THE UNIVERSITY OF EDINBURGH

UNDERGRADUATE ASSESSMENT REGULATIONS

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 2003
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UNDERGRADUATE ASSESSMENT REGULATIONS

The Examiners

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

(a) 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;

(b) 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

(c) 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, nor External Examiner, shall be involved in the conduct of any form of assessment, or of any examination, in which
she/he may reasonably be regarded as having a strong personal interest because of a
current or previous relationship to or close friendship with a candidate.

1.3 If in doubt as to what course professional integrity requires, she/he shall consult the
Head of the College who may bring the case to the attention of the Principal or the
Senatus Undergraduate Studies Committee.

External Examiners  (Resolution Number 35/2002)

Appointment of External Examiners

1.4 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.

1.5 External Examiners must normally be resident in the United Kingdom.

1.6 An External Examiner should not 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. In cases of doubt, the Head of College or his or her nominee shall determine
what constitutes a discipline. External Examiners must not be close relatives of any
member of the inviting School (see 1.3).

1.7 No person who has held an appointment on the teaching or research staff or who has
been a student 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.

1.8 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.

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

1.10 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.

Duties of External Examiners

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

1.12 External Examiners have 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 External Examiners will see a selection of scripts or
other written work, the principles governing the selection must be agreed in advance
and External Examiners should consider borderline cases. The guiding principle is that
External Examiners 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.

1.13 Where an oral examination is held for only a proportion of the candidates, the principles for selection of candidates shall be agreed with the External Examiners.

1.14 All main meetings of Boards of Examiners, e.g. those which are not reconvened, interim or resit Boards with only a few candidates, must have an External Examiner present. All External Examiners have the right to attend meetings of all relevant Boards of Examiners. The signature of at least one 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 no External Examiners will sign the List or if any External Examiner refuses to sign it, 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 and must sign the List or convene a reconvened Board of Examiners. 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 9.2.)

1.15 For resit, interim and reconvened Boards of Examiners, where no External Examiners are able to attend, at least one External Examiner must contribute, ideally by video- or tele-conferencing and otherwise by email or fax. External Examiners should be involved in the scrutiny of scripts and should have access to assessed coursework as appropriate. An External Examiner’s signature must appear on the final degree examination results list; it is acceptable for this to be faxed initially providing the signed paper copy follows. Email is not acceptable. (See also 9.3.)

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

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 or his or her nominee 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 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.
2.4 Names of proposed members of the Board of Examiners are subject to the approval of the College (or the Head of the College or his or her nominee 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.

2.5 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 Office 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 or his or her nominee 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.

2.6 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 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.

2.7 The Convener of the Board of Examiners has responsibility for the security of, and arrangements for, setting papers, examining and marking scripts and processing and storing marks and grades. Information may be processed or stored only on computers designated by the Convener of the Board of Examiners. The Convener approves the content of examination papers taking account of the comments of External Examiners. The Convener receives and is responsible for correspondence on behalf of the Board and ensures that copies of the Minutes of the Board of Examiners’ meetings are sent to the College Office.

3. **ASSESSED COURSEWORK**

3.1 At the start of each course candidates should be given a clear statement of how and when each of their courses is to be assessed, 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 13.)

3.2 Candidates should be made aware that marks for assessed coursework are provisional and may be modified when considered at the Board of Examiners meeting in that year. (See also 10.4 and 10.5.)

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.
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.

3.5 Boards of Examiners confirm marks for candidates.

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.

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

(a) students who attained the proposed exemption level would not have failed the degree examination, and

(b) 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. (See 10.16.)

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. **EXAMINATION TIMETABLE**

5.1 It is the candidate’s responsibility to ascertain his/her assessment deadlines, including examination times and locations.

5.2 Examinations may be scheduled outside normal University teaching hours.

5.3 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, or his or her nominee, to answer a set of questions specially prepared for the purpose.

5.4 Candidates will only be allowed to sit examinations away from Edinburgh in the most exceptional circumstances and with the approval of the Senatus Undergraduate Studies Committee.

