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 2002
EXAMINATION HALL REGULATIONS

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

2. Candidates arriving more than fifteen 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 hall less than thirty 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 University Secretary.

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

7. An announcement will be made to candidates that they may start the examination, although they may begin without waiting for this announcement. Candidates 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. Script books must be left in the examination hall.

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.

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, or
   (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 hall.

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 Head of College, the University Secretary or the Registry (Assistant Secretary, 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 (Resolution Number 35/2002)

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 College 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;

(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 College of Medicine and Veterinary Medicine, such Honorary Professors and others upon whom the College has conferred honorary status, and, in the Moray House School 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 Assessment

1.2 No member of the academic staff of the University, or External Examiner, shall be involved in the conduct (whether by setting, invigilating, marking, or otherwise) of any form of assessment, 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 Head of the College who, if she/he considers it desirable, may bring the case to the attention of the Principal or the Senatus.

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

**External Examiners** (Resolution Number 35/2002)

**Appointment of External Examiners**

1.6 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.

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

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 Senatus Undergraduate Studies 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 Senatus Undergraduate Studies Committee.

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

1.11 **Recommendations for the appointment of External Examiners** are called for early in each session by the College Registrars, who notify Schools of the vacancies which are about to arise. The Head of a School, or his or her nominee, 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 subject discipline is known to be serving as an examiner, unless this imposes difficulties in obtaining the services of an External Examiner.

1.12 Names of External Examiners are reported by the School to College for scrutiny and approval, and then by the College to the Undergraduate Studies Committee for information. Appointments take effect from 1 December. Letters appointing the External Examiners are dispatched by the College Registrars, on behalf of the University Secretary, enclosing a copy of the College Programme and information.
about the courses to be examined, relevant information about assessment and the University’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**

1.13 Draft degree examination papers must be sent to the External Examiner for comment. Emailing of draft degree papers to External Examiners is not permitted.

1.14 The External Examiner has the right to see all degree examination scripts and any other coursework including other invigilated 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 consider borderline cases.

The guiding principle is that the External Examiner should have enough evidence to determine that internal marking and decisions are of an appropriate standard and are consistent. Borderline cases are those which relate to the decisions of the Board of Examiners on pass/fail boundaries, progression or, in the case of final year candidates, the classification or award of a degree.

1.15 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.

1.16 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 Head of the College, after consultation with the External Examiner, and then with the Principal or another Vice-Principal, has delegated authority from the Senatus Academicus to sign the list. After exercising such authority, the Head of the College 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).

1.17 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 School’s processes for assessment and examination, and on the extent to which the determination of awards are sound and have been fairly conducted. Heads of Colleges, or their nominees, 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 School or his or her nominee.
2. CONSTITUTION OF BOARDS OF EXAMINERS AND RESPONSIBILITIES OF THE CONVENER OF THE BOARD OF EXAMINERS

2.1 Each course shall be subject to a Board of Examiners. Degrees, diplomas and certificates are awarded by the Senatus on the basis of Board of Examiner recommendations. 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; the number of External Examiners being determined by the diversity of the academic work contributing to the course or the award of the degree. It shall be the responsibility of the Head of the College 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 College (or the Head of the College or a Committee of the College acting under delegated powers). The list of examiners making up each Board shall be certified by the Head of the College, or his or her nominee, 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 Head of the College shall have the authority to appoint a replacement External Examiner.

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

2.6 The Convener of the Board of Examiners has responsibility for the security of, and arrangements for, setting papers and examining scripts. The Convener approves the content of examination papers. The Convener receives and is responsible for correspondence on behalf of the Board.

The Registry’s Undergraduate Assessment Procedures contain advice on security issues. Draft and final examination papers should not be written on networked machines or emailed or transferred over the network.

2.7 Heads of Schools concerned should notify the College 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 College 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 Schools should be made to the Head of College 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 College Office and are available for inspection by members of staff.
3. **ASSESSED COURSEWORK**

3.1 Candidates should be given at the start of each course a clear statement of how and when 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. This statement should specify how assessed coursework may be taken into account by resit Boards of Examiners. The statement should specify procedures to be followed if a candidate does not attempt, or does not complete, all their assessed coursework. (See also Section 10.)

