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

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SEPTEMBER 2004
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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 or his or her nominee, the University Secretary or the Registry (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. The University Secretary and his or her nominees have authority to make urgent decisions relating to assessment issues.

1. APPOINTMENT OF EXAMINERS AND DUTIES OF EXTERNAL EXAMINERS

The Examiners  (Resolution Number 35/2002)

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 student shall be examined in each subject by at least two Examiners, of whom one shall be an External Examiner.

Assessed Coursework Markers

1.2 The Head of School has responsibility for approving the appointment of individuals who are not members of staff, and who are not covered by section 1.1 above, who contribute to the marking process, e.g. graduate tutors, marking tutorial, laboratory or examination work. Such markers are not members of the Board of Examiners and the Convener of the Board of Examiners has responsibility for ensuring the quality and standards of their marking.
Involvement in Assessment

1.3 No member of the academic staff of the University, External Examiner, or marker 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 student.

1.4 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 28/2004)

Appointment of External Examiners

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

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

1.7 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 1.4).

1.8 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 four 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 five consecutive years. An External Examiner is not eligible for re-appointment beyond a total of five years 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 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

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

1.13 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 students, the classification or award of a degree.

1.14 All main meetings of honours Boards of Examiners and final award meetings of Boards of Examiners for the BVM&S and the MBChB must have at least one External Examiner present. All External Examiners have the right to attend meetings of all relevant Boards of Examiners and must attend at least one Board of Examiners meeting during each academic year to enable them to comment on the assessment process. 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 Non-honours Boards of Examiners meetings and resit and reconvened Boards of Examiners do not require the presence of an External Examiner but 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 Interim Boards of Examiners meetings do not require the involvement of an External Examiner but recommendations of interim Boards are provisional until ratified by a Board of Examiners with an External Examiner involved.

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.

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 December 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 is more than one diet 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 December diet 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 WORK

3.1 At the start of each course and on entry into the honours component of a degree programme students should be given a clear statement of how and when each of their courses is to be assessed, including penalties for late submission, which specifies what pieces of coursework are or are not to be counted in the final assessment or classification, and what weighting is to be assigned to the various components of the assessment scheme. Passing a course or degree programme will require attainment of the learning outcomes and may require a specified level of performance or attendance in some or all elements. This statement should specify how assessed work may be taken into account by resit Boards of Examiners. The statement should specify procedures to be followed if a student does not attempt, or does not complete, all their assessed coursework. The statement should include a comment that appropriate reasonable adjustments can be made for disabled students. (See also Sections 5.6 and 13.)

3.2 A Board of Studies and the College Undergraduate Studies Committee set the assessment and satisfactory performance requirements for a course and must normally approve significant assessment changes before students enter a course or the honours components of a degree programme. If, in exceptional circumstances, it is necessary to change the assessment requirements or arrangements after students have entered a course or the honours component then the College Office must be consulted and the approval of the
College Undergraduate Studies Committee obtained. Before CUGSC approval can be given, written evidence of the results of consultation with the students must be submitted.

3.3 Students 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.)

3.4 Oral examinations may only be used as part of the assessment of a specific component of the programme, such as a dissertation or practical skill, or in special circumstances, such as when a student has for some reason been unable to complete a written paper. The selective use of oral examinations for helping a Board of Examiners to come to a final conclusion about a student, e.g. on borderlines, is not permitted. Any waiver of this rule requires the approval of the Senatus Undergraduate Studies Committee. If oral performance is to be assessed the students 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.

3.5 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 students. 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.

3.6 Boards of Examiners should set requirements at resit that are as demanding as those made of students at the first attempt. Boards of Studies and College Undergraduate Studies Committees specify the number of attempts permitted for a course. Students will be informed about the requirements to pass the course at a further attempt, where this attempt is permitted:

(a) Where a student has performed satisfactorily in the in-course assessment this mark will be carried forward and the student need only resit the degree examination(s).