5.5 **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.

5.6 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 5.3 above should be adopted.

5.7 If required, specific reasonable adjustments will be made to enable disabled students to sit examinations, including any written, practice or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment. Arrangements for degree examinations must be approved in advance by the Registry (650 2214), and the Disability Office (650 6828) for dyslexic students, and reported to the examiners. The Registry require to have notification of specific examination arrangements for dyslexic students well in advance of examination weeks and specific deadlines apply (see [http://www.registry.ed.ac.uk/StudentHandbook/Dyslexia.htm](http://www.registry.ed.ac.uk/StudentHandbook/Dyslexia.htm)). For all other disabled students 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. Such candidates should discuss their requirements with their Director of Studies and/or the Disability Office at the earliest opportunity.
6. CONDUCT OF EXAMINATIONS

6.1 Invigilation of degree examinations is undertaken by authorised staff on the basis of arrangements made from time to time by the University Secretary, or his or her nominee. Examinations that contain practical or oral elements will continue to be invigilated solely by members of academic staff.

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

6.3 The Examination Hall regulations are in Appendix I and are a formal part of these regulations.

7. MARKING

7.1 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 that contributes to the overall assessment. The principle is that no marker is able to unduly influence a candidate's overall assessment result.

7.2 The original versions of examination scripts may not be sent outside the United Kingdom.

7.3 Where practicable, examination papers and assessed coursework should be marked anonymously.

7.4 Assessment outcomes should not be determined solely by automatic processing.

8. COMMON MARKING SCHEME

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

FOR ALL DEGREE ASSESSMENT, excluding the BVM&S and the MBChB [but including the old MBChB Year 5 (2002/03)]:

<table>
<thead>
<tr>
<th>FINAL HONOURS</th>
<th>NON-HONOURS</th>
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<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Honours Class</td>
<td>%</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>
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<tr>
<td></td>
<td>35-39</td>
</tr>
<tr>
<td>Fail</td>
<td>25-34</td>
</tr>
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<td></td>
<td>0-24</td>
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</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 10.19-10.22)

The notation in columns 2 and 3 is to be used by Boards of Examiners to enable implementation of the provisions of section 10 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.

8.2 Colleges and Schools are free to amplify, but not alter, the overall description of grades (Column 4) for the further guidance of their candidates, where this is thought to be helpful.

8.3 The marking scheme to be used for professional examinations in the School of Veterinary Medicine ONLY is as follows:

**SCHOOL OF VETERINARY MEDICINE:**

<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 10 below).

8.4 The marking scheme to be used for the MBChB is as follows:

**MEDICINE:**

<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 MBChB (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 MBChB Coordinating Assessment Board of the College of Medicine and Veterinary Medicine and the Senatus Academicus.
8.5 The standards and criteria for entry into honours applying in each curriculum should be determined and published.

8.6 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.

9. BOARD OF EXAMINERS' MEETINGS

9.1 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 and generic information may need to be disclosed under Freedom of Information. Inter alia, the minute should record the names of the persons attending the meeting, relevant individual circumstances raised at the meeting or considered by a Special Circumstances Committee and the outcome of subsequent discussion, and comments by the External Examiner(s) about the examination of the course and the performance of the candidates in general. Details of any modification of marks between grades or honours classification should be recorded together with the reasons for these.

9.2 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 no fewer than half of the internal examiners or, in exceptional circumstances and by prior written agreement with the Head of the College, or his or her nominee, 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. No Board may have fewer than two internal members 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 1.14.)

9.3 For a meeting of a reconvened or resit Board of Examiners, the quorum is not less than half of the internal members of the Board of Examiners. No Board may have fewer than two internal members present. 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 1.15.)

9.4 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.

9.5 The Board of Examiners for final year candidates is responsible for deriving the classification or award of a degree. Boards of Examiners, including those for joint degree programmes, 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 10 below and must be published to candidates within one month of the start of the academic year when examinations counting towards an honours degree are first sat.
9.6 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.

