

CHAPTER III

EXAMINATIONS

HONOURS EXAMINATIONS

Honours
Examinations.

1. The Honours Examinations of the University shall be the examinations for any undivided Tripos, and the examinations for the several Parts and Sections of Triposes which are divided into Parts or Sections or into Parts and Sections. The term Honours Examination shall not include a Qualifying Examination or Preliminary Examination connected with any Tripos.

2. No one who is, or is qualified to be, a member of the Senate, or is, or has been, registered as a Graduate Student shall be a candidate for honours in any Honours Examination.

3. No person shall be a candidate for honours in more than one Honours Examination in the same term.

ALLOWANCES TO CANDIDATES FOR EXAMINATIONS

Amended by Grace 3 of 27 June 2018

Candidature
despite
Ordinance.

Leave to
intermit.

Fitness to
study.

Conditions for
return to study.

Anomalous
candidature.

1. The General Board shall have power:

(a) to admit to candidature for an examination or for a University Studentship, Scholarship, Exhibition, Prize, or Medal, a person who is not qualified by Ordinance to be a candidate, and

(b) to determine that for the purposes of candidature for an examination or competition one or more terms may be disregarded in reckoning the standing of a particular candidate,

(c) to refer for consideration under the Procedure to Determine Fitness to Study¹ any person in respect of whom an application is made under these regulations; and

(d) to set conditions for a student to resume keeping terms by residence following an authorized period of intermission.

2. No person who is not qualified by Ordinance, or under the foregoing regulation, or by special Grace, shall be admitted to an examination leading to a degree, diploma, or certificate, except with the approval of the General Board who shall have power to determine the conditions of such admission and the fee, if any, to be paid for such admission. The name of a candidate admitted under this regulation to an Honours Examination shall, if he or she satisfies the Examiners, be published in a separate list under the heading:

The following, who are not candidates for honours, have satisfied the Examiners.

Powers of the
General Board.

3. The General Board, on satisfactory evidence supplied by a candidate's Tutor that the candidate has been hindered by illness or other grave cause in preparing for or taking any University examination, except one for which candidates are required to be Graduate Students or one leading to the M.B., B.Chir. Degrees, or the Vet.M.B. Degree, shall have power, when they think fit to:

(a) allow the candidate to progress to the next academical year, where the candidate would otherwise not be of standing;

(b) where the candidate is a candidate for the B.A. Degree, and if the candidate has kept the requisite number of terms to qualify for the degree:

(i) declare the candidate to have attained the honours standard; or

(ii) declare the candidate to have deserved the Ordinary B.A. Degree;

(c) where the candidate is a candidate for a degree other than the B.A. Degree:

(i) declare the candidate to have attained the honours standard; or

(ii) approve the candidate to receive the degree or such other award as may be allowed under the regulations for the degree;

(d) to require the Chair of Examiners, or a deputy appointed by the Chair from among the Examiners, to move the candidate's name to a higher class, provided that such an amendment shall not be made unless the Chair of Examiners or deputy, after consulting at least two other Examiners, is satisfied that the candidate has performed at the standard of the higher class in all but a relatively small part of the examination.

¹ See p. 240.

4. The General Board shall consider the cases of candidates who for sufficient reasons apply to be examined under other than the ordinary conditions, or at other times than those previously advertised, and shall give or withhold permission for them to be examined otherwise. It shall also determine the conditions under which such permission may be given.

5. When the General Board allows a candidate an examination which is an Honours Examination, such a candidate shall thereby have obtained honours therein.

Honours by allowance.

6. The General Board shall not, save in exceptional circumstances, normally make an allowance to a candidate for the B.A. Degree of an examination under Regulation 3 on more than one occasion, save that, for the purpose of this regulation, an allowance under Regulation 3(d) shall not be regarded as such an allowance.

7. The names of students to whom the General Board make allowances under Regulation 3 shall not be appended to the lists of successful candidates for the examinations for which they were severally entered, but shall be published by the Registry in accordance with the regulations for the publication of lists of successful candidates in examinations.

Publication of allowances.

8. Where the regulations for an examination provide for a candidate to submit by a specified date a dissertation, thesis, essay, or other coursework in addition to the written papers or in substitution for one or more of them, the General Board may, with the concurrence of the Chair of Examiners or the Senior Examiner, grant a brief extension to a specified date by which the work shall be submitted. A dissertation, thesis, essay, or other coursework submitted later than the date specified by the General Board, or in the regulation concerned if no extension has been granted, shall not be accepted.

Deferment of essays, etc.

9. In the case of a candidate who has been declared to have deserved honours under Regulation 3(b), the following statement shall be appended to any certificate issued by the Registry relating to that examination:

This candidate, who was absent from part of the examination for good cause, performed with credit in a substantial part of it. In accordance with the University's regulations the authorities concerned are of the opinion that it would be unfair to classify the candidate on the basis of the incomplete performance since they believe that this would not adequately represent the candidate's attainment. They have accordingly agreed to declare the candidate to have deserved honours in this examination.

10. A student may request a review of a decision made under these regulations. A request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.¹

Request for review.