3.2 Candidates should be made aware of the fact that marks for assessed coursework are provisional and may be modified when considered at the Board of Examiners meeting in that year. (See also section 13.6 below.) Candidates should be informed about their formative marks or grades as these are obtained throughout the year so that they can monitor their progress.

3.3 If oral performance is to be assessed 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.

3.4 Coursework which is used for assessment should 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 final honours year examinations. If limited use is made of assessment types which cannot be made available, this should be made explicit to the External Examiner in advance and included in the statement to candidates. If a School wishes to assign more than 50% of the marks to coursework, then the External Examiner should have the opportunity, whenever appropriate, to be involved in the assessment of that coursework. 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.

3.5 Boards of Examiners confirm marks for students. Boards may 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 Schools.

4. **EXEMPTIONS POLICY**

4.1 A proposal to introduce exemption from the final element of the overall assessment of a course, usually the end-of-course degree examination, in a first or second level course must be approved by College. It should be accompanied by a description of the assessed coursework elements to be used as a basis for exemption. Exemptions from the final element of the overall assessment of a course, usually the degree examination, are not usually granted for courses at level three or above. Any proposal for such an exemption must be approved by the Senatus Undergraduate Studies Committee. It should be accompanied by a description of the assessed coursework elements to be used as a basis for exemption.

4.2 The assessed coursework must demonstrate that the learning outcomes of the course have been achieved.

In deciding on an exemptions level, consideration should be given to whether the student would benefit significantly from the further study entailed in preparing for the end of course invigilated assessment.
4.3 Proposals to introduce exemptions on the basis of performance in the assessed coursework, including invigilated examinations, at lower than grade A or B should be accompanied by evidence that this lower level is appropriate to the course.

Acceptable evidence might be that analysis of the performance of the class in previous years shows that
(i) students who attained the proposed exemption level would not have failed the degree examination, and
(ii) the performance in the coursework of the students who failed the degree examination was significantly below the proposed exemption level.

4.4 Whenever practicable, the progress of students awarded exemptions in a subject should be monitored in that subject in the succeeding year and this statistical information should be made available to the external examiner and the Board of Examiners.

4.5 The Calendar entry for the course should state that exemption may be granted.

4.6 The exemption procedures and criteria should be clearly described in the course literature given to students at the beginning of the course.

4.7 Students granted exemptions must still satisfy the pre-requisites for courses which may require a level of performance expressed in terms of a minimum grade which may be set above that needed for exemption.

4.8 A list of students awarded exemption should be signed by the Convener of the Board of Examiners and communicated to students, e.g. by display on the relevant course notice boards. The course marks for these students are returned to Registry on the Examiners list by the Board of Examiners.

4.9 If students sit the degree examination in a course in which exemption has already been offered to them, the Examiners will return as the overall result for the course a mark which is the higher of that which takes into account the degree examination assessment and that associated with the exemption.

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 without falsification of any kind. 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).
Suspected plagiarism

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 College 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 Convener of the appropriate 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.

The candidate should receive a written invitation to this meeting, which should give a reasonable amount of notice and be organised at a reasonable time of day. The candidate should be given the opportunity to be accompanied at the meeting by another member of the University community (which can include a Students’ Association adviser). The Convener should be accompanied by another member of the Board of Examiners.

The purpose of the interview is to obtain information about the incident in order to consider a way forward. The Convener should seek advice from the secretary of the Discipline Committee prior to the interview and before communicating to the candidate the outcome of the interview. It is good practice for the candidate to be sent a copy of the report that the Convener draws up following the interview so that she/he can, if need be, comment on matters of fact in the report.

If there is evidence of plagiarism 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 Convener of the Board of Examiners. This will not normally go on the candidate’s record in the College Office, but the candidate’s Director of Studies will be informed and will note the transgression in their file on the candidate.

In any second and subsequent cases of plagiarism by the candidate, written warnings will be issued by the Convener and will be copied to the Head of College, or his or her nominee, for recording on the candidate’s record in the College 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 Convener for the relevant Board of Examiners. The report will include the report of the interview with the candidate; any information that the candidate wishes to be taken into account; the evidence of the suspected plagiarism; information given to candidates on the course about the avoidance of plagiarism; and 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 Head of College, or his or her nominee, 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 a College Authorised Officer in order that appropriate further steps may be taken at his or her discretion, which could include referring 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 items of work submitted for assessment which have been the subject of the Convener’s report.

