THE UNIVERSITY OF EDINBURGH

EXAMINATION REGULATIONS
AND GUIDELINES

This document shows in normal typeface the sections which have the force of regulation. All sections in italic script are guidelines.

Please destroy any previous versions

OCTOBER 2000
EXAMINATION HALL REGULATIONS

1 An examination attendance sheet is laid on the desk for each candidate to complete upon arrival. These are collected by the invigilator after 30 minutes have elapsed from the start of the examination. Candidates are not normally allowed to enter the examination room more than fifteen minutes after the time at which the examination is scheduled to begin.

2 Candidates arriving more than 15 minutes after the start of the examination are required to complete a “Late arrival form” which requires him/her to sign a statement that they understand that they are not entitled to any additional time. Candidates are not allowed to leave the examination room less than 30 minutes after the commencement of the examination.

3 Books, papers, briefcases and cases must be left at the back or sides of the examination room. It is an offence against University discipline for a candidate to have in his/her possession in the examination any material relevant to the work being examined unless this has been authorised by the examiners.

4 Candidates must take their seats within the block of desks allocated to them and must not communicate with other candidates either by word or sign, nor let their papers be seen by any other candidate.

5 Candidates wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any candidate who causes a disturbance in an examination room may be required to leave the room, and shall be reported to the Secretary to the University.

6 Personal handbags must be placed on the floor at the candidate’s feet; they should be opened only in full view of the Invigilator.

7 Candidates may start the examination without waiting for a special announcement, but must stop writing immediately when the end of the examination is announced.

8 Answers should be written in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out.

9 During an examination, candidates will be permitted to use only such dictionaries, other reference books and calculators as have been issued or authorised by the examiners. The use of hand held personal technology such as “Personal Organisers” and mobile telephones is not permitted. Calculators that have a QWERTY, AZERTY or similar keypads are not permitted unless their use is expressly authorised by the examiners. Such authorisation will be stated on the front page of the examination paper. (See also 3.2.)

10 It is an offence against University discipline for any candidate knowingly
   (i) to make use of unfair means in any University examination,
   (ii) to assist a candidate to make use of such unfair means,
   (iii) to do anything prejudicial to the good conduct of the examination, and
   (iv) to impersonate another candidate or allow another candidate to impersonate him/her.

11 Candidates will be required to display their University Card on the desk throughout all written degree examinations and certain other examinations. If a card is not produced, the candidate will be required to make alternative arrangements to allow his/her identity to be verified before the examination is marked.

12 Smoking and eating are not allowed inside the examination room.

13 If an invigilator suspects a candidate of cheating, she/he shall impound any prohibited material and shall inform the Examinations Office as soon as possible.

14 Cheating is an extremely serious offence, and any candidate found by the Discipline Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination or the entire diet of examinations, or be subject to such penalty as the Discipline Committee considers appropriate.
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A. FIRST DEGREES, DIPLOMAS AND CERTIFICATES

Any member of staff who requires guidance on examination procedure additional to that given below may consult his or her Dean, the Secretary to the University or the Registry (Senior Administrative Officer, ext. 650-2214). The Registry exercises general oversight, on behalf of the Secretary, of procedure, relating to the provision of question papers, registration for degree examinations, the receipt and notification of results, examination timetabling and the provision of accommodation.

1. APPOINTMENT OF EXAMINERS AND DUTIES OF EXTERNAL EXAMINERS

1.1 The examiners for the various subjects of study in the degree(s) shall be

(i) those Professors, Readers, Senior Lecturers, Lecturers and such other staff in the University as the Faculty may from time to time approve who conduct courses of instruction qualifying for the degree(s) and who are appointed to act as examiners in accordance with such procedure as shall be prescribed by the Senatus Academicus from time to time; and

(ii) such Honorary Professors and Honorary Fellows (and, in the School of Agriculture, Honorary Senior Lecturers and Honorary Lecturers and, in the College of Art, such Professors, Readers, Senior Lecturers or Lecturers conducting the recognised courses in the subject, and, in the Faculty of Medicine, such Honorary Professors and others upon whom the Faculty of Medicine has conferred honorary status, and, in the Faculty of Education, teachers and senior staff from partner schools) as are appointed to act as examiners in accordance with such procedure as shall be prescribed by the Senatus Academicus from time to time; and

(iii) such other internal and External Examiners as are appointed on the recommendation of the Senatus Academicus in accordance with such procedure as shall be prescribed by the University Court; provided that every candidate shall be examined in each subject by at least two Examiners, of whom one shall be an External Examiner.

Involvement in Examinations

1.2 No member of the academic staff of the University, or External Examiner, shall be involved in the conduct or assessment (whether by setting, invigilating, marking, or otherwise) of any examination, including an examination for a prize or scholarship, in which she/he may reasonably be regarded as having a strong personal interest because of close relationship or intimate friendship with a candidate whom she/he would otherwise be expected to examine.

1.3 In circumstances in which a member of staff or External Examiner is a close relative to a candidate, she/he shall decline to act as examiner. For the purposes of this regulation, categories of "close relative" shall comprise a spouse or a partner, a parent or a child, a brother or a sister.
1.4 If in doubt as to what course professional integrity requires, she/he shall consult the Dean of the Faculty who, if she/he considers it desirable, may bring the case to the attention of the Principal and Deans' Committee, or the Senatus.

**External Examiners**

**Appointment of External Examiners**

1.5 An External Examiner must be a person both competent and having the requisite experience to examine the course at the level at which it is taught.

1.6 External Examiners must normally be resident in the United Kingdom. If the examiner is resident abroad, the department should check that the Faculty is prepared to pay the cost of travel to Edinburgh, before proposing the appointment.

1.7 Subject to these conditions, External Examiners may be appointed either for a specified period of years or on a year-by-year basis.

1.8 No person who has held an appointment on the teaching or research staff of the University, or who has been granted honorary status in the University, is eligible to act as an External Examiner until a period of three years has elapsed since the termination of the appointment or the status. In exceptional circumstances this rule may be waived by the Principal and Deans' Committee.

1.9 No External Examiner may hold office for a longer period than four consecutive years, and no person who has held an appointment as External Examiner for a period of four consecutive years is eligible for re-appointment until she/he has ceased to hold that office for not less than one year. In exceptional circumstances this rule may be waived by the Principal and Deans’ Committee.

1.10 **Recommendations for the appointment of External Examiners** are called for early in each session by the Faculty Officers, who notify Departments of the vacancies which are about to arise. The Head of a Department is expected to ascertain in advance that the External Examiner she/he wishes to recommend is willing to accept the appointment. An External Examiner should not normally be appointed from a Department in a University where a member of staff from the inviting University Department is known to be serving as an examiner, unless this imposes difficulties in obtaining the services of an External Examiner.

1.11 Names of External Examiners are reported by the department to Faculty for scrutiny and approval, and then by the Faculty to the Undergraduate Studies Committee for information. Appointments take effect from 1 December. Letters appointing the External Examiners are dispatched by the Faculty Officers, on behalf of the Secretary to the University, enclosing a copy of the Faculty Programme and information about the courses to be examined, relevant information about assessment and the Faculty's Code of Practice for External Examiners. The letters should make reference to the method of calculating the fees, or the precise fee payable, the date when the fees will be paid, and to the fact that receipt of the External Examiner's report is a pre-requisite for payment.

**Duties of External Examiners**

1.12 Draft degree examination papers must be sent to the External Examiner for comment and approval.

1.13 The External Examiner has the right to see all degree examination scripts and any other coursework including class examination scripts contributing to the assessment. Where it is agreed that an External Examiner will see a selection of scripts or other written work, the principles governing the selection must be agreed in advance and the External Examiner should always examine scripts of borderline cases.

The guiding principle is that the External Examiner should have enough evidence to determine that internal marking and classifications are of an appropriate standard and are consistent.
1.14 Where an oral examination is held for only a proportion of the candidates, the principles for selection of candidates shall be agreed in advance with the External Examiner. 

An oral examination is normally conducted jointly by the External Examiner and one or more internal examiners.

1.15 External Examiners should attend meetings of Boards of Examiners. The signature of an External Examiner should be appended to the following declaration, which must appear on the Examiners' Lists, ‘I declare that I approve the process of examination which produced the examination results reported on this List.’ If an External Examiner refuses to sign the final list, then the Dean of the relevant Faculty, after consultation with the External Examiner, and then with the Principal or a Vice-Principal, has delegated authority from the Senatus Academicus to sign the list. After exercising such authority, the Dean must fully report the circumstances, including the views of the External Examiner, to the Principal. (See also 12.2).