LEAVE FOR ALLOWANCES TO CANDIDATES FOR EXAMINATIONS: NOTICE²

The General Board has approved the following procedure for dealing with applications under these regulations through its Examination Access and Mitigation Committee (the Committee):

- (i) No application is considered unless it is submitted by the candidate's Tutor.
- (ii) An application must state under which regulation or regulations it is made.
- (iii) An allowance made under Regulation 1(b) is normally granted in respect of up to three terms of an academical year. Exceptionally it may be granted in respect of the terms of more than one academical year.
- (iv) Where a student has been out of residence for more than a term, the Committee shall make such recommendations to the student's College as the Committee thinks fit and shall have the power to set conditions for return, including, but not limited to, one or more of the following:
 - (a) satisfactory evidence of fitness to study, as determined by the Committee;
 - (b) in the case of a disabled student, ensuring reasonable adjustments, as appropriate, to support the student in her or his study and examination are in place;
 - (c) in the case of a medical or veterinary student, confirmation from the relevant Fitness to Practise Committee that the student is currently fit to continue on the course of study.
- (v) An application made on medical grounds must be supported by medical evidence. The Committee may determine which type of evidence it requires in relation to applications under particular regulations.
- (vi) An application must include a detailed statement of reasons and be accompanied by copies of all supervision reports.
- (vii) An application for exemption from an academic condition for taking a particular examination is not normally approved unless the Faculty Board or similar body concerned have given their concurrence, and that concurrence is indispensable in the case of examinations forming part of the requirements for a professional qualification.

¹ See p. 216.

² *Reporter*, 6509, 2017–18, p. 677 (Grace 3 of 27 June 2018).

- (viii) The Committee is empowered to give permission for a candidate to offer a non-standard combination of papers, whether within one examination or from more than one examination, which is not provided for by Ordinance or by regulations made under Ordinance. Such permission will not be granted unless the Faculty Board or other authority concerned are in agreement.
- (ix) The Committee shall issue notes on procedures adopted in its consideration, on behalf of the General Board, of applications for allowances under these regulations.
- (x) The Committee is authorized to agree a procedure for referral of cases to the Fitness to Study Panel.

ENTRIES AND LISTS OF CANDIDATES FOR EXAMINATIONS

Amended by Grace 3 of 27 June 2018

Scope of regulations.

1. These regulations shall apply to all Honours Examinations, Preliminary Examinations, and to any other examinations for which written papers are set (except those covered by the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and the M.Phil. Degree by dissertation, and for the M.Phil. Degree by advanced study), and to the examination for the Postgraduate Certificate in Education.

Registry's Notice.

2. In September of each year the Registry shall circulate to Senior Tutors a Table of Dates giving the dates of the examinations to be held in the following academical year and the dates by which entries of candidates and corrections of those entries are to be submitted.

Entries.

3. Candidates *in statu pupillari* shall enrol for the examinations listed in Regulation 11 by entering the details, as approved by each student's Director of Studies, into the University's on-line student record database during the period 1 October to 8 November each year.

4. Entries of candidates *in statu pupillari* into the examinations listed in Regulations 12–15 shall be signed by the candidates concerned and sent to the Registry by Senior Tutors of Colleges by the date specified by the Registry under those regulations.

5. Any entry of a candidate who proposes to offer less than is required by the regulations for the examination concerned shall, unless the entry has been prescribed by a Degree Committee under the general regulations for admission as a Graduate Student, require the sanction of the Council. The name of any such candidate shall not be included in the class-list for the examination concerned.

6. Entries and corrections shall be deemed to have been sent to the Registry on the day on which they were received by the Registry.

7. If the latest date for the submission of entries or corrections falls on a Saturday or Sunday, they shall be due on the previous Friday. If the day for the issue of a list of candidates falls on a Saturday or a Sunday, the list shall be issued on the previous Friday.

List of candidates.

8. For every examination a first list of candidates shall be issued, followed by a final, corrected list. The first list and the final list for each examination shall be sent by the Registry

- (a) to the Chair of Examiners concerned, or, if there is no Chair, to the senior resident Examiner;
- (b) to the Head of the Faculty or the Department concerned or, in the case of Faculties not organized in Departments, to the Secretary of the Faculty Board;
- (c) to the Senior Tutor of each College.¹

Verification of entries.

9. For the examinations specified in Regulations 11–15 the Registry shall send to Colleges, for transmission to individual candidates, an entry verification form showing the details of each candidate's entry; each candidate shall either sign the form as correct or indicate what amendments of the entry are required, and shall return the form to the Senior Tutor, who shall inform the Registry of any amendments required. The Registry shall subsequently send to Colleges for each candidate an entry confirmation form giving details of the candidate's entry, the time and place of each written paper for which the candidate is entered, and any identification number allocated to the candidate.

Timetables of entries and lists.

10. The latest dates for the submission of entries and corrections of entries, and for the issue of lists of candidates and of entry verification and confirmation forms, shall be as shown in Regulations 11–15, provided that the Registry shall have authority to amend those dates in respect of any Tripos, Preliminary, or other examinations held before the division of the Easter Term.

¹ For the examinations specified in Regulations 11–15 the lists shall be divided by College, and the list sent to each College shall comprise the members of that College who are entered for the examination in question.

11. For the examinations specified below the procedures shall be as shown in the following table in accordance with Regulation 3:

Entries received via the on-line student record database	<i>Not later than</i> 8 November
First lists of candidates to be issued	End of third quarter of Michaelmas Term
Entry verification forms to be issued	Division of Lent Term
Corrections of entries to be sent to the Registry by Colleges	Last day of Full Lent Term
Final lists of candidates and entry confirmation forms to be issued	First day of Full Easter Term