(3) The candidate shall have the right to appeal against the decision of a Board of Examiners under 2(i) and (ii) above, by writing to the University Secretary, 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 Appeal Committee. The graduate shall have the right to see the report and to submit evidence in writing in defence or in mitigation to the Appeal Committee and shall be invited to attend a hearing. If the case is proved, the Board of Examiners shall then be instructed by the Appeal Committee to review the assessment of the graduate’s qualification. The Board shall make a recommendation to the University Secretary that the classification of the degree conferred should be confirmed or reduced or that the degree, diploma or certificate should be revoked. The University Secretary shall either implement the recommendation and report it to the Senatus or refer it to the Appeal 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.
Suspected cheating

5.7 It is academically fraudulent and an offence against University discipline for a candidate to invent or falsify data, evidence, references, experimental results or other material contributing to any candidates’ assessed work or for a candidate knowingly to make use of such material.

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

5.9 Cheating of any kind is an extremely serious offence against the University’s Code of 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 assessment, may be deemed to have failed that assessment or the entire diet of examinations, and be subject to such penalty as the Discipline Committee considers appropriate.

5.10 If an invigilator suspects a candidate of cheating in the examination hall she/he should call on a fellow-invigilator to observe the candidate before intervening. The invigilator should then speak to the candidate, tell him/her of the suspicions, impound any prohibited material and allow the candidate to complete the examination.

5.11 The invigilators should arrange to speak to the candidate at the end of the examination and tell the candidate that they will be making a report on the incident to the Examinations Office of the Registry and to the Convener of the Board of Examiners.

5.12 Because cheating is a serious disciplinary offence, the Convener of the Board of Examiners should seek advice from the secretary of the Discipline Committee as well as the Examinations Office of the Registry. The paragraphs below set out guidelines on the general approach that should be followed, but it is important that action taken should be informed by practice across the University. If, after investigation, the incident proves to be minor, it may be possible for the Board of Examiners to agree a mark. If it proves to be more serious, the assessment process for the candidate in question may be suspended in order to allow the disciplinary process to be conducted.

5.13 The assessed work should be marked at face value and at the same time as the work for other candidates. This means that anonymity will be lost, but it is important that the work should be treated in a way that is near to that of other work so that, if the charge of cheating is set aside, the student has a mark which is equivalent to that of the rest of the candidates. It will be for the Board of Examiners to decide on what final mark might be agreed when taking into account the circumstances of the incident.

5.14 The Convener of the Board of Examiners should interview the candidate to allow the candidate to give his/her explanation of the incident.

The candidate should receive a written invitation to this meeting, which should give a reasonable amount of notice and be organised at a reasonable time of day. The candidate should be given the opportunity to be accompanied at the meeting by another member of the University community (which can include a Students’ Association adviser). The Convener should be accompanied by another member of the Board of Examiners.

The purpose of the interview is to obtain information about the incident in order to consider a way forward. The Convener should seek advice from the Examinations Office and/or secretary of the Discipline Committee prior to the interview and before communicating to the candidate the outcome of the interview. It is good practice for the candidate to be sent a copy of the report that the Convener draws up following the interview so that she/he can, if need be, comment on matters of fact in the report.
If the Convener considers the offence to be a relatively minor matter, she/he may decide to make a report to the same meeting of the Board of Examiners which considers all other candidates in that cohort. If the Convener considers the offence to be more serious, she/he may decide to suspend the assessment process for the student and refer the matter to a College Authorised Officer for consideration under the University’s Code of Discipline. If the assessment process is suspended, no indication of the mark should be reported to the student or the Board until the disciplinary process is concluded.

5.15 If the Convener decides to make a report on the incident to the Board of Examiners, she/he should provide the report from the invigilator; the report of the interview with the candidate; any information that the candidate wishes to be taken into account; and the recommendation from the markers. The Board may follow one of two approaches:

(i) the Board may conclude that the nature of the offence is such that it should reduce the student’s mark by an amount which reflects the markers’ assessment of the seriousness of the matter. The Board has 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. The Board may, additionally, decide to report the matter to a College Authorised Officer in order that appropriate further steps may be taken at his or her discretion.