9.7 Boards of Examiners confirm the credit allocation from Universities abroad, and the conversion of grades at the University of Edinburgh.

Anonymity

9.8 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 may be 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.

Special Circumstances

9.9 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 minutes of the meeting of the Special Circumstances Committee, regardless of the impact on the candidate’s marks, grades or classification. The Minutes of the Board of Examiners must record cases where special circumstances were taken into account and minute the outcome. Responsibility for producing the documentary evidence rests with the candidate.

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

9.11 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.

Decisions of Boards of Examiners

9.12 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.

9.13 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.

9.14 The marks must be accurately transcribed on to the Examiners’ Lists on the form provided by the Registry. More than one person should be involved in checking the calculation of the marks and their transcription to the Examiners’ List.

9.15 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 (August) examinations, results should be submitted as soon as possible and not later than 10 days before the start of the academic year.

9.16 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 16 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 14.)
Review of results by Colleges: compensatory passes

9.17 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 (awarded by the College following consultation with the relevant Head of School):

(a) Candidates who have obtained 100 credit points in the June and August examination diets and grade E in one 20-credit point course or in each of two 10-credit point courses in August 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 (awarded by the relevant 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 August 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.

10. THE RELEASE OF ASSESSMENT INFORMATION

10.1 In this Section of the Regulations “marks” includes grades where appropriate.

10.2 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 recorded in the minutes on that particular candidate may need to be disclosed.

10.3 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 reference. The award of merit is not confidential.
Marks for individual units of assessment

10.4 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.

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

10.6 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 Section 3 on Assessed Coursework.)

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

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

10.9 Course Organisers or their nominees may show and discuss with candidates their non-honours degree examination scripts for feedback purposes (see 10.8 and 11.1).

10.10 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.

10.11 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.
Publication of Results

10.12 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.

10.13 Notices of degree examination results may be displayed, provided that the candidates’ identities are protected through the use of students’ examination numbers. Notices of Final Honours results which are displayed must be signed by at least one internal (normally the Convener of the Board of Examiners) and one External Examiner and headed: “Final Honours Examination ... for the degree of ... List of Classes determined by the Examiners”. It is the responsibility of the Convener of the Board of Examiners to ensure that results displayed agree with the certified assessment examination results lodged with the Registry (see 10.18).

10.14 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 9.16) 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.

10.15 For all non-degree assessment, lists of assessment results may be displayed providing that the candidates’ identities are protected through the use of students’ examination numbers.

10.16 Schools may display lists of those candidates exempted from sitting examinations, and of those candidates invited or required to attend pass/fail orals and distinction orals, providing that the candidates’ identities are protected through the use of students’ examination numbers.

10.17 Candidates’ results, including exemptions, may not be released over the telephone.

10.18 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. The assessment results lodged with the Registry are the official results of the University and are formally notified to candidates by the Registry on behalf of the Senatus.

Honours Transcripts

10.19 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.

10.20 Final Honours transcripts should record the classification of the degree. All honours transcripts 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.

10.21 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.”

10.22 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”.

11. RETENTION AND DESTRUCTION OF ASSESSMENT MATERIAL

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

11.2 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).

Honours Assessment

11.3 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.

Assessment other than Honours Assessment

11.4 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.

Destruction of assessed material

11.5 Examination scripts should be destroyed at the end of the retention period. For candidates who submit appeals, the retention period will need to be extended until the end of the appeal process. 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 10.2). Material which is not returned should be destroyed at the end of the retention period.

12. SUSPENSION FROM HONOURS COURSE (Resolution Number 28/2003)

12.1 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 13.1.
13. FAILURE TO COMPLETE DEGREE ASSESSMENT ADEQUATELY

Honours Degree Assessments (Resolution Number 28/2003)

Final Year Honours Assessment

13.1 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:

(a) 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.

