

## CHAPTER III

### 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. Honours Examinations.
2. No one who is a member of the Senate or qualified to be admitted to a degree giving membership of the Senate, or is registered as a postgraduate registered student, shall be a candidate 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

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 Candidature despite Ordinance.
  - (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, Leave to intermit.
  - (c) to refer for consideration under the Procedure to Support and Assess Capability to Study<sup>1</sup> any person in respect of whom an application is made under these regulations; and Capability to study.
  - (d) to set conditions for a student to resume keeping terms by residence following an authorized period of intermission. Conditions for return to study.
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 they satisfy the Examiners, be published in a separate list under the heading:

The following, who are not candidates for honours, have satisfied the Examiners.
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 examined solely by thesis and oral<sup>2</sup> 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 academic 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 and the degrees governed by the general regulations for certain postgraduate degrees and other qualifications:
    - (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 Anomalous candidature.Powers of the General Board.

<sup>1</sup> See p. 242.

<sup>2</sup> See the general regulations for certain postgraduate degrees and other qualifications (p. 441).

satisfied that the candidate has performed at the standard of the higher class in all but a relatively small part of the examination.

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.

Honours by allowance.

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

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.

Deferment of essays, etc.

7. 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.

8. 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 has been awarded an allowance in accordance with the University's regulations. The authorities concerned are of the opinion that, for good reason, it would be unfair to classify the candidate 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.*

Request for review.

9. 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.<sup>1</sup>

#### LEAVE FOR ALLOWANCES TO CANDIDATES FOR EXAMINATIONS: NOTICE<sup>2</sup>

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 academic year. Exceptionally it may be granted in respect of the terms of more than one academic 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 capability 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 their 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.

<sup>1</sup> See p. 224.

<sup>2</sup> *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 authorised to agree a procedure for referral of cases to the Study Capability Assessment Committee.

## ENTRIES AND LISTS OF CANDIDATES FOR EXAMINATIONS

*Amended by Grace 1 of 15 February 2023*

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 thesis), and to the examination for the Postgraduate Certificate in Education. Scope of regulations.
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 academic year and the dates by which entries of candidates and corrections of those entries are to be submitted. Registry's Notice.
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. Entries.
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 require the sanction of the General Board. 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.
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 List of candidates.
  - (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.<sup>1</sup>
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. Verification of entries.
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. Timetables of entries and lists.

<sup>1</sup> 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	
Archaeology Tripos, Parts I, IIA, and IIB	
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	
Historical Tripos, Parts I and II, and Preliminary Examinations for Parts I and II	
History and Modern Languages Tripos, Parts IA, IB, and II	
History and Politics Tripos, Parts IA, IB, 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 Sciences Tripos, Parts IA and IB (except IB Lent Term Examination in Head and Neck Anatomy; from these entries, entries for the various Lent Term and Easter Term Second M.B. Examinations are created)	
Modern and Medieval Languages Tripos, Parts IA, IB, and II <sup>1</sup>	
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	
Veterinary Sciences Tripos, Parts IA and IB (from these entries, entries for the various Lent Term and Easter Term Second Veterinary M.B. Examinations are created)	

**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 II <sup>2</sup> and the Preliminary Examination for Part II	
Theology for Ministry, First and Second Examination	

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

<sup>2</sup> 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:

Entries received by the Registry	<i>Not later than</i> 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 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:

Entries received by the Registry (names only)	<i>Not later than</i> 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:

Entries received by the Registry (names only)	<i>Not later than</i> 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.

No amendments after latest date.  
Postgraduate students.

**17.** In accordance with the general regulations for certain postgraduate degrees and other qualifications, 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 postgraduate 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 matriculation requirements for certain prospective students or (b) the student belongs to one of the classes of persons whom the Council have approved as qualified for matriculation.

Matriculation.

[**19.** Notwithstanding the above regulations, the General Board may revise the dates and the process by which entries of candidates and corrections of those entries are to be made, enrolment is to take place and candidate lists are to be issued by giving notice in the *Reporter* as soon as practicable, after consultation with Senior Tutors and Faculty Boards and other similar bodies concerned.]<sup>1</sup>

<sup>1</sup> This Temporary Regulation was approved by Grace 2 of 2 February 2022 to take effect until 30 September 2025.