(b) Where a student has performed satisfactorily in the degree examination(s) but not in the in-course assessment then the examination mark(s) will be carried forward and the student need only resit the in-course assessment (see 3.6(d) below).

(c) Students who have not performed satisfactorily in either the in-course assessment or the degree examination(s) will need to resit the examination(s) and the in-course assessment (see 3.6(d) below).

(d) Students may be offered an opportunity to repeat the in-course assessment or equivalent work during the vacation or to take a specific resit examination which covers the relevant learning outcomes. If repetition of the in-course assessed work is not possible in the vacation, the student, with the permission of the relevant Head of School, may be allowed to repeat the coursework alone in the following year. Students not receiving such permission may be permitted by the relevant Head of School to repeat the course, including examination, in the following year.

3.7 Students are only permitted one assessment attempt for courses at Scottish Credit and Qualification Framework level 9 and above, except where subsequent attempts are necessary to satisfy professional requirements and have the approval of the Senatus Undergraduate Studies Committee, or where the student is taking the course as part of the non-honours years of their degree programme, including the Ordinary and General (non-Honours) final year. Where such level 9 and above resits are permitted the provisions of section 3.6 apply.

3.8 Late coursework will not be accepted without good reason, will be recorded as late and a penalty will be exacted. That penalty should be a reduction of the mark by 5% of the
maximum obtainable mark per working day (e.g. a mark of 65% on the common marking scale would be reduced to 60% after 24 hours). This would apply for up to five working days (or to the time when feedback is given, if this is sooner), after which a mark of zero should be given. The original unreduced mark should be recorded by the School and the student informed of it. Such work, if completed satisfactorily before feedback is issued, should be regarded as completed when completion alone is a criterion for success. Any School wanting to use a different penalty must obtain approval from the College, which must be reported to the Senatus Undergraduate Studies Committee for information.

Schools will only grant extension of submission dates in exceptional circumstances on the basis of published criteria and procedures.

3.9 Boards of Examiners confirm marks for students.

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 9 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 work contributing to the exemption 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 exemption procedures and criteria should be clearly described in the course literature given to students at the beginning of the course.

4.6 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.

4.7 A list of students awarded exemption should be signed by the Convener of the Board of Examiners and communicated to students. (See 10.17)

4.8 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 student’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 Students 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 student 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 Students 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 If, through failure at an earlier diet, a student 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 student 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 student about to enter the third year of an Honours curriculum who might be seriously handicapped as a student for Honours by carrying forward a subject extraneous to the curriculum; in such cases, the procedure outlined in 5.3 above should be adopted.

5.6 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. Approval of specific reasonable adjustments should follow the normal approval routes (see 3.2). 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 student or be satisfied that an acceptable certificate will be produced. Such students 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 and may be conducted jointly with an External Examiner.

6.2 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 student's work that contributes to the overall assessment. The principle is that no marker is able to unduly influence a student’s overall assessment result.

7.2 It is a student’s responsibility to ensure that his or her submitted assessed work is legible. If markers consider work to be illegible they must consult the Convener of the Board of Examiners. The Convener of the Board of Examiners, in consultation with the College and the Disability Office, decides if the work can be marked, including after transcription. If not, a zero will be awarded.

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

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

7.5 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>Honours Class</th>
<th>Mark</th>
<th>Grade</th>
<th>Non-Honours Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>70-100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>2.1</td>
<td>60-69</td>
<td>B</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.2</td>
<td>50-59</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>3rd</td>
<td>40-49</td>
<td>D</td>
<td>Satisfactory</td>
</tr>
<tr>
<td></td>
<td>35-39</td>
<td>E</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>Fail</td>
<td>25-34</td>
<td>F</td>
<td>Clear Fail</td>
</tr>
<tr>
<td></td>
<td>0-24</td>
<td>G</td>
<td>Bad fail</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 10.18-10.21)

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 students, 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:**

Examinations leading to the BVM&S:

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

The above table applies to all assessments for non-honours examinations including all professional degree examinations in Veterinary Medicine. The notation and description in those columns are to apply both to the overall result and to individual units of assessment contributing to the overall result (see section 10 below).