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

13.2 When a case under regulation 13.1 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 with such evidence as has been produced by the candidate from medical and welfare agencies and, so far as is practicable and appropriate, the views of the candidate, the Director of Studies and the Convener of the Board of Examiners. The report should also state what coursework, if any, will have to be repeated if the candidate is required to appear for assessment at a later diet. The Senatus Undergraduate Studies Committee, after such consultation as it thinks fit, shall recommend to the Senatus either:

(a) that the candidate be awarded an aegrotat degree, or

(b) that he or she be required to take the examination papers at the next diet of those papers either after repeating some or all of the coursework or without repeating the coursework, or

(c) 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.

Honours Assessment taken in a Year preceding the Final Year

13.3 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 Undergraduate Studies Committee does not approve such a concession) the candidate may be required to repeat the course to which the assessment relates or to submit himself or herself to such assessment elements as the College deems appropriate.
Degree Assessment other than Honours or MBChB examinations

13.4 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 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 adequately 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. The Board of Examiners may recommend that such candidates' assessments at the next diet be recorded as their first attempt on the transcripts. 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) or (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 award a pass in the course and determine the appropriate mark or grade, if it considers that it has sufficient evidence of the candidate's academic performance. Where a Board of Examiners makes use of the power given in this regulation, the Board must inform the Head of the College, or his or her nominee, 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 Senatus Undergraduate Studies Committee and the Senatus. A pass awarded under this regulation must be clearly indicated on the Examiners' List submitted to the Registry.

Degree Examinations other than Honours - MBChB

13.5 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.
**Posthumous Degrees**

13.6 The Senatus may authorise the conferment of posthumous degrees. Each such
conferment requires a positive proposal from the College concerned and the Senatus
Undergraduate Studies Committee. Normally a posthumous degree is conferred only
where the candidate was qualified to receive the degree at the time of death.

**Aegrotat Degrees**

13.7 In special circumstances the Senatus may authorise the conferment of aegrotat degrees,
which are unclassed. Each such conferment requires a positive proposal from the
College concerned and the Senatus Undergraduate Studies Committee. 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.

**14. PLAGIARISM AND CHEATING**

**Suspected plagiarism**

14.1 Plagiarism (that is, the action 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. 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.

14.2 All work submitted for assessment by candidates is accepted on the understanding that
it is the candidate’s own 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. The innocent misuse or citation of material without formal and proper
acknowledgement can constitute plagiarism, even when there is no deliberate intent to
cheat. Work may be plagiarised if it consists of close paraphrase or unacknowledged
summary of a source, as well as word-for-word transcription. Any failure adequately to
acknowledge or properly reference other sources in submitted work could lead to lower
marks and to disciplinary action being taken.

14.3 If a marker suspects plagiarism he or she will inform the Course Organiser who will
consider whether the case is minor or not. The Course Organiser may wish to seek
advice from the secretary of the Discipline Committee (650 2140). Minor cases, where
the suspected plagiarism is a first offence, include those where it appears to be:
(a) an innocent misuse or inadequate citation of material or over-reliance on sources
without sufficient of the candidate’s own work; and/or
(b) a small proportion of the piece of work; and/or
(c) an element in a piece of work which makes a small contribution to the mark for the
course.

Minor cases will be handled by the Course Organiser in accordance with 14.4. If, at
any stage, the Course Organiser considers that the case is not minor then it should be
referred to the Convener of the Board of Examiners for action in accordance with 14.5-
14.9.

14.4 The Course Organiser will investigate minor cases as soon as practicable to determine
what action should be taken. The Course Organiser will normally interview the
candidate to obtain information about the suspected plagiarism and any special
circumstances. After the investigation the Course Organiser will provide the candidate
with advice on avoiding plagiarism and will give the candidate a written warning. This
will not normally go on the candidate’s record in the College Office, but the candidate’s Director of Studies must be informed and will note the warning in the candidate’s file. The mark for the work should not be reduced as a penalty for plagiarism but should reflect the academic quality of the work. The Course Organiser must report the outcome of the case to the Convener of the Board of Examiners.