Anglo-Saxon, Norse, and Celtic Tripos, Parts I and II, and Preliminary Examination for Part I
 Architecture Tripos, Parts IA, IB, and II
 Asian and Middle Eastern Studies Tripos, Parts IA and IB
 Chemical Engineering Tripos, Parts I, IIA, and IIB
 Classical Tripos, Parts IA, IB, and II, and Preliminary Examinations for Parts IA and II
 Computer Science Tripos, Parts IA, IB, and II
 Economics Tripos, Parts I, IIA, and IIB
 Economics, Advanced Diploma in
 Education Tripos, Parts I and II, and Preliminary Examinations for Parts I and II
 Education, Postgraduate Certificate in
 Engineering Tripos, Parts IA and IB
 English Tripos, Parts I and II, and Preliminary Examinations for Parts I and II
 Geographical Tripos, Parts IA, IB, and II, and Preliminary Examination for Part II
 History of Art Tripos, Parts I, IIA, and IIB
 Conservation of Easel Paintings, Diploma in
 Historical Tripos, Parts I and II, and Preliminary Examinations for Parts I and II
 Human, Social, and Political Sciences Tripos, Parts I, IIA, and IIB
 Land Economy Tripos, Parts IA, IB, and II
 Law Tripos, Parts IA, IB, and II
 Law for European students, Examination in
 LL.M. Examination
 M.C.L. Examination
 Linguistics Tripos
 Management Studies Tripos
 Manufacturing Engineering Tripos, Parts IIA and IIB
 Mathematical Tripos, Parts IA, IB, and II
 Medical and Veterinary Sciences Tripos, Parts IA and IB (except IB Lent Term Examination in Head and Neck Anatomy; from these entries, entries for the various Easter Term Second M.B. and Second Veterinary M.B. Examinations are created)
 Modern and Medieval Languages Tripos, Parts IA, IB, and II¹
 Music Tripos, Parts IA, IB, and II
 Mus.B. Examination
 Natural Sciences Tripos, Parts IA, IB, II, and III (excluding Astrophysics and Physics), and Preliminary Examination for Part II
 Philosophy Tripos, Parts IA, IB, and II
 Psychological and Behavioural Sciences Tripos, Parts I, IIA, and IIB
 Theology, Religion, and Philosophy of Religion Tripos, Parts I, IIA, and IIB
 Theology, Religion, and Philosophy of Religion, Advanced Diploma in

12. For the examinations specified below the procedures shall be as shown in the following table in accordance with Regulation 4:

Entries received by the Registry	<i>Not later than</i> 8 November
First lists of candidates to be issued	End of third quarter Michaelmas Term
Entry verification forms to be issued	Division of Lent Term
Corrections of entries to be sent to the Registry by Colleges	Last day of Full Lent Term
Final lists of candidates and entry confirmation forms to be issued	First day of Full Easter Term

Asian and Middle Eastern Studies Tripos, Part II² and the Preliminary Examination for Part II
 Theology for Ministry, First and Second Examination

¹ Except for the oral examinations for Part II, for which the procedure shall be as specified in Regulation 13.

² Except for the oral examinations in Arabic, Hebrew, and Persian for which the procedure shall be as specified in Regulation 13.

13. For the examinations specified below the procedures shall be as shown in the following table in accordance with Regulation 4:

	<i>Not later than</i>
Entries received by the Registry	Eight weeks before the beginning of the examination
First lists of candidates and entry verification forms to be issued	Six weeks before the beginning of the examination
Corrections of entries to be sent to the Registry by Colleges	Four weeks before the beginning of the examination
Final lists of candidates and entry confirmation forms to be issued	Two weeks before the beginning of the examination

Oral Examinations in Arabic, Hebrew, and Persian for Part II of the Asian and Middle Eastern Studies Tripos
 Oral Examinations for Part II of the Modern and Medieval Languages Tripos
 Medical and Veterinary Sciences Tripos, Part IB (Lent Term examination)
 Second M.B. Examination (Lent Term and September examinations)
 Second Vet.M.B. Examination (Lent Term and September examinations)
 Final M.B. Examination
 Final Veterinary Examination

14. For the examinations specified below the procedure for submission of entries (in accordance with Regulation 4) and for the circulation of lists of candidates shall be as shown:

	<i>Not later than</i>
Entries received by the Registry (names only)	8 November
First lists of candidates to be issued (names only)	End of the third quarter of Michaelmas Term
Entries received from the Secretary of the Faculty Board (details)	End of the sixth week of Full Lent Term
Final lists of candidates and entry confirmation forms issued	Beginning of the last week of Full Lent Term

Engineering Tripos, Parts IIA and IIB
 Natural Sciences Tripos, Part III, Physics

15. For the examinations specified below the procedure for submission of entries (in accordance with Regulation 4) and for the circulation of lists of candidates shall be as shown:

	<i>Not later than</i>
Entries received by the Registry (names only)	8 November
First list of candidates to be issued (names only)	End of the third quarter of Michaelmas Term
Entries received by the Registry from the Secretary of the Faculty Board (details)	End of second week of Full Easter Term
Final lists of candidates and entry confirmation forms to be issued	Beginning of the third week of Full Easter Term

Mathematical Tripos, Part III
 Natural Sciences Tripos, Part III, Astrophysics

16. No alteration of an entry, other than a withdrawal of it, and no additional entry shall be accepted after the latest date specified for the submission of corrections.

17. In accordance with the general regulations for admission as a Graduate Student, the Examiners for any Tripos or for the LL.M. Examination shall have power at the request of a Degree Committee to arrange for the examination of Graduate Students and to report the result of such examination direct to the Secretary of the Degree Committee. The names of such students shall not appear in any class-list.

18. No student shall be admitted to an examination leading to the degree of M.Phil. by advanced study, M.B., B.Chir., LL.M., B.A., Mus.B., or Vet.M.B., except, in the case of a student holding a degree of another university, the Second M.B. Examination, unless (a) the student has satisfied the examination requirements for matriculation or (b) the student belongs to one of the classes of persons whom the Council have approved as qualified for matriculation.

No amendments after latest date.
 Graduate Students.

Matriculation.