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

**MEDICINE:**

Examinations leading to the MBChB, excluding the old MBChB Year 5 (2002/03):

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 student may
need to be disclosed to that student 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 the discussion and outcomes for any borderline students. Details of any modification of marks between grades or honours classification should be recorded together with the reasons for these. Comments by the External Examiner(s) about the examination of the course and the performance of the students in general should also be minuted.

9.2 All members of the Board of Examiners should attend meetings of the Board but, provided reasonable notice of a meeting has been given, a main 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 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 College has responsibility for ensuring that students have met the requirements for senior honours and graduation, on the basis of information provided by Boards of Examiners. Pre-existing rules for the award of an honours degree, including rules of compensation, apply to students who first entered an honours year of their degree programme before 2004/05. The provisions of Section 9.5 apply to Ordinary or General (non-Honours) final year students and to students entering their first or only honours year from 2004/05. Students registered for an Ordinary or General (non-Honours) degree may be awarded the degree if they attain at least 240 credits at levels 7 and 8 or above, attain at least an additional 80 credits from the 120 credits in the Ordinary or General final year, are awarded an aggregate pass for the Ordinary final year and satisfy any other specific requirements for the degree programme.

(a) The junior honours year Boards of Examiners have the responsibility to decide which students can progress to the next year of study. Progressing students must attain at least 80 credits and be awarded an aggregate pass for the 120 credits of junior honours study and must satisfy any other specific requirements for the degree programme. The Board of Examiners may propose to the College that an award of an Ordinary or General degree be made to students who have attained at least 80 credits at level 9 and above and been awarded an aggregate pass for the 120 credits of junior honours study but who do not satisfy the other specific honours degree requirements.
(b) The senior honours year or intercalated year Boards of Examiners have the responsibility to decide which students can graduate or, in the case of undergraduate Masters degrees, progress to the next year of study. To graduate or progress students must attain at least 80 credits and be awarded an aggregate pass for the 120 credits of senior honours or intercalated study and must satisfy any other specific requirements for the degree programme. The Board of Examiners may propose to the College that an award of an Ordinary or General degree be made to students who do not achieve these requirements, on the basis of their junior honours achievements.

(c) The undergraduate Masters year Boards of Examiners have the responsibility to decide which students can graduate. To graduate students must attain at least 80 credits and be awarded an aggregate pass for the 120 credits of undergraduate Masters study and must satisfy any other specific requirements for the degree programme. The Board of Examiners may propose to the College the award of an Honours degree to students who do not achieve these requirements, on the basis of their senior honours achievements.

9.6 The Board of Examiners at its main meeting for assessment of students in their final year is responsible for deriving the classification for award of an honours degree. For students who entered their first honours year before 2004/05 or who have only one honours year, which is entered in 2004/05, the Board of Examiners, with the approval of the Senatus Undergraduate Studies Committee, determines the weighting of the honours years for classification purposes. For students entering their first honours year in 2004/05, within a year the assessment weighting of a course is proportional to its credit value:

(a) For degrees with two honours years, including degree programmes with an obligatory period of residence/study abroad, the classification is based on performance in both honours years, which are equally weighted except for:

(i) modern language degree programmes with a prescribed period of residence abroad where credit points for language acquisition through residence are aggregated with those associated with the language learning in the final year and where the classification is based on two honours years in line with this aggregation;

(ii) degree programmes where students can opt to spend a period of residence/study abroad, where the weighting is determined by the Board of Examiners and communicated to students before departure; and

(iii) the MA in International Business, where the classification for these students is based solely on the final honours year.

(b) Intercalated honours degrees have a one-year honours component and their classification is based solely on the honours year.

(c) Integrated Masters degrees have three honours years and their classification is based on all these years, which are weighted respectively 20:40:40 (in percentage terms), with the exception of the MChem and MChemPhys degrees “with Industrial Experience” and “with a Year in Europe”, which are weighted 20:20:60. (See also section 3.1)

9.7 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.