For resit and reconvened Boards of Examiners, where an External Examiner is unable to attend, it would be acceptable for him/her to contribute, ideally by video- or tele-conferencing and otherwise by email or fax. Even when they cannot be physically present, External Examiners should be involved in the scrutiny of scripts and should have access to assessed coursework as appropriate. The External Examiner’s signature must appear on the final degree examination results list; when time is tight it is acceptable for this to be faxed initially providing the signed paper copy follows. Email is not acceptable. (See also 12.3).

1.16 Conveners of Boards of Examiners should ensure that, as part of the formal proceedings of the Board, External Examiners are invited to comment on the structure, content, teaching and examinations of the courses which they examine.

External Examiners should feel free to comment at any stage on assessment procedures, marking schemes, the structure of the course and the curriculum. They should report on the department’s processes for assessment and examination, and on the extent to which the determination of awards are sound and have been fairly conducted. Deans should write annually to External Examiners asking for a report on the courses which they examine. The contents of the External Examiner’s report should be made available to the Head of the relevant Department.

1.17 If an External Examiner seeks early termination of his/her contract, this must be negotiated with the Dean on behalf of the Faculty. Where possible, a report should be obtained from the External Examiner on the reasons for termination. If, in exceptional circumstances, a department wishes an early termination of an External Examiner’s contract, this should be negotiated with the Dean on behalf of the Faculty. A report on the reasons for termination must be obtained from the department and the External Examiner. The Dean has the authority to appoint a replacement External Examiner.

2. CONSTITUTION OF BOARDS OF EXAMINERS

2.1 Each non-final degree examination shall have a Board of Examiners. Each honours programme of study shall have a Board of Examiners responsible for recommending the award of the degree and determining the classification of the degree.

2.2 At least one External Examiner shall be appointed for all courses leading to a degree examination; the number of External Examiners being determined by the diversity of the academic work contributing to the degree examination or the award of the degree. It shall be the responsibility of the Dean of the Faculty to ensure that all elements of courses which contribute to the award of a degree from the University are represented by at least one external examiner.

2.3 Names of proposed members of the Board of Examiners are subject to the approval of the Faculty (or the Dean or a Committee of the Faculty acting under delegated powers). The list of examiners making up each Board shall be certified by the Dean and shall be definitive unless an appeal to the Senatus is made by an interested party challenging the composition of the Board.
2.4 Where any External Examiner is taken ill during the examination period, or is unable to attend due to other unforeseen circumstances, the Dean of the Faculty shall have the authority to appoint a replacement External Examiner.

2.5 Where only one Department is concerned with an examination or where one Department clearly has a predominant interest the Convener of the Board of Examiners is normally the Head or Convener of that Department or his nominee. Where more than one Department is concerned the composition of the Board shall reflect the contribution of the Departments to the work under examination, and the Heads of Departments concerned nominate one of the internal examiners as Convener. In the case of any disagreement, the Convener is nominated by the relevant Deans.

2.6 The Convener will receive and be responsible for correspondence on behalf of the Board.

2.7 Heads of Department concerned should notify the Faculty Office and the Registry for a January diet of examinations not later than the preceding 1 November and for later diets of examinations not later than 15 January of the names of those External and Internal Examiners who it is proposed will constitute the Board, and these names will be made available from the Faculty Offices on request. Where there are two or more diets of examination in any year the Board need not comprise the same examiners for each diet. Any objection to the lists of names of examiners submitted by Heads of Departments should be made to the Dean for a January diet by 15 December, and for subsequent diets by 28 February. Complete final lists of examiners are maintained by both the Registry and the Faculty Office and are available for inspection by members of staff.

3. SETTING AND PRINTING OF EXAMINATION PAPERS

3.1 The Registry, in the name of the Secretary to the University, will issue a standard letter to the Conveners of each Board of Examiners reminding them that they are responsible for the arrangements for setting papers and examining scripts. Arrangements for the layout and printing of examination question papers are notified annually in the Registry’s booklet, Degree Examination Procedures.

3.2 It falls to the relevant Board of Examiners to decide whether or not the use of dictionaries, other reference books and calculators may be permitted in an examination, and, in the case of calculators, to determine what type of calculator may be used. Where the use of such aids has been permitted, the Registry must be informed in writing as early as possible and arrangements must be made with the Registry, if necessary, to ensure that such examinations can be appropriately invigilated. (See also 7.3 (9)).

4. ASSESSED COURSEWORK - A CODE OF GOOD PRACTICE

4.1 Departments should hand out to candidates at the start of each course a clear statement of how each of their courses is to be assessed, carefully specifying what pieces of coursework are or are not to be counted in the final assessment, and what weighting is to be assigned to the various components of the assessment scheme.

4.2 Candidates should be informed about their marks or grades as these are obtained throughout the year so that they can monitor their progress. They should also be made aware of the fact that marks for continuous assessment are to some extent provisional and may be modified when the Examiners take into account each candidate's total performance throughout the academic year in coming to their final assessment. (See also section 13.5 below.)

4.3 If oral performance is to be assessed, there should be specific teaching relating to it, the candidates should be aware of how it is to be assessed, and special efforts should be made to involve a number of staff in making the assessment. [In many subjects there will be no wish to make any assessment of oral performance in tutorial work because of the subjective nature of the evaluation and the potential threat to the relationship between the teacher and the
candidate. However, in training relating to clinical or counselling professions, oral
performance may be of special significance.

4.4 **Coursework** which is used for assessment should, in principle, be of a type that could be made
available for the use of an External Examiner and should be made available in the case of
Honours examinations.

4.5 **More than one teacher** should, if possible, be involved in marking a candidate's coursework.
[This need not mean “double marking”, but only ensuring that one member of staff does not
mark all the essays, exams, projects, etc. which contribute to a candidate's final assessment.]

4.6 If a Department wishes to assign more than 50% of the final marks to coursework, then the
**External Examiner** should have the opportunity, whenever appropriate, to be involved in the
marking of that coursework.

4.7 Boards of Examiners should be allowed to **exercise discretion** to vary the weighting given to
any piece of work included in the final assessment when a candidate falls on a borderline,
notwithstanding any information on assessment procedures that may have previously been
published by Departments. [The right to exercise discretion as outlined in this paragraph is
intended to ensure that, if a candidate's Degree Examination result or performance in the final
piece of coursework is significantly better than his/her average coursework assessment, the
Boards of Examiners should be free to assign greater weight to the former, and give the
candidate the benefit of the doubt.]

4.8 Where practicable, candidates who have **failed an examination** in June, for which the final
assessment is partly based on coursework, should be given the opportunity to complete new
coursework during the Summer vacation. This should then be taken into account in assessing
the September Resit Examination.

5. **PLAGIARISM AND CHEATING**

5.1 Plagiarism (that is, the act of including or copying, without adequate acknowledgement, the
work of another in one’s work as if it were one’s own) is academically fraudulent and an
offence against University discipline.

5.2 All work submitted for assessment by candidates is accepted on the understanding that it is the
candidate’s own unassisted effort. Students are expected to offer their own analysis and
presentation of information gleaned from research, even when group exercises are carried out.
In so far as candidates rely on sources, they should indicate what these are according to the
appropriate convention in their discipline.

5.3 The innocent misuse or citation of material without formal and proper acknowledgement can
constitute plagiarism, without the presence of a deliberate intent to cheat. Work may be
considered to be plagiarised if it consists of close paraphrase or unacknowledged summary of a
source, as well as word-for-word transcription. Plagiarism is a serious disciplinary offence.
Any failure adequately to acknowledge or properly reference other sources in submitted work
could lead to lower marks or to a mark of zero being returned or to disciplinary action being
taken.

5.4 Because cheating is a serious disciplinary offence, the Convener of the Board of Examiners
should seek advice from the secretary of the Discipline Committee (650 2140).

5.5 Plagiarism, at whatever stage of a candidate’s course, whether discovered before or after
graduation, will be investigated and dealt with appropriately by the University. If after
investigation it is established that work submitted for assessment has been plagiarised to a
significant extent, that will be permanently noted on a candidate’s record in the Faculty Office.