DATES OF EXAMINATIONS AND PUBLICATION OF CLASS-LISTS

Amended by Grace 3 of 27 June 2018

1. The dates on which the Qualifying Examination in Theology for Ministry, the First and Second Examinations for the B.Th. Degree, all examinations for the M.Phil. Degree by advanced study, and all Preliminary Examinations shall begin shall be determined by the Registry in consultation with the Faculty Boards and other similar bodies concerned.

2. The dates on which all other examinations held in the Easter Term shall begin (except for examinations for the M.B., B.Chir., and Vet.M.B. Degrees, and for Certificates of Postgraduate Study, which shall begin on dates determined in accordance with the regulations for those examinations) shall be as set out in the table below, provided that

Easter Term examinations.

- (a) in any year in which candidates for an examination are permitted to offer a paper or subject included in another examination, the timetables of the examinations shall be arranged accordingly;
- (b) in any year in which Full Easter Term begins on or after 22 April, all examinations held in that term which are specified in the table below as beginning on or after the Monday before the last Sunday but one in May shall begin one week later than the dates specified in the table;
- (c) it shall be competent for the Registry, on the recommendation of the Committee for the Natural Sciences Tripos, to determine that practical examinations for Part IA of that Tripos be held on up to four of the weekdays immediately preceding the date specified for the beginning of examinations for that Part, and that the practical examination for the subject Physiology, Development, and Neuroscience in Part II of that Tripos be held at any time after the first day of Full Easter Term;
- (d) subject to the agreement of the Faculty Board or other comparable body concerned, it shall be competent for the Registry to determine that any particular paper of an examination in the following list shall be held up to three days (Saturdays and Sundays not being counted) before the date specified for the beginning of that examination.

Monday before first day of Full Easter Term	Classical Tripos, Part IA Engineering Tripos, Parts IIA and IIB Natural Sciences Tripos, Part III ¹ (Easter Term examination)
First day of Full Easter Term	Architecture Tripos, Parts IA, IB, and II
Second day of Full Easter Term	Manufacturing Engineering Tripos, Part IIB
First Monday of Full Easter Term	Chemical Engineering Tripos, Part IIA
First Friday of Full Easter Term	Manufacturing Engineering Tripos, Part IIA
Second Tuesday of Full Easter Term	Management Studies Tripos
Wednesday before last Sunday but one in May	Education Tripos, Parts I and II
Thursday before last Sunday but one in May	English Tripos, Part I English Tripos, Part II Geographical Tripos, Part II
Friday before last Sunday but one in May	Land Economy Tripos Linguistics Tripos Modern and Medieval Languages Tripos, Parts IA, IB ² , and II ³ Philosophy Tripos
Saturday before last Sunday but one in May	Medical Sciences Tripos, Part IB Natural Sciences Tripos, Part IB Veterinary Sciences Tripos, Part IB ⁴

¹ Examination in Physics only. See also Regulation 3.

² Except for the following examinations, which shall begin on the dates specified:

(i) Oral examination A, the fourth Friday of Full Easter Term;

(ii) Oral examination B, the Monday before the first day of Full Easter Term;

(iii) Section (b) (listening comprehension test) of Paper B3 in the several languages, the Monday before the last Sunday but one in May.

³ Except for the oral examinations, which shall begin not earlier than the eighth day before the first day of Full Michaelmas Term.

⁴ Except the *viva voce* examination in Comparative Vertebrate Biology, which shall begin on the first day of Full Easter Term.

Monday before last Sunday in May	Chemical Engineering Tripos, Part II ^B Economics Tripos, Part II ^B Law Tripos LL.M. Examination M.C.L. Examination Music Tripos, Parts I ^B and II Mus.B. Examination
Tuesday before last Sunday in May	Theology, Religion, and Philosophy of Religion Tripos Advanced Diploma in Theology, Religion, and Philosophy of Religion
Wednesday before last Sunday in May	Classical Tripos, Part II Advanced Diploma in Economics Geographical Tripos, Part I ^A Historical Tripos, Part I Music Tripos, Part I ^A Natural Sciences Tripos, Part II
Thursday before last Sunday in May	History of Art Tripos, Part I Mathematical Tripos, Parts I ^A and III Psychological and Behavioural Sciences Tripos, Parts II ^A and II ^B
Friday before last Sunday in May	Asian and Middle Eastern Studies Tripos ¹ Historical Tripos, Part II
Monday before first Sunday in June	Anglo-Saxon, Norse, and Celtic Tripos Chemical Engineering Tripos, Part I Computer Science Tripos, Parts I ^A and I ^B Economics Tripos, Part II ^A Engineering Tripos, Part I ^B Mathematical Tripos, Part II Medical Sciences Tripos, Part I ^A Natural Sciences Tripos, Part III Veterinary Sciences Tripos, Part I ^A
Tuesday before first Sunday in June	Computer Science Tripos, Part II Mathematical Tripos, Part I ^B
Wednesday before first Sunday in June	Classical Tripos, Part I ^B ² Engineering Tripos, Part I ^A Geographical Tripos, Part I ^B
Thursday before first Sunday in June	Human, Social, and Political Sciences Tripos, Parts I, II ^A , and II ^B Psychological and Behavioural Sciences Tripos, Part I
Friday before first Sunday in June	Natural Sciences Tripos, Part I ^A History of Art Tripos, Parts II ^A and II ^B
Monday after first Sunday in June	Economics Tripos, Part I

Examinations
not in Easter
Term.

3. The dates on which all examinations not held in the Easter Term shall begin (except for the examinations for the M.B., B.Chir., and Vet.M.B. Degrees, which shall begin on dates determined in accordance with the regulations for those examinations) shall be as follows:

Medical Sciences Tripos, Part I^B³ (Lent Term examination)

The last day of Full Lent term

Natural Sciences Tripos, Part III⁴ (Lent Term examination)

The Monday that next precedes the first day of Full Lent Term.