14.5 Cases which are not considered to be minor must be investigated by the Convener of the Board of Examiners. The circumstances giving rise to the suspicion will be investigated as soon as practicable in consultation with the other examiner(s) and the candidate will be interviewed by the Convener of the Board. The candidate should receive a written invitation to the interview, which should give a reasonable amount of notice. The candidate must be given the opportunity to be accompanied at the meeting by another member of the University community, e.g. a Students’ Association adviser. The Convener will be accompanied by another member of the Board of Examiners.

14.6 The purpose of the interview is to obtain information about the case in order to consider a way forward. The Convener should seek advice from the secretary of the Discipline Committee (650 2140) prior to the interview and before communicating to the candidate the outcome of the interview. The candidate should be sent a copy of the report that the Convener draws up following the interview so that she/he can comment on matters of fact in the report. The report should include the evidence of the suspected plagiarism; the report of the interview with the candidate; information given to candidates on the course about the avoidance of plagiarism; and any information that the candidate wishes to be taken into account; but should not include the action recommended by the Convener (see 14.8).

14.7 If the Convener considers that the case or the plagiarism involved is not significant, e.g. because it is an innocent transgression of the rules or because there are mitigating special circumstances, then a warning and advice on avoiding plagiarism 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 must be informed and will note the warning in the candidate’s file. The provisional mark for the work should not be reduced as a penalty for plagiarism but should reflect the academic quality of the work.

14.8 If the Convener considers that the case is significant, e.g. cases of repeated or extensive plagiarism by the candidate, then the Convener should send the report of the case to the Board of Examiners and make one of the following recommendations:

(a) that the matter should be noted but requires no further action by the Board because the plagiarism has been taken into account in the examiners’ assessment of the work and/or because the plagiarism case has not been adequately demonstrated against the candidate; that the candidate should receive a warning and advice on avoiding plagiarism; and that this warning should be copied to the Head of College, or his or her nominee, for the College Office record on the candidate and to the Director of Studies for the candidate’s file; or

(b) that the Board of Examiners should agree on the significance of the case and reduce the candidate’s mark(s) by an amount to reflect the examiners’ assessment of the extent of the seriousness of the matter (see 14.10); that the candidate should receive a warning and advice on avoiding plagiarism; that the Course Organiser should note the warning in the candidate’s file; and that it should be reported to a College Authorised Officer in order that appropriate further steps under the Code of Discipline may be taken at his or her discretion, which could include referring the matter to the Discipline Committee.

The Convener of the Board of Examiners should not assign a provisional mark before the meeting of the Board.
14.9 If there is a lengthy period between the investigation of the case and the next scheduled Board of Examiners’ meeting then the Convener may wish to convene an interim Board. (See 1.14, 1.15 and 9.2.)

Reduction of marks

14.10 In a case covered by the terms of 14.8(b) above, the Board of Examiners has the power 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 or failure in the case of honours examinations, or failure in the case of other examinations. The Board of Examiners has power to adjust 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 and in which plagiarism has been detected.

Discipline Committee

14.11 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:

(a) 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

(b) temporarily suspend the candidate from the University, or

(c) 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.

Suspected plagiarism in the work of a graduate

14.12 If it comes to the University’s notice that the work of a graduate, which has already been assessed for the award of a degree, diploma or certificate, may contain plagiarism, and that the nature and extent of this may have been material to the award, 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 investigation should follow procedures as close as possible to those in sections 14.5 to 14.8 above.

14.13 The Convener of 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

14.14 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 candidate’s assessed work or for a candidate knowingly to make use of such material.
14.15 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.

14.16 Cheating of any kind is a serious offence against the University’s Code of Discipline and will be investigated by a disciplinary Authorised Officer. 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.

14.17 If an invigilator suspects a candidate of cheating in the examination hall she/he should call on another 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.

14.18 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.

14.19 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. It is important that action taken should be informed by practice across the University.

14.20 The assessed work should be marked at face value and at the same time as the work for other candidates. 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 the final mark when account is taken of the circumstances of the incident.