5.6 The University may take the following steps in cases where a candidate uses or is thought to
have used the work of another person or persons in his/her academic work:
(1) The person marking the work and who suspects plagiarism will inform the Course Organiser or if appropriate the Convener of the Board of Examiners. The candidate will be interviewed and the circumstances giving rise to the suspicion will be investigated as soon as practicable in consultation with the other examiner(s) of the piece of work to determine whether or not some action should be taken in the view of the suspected plagiarism. If there is such evidence then in the case of a first offence which is believed to be an innocent transgression of the rules, a warning and further advice will be given to the candidate by the Course Organiser. This will not normally go on the candidate’s record in the Faculty Office.

In any second and subsequent cases of plagiarism by the candidate, written warnings will be issued by the Course Organiser and will be copied to the Associate Dean for recording on the candidate’s record in the Faculty Office.

If a case is not considered to be an innocent transgression of the rules, and a warning is not a sufficient response, then the course of action outlined in (2) below will be followed.

(2) A detailed report will be prepared by the Course Organiser for the relevant Board of Examiners, which will include one of the following recommendations:

(i) that the matter should be noted but requires no further action by the Board because it involves no more than a single lapse or a very few minor lapses which have been taken into account in the examiners’ assessment of the work; and that in the circumstances the candidate should receive a warning and instruction on citation conventions; this will be copied to the Associate Dean for the candidate’s record; or

(ii) that the nature of the offence is such that the Board of Examiners should reduce the candidate’s mark by an amount to reflect the examiners’ assessment of the extent of the seriousness of the matter; and that it should be reported to the Dean as Authorised Officer in order that appropriate further steps may be taken at the Dean’s discretion; or

(iii) that the matter is of such seriousness that the work could not be adequately penalised by a reduction of marks and that the Board of Examiners should refer the matter as a serious case of academic fraud to the Discipline Committee for action to be taken under the Code of Discipline.

In a case covered by the terms of (ii) above, the Board of Examiners shall have the discretion to reduce marks and results up to the point where the academic rating for the piece of work in question is reduced to zero with whatever consequences would normally follow from such performance, including loss of class in the case of honours examinations, or failure in the case of other examinations.

The Board of Examiners shall have power to make such an adjustment to marks and results only in respect of the specific item of work submitted for assessment which has been the subject of the Course Organiser’s report.

In a case covered by the terms of (iii) above, the Board of Examiners will record its view of the value of the piece of work which has been the subject of the report and if appropriate the overall performance, but make no final award until the case has been considered by the Discipline Committee.

(3) The candidate shall have the right to appeal to the Principal and Deans’ Committee against the decision of a Board of Examiners under 2 (i) and (ii) above, by writing to the Secretary to the University, subject to the conditions set out in the Appeals Section 15.

(4) If the case is referred to the Discipline Committee, the candidate shall have the right to appear before the Committee and to present evidence. The Discipline Committee shall, without prejudice to any other powers it may have under the Code of Discipline, have power to:
(i) award a fail mark in all the candidate’s continuously assessed work or examinations in the subject under investigation in that diet of examinations or issue a mark of zero in the candidate’s whole diet of examinations in question, or

(ii) temporarily suspend the candidate from the University or

(iii) expel the candidate from the University.

In reaching its decision on the appropriate penalty, the Discipline Committee shall be entitled to consult the Convener(s) of the Board(s) of Examiners.

In all cases of knowingly cheating in examinations, plagiarism included, the penalties would normally be at least the nullification of any award in the diet in question.

(5) If it comes to the University’s notice that the work of a graduate, which has already been assessed for the award of the degree, may contain plagiarism, and that the nature and extent of this may have been material to the award of the degree, diploma or certificate, or class within the degree, the case shall be investigated by a Board of Examiners constituted to reflect as closely as possible the composition of the Board responsible for the award.

The Board of Examiners shall report to the Principal & Deans’ Committee. The graduate shall have the right to see the report and to submit evidence in writing in defence or in mitigation to the Principal & Deans’ Committee and shall be invited to attend a hearing. If the case is proved, the Board of Examiners shall then be instructed by the Principal & Deans’ Committee to review the assessment of the graduate’s qualification. The Board shall make a recommendation to the Secretary to the University that the classification of the degree conferred should be confirmed or reduced or that the degree, diploma or certificate should be revoked. The Secretary to the University shall either implement the recommendation and report it to the Senatus or refer it to the Principal & Deans’ Committee for discussion. The Senatus shall have the authority to reduce the classification of a degree conferred, or to revoke a degree, diploma or certificate and to require the graduate to return the degree scroll or certificate.

5.7 It is an offence for any candidate knowingly to make use of unfair means in any university examination, to assist a candidate to make use of such unfair means, to do anything prejudicial to the good conduct of the examination, and to impersonate another candidate or allow another candidate to impersonate him/her in an examination.

5.8 Cheating of any kind is an extremely serious offence against the University’s Code of Student Discipline. Any candidate suspected of cheating who has been referred to the Discipline Committee, and found by that Committee to have cheated or attempted to cheat in an examination, may be deemed to have failed that examination or the entire diet of examinations, and be subject to such penalty as the Discipline Committee considers appropriate.

6. EXAMINATION TIMETABLE

6.1 It is the candidate’s own responsibility to ascertain his/her examination times and locations. Candidates with special needs identified by the Registry and the Disability Office receive separate notification of the times and locations from Registry.

6.2 Candidates for degree examinations may not appear for examination at times other than those prescribed, or at a place other than the designated one, except in cases of serious illness, injury or physical handicap, or on grounds of religious scruples or unavoidable overlapping of examination hours, or in other exceptional circumstances, and in each case only with the express approval of the Dean of the Faculty concerned, after consultation with the Secretary to the University. A candidate who is permitted to appear for examination at a time other than that prescribed may be required at the discretion of the Dean concerned to answer a set of questions specially prepared for the purpose. Only in the most exceptional circumstances will candidates be allowed to sit examinations away from Edinburgh.
For candidates to appear at examinations at times or places other than those prescribed, detailed arrangements must be made with the Senior Administrative Officer, Registry, as early as possible.

6.3 **Due Performance**: Candidates are only eligible to sit the degree examinations, if they have duly performed the work of the class, if they have satisfactorily completed attendance at laboratory/classes, completed set essays and other written work, and performed satisfactorily in class examinations. Those candidates who do not duly perform the work of the course will be excluded from both the first and the resit diets of the degree examination. Candidates who have not duly performed the work of a course should seek advice from their Director of Studies on the options open to them, and on their eligibility to apply to retake the course.

6.4 If, through failure at an earlier diet, a candidate has examinations in two classes which are **examined at the same time**, this should be notified through the Directors of Studies to the Registry as soon as possible. A candidate in this situation is normally required to defer one examination to the next diet. This ruling may be waived by the Dean in the case of a candidate about to enter the 3rd year of an Honours curriculum who might be seriously handicapped as a candidate for Honours by carrying forward a subject extraneous to the curriculum; in such cases, the procedure outlined in regulation 6.2 above should be adopted.

6.5 **For non-honours classes, the examination dates** are based on the hour at which the class is taught, so that classes which are taught at the same time are examined at the same time. As far as possible the times are published in the Examinations Programme, which is circulated within the University by the Registry. Before a new class is offered, the proposals should be referred to the Undergraduate Studies Committee. The implications for examinations must be considered by the Registry. Where it is not practicable for examination dates to be printed in the Programme, or when changes are made to details published in the Examinations Programme, the Registry will inform departments as soon as possible before the start of each diet.

6.6 Attention is drawn to the possibility of examinations being scheduled in the evenings and on the **Saturday** of week 9 of the Autumn term, Saturdays of weeks 3, 4 and 9 of the Spring term and Saturdays of weeks 6, 7, 8 and 9 of the Summer term, and the first three Saturdays of the September examination diet.

6.7 A candidate who, because of handicap or injury, suffers from serious disability in writing may be allowed **extra time**, or may be permitted to provide an **amanuensis** (with additional time) who takes down the candidate's answers in longhand. In all such cases, the arrangements must be approved in advance by the Senior Administrative Officer, Registry, and reported to the examiners. The Registry must see and accept a medical certificate relating to the candidate or be satisfied that an acceptable certificate will be produced. Requests for arrangements of this kind must be made as early as possible, giving full details.

6.8 Candidates who think they may be dyslexic or who received individual examination arrangements prior to entry to the University should make themselves known to the Disability Office (ext. 506828) at the earliest opportunity. Referrals for assessment are arranged by the Disability Office, after seeking support from a relevant member of academic staff. If the Educational Psychologist recommends individual examination arrangements, these will be implemented by the Registry, which circulates this information to the relevant members of staff.