¹ Except for the following oral examinations:

- (i) for Part II in Arabic, Hebrew, and Persian, which shall be held not earlier than the eighth day before the first day of Full Michaelmas Term;
- (ii) Part II in all other languages, which shall be held not earlier than the third Monday of Full Easter Term;
- (iii) for Part I^A and I^B of the Asian and Middle Eastern Studies Tripos, which shall be held not earlier than the third Monday of Full Easter Term.

² Except for Papers 11 and 12, the examinations for which shall be held on the first and second days of Full Easter Term.

³ Examination in Head and Neck Anatomy only.

⁴ Examination in Physics only.

4. If it is necessary, from whatever cause, to begin an examination on a date other than that specified by Ordinance and there is not time to obtain approval by Grace for the change, the Council, or if a meeting of the Council cannot conveniently be convened, the Registry or a deputy, shall have power to approve the change, on the recommendation of the Chair of Examiners, provided that the change shall be announced in the *Reporter* as soon as possible. Change of date.

5. The latest dates for publication, where applicable, of class-lists of Preliminary Examinations and of examinations the dates of which are specified in Regulation 2 shall be as follows: Publication of class-lists.

The Monday before the days of General Admission:

The class-lists for undivided Triposes, Part II examinations for Triposes, Part IIA of the Chemical Engineering Tripos, Part IB of the Medical and Veterinary Sciences Tripos, Part IB of the Natural Sciences Tripos, Part IIA of the Manufacturing Engineering Tripos, and the Second Examination for the B.Th. Degree.

The Friday after the days of General Admission:

The class-lists for all other Honours Examinations, for the LL.M. Examination and the Mus.B. Examination, for the Preliminary Examinations, Qualifying Examinations, Certificate Examinations, and the First Examination for the B.Th. Degree.

FORM AND CONDUCT OF EXAMINATIONS

Amended by Grace 1 of 21 March 2018

1. For any examination or part of an examination no change in the form and conduct of the examination, by comparison with the form and conduct of that examination in the previous year, shall be made if it would affect the preparation of candidates, unless

- either* (a) the Ordinances or General Board Regulations governing the examination have been amended with effect from a date later than that of the examination in the previous year;
- or* (b) any supplementary regulations defining or limiting the scope of the examination have been published or amended not later than the date specified in the Schedule to these regulations;
- or* (c) the Faculty Board or other body concerned have published, not later than the date specified in the Schedule, a Notice of the changes of form and conduct, not governed by the regulations or supplementary regulations, that will be made.

2. For any examination or part of an examination held for the first time, the Faculty Board or other body concerned shall publish by the first day of the Full Term preceding that in which the examination takes place, a Notice specifying in as much detail as possible the form and conduct of that examination or part of an examination.

3. Unless otherwise determined by Ordinance, General Board Regulation, or Notice published by the Faculty Board or other body concerned, all examinations shall be conducted in English and any coursework, essay, or other exercise for assessment shall be submitted in English.

4. In these regulations the term *examination* shall include any coursework, essay, or other exercise specified in the Ordinances or General Board Regulations governing that examination.

SCHEDULE

	<i>Not later than</i>
For any examination or part of an examination held between the beginning of the Easter Term and the beginning of the following Michaelmas Term	Last day of Full Michaelmas Term preceding the examination
For any examination or part of an examination held between the beginning of the Michaelmas Term and the beginning of the following Lent Term	Last day of Full Easter Term preceding the examination
For any examination or part of an examination held between the beginning of the Lent Term and the beginning of the following Easter Term	14 October in the academical year in which the examination takes place

DURATION OF WRITTEN EXAMINATION PAPERS

Unless prescribed otherwise in the regulations for a particular Preliminary, Qualifying, or Tripos Examination, or an examination for a Diploma or Certificate, all written papers in those examinations (other than written papers or similar exercises which constitute the whole or part of a practical examination) shall each be of three hours' duration.

INTERVIEWS

Amended by Grace 3 of 27 June 2018

Notwithstanding the provisions of any other Ordinance, the Examiners for any examination for which candidates are not required to be Graduate Students shall have discretion, after consultation with the Registry, to summon a particular candidate or particular candidates for interview on any aspect of the written work examined which in the opinion of the Examiners requires elucidation.

MARKING AND CLASSING CONVENTIONS AND CRITERIA

Faculty Boards and comparable authorities shall be entitled to issue to the Examiners and Assessors appointed for the examination concerned details of the conventions and criteria to be applied in marking written papers and other work and, where applicable, in determining class-lists. Such details and any changes to them shall be issued not later than the end of the Full Michaelmas Term preceding the examination.

PUBLICATION OF LISTS OF SUCCESSFUL CANDIDATES IN EXAMINATIONS

Amended by Grace 2 of 17 January 2018

Meetings of Examiners.

1. Save in so far as the General Board shall allow otherwise, every Examiner who has taken part in an examination shall be present, unless prevented by grave cause approved before the meeting by the Vice-Chancellor, at the final meeting of the Examiners, which shall be defined as follows:

- (a) Each Examiner for any Part of the Medical Sciences Tripos or the Veterinary Sciences Tripos, or for Part IA or Part IB of the Natural Sciences Tripos, shall be present at the meeting of the Examiners at which the marks of the candidates in her or his particular subject are finally approved.
- (b) Each Examiner for any other examination for which a class-list is published shall be present at the meeting of the Examiners at which that list is finally approved.

2. For each of the examinations specified in Regulation 1(a) there shall be held, in addition to the final meetings of Examiners in particular subjects, a subsequent meeting of the Chair and the Senior Examiners, at which the class-list for the whole examination shall be finally approved, and at which the following shall be present:

- (a) the Chair of Examiners or, in the absence of the Chair, an Assistant Chair of Examiners;
- (b) the Senior Examiner (or a designated deputy) for each particular subject of the examination.