9.8 Boards of Examiners must consider students whose marks are borderline for progression, award or classification purposes. Borderline marks are defined as marks from two
percentage points below the class or grade boundary up to the boundary itself, e.g. 58.00% to 59.99% for a 2.2. Boards of Examiners must publish in advance the factors that will be taken into account for borderline decisions, which can include:
(a) cases in which a student has performed better in courses at a higher level;
(b) cases where the amount of credited assessed work to be used for classification is less than the norm; and
(c) profiles of performance. (See section 3.1.)

9.9 Boards of Examiners confirm the credit allocation from Universities abroad.

Anonymity

9.10 Anonymity should be retained until, in the opinion of the Board of Examiners, the best interests of the students are no longer being served. Where students 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

9.11 Any personal circumstances which are clearly beyond the student’s control and for which there is sufficient documentary evidence to show that these circumstances may have adversely affected a student’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 student’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 student.

9.12 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 student.

9.13 The Board of Examiners should take account of any personal circumstances and of the student’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

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

9.15 Once the Board of Examiners has decided on the final marks, grades and if appropriate class of degree for each student, the students’ 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.

9.16 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.

9.17 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) examinations should reach
the Registry as soon as possible and certainly not later then 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 next semester.

9.18 Although a Board of Examiners may not certify that a student for a degree is entitled to
receive the degree, it has full power 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.

9.19 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
report the recommendation to the Senatus or exceptionally will 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 student. The University shall notify the student 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 student or to a third party. Having been notified of the corrected result or
classification the student shall return to the University any documentation which may
have been issued to the student notifying the original result or classification which has
been corrected. The student shall have no claim against the University for any loss or
damage which may have been incurred by the student as a result of any error which
may have been made.

(c) a student 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.)
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 students, whether or not they are unattributed. Under normal circumstances the views of a particular examiner should not be made known to a student. However, if a student makes a request under the Data Protection Act, information recorded in the minutes on that particular student may need to be disclosed.

10.3 Other than with the permission of the student 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 Students 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 student 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 student 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 which contribute to the overall result for a course:** Schools which use assessed coursework marks which contribute to the overall result for a course normally provide students with the assessed coursework marks at the time that the assessment is marked, as a guide to each student's performance, together with guidance on the meaning of the marks. If such marks are released before confirmation by the Board of Examiners, students must 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)

10.7 **Multiple choice questionnaires:** Students 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 marks:** Throughout the year, before consideration by a Board of Examiners, marks for examinations and assessed coursework which contribute to the overall result for a course are inherently provisional and have no status until they are approved or modified by the Board. If such marks are released before confirmation by the Board of Examiners, students must be advised that the marks are provisional and may be modified when considered at the Board of Examiners meeting in that year.

10.9 Course Organisers or their nominees may show and discuss with students 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 student 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 students 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 Students 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 students’ 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 10.17).

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

10.15 Schools may display lists of those students exempted from sitting examinations providing that the students’ identities are protected through the use of students’ examination numbers.

10.16 Students’ results, including exemptions, may not be released over the telephone.

10.17 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 students by the Registry on behalf of the Senatus.

**Transcripts**

10.18 Colleges or Schools are required to issue automatically to students a transcript of the student’s honours results using a standard format transcript within two months of the date of the meeting of the Board of Examiners. Transcripts show all attempts, including fails and absents, with the exception of attempts deemed a “null sit” by the Board of Examiners.

10.19 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.
10.20 All transcripts should contain the following statement:

“This is a transcript of marks obtained by the student, 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 student.”

10.21 Credit obtained by students 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 are received by the University in confidence. Degree examination scripts, or copies of such scripts, are not returned to students.

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 3.5).