7. **INVIGILATION AND CONDUCT OF EXAMINATIONS**

7.1 **Invigilation** of degree examinations is undertaken by members of the academic staff or other authorised staff on the basis of arrangements made from time to time by the Secretary's Office in consultation with Heads of Department.

7.2 **A Guide to Invigilators is published annually by the Registry.**

7.3 The Examination Hall regulations are as follows:

1. An examination attendance sheet is laid on the desk for each candidate to complete upon arrival. These are collected by the invigilator after 30 minutes have elapsed from the start of
the examination. Candidates are not normally allowed to enter the examination room more than fifteen minutes after the time at which the examination is scheduled to begin.

(2) Candidates arriving more than 15 minutes after the start of the examination are required to complete a “Late arrival form” which requires him/her to sign a statement that they understand that they are not entitled to any additional time. Candidates are not allowed to leave the examination room less than 30 minutes after the commencement of the examination.

(3) Books, papers, briefcases and cases must be left at the back or sides of the examination room. It is an offence against University discipline for a candidate to have in his/her possession in the examination any material relevant to the work being examined unless this has been authorised by the examiners.

(4) Candidates must take their seats within the block of desks allocated to them and must not communicate with other candidates either by word or sign, nor let their papers be seen by any other candidate.

(5) Candidates wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any candidate who causes a disturbance in an examination room may be required to leave the room, and shall be reported to the Secretary to the University.

(6) Personal handbags must be placed on the floor at the candidate’s feet; they should be opened only in full view of the Invigilator.

(7) Candidates may start the examination without waiting for a special announcement, but must stop writing immediately when the end of the examination is announced.

(8) Answers should be written in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out.

(9) During an examination, candidates will be permitted to use only such dictionaries, other reference books and calculators as have been issued or authorised by the examiners. The use of hand held personal technology such as “Personal Organisers” and mobile telephones is not permitted. Calculators that have a QWERTY, AZERTY or similar keypads are not permitted unless their use is expressly authorised by the examiners. Such authorisation will be stated on the front page of the examination paper. (See also 3.2.)

(10) It is an offence against University discipline for any candidate knowingly

   (i) to make use of unfair means in any University examination,
   (ii) to assist a candidate to make use of such unfair means,
   (iii) to do anything prejudicial to the good conduct of the examination, and
   (iv) to impersonate another candidate or allow another candidate to impersonate him/her.

(11) Candidates will be required to display their University Card on the desk throughout all written degree examinations and certain other examinations. If a card is not produced, the candidate will be required to make alternative arrangements to allow his/her identity to be verified before the examination is marked.

(12) Smoking and eating are not allowed inside the examination room.

(13) If an invigilator suspects a candidate of cheating, she/he shall impound any prohibited material and shall inform the Examinations Office as soon as possible.

(14) Cheating is an extremely serious offence, and any candidate found by the Discipline Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination or the entire diet of examinations, or be subject to such penalty as the Discipline Committee considers appropriate.
8. MARKING OF PAPERS

8.1 The Convener of the Board of Examiners is responsible for co-ordinating arrangements for marking scripts and ensuring that all examiners are aware of their responsibilities and of the University’s common marking scheme. These arrangements should wherever possible specify that the marking method will allow, as a minimum, for two markers to work independently, each without knowledge of the other’s decision. Further details are given in the Registry’s Degree Examination Procedures booklet.

8.2 The original versions of examination scripts may not be sent outside the United Kingdom. Where it is necessary to send examination scripts by post, photocopies should be made and sent.

8.3 Anonymity: Degree examination papers of all candidates should be marked anonymously.

Notes on the procedure are issued by the Registry. The policy on anonymity extends also to dyslexic candidates. The majority of dyslexic candidates will be offered a package which requires their work to be identified by a stamp stating ‘dyslexic’ which alerts examiners to the existence of a problem and to take no account of poor spelling. However, some students will be offered a package which does not require their examination papers to be stamped ‘Dyslexic’. Their papers will then be marked in the same way as any other student’s.† (See also regulations 12.9 and 12.10.)

9. SUSPENSION FROM HONOURS COURSE

9.1 A candidate undertaking an Honours course is not permitted to suspend his or her studies before the completion of the course and of the examinations relating to it except by permission of the competent authority (as detailed in 9.2 and 9.3 below) and on production of satisfactory evidence of illness or other circumstances beyond his or her control which justify such a measure.

9.2 If the application to the competent authority for permission to suspend studies is lodged before the beginning of the summer term preceding the diet of examinations, the decision on the application shall rest with the Dean of the Faculty or his or her deputy. If the candidate is permitted by the Dean or his or her deputy to suspend his or her studies, he or she shall be told in writing whether part of or the whole of the course, including any material counting towards the assessment of the course which she/he may already have submitted, will have to be repeated.

9.3 If the application is lodged after the start of the summer term preceding the diet of examinations, it shall be deemed to fall within the terms of regulation 10.1 below.

10. FAILURE TO COMPLETE A DEGREE EXAMINATION

10.1 Honours Degree Examinations

10.1.1 Papers taken in Summer Diet of Final Year

(a) Where written examination papers counting towards the assessment of an honours group or programme are to be taken at the summer diet of examinations in the final year of study, and where a candidate for such an honours group or programme does not attempt, or does not complete, all or any of the written papers, and satisfactory evidence is produced by the candidate for the Board of Examiners that this was for reasons of illness, accident or other circumstances beyond his or her control:

(i) if the candidate has taken a part of the examination (where "examination" is construed to include all work, the assessment of which normally contributes to the
final assessment of the degree, including any written examinations, dissertations, essays, laboratory or studio work and projects), the Board of Examiners shall investigate the case, and shall, where possible, arrange for the candidate to be interviewed. Thereafter the Board shall either recommend the award of a classed honours degree or the award of a fail result on the basis of the information available to it, including evidence of the candidate's academic performance during his or her course, or shall report to the Dean of the Faculty that it has insufficient evidence to enable it to make such a recommendation:

(ii) if the candidate has taken no part of the examination (where "examination" is construed as in (i) above), the Board of Examiners shall bring the case to the attention of the Dean of the Faculty.

(b) In either set of circumstances in which a case is brought to the attention of the Dean, he or she shall report to the Principal and Deans' Committee which, after such consultation as it thinks fit, shall recommend to the Senatus either (i) that the candidate be awarded an aegrotat degree, or (ii) that he or she be required to take the examination papers at the next diet either after repeating some or all of the coursework or without repeating any of the coursework, or (iii) in cases involving exceptional hardship, and where the Heads of Departments or Heads of Departments involved are prepared so to recommend, that the candidate be permitted to take specially prepared examination papers at the September diet immediately following the summer diet which the candidate was unable to attend or complete.

(c) The report from the Dean should contain such evidence as has been produced by the candidate from medical and welfare agencies as is necessary to support the case and also, so far as is practicable and appropriate, the views of the candidate, the Directors of Studies, and the Convener of the Board of Examiners. It should also state whether any coursework and, if so, what, will have to be repeated if the candidate is required to appear for examination at the next diet.

10.1.2 Honours examination papers taken in a Year preceding the Final Year

Where the award of Honours for an Honours group or programme involves assessment of written examination papers taken at a diet of examinations in a year preceding the final year of study, and where a candidate for such an honours group or programme does not complete those written examination papers, and satisfactory evidence is produced that this was for reasons of illness, accident or other circumstances beyond his or her control, the Board of Examiners shall investigate the case and shall report to the Faculty recommending such concession as it deems appropriate. If no concession is recommended (or if Faculty or the Senatus does not approve such a concession) the candidate shall be required to repeat the course to which the written examination papers relate, and to submit himself or herself to examination in that course in the following year or to present himself or herself for the written examination papers in the course in the following year without having to repeat the course.

10.2 Degree Examinations other than Honours*

* for MBChB examinations, see 10.3 below

(a) A candidate who, by reasons of illness, accident or other circumstances beyond his or her control, has been unable to present him/herself for the written examination papers counting for a degree examination other than an Honours examination, or has been unable to complete such written examination papers, will normally be expected to present himself or herself for examination at the next diet or, exceptionally, at such special examination as the Dean, in consultation with the Secretary to the University, may approve. In cases where it is felt that exceptional hardship would be caused to the candidate by his or her being required to present himself or herself for examination as stated above, a case may be submitted to the Dean, or a deputy nominated by the Dean, who, if he/she judges that such exceptional hardship has been established, may permit the Board of Examiners involved either to operate the provisions of paragraph (b) below, or to operate at its discretion either the provisions of paragraph (b) or those of paragraph (c) below
(b) Where such a candidate has **completed part of the assessable material** counting towards the degree result for the subject (where "assessable material" is construed to include both degree examination papers on the one hand, and any other assessable material normally contributing to the degree result on the other), and produces satisfactory evidence that his or her failure to complete the examination was for reasons of illness, accident or other circumstances beyond his or her control, the Board of Examiners (if the Dean or his/her deputy has signified that the Board may do so in the terms of paragraph (a) above) may, if it considers that it has sufficient evidence of the candidate's academic performance in the course, award a pass in that examination and determine the appropriate mark or grade. Where a Board of Examiners makes use of the power given in this regulation, the Board must inform the Dean, and a pass awarded under this regulation must be clearly indicated on the Examiners' List submitted to the Registry.

