright of Examination Papers**

12.1 It is a condition of the appointment of every examiner that the College shall, without payment, be licensed to reproduce copies of examination papers (or material contained therein) prepared by that examiner for the College, either alone or in collaboration with others, for the purpose of conducting the examination. The College shall also have the exclusive licence thereafter to publish the paper(s) as a whole provided that the College shall not assign or transfer this exclusive licence in any way to any other person.

## **13 Requirements for the Use of Source Materials, Calculators and Computers by Candidates**

13.1 Boards and Joint Boards of Examiners are authorised to determine precisely what source materials candidates shall be permitted to introduce or which shall be provided for candidates in the examination room subject to the provisions of the Academic Regulations and the Regulations for the relevant degree. Such materials may not include dictionaries for the specific purpose of enabling students to overcome any deficiency in their command of the English Language.

13.2 Boards of Examiners are authorised to determine at which examinations the use of calculators is permitted and shall ensure that:

13.2.1 Candidates will each be provided at the beginning of every examination with an approved calculator for use in the examination;

13.2.2 Candidates will be given the opportunity to practise on the approved model of calculator before the examination period begins;

13.2.3 The calculators issued to candidates for use during the examinations will be collected up at the end of the examination;

13.2.4 Candidates should note that it will not be possible for them to take their own calculators into examination rooms, even if they are the approved model;

13.2.5 The ruling above (points 13.2.1 to 13.2.4) does *not* apply to open book examinations. Candidates may take any model of calculator they wish into such examinations.

13.3 Boards of Examiners may also wish to ensure that candidates are advised that examiners require answers to numerical questions to include a clear statement of the method of calculation, together with appropriate intermediate steps and results.

13.4 Where the relevant Senate Committee has given approval, Boards of Examiners are authorised to determine at which examinations the use of laptop or other computers is permitted and under what circumstances. They shall ensure that the machines used are checked to ensure that students do not have access to unauthorised material through that computer and that all the machines have the same



software. Students should where appropriate have the opportunity to practise on the computers if they are machines bespoke for the particular examination.

13.5 Boards and Joint Boards of Examiners shall only permit the introduction of materials by candidates if it can reasonably be expected that candidates will have or will be able to purchase such materials.

13.6 No materials other than those specifically authorised may be introduced into an examination room.

## **14 Invigilation**

14.1 Normally the member of academic staff responsible for a written examination, or another appropriate member of academic staff, should invigilate at each written examination. Additional invigilators need not be members of the academic staff.

14.2 The member of academic staff responsible for a written examination, or the appropriate alternative, must be in the examination room at least ten minutes before the examination is due to begin. If not acting as the invigilator, he/she must then remain in the room for a further thirty minutes after the start of the examination.

14.3 Before the examination begins the member of academic staff responsible for it, or the appropriate alternative, must check his/her paper for any errors. If any amendments are necessary he/she shall inform the invigilator on duty (if not themselves) and ensure that the required announcements are made to all students (including those sitting the examination in alternative venues).

14.4 Before leaving the examination the member of academic staff responsible for it, or the appropriate alternative, must ensure that arrangements have been made for him/her to be immediately contactable in the event of any further questions from candidates on the paper.

## **15 Identification of Candidates**

15.1 Candidates shall be assigned a candidate number which shall be the only identifier on the candidate's answer script.

15.2 Candidates must clearly display their College identity card throughout all examinations, in a manner so that it can be inspected.

## **16 Oral Examinations**

16.1 Oral examinations shall be conducted by not less than two examiners acting together. The Board of Examiners shall determine who shall attend an oral examination, save that where an oral examination is held to determine the final degree result of a candidate, or a selection of candidates, one of the examiners should be an External Examiner.

16.2 No one may attend an oral examination except the examiners and the candidate.

## 17 Clinical Examinations

- 17.1 Clinical examinations shall be conducted by no more than two internal examiners acting together. At least one External Examiner will rotate through multiple stations in order to further quality assure the standards.
- 17.2 No one may attend a clinical examination except the examiners and the candidate.