**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 students 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 student 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 YEAR** (Resolutions Nos. 28/2003 and 29/2004)

12.1 A student undertaking an Honours year is not permitted to suspend his or her studies before the completion of the year 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 student’s control which justify such a measure. If the student 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 year, including any material counting towards the assessment of courses 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 student 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 student 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 student 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 student 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 student’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 student 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 the 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 student from medical and welfare agencies and, so far as is practicable and appropriate, the views of the student, 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 student 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 student 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 student 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 student 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 student’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 student 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 student 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 student 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 students’ 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 student 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 student 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 student'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 student 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 student, 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 student has completed at least part of the examination and the Board of Examiners is satisfied on the basis of the student'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 student 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 student 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 student is willing to receive the degree *aegrotat*.

**14. PLAGIARISM AND CHEATING**

**Suspected plagiarism**

14.1 Plagiarism is the act of copying or including in one’s own work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one’s own benefit. It is academically fraudulent and an offence against University discipline. Plagiarism, at whatever stage of a student'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 students is accepted on the understanding that it is the student’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 students 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.

**Suspected cheating**

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

14.4 It is an offence for any student knowingly to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another student to impersonate him/her in an examination. Any student found to have cheated or attempted to cheat in an assessment, may be deemed to have failed that assessment and disciplinary action may be taken.

**Procedures**

14.5 If a marker suspects plagiarism he or she will inform the Course Organiser and the Convener of the relevant Board of Examiners. Evidence of the suspected plagiarism should be collected together and a report made by the Convener of the Board of Examiners (this task may be delegated to the Course Organiser). The report will be referred as quickly as possible to a nominated College Academic Misconduct Officer for further investigation.
If an invigilator suspects a student of cheating in the examination hall she/he should call on another invigilator to observe the student before intervening. The invigilator should then speak to the student, tell him/her of the suspicions, impound any prohibited material and allow the student to complete the examination. The invigilators should arrange to speak to the student at the end of the examination and tell the student that they will be advising the Examinations Office of the Registry and the Convener of the Board of Examiners of the incident. The Convener of the Board of Examiners will collect evidence of the suspected cheating and prepare a report for the nominated College Academic Misconduct Officer for further investigation, as outlined in 14.5 above. The Convener should seek advice from the secretary of the Discipline Committee as well as the Examinations Office of the Registry.

Marking of work should be completed at face value and at the same time as the work for other students. It is important that the work should be treated in a way that is near to that of other work so that, if the charges of plagiarism or cheating are set aside, the student has a mark which is given under the same conditions as for the rest of the students. In exceptional circumstances, where a marker considers that it is impossible to assign a mark because the plagiarism or the cheating is blatant and extensive, marking for that student may be suspended. The College Academic Misconduct Officer must be informed of any mark that is awarded for the work, and the basis for that mark. It will be for the Board of Examiners to decide the final mark (following advice given by the College Academic Misconduct Officer under 14.11 below) if the outcome of the investigation is that account needs to be taken of the circumstances of the incident.

The College Academic Misconduct Officer, together with at least one representative from the College Academic Misconduct Panel (which should not be the representative from the student's School), will interview the student to obtain information about the suspected plagiarism or the suspected cheating, and any special circumstances. The student will receive a written invitation to the interview, which should give a reasonable amount of notice, and will be sent a copy of the report referred to the College Academic Misconduct Officer (14.5 and 14.6 above). The student 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 purpose of the interview is to obtain information about the case in order to consider a way forward. The College Academic Misconduct Officer may seek advice from the secretary of the Discipline Committee (650 2140) prior to the interview.

The student will be sent a copy of the report that the College Academic Misconduct Officer 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 or cheating; the report of the interview with the student; where appropriate, information given to students on the course about the avoidance of plagiarism; and any further information that the student wishes to be taken into account. It should not include the action recommended by the College Academic Misconduct Officer.

The College Academic Misconduct Officer will decide whether the case should be referred back immediately to the Board of Examiners, or should be handled as a disciplinary case.

(a) If the case is to be referred back to the Board of Examiners, the College Academic Misconduct Officer will determine the appropriate level of penalty, if any, to be imposed (see Section 14.13).