(c) Where such a candidate has **completed no part of the assessable material** counting towards the degree result for the subject (where "assessable material" is construed as in (b) above), the Board of Examiners (if the Dean or his/her deputy has signified that the Board may do so in terms of paragraph (a) above), may recommend to the Faculty the award of a pass in that examination; such a recommendation shall be subject to approval by the Principal and Deans' Committee and the Senatus. A pass awarded under this regulation must be clearly indicated on the Examiners’ List submitted to the Registry.

10.3 **Degree Examinations other than Final Honours - MBChB**

Where a candidate, by reason of illness, accident, or other circumstances beyond his or her control, has **been unable to complete an examination and produces satisfactory evidence** that his/her failure to complete the examination was for reasons beyond his or her control, the Board of Examiners may award a pass in that examination provided that the candidate has completed at least part of the examination and the Board of Examiners is satisfied on the basis of the candidate's performance in that part of the examination that his or her competence is not in doubt.

10.4 **Posthumous Degrees**

The Senatus may authorise the conferment of posthumous degrees and has expressed itself in favour of such action in appropriate circumstances. Each such conferment requires a positive proposal from the Faculty concerned or some other appropriate body.

*Normally a posthumous degree is conferred only where the candidate was fully qualified to receive the degree at the time of death. The Secretary's Office should be consulted (Ms. S.M. Welham, ext. 650 2140) before any proposal is brought forward.*

10.5 **Aegrotat Degrees**

The Senatus may authorise the conferment of unclassed **aegrotat** degrees in special circumstances. Each such conferment requires a positive proposal from the Faculty concerned or some other appropriate body.

*Normally an aegrotat degree is conferred only where the candidate was nearly qualified to receive the degree and on the grounds of ill health was unable to complete it. Before any proposal is referred to Principal & Deans’ Committee, the Faculty must check that the candidate is willing to receive the degree aegrotat. The Secretary’s Office can be consulted (Ms. S.M. Welham – ext. 650 2140).*

11. **COMMON MARKING SCHEME**

11.1 The marking scheme below, which was introduced in October 1996 and is to be used for undergraduate degree examinations for **Faculties other than Veterinary Medicine and the new MBChB curriculum** examinations in Medicine, is as follows:
### Classification of results

Column 1 applies to all final honours examinations that are classified and is to be used for the overall classification of honours degrees. The notation in columns 1, 2 or 3 may be used for the classification of each paper or discreetly identified unit of assessment employed by the Board of Examiners in determining the overall classification.

**Publication of results in transcripts** (see also section 14.7)

The notation in columns 2 and 3 is to be used by Boards of Examiners to enable implementation of the provisions of regulation 13 below. Both forms of notation must appear on the transcript issued on the authority of the Board of Examiners. The Board should use the notation in column 1 only in reporting the overall classification of the degree in the final honours transcript.

11.2 *Faculties and Departments are free to amplify, but not alter, the overall description of grades (Column 4) for the further more specific guidance of their candidates, where this is thought to be helpful.*

11.3 The marking scheme to be used for professional examinations in the **Faculty of Veterinary Medicine ONLY** is as follows:

**FACULTY OF VETERINARY MEDICINE : examinations leading to the BVM&S:**

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>Very Good</td>
</tr>
<tr>
<td>55-59</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>50-54</td>
<td>D</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>46-49</td>
<td>E</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>35-45</td>
<td>F</td>
<td>Clear Fail</td>
</tr>
<tr>
<td>0-34</td>
<td>G</td>
<td>Bad fail</td>
</tr>
</tbody>
</table>

The above table applies to all assessments for **non-honours examinations** including all professional degree examinations in Veterinary Medicine. The notation and description in those columns are to apply both to the overall result and to individual units of assessment contributing to the overall result (see section 13 below).
11.4 The marking scheme to be used for the new MBChB curriculum is as follows¹:

**FACULTY OF MEDICINE: EXAMINATIONS LEADING TO THE MBChB¹**

<table>
<thead>
<tr>
<th>Mark %</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Very Good</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>Pass</td>
</tr>
<tr>
<td>50-59</td>
<td>E</td>
<td>Marginal fail (can be compensated where appropriate)</td>
</tr>
<tr>
<td>0-49</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

(This scheme applies to all examinations within the Faculty of Medicine related to the new MBChB course (and excludes Honours BSc courses, and teaching and assessment undertaken for courses in other Faculties). There is the potential for exemption for specific items of assessment. These exemptions are agreed in advance by the Coordinating Assessment Board of the Faculty of Medicine and the Senatus Academicus.)¹

The implementation of this Common Marking Scheme took effect on 11 September 2000, i.e. the start of the Year 3 of the new MBChB curriculum. Assessment for the ‘old’ MBChB course (Years 4 and 5 for session 2000/2001 and Year 5 for session 2001/2002) continue to be marked under the University’s Common Marking Scheme (see Regulation 11.1).¹

11.5 The *standards and criteria for entry into honours* applying in each curriculum should be determined and published.

11.6 The *award of Merit*, which is used by some departments, is linked to the common marking scale, grade A representing First Class Merit and grade B Second Class Merit.

12. **EXAMINERS’ MEETINGS**

12.1 The Convener of the Board of Examiners is responsible for giving reasonable notice of meetings, ensuring that the recommendations of the Board are approved in writing by the appropriate examiners and made available to the Registry, or in appropriate cases to the Faculty Office at the required time, and ensuring that a **minute of the meeting is produced**. The minute is a confidential document. Inter alia, the minute should record the names of the persons attending the meeting, relevant individual circumstances raised at the meeting and the outcome of subsequent discussion, and comments by the External Examiner(s) about the examination or the course and the performance of the candidates in general. Details of any modification of boundary marks between grades or honours classification should be recorded together with the reasons for these.

12.2 All members of the Board of Examiners, including External Examiners, should attend meetings of the Board but, provided reasonable notice of a meeting has been given, a **meeting is properly constituted** and empowered to act if not fewer than half of the internal examiners or, in exceptional circumstances and by agreement with the Dean and the Convener of the Board, representatives nominated and authorised by them, and, in the assessment of Final Honours examinations, at least one External Examiner, are present. In addition, in the case of Joint Honours examinations, each Department must be represented and whenever practicable an External Examiner from each subject should be present. (See also Regulation 1.15). **Should an External Examiner be unable to attend, at very short notice, advice should be sought from the Registry.**

12.3 For a meeting of a **reconvened or resit Board of Examiners, the quorum** is normally not less than 50% of the internal members of the Board of Examiners or an absolute minimum of two. In the case of small Boards of Examiners, it may be necessary to appoint nominees or proxies for members of the original Board unable to attend the reconvened or resit Boards. The Dean of the Faculty and Convener of the Board must approve the nomination of such representatives. Any decision reached by a reconvened or resit Board of Examiners must be
agreed in writing by at least one External Examiner. (See also Regulation 1.15).

12.4 The Convener of the Board may at his or her discretion invite any person who has been involved in the teaching or assessment of the work under consideration by the Board to be present “in attendance” (without voting rights) at the meeting of the Board even where the person concerned has not been appointed to the Board or is not eligible for appointment to the Board.

12.5 In the case of final honours examinations, Boards of Examiners are required to establish guidelines in advance on how the results of individual papers or units of assessment are to be aggregated, averaged or profiled to produce the overall classification of the degree. These guidelines are an integral part of the disclosure process outlined in section 13 below and must be published to candidates no later than the end of October in the academic year when examinations counting towards an honours degree are first sat. Where an examination involves subjects from two or more Departments, the basis for assessments and comparative weightings for the different parts of the examinations should also be agreed by the time the course handbooks are distributed in the October preceding the examinations.

12.6 The internal and External Examiners must concur in the mark and grade to be awarded to each candidate or, in the case of a Final Honours examination, in the class of degree to be awarded.