(ii) the Board may conclude that the matter is of such seriousness that the work cannot be adequately penalised by a reduction of marks. If so, it should refer the matter to a College Authorised Officer for investigation under the University’s Code of Discipline. This, in effect, suspends the assessment procedures for the student in question.

5.16 If the assessment process has been suspended pending the conclusion of any disciplinary process, the case will have to be referred back to the Board of Examiners to decide what mark, if any, should be awarded for the piece of work.

6. **EXAMINATION TIMETABLE**

6.1 It is the candidate’s own responsibility to ascertain his/her assessment deadlines, including examination times and locations. Disabled candidates with specific requirements identified by the Registry and the Disability Office receive separate notification of examination times and locations from Registry. See Registry Assessment Procedures booklet.

6.2 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.

6.3 Candidates may not appear for degree examination at times other than those prescribed, or at a place other than the designated one, except in cases of serious illness, injury or disability, 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 Head of the College concerned, or his or her nominee, after consultation with the University Secretary. A candidate who is permitted to appear for examination at a time other than that prescribed may be required at the discretion of the Head of the College 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 Mr. S. Stupart, Registry (650 2214), as early as possible.
6.4 **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.

6.5 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 Head of the College, or his or her nominee, in the case of a candidate about to enter the third 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 6.3 above should be adopted.

6.6 If required, **specific reasonable adjustments will be made to enable disabled students to sit examinations.** Examples of these adjustments are: extra time, an amanuensis (with additional time) who takes down the candidate's answers longhand, use of a computer, exam paper produced in Braille or large print. In all such cases, the arrangements must be approved in advance by Mr. S. Stupart, Registry (650 2214), and reported to the examiners. The Registry must see and accept a medical certificate or similar documentation 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.

6.7 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. 650 6828) at the earliest opportunity. Assessments are either carried out by the Dyslexia Advisor or an Educational Psychologist. If the Dyslexia Advisor or 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 University Secretary, or his or her nominee, in consultation with Heads of School. Examinations that contain practical or oral elements will continue to be invigilated solely by members of academic staff.

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 an invigilator after thirty minutes have elapsed from the start of the examination. Candidates are not normally allowed to enter the examination hall more than fifteen minutes after the time at which the examination is scheduled to begin.

2. Candidates arriving more than fifteen 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 hall less than thirty 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 University Secretary.

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

(7) An announcement will be made to candidates that they may start the examination, although they may begin without waiting for this announcement. Candidates 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. Script books must be left in the examination hall.

(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.

(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, or
(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 hall.

(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

8.1 The Convener of the Board of Examiners is responsible for co-ordinating arrangements for marking assessed work and ensuring that all examiners are aware of their responsibilities and of the University's common marking scheme. More than one examiner should be involved in marking a candidate's work. This does 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.

Arrangements should wherever possible specify that the marking method will allow, as a minimum, for markers to work independently, each without knowledge of the other's decision. Further details are given in the Registry’s Undergraduate Assessment 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 outside the UK, photocopies should be made and sent.

8.3 Anonymity: Examination papers of all candidates should be marked anonymously. This policy extends to marking of assessed coursework, where possible.

Notes on the procedure are issued by the Registry (see the Undergraduate Assessment Procedures). 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 12.8 and 12.9.)

8.4 Assessment outcomes should not be determined solely by automatically processing without any human intervention. This condition can be met, for example, by a member of staff reviewing the outcome of automatic processing, or by a Board of Examiners reaching the final decision on the result. 'Reviewing' the outcome of automatic processing does not mean checking it in detail, but includes inspecting the results in order to identify possible errors or anomalies so that these may be investigated further.