Lists to be sent to the Registry.

3. At the final meeting of the Examiners held under Regulation 1(b), or at the meeting of the Chair and the Senior Examiners held under Regulation 2, two copies of the class-list, as finally approved, shall be signed by all those present. These copies shall be sent without delay to the Registry by the Chair of Examiners. One of the two copies, if they are in print, or, if they are not in print, a printed copy subsequently signed by the Chair of Examiners, shall be preserved in the Registry as the authoritative list.

Publication of lists.

4. (a) Subject to sub-paragraph (b) below, all class-lists shall be published by the Registry and subsequently printed in the *Reporter*. A list shall be deemed to have been published as soon as either (i) the Registry has caused a copy of it to be posted outside the Senate-House or (ii) a copy of it has been read in the Senate-House. Any copy of a list read in the Senate-House shall immediately thereafter be posted outside the Senate-House.

Opt-out from inclusion.

(b) The publication of a class-list in the *Reporter*, a copy of the class-list issued for posting outside the Senate-House or in any Faculty, Department, or other institution in the University or a College, or read in the Senate-House, shall exclude the names of any candidates who have requested the removal of their names in accordance with a procedure approved from time to time by the General Board.

Distribution of copies.

5. The Registry shall arrange for copies of each complete list to be sent to each College, Approved Foundation, and Approved Society as soon as possible after publication.

Probable date of publication.

6. The Chair of Examiners shall communicate to the Registry as soon as practicable a statement of the day on which the Registry may expect to receive the list and whether the list is to be read in the Senate-House.

7. In any case in which the Chair of Examiners satisfies the Vice-Chancellor that a list published in accordance with the foregoing regulations needs amendment, the Vice-Chancellor may authorize the issue of a Notice amending the list, or of an amended list to supersede the original list. Amended lists.

DISCLOSURE OF EXAMINATION MARKS

1. Regulations 2–5 below shall apply to the following University examinations:

All Tripos, Preliminary, and Qualifying Examinations
 The Examination in Law for European students
 The LL.M. Examination
 The Second M.B., and Final M.B. Examinations
 The Mus.B. Examination
 The Second Veterinary M.B. Examination and the Final Veterinary Examination
 The examination for the Postgraduate Certificate in Education
 The Qualifying Examination in Theology for Ministry and the First and Second Examinations for the B.Th. Degree.

2. The Examiners for each of the examinations specified in Regulation 1 above shall communicate to the Registry and to Tutors or other designated College officers, or officers of institutions within the Cambridge Theological Federation, for transmission to their pupils, the marks of their pupils and such other information as may be considered advisable; provided that, in the case of examinations leading to the degrees of M.B., B.Chir., and Vet.M.B., such communication shall be in accordance with the regulations for those degrees.

3. Marks and other information shall also be communicated on request to bodies responsible for making University or College awards, to bodies responsible for awarding postgraduate studentships, to the Board of Graduate Studies, and to Heads of Departments, Chairs of the Boards of Faculties not organized in Departments, and Secretaries of Degree Committees, and, in the case of marks obtained in the Final M.B. Examination, to the Director of Medical Education in the Clinical School.

4. Marks and other information may also be provided in a statement of verification by the Registry, on evidence supplied by the Examiners, to examining bodies external to the University, for the purpose of exemption from their examinations. The fee to be charged for such a certificate shall be determined by the General Board from time to time.

5. The nature of the marks and other information to be communicated under Regulations 2–4 above shall be determined from time to time by the Faculty Board or comparable authority concerned, or by the Committee of Management for the Natural Sciences Tripos in the case of that Tripos, and shall be notified to the General Board for its approval.

6. Except as may be otherwise required by law, marks and other information communicated under Regulations 2–4 shall not be disclosed to any person or body except (i) those specified in those regulations and (ii) the individual candidate to whom the marks relate.

GENERAL REGULATIONS FOR EXAMINERS AND ASSESSORS

Amended by Grace 3 of 27 June 2018

1. Examiners, Chairs of Examiners, and Assessors shall be appointed in accordance with the provisions of Regulations 2–3 below, provided always that the General Board shall have power, after consulting the Faculty Board or other authority concerned, and subject to the provisions of Statute B III 1, to authorize an alternative procedure, or to vary the timetable set out in Regulation 3, in the case of a particular examination. Appointment procedure.

2. Examiners and Assessors for the examinations specified in the Schedule to these regulations shall be appointed by the General Board on the nomination of the body specified in the special regulations for each examination. For each board of Examiners the General Board shall also appoint, on the nomination of the same body, a resident member of the Regent House as Chair of Examiners. Nomination and appointment.

3. Nominations shall be made in accordance with the following timetable: Timetable.

Chairs of Examiners and Senior Examiners: not later than the first day of the Michaelmas Term in the academical year in which the examination is to be held.

Other Examiners: not later than the division of the Michaelmas Term in the academical year in which the examination is to be held.

Assessors: not later than four weeks before the beginning of the examination concerned.

Late
appointments.

4. If it is necessary from whatever cause for an Examiner or Assessor to be nominated after the normal date, the General Board or (if the nomination cannot be considered by the General Board without undue delay) the Secretary of the General Board or a deputy appointed by the Secretary shall have power, on the recommendation of the Chair of Examiners, to approve such a nomination and to make the appointment.

5. The Chair of Examiners shall call such meetings as may be necessary for considering the papers proposed to be set and settling them in common, and for drawing up the list of successful candidates, and generally shall see that the regulations for the examination are observed.

Voting.

6. In an equality of votes a Chair of Examiners shall have a second or casting vote.

Scheme for
Examiners.