12.7 The marks must be accurately transcribed on to the Examiners' Lists on the form provided by the Registry. (The grades are automatically generated by the Registry). At least two people should normally be involved in checking both the calculation of the mark and its transcription to the Examiners' Lists. The Convener of the Board will need to ensure that the Board records (in addition to the overall honours classification) a final result for each such paper or discretely identified unit of assessment for each candidate.

12.8 The results of degree and certificate examinations must be notified to the Registry (or in the case of examinations in Medicine, the Faculty Office) on the form provided and must be signed by at least one internal examiner (normally the Convener) and by at least one External Examiner. Examination results for the summer (May and June) examinations should reach the Registry as soon as possible and certainly not later than 14 days before the date of graduation, to give enough time for the preparation and printing of the graduation programme. In the case of autumn (September) examinations, results should be submitted as soon as possible and not later than 10 days before the start of term.

12.9 Anonymity: Anonymity should be retained until, in the opinion of the Board of Examiners, the best interests of the candidates are no longer being served. Where candidates have to attend oral examinations or perform or otherwise present some of their work, anonymity is impractical. Where possible however anonymity should be breached only for those examiners conducting the orals, and marks should be re-encrypted for presentation at the Board of Examiners’ meeting. (See also 8.3 and 12.10).

12.10 Anonymity and Personal Circumstances: Any personal circumstances which are clearly beyond the candidate’s control and for which there is sufficient documentary evidence to show that these circumstances may have adversely affected a candidate’s performance in the examination, should be reported and should be recorded in the minute of the meeting of the Board of Examiners, regardless of the impact on the candidate’s marks, grades or classification. Responsibility for producing the documentary evidence rests with the candidate.

The Directors of Studies should be alert to the possibility that evidence will be submitted and be ready to pass it in confidence to the Convener of the Board of Examiners. Where such information has to be presented, this should not be circulated to the Board of Examiners but rather brought to the Board’s attention by the Directors of Studies or Convener of the Board of Examiners, orally and in as concise a form as is consistent with clarity, preferably still retaining the anonymity of the candidate.

12.11 For Final Examinations, once the Board of Examiners has received all the marks and decided on the final marks, grades and if appropriate class of degree for each candidate, the candidates’ names must then be substituted for their student’s examination numbers. There
must then be a final check of the results before the list is agreed and signed by the examiners. Only in the event of detection of an error, which was not detectable when student’s examination numbers were used, could changes be made to the marks, grades or class of degree at this stage. Any such change should be recorded in the minutes.

12.12 The Board of Examiners should take account of any personal circumstances and of the candidate’s general academic record, when determining the classification of a Final Honours degree. However, it is not within the power of a Board of Examiners to recommend the award of a degree without substantial evidence of attainment to at least the lowest level required for the award of Honours at that class of degree. Boards of Examiners may not be generous in cases of failure other than within the limits already set out in these regulations.

12.13 Credit allocation from Universities abroad, and conversion of grades at the University of Edinburgh: Guidelines have been prepared by the International Office on the transfer of credit and the conversion of grades for incoming and outgoing exchange candidates. Information is included in the Registry’s booklet, Degree Examination Procedures.

12.14 Decisions by a Board of Examiners, once certified in writing, are final except that:

(a) a Board of Examiners may, at the instance of any of its members, review a decision if information relevant to that decision, but unavailable at the time the decision was made, comes to light or if any error having a material bearing on that decision or an error in the written certification of that decision has been made; if the Board is satisfied that there are grounds for varying the decision the Board shall forthwith report its recommendation to that effect to the Secretary to the University, who may either implement the recommendation or refer it to the Principal and Deans’ Committee for decision.

(b) where an error is discovered in the assessment or marking of any examination or any component of an examination or in the calculation, recording or notification of the result of any examination or any component thereof or in the classification of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result or classification and that whether or not the result or classification has been published or otherwise notified to the candidate. The University shall notify the candidate of the corrected result or classification as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the candidate or to a third party. Having been notified of the corrected result or classification the candidate shall return to the University any documentation which may have been issued to the candidate notifying the original result or classification which has been corrected. The candidate shall have no claim against the University for any loss or damage which may have been incurred by the candidate as a result of any error which may have been made.

(c) a candidate has the right of appeal provided by Section 15 below.

(d) any member of Senatus may request Senatus to refer for investigation any matter concerning examinations.

(e) in proved cases of substantial and significant copying, plagiarism or other fraud, the Senatus has the power to reduce the classification of, or to revoke, any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned. (See section 5 above).

Review of results by Faculties: compensatory passes

12.15 After due consideration of a candidate's general academic record, Faculties may in their discretion award to the candidate a compensatory pass in degree examinations as follows:

At the end of the first year of study of candidates in the first year of a degree programme, in the Faculty of Science and Engineering:

These will be awarded by the appropriate Associate Dean following consultation with the Director of the Biology Teaching Organisation, the Convener of the Board of Studies in
Physical Sciences or the Convener of the Board of Studies in Engineering and Informatics.

(a) Candidates who have obtained 100 credit points in the June and September examination diets and grade E in one 20-credit point course or in each of two 10-credit point courses may be awarded compensatory passes in those courses using a compensation formula set by Faculty. In exceptional circumstances, grade E results obtained in the June diet will be considered for compensation.

(b) For compensation to be granted, the candidate's performance in the rest of the year's curriculum must genuinely justify the award of a Compensatory Pass.

(c) The mark, as determined by the examiners, will not be improved by the granting of the concession. The candidate's record will therefore appear as, e.g. Astronomy 1Ah 37E (Compensatory Pass Awarded).

In the final year of study, provided that in each case such compensatory award will then enable the candidate to graduate: These will be awarded by the Faculty, following consultation with the Registry and the appropriate Associate Dean.

(a) In the Faculties of Divinity, Music and Arts, to any candidate in the final year of study for the degree of BD (General), BA (Religious Studies), BMus (Ordinary), BMus-Mus Tech (Ordinary) or MA (General) who has been awarded a mark of 38 or 39 in an examination for which the pass mark is 40.

(b) In the Faculty of Social Sciences, to any candidate in the final year of study for the degree of BCom (General) or BSc (Social Science) who has been awarded a mark of 38 or 39 in a First Course examination for which the pass mark is 40.

(c) In the Faculty of Science and Engineering, to any candidate for the degree of BSc (Ordinary) who in the September diet examination in the final year has been awarded a mark of 38 or 39 in a course for which the pass mark is 40.

(d) In the Faculty of Veterinary Medicine, to any candidate for the degree of BVM&S who has obtained 48 or 49 per cent of the available marks in one subject, provided he/she has obtained at least 50 per cent in each of the remaining subjects and an overall score of 50 per cent or more.

13. CONFIDENTIALITY - RELEASE OF EXAMINATION MARKS

13.1 In this Section 13 of the Regulations:

(a) "Marks" includes grades where appropriate.

(b) "Processing" has the meaning ascribed to it under the Data Protection Act 1984 except that it excludes processing undertaken solely for the preparation of statistics or the carrying out of research provided that the resulting statistics or the results of the research are not available in a form which identifies any individual candidate. Any operation performed only for the purpose of preparing the text of documents is not "processing" in terms of the Data Protection Act.

(c) If computers are used in this process such information may be processed or stored only on computers designated by the chairman of the Board of Examiners and during the periods approved by the University Data Protection Officer.

13.2 In no circumstances may the views of a particular examiner be made known to a candidate. All discussion at a Board of Examiners’ meeting is confidential, and no comments or remarks may be reported to any candidates, whether or not they are unattributed.

13.3 Other than with the permission of the candidate concerned, members of staff should not make available information about marks to persons or bodies outside the University except when
necessary in the context of a confidential reference. The award of merit is not confidential (see also regulation 14.2).

13.4 Material which has been assessed in a degree examination should be retained in the Department for one year after the examination.

13.5 Marks for individual units of assessment: Candidates are entitled to obtain the mark or grade for each paper or other discretely identified unit of assessment employed by the Board in reaching its final mark for the examination diet. Such marks will be made available to the candidate on request through the Directors of Studies, or through another member of the academic staff nominated by the Board of Examiners, together with guidance on the meaning of the marks or grades. There is no obligation to provide this information under these Regulations if the request is made more than one year after the date of the examination.

The Board of Examiners will approve a single mark for each unit of assessment for which marks are to be released; the released marks will be the final marks used by the Board of Examiners when determining the overall result for the course. In each case, the candidate will be informed of the status of the marks released and be reminded that the Board of Examiners, in determining the final marks, may have exercised discretion by taking into account additional relevant information.