9. SUSPENSION FROM HONOURS COURSE  (Resolution Number 36/2002)

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 assessment relating to it except by permission of the Head of the College, or his or her nominee, and on the production of satisfactory evidence of illness or other circumstances beyond the candidate’s control which justify such a measure. If the candidate is given permission 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. In cases where the Head of the College, or his or her nominee, considers that a significant amount of assessment has already taken place, the candidate will be considered under the terms of regulation 10.1.
10. FAILURE TO COMPLETE DEGREE ASSESSMENT

10.1 Honours Degree Assessments  (Resolution Number 36/2002)

10.1.1 Final Year Honours Assessment

(a) Where the Board of Examiners is given satisfactory evidence that the performance of a candidate for the final year of honours study has been affected for reasons of illness, accident or other circumstances beyond his or her control:

(i) if the candidate has taken all or a part of the assessment (which 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 another appropriate award or the award of a fail result on the basis of the information available to it, including any evidence of the candidate’s academic performance during his or her degree programme, or shall report to the Head of the College or his or her nominee that it has insufficient evidence to enable it to make such an award.

(ii) if the candidate has taken no part of the assessment (where “assessment” is construed as in (i) above), the Board of Examiners shall bring the case to the attention of the Head of the College or his or her nominee.

(b) In either set of circumstances in which a case is brought to the attention of the Head of College or his or her nominee, he or she shall report to the Senatus Undergraduate Studies 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 of those papers after repeating some or all of the coursework or without repeating the coursework, or (iii) in cases involving exceptional hardship, and where the Heads of the Schools involved are prepared to so recommend, that the candidate be permitted to take specially prepared examination papers at an appropriate diet.

(c) The report from the Head of the College or his or her nominee 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 assessment at the next diet.

10.1.2 Honours Assessment taken in a Year preceding the Final Year

Where the award of Honours for an Honours group or programme involves assessment taken in a year preceding the final year of study and where the Board of Examiners is given satisfactory evidence that the performance of a candidate for such an Honours group or programme has been affected for reasons of illness, accident or other circumstances beyond his or her control, the Board of Examiners shall investigate the case. If the Board decides that the effect on a candidate’s performance is significant, it shall report to the College recommending such concession as it deems appropriate. If no concession is recommended (or if the College or the Senatus does not approve such a concession) the candidate shall be required to repeat the course to which the assessment relates, and to submit himself or herself to assessment in that course in the following year or to complete such assessment elements as the College deems appropriate in the following year without having to repeat the course.
10.2 **Degree Assessment other than Honours***

* for MBChB examinations, see 10.3 below

Where a candidate has **completed part of the assessment** counting towards the degree result for the subject (where "assessment" 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), and produces satisfactory evidence that his or her failure to complete the assessment was for reasons of illness, accident or other circumstances beyond his or her control, the Board of Examiners shall recommend one of the following courses of action:

(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 Head of the College, or his or her nominee, in consultation with the University Secretary, 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 Head of the College, or his or her nominee, 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 or all of the assessed coursework which contributes to the degree result for the subject, the Board of Examiners (if the Head of the College or his/her nominee 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 course 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 Head of the College, 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 assessment** counting towards the degree result for the subject (where "assessment" is construed as above), or where the Board of Examiners considers it has insufficient evidence on which to base its decision, the Board (if the Head of the College or his/her nominee has signified that the Board may do so in terms of paragraph (a) above), may recommend to the College the award of a pass in that course; such a recommendation shall be subject to approval by the Undergraduate Studies 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 reasons 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 College 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 Academic Affairs, Planning and Secretariat Department should be consulted (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 College 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 the Senatus, the College must check that the candidate is willing to receive the degree aegrotat. The Academic Affairs, Planning and Secretariat Department should be consulted (650 2140).*

11. **COMMON MARKING SCHEME**

11.1 The marking scheme below is to be used for undergraduate degree assessment for *Schools other than Veterinary Medicine and the new MBChB curriculum assessment in Medicine*, is as follows:

<table>
<thead>
<tr>
<th>FINAL HONOURS</th>
<th>NON-HONOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Class</td>
<td>Mark (%)</td>
</tr>
<tr>
<td>1st</td>
<td>70-100</td>
</tr>
<tr>
<td>2.1</td>
<td>60-69</td>
</tr>
<tr>
<td>2.2</td>
<td>50-59</td>
</tr>
<tr>
<td>3rd</td>
<td>40-49</td>
</tr>
<tr>
<td></td>
<td>35-39</td>
</tr>
<tr>
<td>Fail</td>
<td>25-34</td>
</tr>
<tr>
<td></td>
<td>0-24</td>
</tr>
</tbody>
</table>

**Classification of results**

Column 1 applies to all final honours assessment that is 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 discretely identified unit of assessment employed by the Board of Examiners in determining the overall classification.