7. Each body of Examiners shall draw up, and the Chair of Examiners shall send to the Registry, a scheme showing which of the Examiners is to attend at the beginning of each session with which they are concerned.

8. Except as may be provided otherwise in the regulations for a particular examination, in a year in which a candidate for any examination ('Examination A') offers a paper from another examination ('Examination B'), any Examiner or Assessor responsible for that paper in Examination B shall act as Assessor to the Examiners for Examination A and shall advise them on the candidate's performance; provided that, if no candidate for Examination B has entered for that paper, the body responsible for nominating Examiners for Examination B shall nominate for appointment in the Lent Term an Assessor or Assessors to set the paper and advise the Examiners for Examination A on the performance of the candidate. Assessors so acting or appointed under this regulation may be summoned to meetings of the Examiners for the purpose of consultation and advice, but shall not be entitled to vote.

9. The duty to examine students which is imposed by Statute C I 4 on every University officer specified in the Schedule to Special Ordinance C (i) 1 shall be restricted to the examining of candidates for any of the degrees of Master of Advanced Study, Accounting, Business Administration, Engineering, Finance, Law, Corporate Law, Mathematics, Music, Natural Sciences, Philosophy, and Research, or Bachelor of Arts, Medicine, Music, Surgery, and Veterinary Medicine, or for any Certificate or Diploma of the University listed in the Table of Fees under University Composition Fees.

SCHEDULE

- (a) Preliminary and Qualifying Examinations.
- (b) Honours Examinations.
- (c) The examinations for the degrees of LL.M., M.C.L., M.B.A., M.Ed., M.Fin., M.B., B.Chir., Vet.M.B., and Mus.B.
- (d) Examinations for all Diplomas except those in International Law and Legal Studies.
- (e) The examination for the Postgraduate Certificate in Education.
- (f) The Examination in Law for European students.
- (g) The Qualifying Examination in Theology for Ministry, and the First and Second Examinations for the degree of B.Th.

PAYMENTS TO EXAMINERS AND ASSESSORS

Amended by Grace 3 of 27 June 2018

Restrictions.

1. (a) No payment shall be made to any University officer, other than an Associate Lecturer who receives no stipend from the University, in respect of any of the examining duties specified in these regulations.

(b) No payment shall be made to any member of the staff of an institution within the Cambridge Theological Federation in respect of such duties undertaken in connection with any of the following examinations: the Qualifying Examination in Theology for Ministry; the First Examination and the Second Examination for the B.Th. Degree.

External
Examiners.

2. Any person appointed to be an Examiner who does not hold a University office, or a Fellowship or some other office or post in a College, and who does not teach any course of instruction which forms part of the teaching programme for the examination concerned, may be appointed as an External Examiner by the General Board, or other authority as appropriate, on the nomination of the body specified in the regulations for the examination concerned. Any payment to an External Examiner shall be conditional on him or her meeting the requirements of an External Examiner as laid out by the General Board from time to time.

3. Subject to the provisions of Regulation 1, payment for acting as an Examiner or an Assessor in any of the examinations specified in this regulation shall be made at the rates shown below, subject to the following provisions:

- (i) the payment for examining or assessing components of an examination other than those specified below shall be determined by the General Board, having regard to the nature of the examining or assessment;
- (ii) except by special permission of the General Board, no one shall receive more than one additional payment for acting as an External Examiner or Assessor under any of subsections (a)–(d) below;
- (iii) if a person examines for a written paper or other component part of an examination which is offered in more than one examination, he or she shall not thereby be qualified to receive more than one payment for acting as Examiner or Assessor.
- (a) *Preliminary, Qualifying, and Honours Examinations*
Examination in Law for European students
Examinations for the LL.M., M.C.L., M.Acc., M.B.A., M.Ed., M.Fin., M.A.St., and Mus.B. Degrees
Qualifying Examination in Theology for Ministry, First Examination, and Second Examination for the B.Th. Degree
Examinations for the Diploma in Conservation of Easel Painting, and Advanced Diplomas in Economics and Theology, Religion, and Philosophy of Religion
Examinations for Certificates of Postgraduate Study
Examination for the Postgraduate Certificate in Education
- | | |
|-------------------------------------------------------------------------|------|
| For acting as an Examiner | £110 |
| For acting as an Assessor | £55 |
| For acting as an External Examiner | £600 |
| For marking answers to a complete written paper of at least three hours | £9 |
| For marking answers to a complete written paper of two hours | £5 |
| For marking answers to a complete written paper of less than two hours | £4 |
| For assessing a dissertation or thesis | £20 |
- (b) *Oral Examinations*
- (i) Oral Examinations for Parts IA and IB of the Modern and Medieval Languages Tripos, Part IA and IB of the Asian and Middle Eastern Studies Tripos, Part IA of the Law Tripos, and the Preliminary Examination for Part I of the Education Tripos
- | | |
|---------------------------------------------------------|-----|
| For acting as an Examiner in a language | £55 |
| For acting as an External Examiner (additional payment) | £55 |
| For each candidate examined | £5 |
- (ii) Oral Examinations for Part II of the Modern and Medieval Languages Tripos and Part II of the Asian and Middle Eastern Studies Tripos, and Part II of the Education Tripos
- | | |
|---------------------------------------------------------|-----|
| For acting as an Examiner in a language | £55 |
| For acting as an External Examiner (additional payment) | £55 |
| For each candidate examined | £17 |
- (c) *Practical examinations of the Music Tripos and the Education Tripos*
- (i) Aural tests and keyboard tests for Part IA of the Music Tripos
- | | |
|-----------------------------|----|
| For each candidate examined | £5 |
|-----------------------------|----|
- (ii) Performance tests and keyboards tests for Part IB of the Music Tripos, the Preliminary Examinations in Education, and Parts I and II of the Education Tripos
- | | |
|-----------------------------|----|
| For each candidate examined | £6 |
|-----------------------------|----|
- (iii) Practical rehearsal and practical examination for the Preliminary Examinations in Education and Part I of the Education Tripos
- | | |
|-----------------------------|----|
| For each candidate examined | £6 |
|-----------------------------|----|
- (iv) Performance tests for Part II of the Music Tripos and Part II of the Education Tripos
- | | |
|-----------------------------------------------------------------------------|-----|
| For each half day spent acting as an Assessor | £75 |
| For each half day spent acting as an External Assessor (additional payment) | £75 |