## 18 Marking of Scripts and Essays/Reports/Dissertations and Coursework

- 18.1 Every Board and Joint Board of Examiners should draw up a marking scheme, which shall include, where appropriate, a Scheme for the Award of Honours. Marking schemes shall be approved by the Science Studies Committee, Medical Studies Committee or Engineering Studies Committee as appropriate.
- 18.2 Every script and essay/report/dissertation<sup>2</sup> shall be marked by at least **two** Examiners or by **one** Assessor/Assistant Examiner **and one** Examiner who shall afterwards prepare an agreed list of marks. The scripts and essays/reports/dissertations should be moderated by an External Examiner in accordance with the provisions of paragraph 8.6 above.
- 18.3 Coursework which counts towards a candidate's final classification should be marked in detail by one internal examiner, with a second internal marker having at least an overview of the work. If any differences of opinion emerge, the External Examiner should be asked to moderate.
- 18.4 Marks allocated to all scripts/essays/reports/dissertations may be subject to moderation. Where a Board of Examiners has determined that a particular cohort of students' marks are anomalous, and that this is due to an identifiable cause, then they may take action to scale those marks either upwards or downwards. Such scaling may only be done after consultation with an External Examiner, and must be applied consistently to all students in the cohort. Any such action must be reported and approved at the final meeting of the relevant Board of Examiners.
- 18.5 Marks gained at other institutions (e.g. overseas universities) may also be moderated, before being incorporated into a student's overall results. In such cases an individual student's marks may be scaled upwards or downwards as appropriate, if a Board of Examiners (including an External Examiner) has determined that the action is appropriate.
- 18.6 Members of a Board or Joint Board of Examiners shall have the right to see the scripts and other examination work of any candidate for the purposes of conducting the examination.
- 18.7 Scripts of examinations which contribute to the final degree assessment shall be retained until 31 December following the meeting of the final year Board of Examiners in the case of successful candidates. In the case of unsuccessful candidates scripts will be retained until 31 December following the last opportunity for the candidate to retake examinations under the degree regulations.

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<sup>2</sup> Please see the General Academic Regulations, paragraph 14.10, for the definitions of essays, reports and dissertations.

## 19 Meetings of Examiners

- 19.1 No persons other than the members and designated administrative staff shall be permitted to attend meetings of any Board or Joint Board, except that Assessors or Assistant Examiners may be invited to attend for discussion as required.
- 19.2 The final result of an examination shall be determined at a meeting at which all examiners are required to be present, but of which the proceedings shall not be invalidated by the absence of an examiner or examiners through illness or other unavoidable cause, in which case the examiner(s) should endeavour to be available for consultation. Normally a minimum of 60 per cent of the membership of the Board of Examiners should be present for valid decisions to be taken.
- 19.3 The views of the External Examiner must be particularly influential in the case of disagreement on the final classification to be derived from the array of marks of a particular candidate, but the decision shall be arrived at by majority vote of those present. External Examiners shall be required to confirm the decisions of Boards of Examiners by signing the agreed list of marks and, in doing so, to confirm that the examinations have been conducted fairly and in accordance with the relevant policy and Regulations.
- 19.4 If an External Examiner is unable to confirm the decision of a Board of Examiners, the matter will be reported to the Chairman of the Engineering, Medical or Science Studies Committee as appropriate. The Chairman shall undertake such investigations as are necessary and shall make a report to the Committee.
- 19.5 The Chairman shall have a casting vote in addition to his/her own vote. Administrative officers acting as Chairmen do not have a vote.
- 19.6 Members of Boards of Examiners are required to declare to the Chairman of the Board any personal interest in a candidate being assessed.
- 19.7 Where a candidate registered under the provisions of the Advanced Student Regulations has been exempted previously from any part of the examination, the examiners shall determine the result of the examination entirely on the basis of College examinations taken. Where a candidate is registered under the provisions of the Credit Transfer Regulations for Students Transferring to the College to complete a First Degree performance in prior institutions will be taken into account.
- 19.8 Where a candidate has been permitted to spend a year of his/her course of study at another institution, the examiners shall proceed in accordance with the appropriate Regulations and Scheme for the Award of Honours.
- 19.9 The examiners shall not include in any final pass list a candidate for a degree who has not been examined in all parts of the examination prescribed for that degree and shown a competent knowledge in the examination as a whole unless exempted under the provisions of paragraphs 19.7 or 22 of these Regulations.
- 19.10 Students who satisfy the learning outcomes for a particular year should be awarded 60 European Transfer System (ECTS) credits for that year, which can be achieved in one of the following ways:

19.10.1 by passing all assessments at the standard pass mark or better in that year or;

19.10.2 in some circumstances, and normally in later years only, by achieving an overall weighted average of at least 40% in the combination of assessments in that year as prescribed in the appropriate Scheme for the Award of Honours.

19.11A record shall be kept of each meeting and particularly of those cases which required special consideration.