(b) If the case is considered so serious that it constitutes a disciplinary matter, the College Academic Misconduct Officer will make a report in preparation for a disciplinary interview. The interview will be conducted by a College Authorised Officer, who will not be the same person as the College Academic Misconduct Officer who
investigated the case. The student will be notified about the arrangements for the
interview under the Code of Student Discipline, and informed that the outcome could
include referral to the Discipline Committee.

14.12 If there is a lengthy period, e.g. more than a month, between the investigation of the case
and the next scheduled Board of Examiners’ meeting then the Convener should convene
an interim Board.

Reduction of marks

14.13 In a case covered by the terms of 14.11 (a) 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 must apply the penalty
imposed by the College Academic Misconduct Officer and must not apply any additional
penalty. In the exceptional circumstance of the Board of Examiners disputing the penalty
set out by the College Academic Misconduct Officer, the case should be referred to the
Head of College for adjudication. 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 College Academic Misconduct Officer’s report and in which
plagiarism or cheating has been detected.

Discipline Committee

14.14 If the case is referred to the Discipline Committee, the student has the right to appear
before the Committee and to present evidence. In cases of plagiarism, the Discipline
Committee, without prejudice to any other powers it may have under the Code of
Discipline, has power to:

(a) award a fail mark in all the student’s continuously assessed work or examinations in
the subject under investigation in that diet of examinations or issue a mark of zero in
the student’s whole diet of examinations in question, or

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

(c) expel the student from the University.

In reaching its decision on the appropriate penalty, the Discipline Committee is entitled to
consult the Convener(s) of the Board(s) of Examiners and the College Academic
Misconduct Officer.

Suspected plagiarism or cheating in the work of a graduate

14.15 If plagiarism or cheating is found to have occurred in the work of a graduate the Senatus
has 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.

14.16 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 or have
been based on cheating, and that the nature and extent of the plagiarism or cheating may
have been material to the award, or class within the degree, the case will be investigated
by the College Academic Misconduct Officer, following procedures as close as possible to
those in section 14.5 to 14.11 above.

14.17 The College Academic Misconduct Officer will report to the Appeal Committee. The
graduate will have the right to see the report and to submit evidence in writing in defence
or in mitigation to the Appeal Committee and will be invited to attend a hearing. If the
case is proved, the Board of Examiners, constituted to reflect as closely as possible the composition of the Board responsible for the award, will then be instructed by the Appeal Committee to review the assessment of the graduate’s qualification. The Board will 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 will either report the recommendation to the Senatus or exceptionally will refer it to the Appeal Committee for further advice and referral to the Board of Examiners.

15. UNSATISFACTORY PROGRESS BY STUDENTS - PROCEDURE FOR EXCLUSION FROM THE UNIVERSITY

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

15.2 Students 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 student has the right to appeal to the Appeal Committee through the University Secretary, but only if the student can produce substantial evidence which, for good reason, was not made available to the College, or can allege irregular procedure or improper conduct 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 student. 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 student 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 student 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 student’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 student as soon as possible and, in any event, before the meeting of the Board of Examiners. (See 9.11 to 9.13.)

16.3 A student 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 student's performance, or failure to report such factors on the basis that the student did not
anticipate an unsatisfactory result in the examination, can never by themselves constitute good reason; and/or

(b) alleged irregular procedure or 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 student to complete upon arrival. These are collected by an invigilator after thirty minutes have elapsed from the start of the examination. Students 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. Students 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. Students 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 student 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. Students must take their seats within the block of desks allocated to them and must not communicate with other students either by word or sign, nor let their papers be seen by any other student.

5. Students are prohibited from deliberately doing anything that might distract other students. Students wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any student 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 student’s feet; they should be opened only in full view of an invigilator.

7. An announcement will be made to students that they may start the examination, although they may begin without waiting for this announcement. Students 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, students 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 student knowingly

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

12. Students 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 student 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 student 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 student 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.