**Publication of results in transcripts** (see also sections 14.8-14.11)

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 Colleges and Schools 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 School of Veterinary Medicine ONLY is as follows:

**SCHOOL 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>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 follows:

**MEDICINE:**

examinations leading to the MBChB:

<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 related to the new MBChB course (and excludes Honours BSc courses, and teaching and assessment undertaken for courses in other Colleges). There is the potential for exemption for specific items of assessment. These exemptions are agreed in advance by the Coordinating Assessment Board of the College of Medicine and Veterinary Medicine and the Senatus Academicus.

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 Year 5 for session 2002/2003 continues to be marked under the University’s Common Marking Scheme (see Regulation 11.1).

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 Schools, is linked to the common marking scale, grade A representing First Class Merit and grade B Second Class Merit.
12. BOARD OF 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 College Office at the required time, and ensuring that a minute of the meeting is produced. The minute is a confidential document, although information on a particular candidate may need to be disclosed to that candidate under the Data Protection Act. 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 Head of the College 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 subject discipline must be represented and whenever practicable an External Examiner from each subject should be present. (See also Regulation 1.16.) 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 Head of the College, or his or her nominee, 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 1.16.)

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 The Board of Examiners for final year candidates is responsible for deriving the classification or award of a degree. 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 a programme involves subjects from two or more Schools, the basis for assessments and comparative weightings for the different parts of assessment should also be agreed by the time the course handbooks are distributed in the October preceding the examinations.

12.6 The Board of Examiners should agree marks as final in the year in which they are obtained.
The final honours year Board of Examiners should not revise marks agreed by the Board of Examiners for non-final honours years. The Board of Examiners, in determining final classifications and awards, may exercise discretion by taking into account additional relevant information.

12.7 **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, Undergraduate Assessment Procedures.

12.8 **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 12.9).

12.9 **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 an assessment, 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 Examiner or a relevant sub-committee of the Board which may be constituted to consider special circumstances. 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, Convener of the Board of Examiners, or Convener of the Special Circumstances Committee, in as concise a form as is consistent with clarity, preferably still retaining the anonymity of the candidate.

12.10 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.

12.11 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.

12.12 Once the Board of Examiners has decided on the final marks, grades and if appropriate class of degree for each candidate, the candidates’ names must then be substituted for their 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 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.
12.13 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.

12.14 **The results** of degree and certificate assessment must be notified to the Registry (or in the case of examinations in Medicine, the College 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.

12.15 **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 University Secretary**, who may either implement the recommendation or refer it to the Senatus Undergraduate Studies 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 Colleges: compensatory passes

12.16 After due consideration of a candidate's general academic record, Colleges may in their discretion award to the candidate a **compensatory pass** as follows:

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

*These will be awarded by the College following consultation with the relevant Head of School.*

(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 in September may be awarded compensatory passes in those courses. 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 College, following consultation with the Registry.*

(a) 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) 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 College 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) 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 MARKS

13.1 In this Section of the Regulations:

(a) “Marks" includes grades where appropriate.

(b) "Processing" has the meaning ascribed to it under the current Data Protection Act 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.

(c) If computers are used in this process such information may be processed or stored only on computers designated by the Convener of the Board of Examiners.
13.2 All discussion at a Board of Examiners’ meeting is confidential, and no comments or remarks should be reported to any candidates, whether or not they are unattributed. Under normal circumstances the views of a particular examiner should not be made known to a candidate. However, if a candidate makes a request under the Data Protection Act, information on that particular candidate may need to be disclosed.

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 **Retention of assessed material**

Degree examination scripts, or copies of such scripts, are not returned to candidates.

13.4.1 **Schools should balance the need to maintain an adequate documentary record of assessed work, which is necessary to inform decisions of original, resit and reconvened Boards of Examiners, and the need to provide sufficient feedback to students.** The documentary account needs to record those types of assessment which cannot be made available to the Board of Examiners (see also section 3.4).