13.6 Assessed coursework marks: Departments which use assessed coursework normally provide candidates with the assessed coursework marks, at the time that the assessment is marked, as a guide to each candidate's performance, together with guidance on the meaning of the marks. Where such marks count towards the overall result of the course and are released prior to confirmation by the Board of Examiners, candidates will be advised that the marks are provisional and may be modified by the Board.

13.7 Multiple choice questionnaires: Candidates will be provided with the overall mark in multiple choice questionnaire (MCQ) examinations which are processed on computer. If such MCQ examinations form part of assessed coursework, the mark must be provided when marking of the examination is completed.

13.8 Provisional non-honours degree examination marks: Prior to the meeting of the Board of Examiners, marks are inherently provisional and have no status until they are approved or modified by the Board. In consequence such marks (other than assessed coursework marks) may not be released to candidates.

13.9 Non-honours degree examination marks; and professional degree examination marks or grades in Medicine and Veterinary Medicine (other than final professional degree examination marks).

Overall marks: The final overall mark agreed by Boards of Examiners for diets of examinations for graduating courses of study will be made available to the candidate by means of the examination result notification issued by the Registry (except in the Faculty of Medicine, where the overall mark will be issued by the Faculty of Medicine Office). General guidance on the meaning of the mark may be available from the Directors of Studies.

13.10 Honours degree examination marks; and final professional degree examination marks in Medicine and Veterinary Medicine

Overall classification: The final overall classification of honours degrees will be intimated to candidates in their degree certificates. The professional degrees may be awarded with honours in Medicine, or with distinction in Veterinary Medicine, but are not otherwise classified.

14. NOTIFICATION AND PUBLICATION OF RESULTS

14.1 Notices of Final Honours degree examination results may be posted on departmental notice boards provided that they are headed: “Final Honours Examination ... for the degree of ... List of Classes determined by the Examiners”, and provided also that results are signed by at least one internal (normally the Convener of the Board of Examiners) and one external examiner.
14.2 Although a Board of Examiners may not certify that a candidate for a degree is entitled to receive the degree, it has full power (subject to the exceptions stated in section 12.14 above) to decide upon the classification of Honours in an Honours examination. In the case of General degrees, the Faculty Office, and not the Board of Examiners, decide upon the award of the degree with distinction or merit.

14.3 Lists of results in degree examinations other than Final Honours are not certified and posted on departmental noticeboards but individual candidates except for those in the Faculty of Medicine receive results certificates from the Registry.

14.4 For all non-degree examinations, lists of examination results may only be posted on departmental notice boards etc. providing that the candidates’ identity is protected through the use of student’s examination numbers.

14.5 Departments may post lists of the names of those candidates exempted from sitting examinations, and of those candidates invited or required to attend pass/fail orals and distinction orals.

14.6 One copy of the detailed examination results, duly certified by the Convener of the Board and the External Examiner, shall be lodged with the Registry as soon as possible after the meeting of the Board of Examiners, and one photocopy shall be retained by the member of the academic staff nominated by the Board in terms of regulation 13.5 above, to be copied to the candidate on request.

Honours Transcripts

14.7 Faculties or Departments are required to issue automatically to candidates a transcript of the candidate’s honours results using a standard format transcript within two months of the date of the meeting of the Board of Examiners. This applies to all transcripts that are issued for study undertaken after 1 October 1998, except those for the MB ChB and BVM&S degrees, which are exempted from issuing these standard transcripts. Transcripts issued after October 1998 for study undertaken before academic year 1998/99 do not have to use this format.

14.8 Transcripts should record the classification of the degree. They should have five columns which list: the component of assessment; the percentage contribution this item made to the degree; the mark obtained (expressed as a percentage); the grade of each item, and the academic year in which the result was obtained. Information about the University’s common marking scale should be pre-printed on the back of the transcript. Transcripts for the MA General Honours and some degree programmes within the Faculty of Education may be exempt from the requirement to complete the columns on “contribution to the degree” and the latter also may be exempt from completing the “marks” column, at least during the transitional period of the academic years 1998-99 to 2001-02.

14.9 All transcripts of final results should contain the following statement:
“This is a transcript of marks obtained by the candidate, and is not a degree certificate. Under the University’s regulations, Boards of Examiners may, where appropriate, take account of information additional to the profile of marks listed above in deciding the final class awarded to any candidate.”

14.10 Any transcript of interim results must contain the following phrase:
“These marks are provisional as the Board of Examiners which determines the final classification may review all marks counting towards such classification. Under the University’s regulations, Boards of Examiners, may where, appropriate take account of information additional to the profile of marks listed above in deciding the final class awarded to any candidate.”

14.11 Credit obtained by candidates who have participated in an exchange scheme approved by the department should, wherever possible, be converted into an Edinburgh equivalent grade. Their transcripts should contain the statement:
“This is a converted grade from the University of X”.

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15. **APPEALS**

15.1 This Section sets out the mechanism and grounds for appeal. For the purpose of this Section, “examination” is understood to include any written, practical or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment.

15.2 (i) **Factors which may adversely affect a candidate’s performance in an examination**, such as personal illness or the illness of a close relative or partner immediately before or during the examination, must be drawn to the attention of the examiners in writing by the candidate as soon as possible and, in any event, before the meeting of the Board of Examiners.

(ii) **A candidate may appeal against an examination result on the grounds of**:

(a) substantial information directly relevant to the quality of performance in the examination which for good reason was not available to the examiners when their decision was taken. Ignorance of the requirement mentioned in paragraph (i) above to report timeously factors which may have adversely affected a candidate's performance, or failure to report such factors on the basis that the candidate did not anticipate an unsatisfactory result in the examination, can never by themselves constitute good reason; or

(b) alleged improper conduct of an examination. For this purpose “conduct of an examination” includes conduct of a meeting of the Board of Examiners.

Appellants must specify the formal ground or grounds under which they believe their appeal should be considered. They must also specify the basis or bases on which the formal grounds are invoked.

Any appeal must be **submitted in writing to the Secretary to the University as soon as possible**; only in exceptional circumstances may an appeal be considered more than three months after the results of an examination have been available to the appellant. The decision as to whether or not exceptional circumstances exist will be made by the sub-committee referred to in Regulation 15.3.

15.3 The Secretary to the University and two Deans (who must not include the Dean of the Faculty concerned) are empowered as a sub-committee to **decide whether or not a prima facie case of appeal** is established to be heard by the full Principal and Deans' Committee on behalf of the Senatus.

15.4 If the appeal is heard by the Principal and Deans' Committee the appellant will be given reasonable notice of the date of the hearing and will be entitled to attend and to be accompanied by one other member of the University of Edinburgh community. The appellant may present his or her case in person or may nominate another member of the University of Edinburgh community to do so on his/her behalf. On hearing an appeal, the Committee has power either to vary the original decision of the Board of Examiners, to confirm it, or to refer the appeal back to the Board of Examiners for review. In the case of joint academic and professional qualifications, the role of Principal and Deans’ Committee when hearing an appeal relating to the professional (as opposed to academic) aspect of the qualification, is limited to confirming or referring the appeal back to the Board of Examiners for review.\(^1\)

15.5 Each such action of the Committee must be reported to the Senatus. The Committee is required to report to the Senatus biennially indicating the number of appeals heard by the Committee, the number rejected by the sub-committee, and the grounds for rejection.

In courses leading to qualifications such as in social work, where the Central Council for Education and Training in Social Work awards a professional qualification as an outcome of the University’s examination process, the role of Principal and Deans’ Committee when hearing an appeal relating to the professional aspect of the qualification shall be limited to confirming the original decision or referring the appeal to the Board of Examiners for review.\(^1\)
15.6 Candidates who began study at Moray House Institute of Education prior to 1 August 1998 will be subject to the University of Edinburgh regulations and procedures in relation to degree examinations. However, for those candidates who retain their matriculation at Heriot-Watt University, the delegated powers granted to the University of Edinburgh do not rule out the possibility of a final appeal to the Senate of Heriot-Watt University as the degree-awarding body.

16. UNSATISFACTORY PROGRESS BY CANDIDATES - PROCEDURE FOR EXCLUSION FROM THE UNIVERSITY

16.1 Faculty Programmes shall contain details of the progress which candidates are expected to achieve within given periods, and warnings that candidates are liable to be considered for exclusion if these expectations are not fulfilled.