(d) <i>Examinations for the M.B., B.Chir. Degrees and the Vet.M.B. Degree</i>	
(i) <i>Second M.B. Examination</i>	
For acting as an Examiner	
(1) in Introduction to the Scientific Basis of Medicine and in Social and Ethical Context of Health and Illness	£55
(2) in any other subject	£145
For acting as an Assessor or External Assessor in Preparing for Patients	£145
For acting as an External Examiner (additional payment)	
(1) in Introduction to the Scientific Basis of Medicine and in Social and Ethical Context of Health and Illness	£80
(2) in any other subject	£220
For marking answers to a complete written paper of at least three hours	£9
For marking answers to a complete written paper of two hours	£5
For marking answers to a complete written paper of less than two hours	£4
For marking a report submitted as part of Preparing for Patients	£5
(ii) <i>Second Veterinary M.B. Examination</i>	
For acting as an Examiner	
(1) in Comparative Vertebrate Biology, Preparing for the Veterinary Profession, and Principles of Animal Management	£55
(2) in any other subject	£145
For acting as an Assessor	
(1) in Preparing for the Veterinary Profession and Principles of Animal Management	£30
(2) in any other subject	£75
For acting as an External Examiner (additional payment)	
(1) in Comparative Vertebrate Biology, Preparing for the Veterinary Profession, and Principles of Animal Management	£80
(2) in any other subject	£220
For marking answers to a complete written paper of at least three hours	£9
For marking answers to a complete written paper of two hours	£5
For marking answers to a complete written paper of less than two hours	£4
(iii) <i>Final M.B. Examination, each Part</i>	
For acting as an Examiner	£145
For acting as an External Examiner (additional payment)	£145
For each half day after the first day spent	
(1) as an Examiner in clinical, oral, or practical examinations	£70
(2) as an External Examiner in examining in Cambridge	£145
(iv) <i>Final Veterinary Examination, each Part</i>	
For acting as an Examiner	£130
For acting as an External Examiner (additional payment)	£130
For each half day after the first day spent	
(1) as an Examiner in clinical, oral, or practical examinations	£70
(2) as an External Examiner in examining in Cambridge	£130
(e) <i>Examinations for Postgraduate Diplomas in Legal Studies or International Law</i>	
For assessing a thesis	£70
(f) <i>Examinations for the M.Phil. Degree by advanced study</i>	
For acting as an Examiner	£110
For acting as an External Examiner	£600
For marking answers to a written paper or other written work prescribed by the regulations for a particular subject	£10
For assessing a dissertation or thesis	£70
(g) <i>Examinations for the M.Res. Degree</i>	
For acting as an Examiner or Assessor	£110
For acting as an External Examiner	£600
For marking answers to a complete written paper or other written work prescribed by the regulations for a particular subject	£10
For assessing a dissertation or thesis	£70

<i>(h) Examinations for the M.Mus. Degree</i>	
For acting as an Examiner or Assessor	£110
For acting as an External Examiner	£600
For marking answers to a complete written paper or other written work prescribed by the regulations for a particular subject	£10
For assessing a dissertation or thesis	£70
For acting as an Examiner of a compulsory practical component	£150
For acting as an Assessor of an optional practical component	£75

4. Payment to any person for acting as Examiner, Assessor, or referee in any examination leading to one of the degrees of Master of Surgery, Science, Letters, or Studies, or to the degree of Doctor of Business or Engineering or Philosophy or to any higher degree shall be made in accordance with the regulations for the degree concerned.

5. The Chair of Examiners or the Senior Examiner shall be responsible for notifying the Registry of the details of the payments to be made to those Examiners and Assessors, if any, who are qualified to receive payment.

6. An External Examiner or Assessor appointed to examine within the University shall be entitled to receive travelling expenses and a subsistence allowance, as follows:

External
Examiners.

(a) For the examinations specified in subsections (a)–(e) of Regulation 3, travelling expenses shall normally be equal to the return rail fare between Cambridge and the Examiner's usual place of residence or other place approved by the General Board, provided that the Registry may approve payment of a mileage allowance for travel by car or payment for alternative means of travel when travel by train is inconvenient. Travelling expenses shall not normally be paid for more than three visits in connection with any single examination; but the General Board may waive this restriction on the recommendation of the Chair of Examiners concerned.

Subsistence allowance may be claimed at rates determined from time to time by the Finance Committee of the Council, provided that no payment shall be made in respect of a day or a night when the Examiner's attendance in Cambridge in connection with the examination is unnecessary.

Claims for travelling expenses and subsistence allowance must be made through, and be approved by, the Chair of Examiners concerned. In addition to payment for the expenses provided for in this regulation, the Registry may approve payment of other reasonable expenses incurred by an Examiner or Assessor, whether internal or external, in connection with the execution of his or her duties.

(b) Examiners for other examinations may claim payment of travelling expenses and a subsistence allowance in accordance with Regulation 14 of the regulations for the Ph.D., M.Sc., and M.Litt. Degrees, and the M.Phil Degree by dissertation.