13.4.2 **Honours Assessment**

Material which contributes to the final assessment of the degree, including any written examinations, dissertations, essays, laboratory or studio work and projects, should be retained in the School for four months after the Board of Examiners meeting which decides the overall classification or award of the degree. Students should be advised that if they submit one copy of an item of assessed coursework then this will be retained in the School but that if they choose to submit two copies of assessed coursework, one of these should be returned to them.

13.4.3 **Assessment other than Honours Assessment**

Material which contributes significantly to the overall assessment of the course, including degree examination scripts, should be retained in the School for four months after the Board of Examiners meeting. This may be the resit Board of Examiners.

13.5 **Destruction of assessed material.** It is recommended that examination scripts be destroyed at the end of the retention period. Other material which contributes to the final assessment of the degree or overall assessment of the course may be returned to the candidate after the expiry of the retention period providing they do not make known the views of a particular examiner (see 13.2). It is recommended that this other material which is not returned should be destroyed at the end of the retention period.

13.6 **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 assessment. **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 assessment.

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
13.7 **Assessed coursework marks:** Schools 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 when considered at the Board of Examiners meeting in that year. (See also Section 3 on Assessed Coursework.)

13.8 **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.

13.9 **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.

13.10 **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 Medicine, where the overall mark will be issued by the College Office). General guidance on the meaning of the mark may be available from the Directors of Studies.

13.11 **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 Candidates have the right to exclude their name, examination results and/or exemption results from being publicly announced, with the exception of excluding this information from Registry’s graduation programme.

14.2 Notices of Final Honours degree examination results may be posted on School 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.

14.3 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 12.15 above) to decide upon the classification of Honours in an Honours examination. In the
case of General degrees, the College Office, and not the Board of Examiners, decides upon the award of the degree with distinction or merit.

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

14.5 For all non-degree assessment, lists of assessment results may only be posted on noticeboards etc. providing that the candidates’ identity is protected through the use of students’ examination numbers.

14.6 Schools 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.

14.7 One copy of the detailed assessment 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.

Honours Transcripts

14.8 Colleges or Schools 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 MBChB 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.

14.9 Transcripts should record the classification of the degree. They should 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, the MA (Divinity) with General Honours and some degree programmes within the School of Education may be exempt from the requirement to complete the columns on “contribution to the degree” and the last also may be exempt from completing the “marks” column.

14.10 All transcripts 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.”

14.11 Credit obtained by candidates who have participated in an exchange scheme approved by the School 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”.
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 or in assessed coursework over the year**, such as personal illness or the illness of a close relative or partner, 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 University Secretary 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 or more than three months after any initial letter of enquiry from the appellant to the University Secretary. 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 University Secretary and two members of the Appeal Committee (who must not be from the School 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 Appeal Committee on behalf of the Senatus.

The written presentation of the case, which the appellant is required to submit prior to the prima facie hearing, should contain all the relevant arguments on the basis on which the appeal is being made. Other than in exceptional circumstances and with the approval of the Convener, the appellant will not at any point thereafter be permitted to introduce new circumstances into the appeal. The appellant has the opportunity to comment in their presentation on information provided by the Convener of the Board of Examiners and their Directors of Studies. The final written presentation must be submitted six weeks after receipt of this information.

15.4 If the appeal is heard by the Appeal 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 Appeal 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.

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 Scottish Social Services Council awards a professional qualification as an outcome of the University’s examination process, the role of Appeal 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.

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

16.1 College 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 College Programmes are regarded as potentially unsatisfactory are notified of this and are normally interviewed before any recommendation for exclusion is made to the College.

16.3 If the College 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 University Secretary, but only if the candidate produces substantial evidence which, for good reason, was not made available to the College, or on grounds of alleged improper procedure on the part of the College. The appeal is heard by the Appeal Committee on behalf of Senatus. The College 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 University Secretary within three weeks of the College’s decision to exclude the candidate.

16.5 A candidate declared unsatisfactory by the College of Medicine or Veterinary Medicine is normally excluded from all further attendance at classes and examinations in that College; in other Colleges a candidate who has made unsatisfactory progress may be required to withdraw from classes but is entitled to apply to the College 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

17.1 Any dispute arising from these Regulations, whether of interpretation or otherwise, is determined by the Senatus Undergraduate Studies Committee subject to review by the Senatus.