## 20 Award of Honours

20.1 Candidates who have completed the requirements for a degree and who have achieved a sufficient standard in their examinations may, on the recommendation of the relevant Board of Examiners, be awarded Honours. Honours will be classified as follows: First class, Second class (upper division), Second class (lower division) and Third class.

20.2 Every Board and Joint Board of Examiners for classified degree programmes shall draw up a Scheme for the Award of Honours which shall be approved by the Engineering Studies Committee, the Medical Studies Committee or the Science Studies Committee as appropriate. Classification of degrees will be according to the following range of marks:

First class	70 - 100
Second class (upper division)	60 - 69.9
Second class (lower division)	50 - 59.9
Third class	40 - 49.9
Pass At examiners' discretion <sup>3</sup>	

The pass classification will not be available to students registering for BEng and BSc degrees in and after October 2008.

20.3 Candidates who fall no more than 2.5% below the minimum mark for a higher honours classification shall be eligible for review of their final classification; this review could include an oral examination or practical test or other mechanism appropriate to the discipline. Candidates whose marks are below the 2.5% borderline may be considered for a higher honours classification where the provisions in paragraph 20.5 apply.

20.4 Where the Board of Examiners determines that a candidate should be awarded a higher honours classification extra marks should be applied to bring their final marks into the higher range. Detailed records of all decisions should be recorded in the minutes of the meeting of the Board.

20.5 Candidates with mitigating circumstances are not subject to the borderline restrictions in paragraph 20.3 but should be considered individually. However, as a general principle, candidates whose marks are more than 5% below the borderline should not normally be raised to the next higher classification.

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<sup>3</sup> The undergraduate pass mark is 40% for all students registering on or after 1 October 2008.

Where the Board of Examiners determines that a higher honours classification should be awarded extra marks should be applied to bring the final marks into the higher range.

## **21 Honours and Pass Candidates**

21.1 Candidates who complete the degree requirements will normally be candidates for Honours automatically.

## **22 Aegrotat Provisions**

22.1 Where an application is made under the aegrotat provisions, the examiners should proceed in accordance with the regulations for the degree concerned.

## **23 Issue of Pass Lists and Publication of Examination Results**

23.1 The Academic Registrar shall act on behalf of the Senate to approve the award lists recommended by Boards of Examiners for degrees for candidates who have satisfied the examiners in the examination and satisfied all other necessary requirements for the award of the degrees.

23.2 The Academic Registrar shall inform candidates of the results of examinations taken, including the marks obtained. He/she shall also issue classified lists of students recommended for the degree, the names being in alphabetical order in each class.

23.3 Examination marks are the property of the College. Only Boards of Examiners, designated members of the administrative staff and other members of the College whose duties require them to receive such information may have access to examination marks or other assessment judgements about individual candidates.

23.4 The results are confidential until the Academic Registrar has authorised their release.

23.5 The College and all examiners are required to comply with the Data Protection Act 1998 (DPA98) and process all personal data, including examiners' comments, examination marks and results, in accordance with the Data Protection Principles set out in the Act. Examiners must comply with the College Policy on the storage of data relating to identifiable individuals either electronically or in a relevant filing system and with all associated Codes of Practice and Guidelines, in particular the Guidelines on Examination Records and Performance and Course Assessments. The College recognises the right of a data subject to withdraw consent to the processing of personal data where such processing could cause them significant damage or distress. Unless an individual student chooses to exercise the right to object, the College may publish the names and honours class of all candidates who have satisfied the examiners in the examinations in the form of a pass list or in graduation ceremony literature. Such lists will only be displayed locally.

## **24 Representations from Candidates**

24.1 Chairmen and examiners must not communicate with candidates on behalf of the Board, or Joint Board about their performance at the examination. Any representation which a candidate may make in connection with his/her examination must be referred to the Academic Registrar and will be dealt

with in accordance with the Procedure for Consideration of Representations concerning decisions of Boards of Examiners (Appendix 1).

24.2 It is common for students to have some form of academic or social interaction with their External Examiners at some point during or after their studies as well as during the assessment process itself. Students should however note that it is inappropriate to submit complaints or representations direct to External Examiners or to seek to influence or otherwise harass their External Examiners. Inappropriate communication by a student towards an examiner would make that student liable for disciplinary action.

## **25 Examination Offences**

25.1 Any case of alleged cheating or examination offences of a similar character including conduct affecting the security of examinations, whether or not proscribed in the Regulations governing the examination at or in connection with which it occurs, will be governed by the Cheating Offences Policy and Procedures (Appendix 3).