16.2 Candidates who on the criteria contained in the Faculty Programmes are regarded as potentially unsatisfactory are notified of this and are normally interviewed before any recommendation for exclusion is made to the Faculty.

16.3 If the Faculty decides to forward a recommendation for exclusion on the grounds of unsatisfactory progress to the Senatus, the candidate has the right to appeal to the Senatus through the Secretary to the University, but only if the candidate produces substantial evidence which, for a good reason, was not made available to the Faculty, or on grounds of alleged improper procedure on the part of the Faculty. The appeal is heard by the Principal & Deans’ Committee on behalf of Senatus. The Faculty is regarded as the final judge of the academic grounds for exclusion, on the grounds of unsatisfactory progress as specified in the degree regulations.

16.4 Procedure at appeal follows that set out in Section 15, except that appeals must be submitted to the Secretary to the University within three weeks of the Faculty’s decision to exclude the candidate.

16.5 A candidate declared unsatisfactory by the Faculties of Medicine or Veterinary Medicine is normally excluded from all further attendance at classes and examinations in that Faculty; in other Faculties a candidate who has made unsatisfactory progress may be required to withdraw from classes but is entitled to apply to the Faculty for permission to re-enter for examination in order to attempt to recover satisfactory progress status.

16.6 Senatus approved a document which sets out the procedures covering all forms of withdrawal and exclusion from the University for academic reasons, together with procedures for appeal and for re-admission where this is allowed.

This is available at: http://www.sec.ed.ac.uk/regulations/index.htm

17. INTERPRETATION AND ADJUDICATION

Any dispute arising from these Regulations, whether of interpretation or otherwise, is determined by the Principal and Deans’ Committee subject to review by the Senatus.
B. POSTGRADUATE DEGREES, DIPLOMAS AND CERTIFICATES

The specific postgraduate regulations should be read in the context of the Regulations and procedure laid down in Section A for first degrees, diplomas and certificates. They apply in general wherever postgraduates are taking written examinations, subject to the following adjustments:

1. **Appointment of Examiners**

   The examiners shall be as in Postgraduate Study Regulations 3.12.15, 5.1.12, 5.2.10, 5.3.9, 5.4.8, 5.5.2, 6.8.2 and 7.8.2.

   *The responsibility for approval and appointment of internal examiners and for transmission of recommendations in respect of External Examiners is delegated to Faculty Postgraduate Studies Committees, subject in some cases to confirmation of the appointment by the Senatus Postgraduate Studies Committee. Faculty Postgraduate Offices inform the Registry of the names of all examiners (internal and external) appointed. Faculty Offices issue letters of appointment to External Examiners for postgraduate degrees, diplomas and certificates involving coursework. Faculty Postgraduate Offices issue letters of appointment for External Examiners of postgraduate research degrees.***

   *External Examiners for postgraduate degrees sign as indicated on the postgraduate report form.*

2. **Boards of Examiners**

   For one- and two-year postgraduate degrees, diplomas and certificates the appointment of a Board of Examiners is normally required. *The Boards of Examiners are appointed according to the same procedures as that for first degrees and certificates (see Regulation 2 in Section A).*

3. **Postgraduate Degrees (including coursework) [including concurrent Diploma and Certificate registration]: Notification of results of coursework examinations**

   In all Faculties the Convener of the Board of Examiners is responsible for communicating results of the taught element of the programme to the Faculty Postgraduate Office and to the Registry as soon as possible. Results must be received in both offices not later than the Friday of week 4 of the autumn term in order to meet the deadline for the winter graduation.

4. **Diplomas - notification of results**

   The Convener of the Board of Examiners is responsible for returning the completed and signed list of examination results to the Registry (or, in the case of examinations in the Faculties of Medicine and Veterinary Medicine, to the Faculty Office).

5. **Confidentiality**

   Regulations 13.5 to 13.8 in Section A apply to written postgraduate examinations.

   *A candidate for a postgraduate degree or diploma will be informed on request of the reasons why his or her dissertation was judged to be unsatisfactory by the Boards of Examiners. This information will be given through the Course Organiser, through the University supervisor or through another member of the academic staff nominated by the Board of Examiners.*

   *Candidates for the PhD, MPhil, or MLitt degrees will be given information from the Faculty Postgraduate Studies Committee derived from the examiners’ reports on the reasons for referral or failure in the examination of the thesis.*

6. **Postgraduate Common Marking Scheme**

   The Common Marking Scheme applies equally to all written postgraduate masters degree, diploma and certificate examinations. The postgraduate marking system and descriptions are also shown below. Degrees such as the part-time MBA, MSW, or other part-time degrees, where the coursework component will be examined both before and after 1st October 1996, will
have marks converted to the new scale (see Annex A).

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<thead>
<tr>
<th>MARK</th>
<th>GRADE</th>
<th>DESCRIPTION</th>
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<tr>
<td>70-100%</td>
<td>A</td>
<td>An excellent performance</td>
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<tr>
<td>60-69%</td>
<td>B</td>
<td>A very good performance</td>
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<tr>
<td>50-59%</td>
<td>C</td>
<td>A good performance, satisfactory for a Master’s degree</td>
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<tr>
<td>40-49%</td>
<td>D</td>
<td>A satisfactory performance for the Diploma, but inadequate for a Master’s degree</td>
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<td>0-39%</td>
<td>E</td>
<td>Fail for the Diploma</td>
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7. **Plagiarism**

Regulation 5 in Section A applies.

8. **Postgraduate Appeals**

8.1 (i) **Factors which may adversely affect a candidate’s performance in an examination***, such as personal illness or the illness of a close relative or partner immediately before or during the examination or in the case of postgraduate candidates their supervision, must be drawn to the attention of the examiners in writing by the candidate as soon as possible and, in any event, before the meeting of the Board of Examiners.

(ii) The formal grounds under which a postgraduate appeal may be considered are:

(a) **substantial information directly relevant to the quality of performance in the examination** which for good reason was not available to the examiners when their decision was taken. Ignorance of the requirement mentioned in paragraph (i) above to report timeously factors which may have adversely affected a candidate’s performance, or failure to report such factors on the basis that the candidate did not anticipate an unsatisfactory result in the examination, can never by themselves constitute good reason; or

(b) **alleged improper conduct of an examination**.

* For the purpose of this regulation, “examination” is understood to include any written, practical or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment.

Appellants must specify the formal ground or grounds under which they believe their appeal should be considered. They must also specify the basis or bases on which the formal ground(s) is/are invoked.

8.2 **For postgraduate candidates who began study at Moray House Institute of Education prior to 1 August 1998**, the examination assessment regulations of Moray House Institute of Education and Heriot-Watt University, in force at the time of first registration, shall apply. Irrespective of whether candidates opt to transfer their matriculation to the University of Edinburgh or opt to remain matriculated candidates of Heriot-Watt University, they will be subject to the regulations relating to the conduct of examinations and to the appeals, discipline and complaints procedures of the University of Edinburgh. For those candidates who retain their matriculation at Heriot-Watt University, the delegated powers granted to the University of Edinburgh do not rule out the possibility of a final appeal to the Senate of Heriot-Watt University as the degree awarding body.

8.3 **Appeals against the results of a postgraduate examination or assessment at the coursework stage of a master’s degree are heard by the appropriate Faculty Postgraduate Studies Committee. All other postgraduate examination appeals are heard by the Senatus Postgraduate Studies Committee unless that Committee has been involved in the original decision, in which case Principal and Deans’ Committee will hear the appeal. Whether the appeal is heard by THE Faculty or the Senatus Postgraduate Studies Committee, the appellant will be given reasonable notice of the date of the hearing and will be entitled to attend and to be accompanied by one other member of the University of Edinburgh community. The appellant may present his or her case in person or may nominate another member of the University of Edinburgh community to do so on his/her behalf. On hearing an appeal, the Committee has power either to vary the original decision of the Board of Examiners or to confirm it. Each such action of the Committee must be reported to the Senatus. The Committee is required to report to the Senatus biennially indicating the number of appeals heard by the Committee, the number rejected by the sub-committee, and the grounds for rejection.**
References

This document is based on the text approved by the Senatus on 10 March 1999. References to specific decisions are given below:

1 24 May 2000, Senatus
2 5 July 2000, Senatus
3 5 July 2000, Undergraduate Studies Committee on behalf of Senatus
## ANNEX A

### COMMON MARKING SCHEME

#### CONVERSION FROM OLD SCALES TO NEW SCALES

<table>
<thead>
<tr>
<th>Pre 1996 SCALE</th>
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