14.21 The Convener of the Board of Examiners should report to a College Authorised Officer who will investigate the case under the Code of Student Discipline. If the Authorised Officer deems the incident to be minor he/she will report this to the Board of Examiners and the candidate's assessment will proceed. If the Authorised Officer is satisfied that the case merits further investigation then he/she 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. 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 candidate should be sent a copy of the report that the Authorised Officer draws up following the interview so that she/he can comment on matters of fact in the report before it is sent to the Board of Examiners. The report should include the initial report on the incident; the report of the interview with the candidate; any information that the candidate wishes to be taken into account; any disciplinary penalty to be imposed by the Authorised Officer; and the Authorised Officer’s recommendation to the Board of the potential impact of the cheating on the assessed work.

14.22 The Board of Examiners must not re-open the disciplinary investigation. Following receipt of the Authorised Officer’s report the Board agrees a mark for the affected assessed work. The Board has discretion to reduce marks and results up to the point where the academic rating for the work in question is reduced to zero.
15. **UNSATISFACTORY PROGRESS BY CANDIDATES - PROCEDURE FOR EXCLUSION FROM THE UNIVERSITY**

15.1 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.

15.2 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.

15.3 The College is regarded as the final judge of the academic basis for exclusion on the grounds of unsatisfactory progress as specified in the degree regulations. 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 Appeal Committee through the University Secretary, but only if the candidate can produce substantial evidence which, for good reason, was not made available to the College, or can allege improper procedure on the part of the College. The appeal is heard by the Appeal Committee on behalf of Senatus.

15.4 Procedure at appeal follows that set out in Section 16. Appeals must be submitted to the University Secretary within two weeks of the College’s decision to exclude the candidate. On hearing an appeal, the Appeal Committee has the power to vary the original decision, to confirm it, or to require the College progression committee to reconvene to reconsider its decision.

15.5 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. **APPEALS**

16.1 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.

16.2 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. (See 9.9 to 9.11.)

16.3 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 (16.2) 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; and/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.

16.4 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.
16.5 Any appeal must be submitted in writing to the University Secretary as soon as possible. Only in special circumstances may an appeal from a final year student or graduate be considered more than six weeks after the results of an examination have been available to the appellant. For other undergraduate appellants only in special circumstances may an appeal be considered more than two weeks after the results of an examination have been available to the appellant. The decision as to whether or not special circumstances exist will be made by the sub-committee referred to in Regulation 16.6.

16.6 The University Secretary or his or her nominee 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 and/or whether the case should be referred for Convener’s Action (see 16.8).

16.7 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 of 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 three weeks after receipt of this information by final year students or graduates and one week after receipt of this information for other undergraduate appellants.

16.8 If the appeal is considered by Convener’s Action, then it is dealt with by the Convener, Appeal Committee secretary and one other academic member of the Appeal Committee, who was not a member of the sub-committee. On considering an appeal by Convener’s Action, the Convener has the power to require the Board of Examiners to reconvene to reconsider the appellant’s results or to refer the case to the full Appeal Committee.

16.9 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 the power to vary the original decision of the Board of Examiners, to confirm it, or to require the Board of Examiners to reconvene to reconsider the appellant’s results. In the case of joint academic and professional qualifications and in courses leading to qualifications such as in social work, where a professional qualification is awarded as an outcome of the University’s examination process, 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 the Board’s decision or to requiring the Board of Examiners to reconvene to reconsider the appellant’s result.

16.10 The decision of the Appeal Committee and any decision of the sub-committee that no prima facie case has been established (see 16.6) are final and only in exceptional circumstances may an appellant appeal the decision on any grounds. The decision as to whether or not exceptional circumstances exist will be made by the sub-committee referred to in Section 16.6.

16.11 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.

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.
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 are prohibited from deliberately doing anything that might distract other candidates. 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, computers, calculators and other electronic technology as have been issued or specifically authorised by the examiners. Such authorisation must be confirmed by the Registry.

10. The use of mobile telephones is not permitted and mobile telephones must be switched off during an examination.

11. 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.

12. 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.

13. Smoking and eating are not allowed inside the examination hall.

14. 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.

15. 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.