## DATES OF EXAMINATIONS

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.

Easter Term  
examinations.

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

- (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
First day of Full Easter Term	Architecture Tripos, Parts IA, IB, and II Natural Sciences Tripos, Part III <sup>1</sup> (Easter Term examination)
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	History and Modern Languages Tripos, Parts IA, IB, and II Land Economy Tripos Linguistics Tripos Modern and Medieval Languages Tripos, Parts IA, IB <sup>2</sup> , and II <sup>3</sup> Philosophy Tripos

<sup>1</sup> Examination in Physics only. See also Regulation 3.

<sup>2</sup> 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.

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

Saturday before last Sunday but one in May	Medical Sciences Tripos, Parts IA and IB Natural Sciences Tripos, Part IB Veterinary Sciences Tripos, Parts IA and IB <sup>1</sup>
Monday before last Sunday in May	Chemical Engineering Tripos, Part IIB Economics Tripos, Part IIB Law Tripos LL.M. Examination M.C.L. Examination Music Tripos, Parts IB 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 IA Historical Tripos, Part I History and Politics Tripos, Parts IA, IB, and II Music Tripos, Part IA Natural Sciences Tripos, Part II
Thursday before last Sunday in May	History of Art Tripos, Part I Mathematical Tripos, Parts IA and III Psychological and Behavioural Sciences Tripos, Parts IIA and IIB
Friday before last Sunday in May	Asian and Middle Eastern Studies Tripos <sup>2</sup> 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 IA and IB Economics Tripos, Part IIA Engineering Tripos, Part IB Mathematical Tripos, Part II Natural Sciences Tripos, Part III
Tuesday before first Sunday in June	Computer Science Tripos, Part II Mathematical Tripos, Part IB
Wednesday before first Sunday in June	Classical Tripos, Part IB <sup>3</sup> Engineering Tripos, Part IA Geographical Tripos, Part IB
Thursday before first Sunday in June	Archaeology Tripos, Parts I, IIA, and IIB Human, Social, and Political Sciences Tripos, Parts I, IIA, and IIB Psychological and Behavioural Sciences Tripos, Part I
Friday before first Sunday in June	Natural Sciences Tripos, Part IA History of Art Tripos, Parts IIA and IIB
Monday after first Sunday in June	Economics Tripos, Part I

**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:

Examinations not in Easter Term.

- Medical Sciences Tripos, Part IB<sup>4</sup> (Lent Term examination)  
The last day of Full Lent term
- Natural Sciences Tripos, Part III<sup>5</sup> (Lent Term examination)  
The Monday that next precedes the first day of Full Lent Term.

<sup>1</sup> Except the *viva voce* examination in Comparative Vertebrate Biology, which shall begin on the first day of Full Easter Term.

<sup>2</sup> Except for the following oral examinations:

- (i) for Part II in Arabic, Hebrew, and Japanese, 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 IA and IB of the Asian and Middle Eastern Studies Tripos, which shall be held not earlier than the third Monday of Full Easter Term.

<sup>3</sup> Except for Papers H1 and H2, the examinations for which shall be held on the first and second days of Full Easter Term.

<sup>4</sup> Examination in Head and Neck Anatomy only.

<sup>5</sup> Examination in Physics only.

Change of date. **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.

Class-lists. **5.** The latest dates for providing to the Registry, where applicable, the approved class-lists of Preliminary Examinations and of examinations the dates of which are specified in Regulation 2 shall be as follows:

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 Sciences and Veterinary Sciences Triposes, 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.

**[6.** Notwithstanding Regulation 5 of this Ordinance, the General Board may revise the latest dates for the provision of class-lists to the Registry by giving notice in the *Reporter* as soon as practicable, after consultation with Senior Tutors and Faculty Boards and other similar bodies concerned.]<sup>1</sup>

#### FORM AND CONDUCT OF EXAMINATIONS<sup>2</sup>

**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.

**[5.** Notwithstanding Regulation 1, the General Board may revise the dates and the process concerning the form and conduct of any examination or part of an examination by giving notice in the *Reporter* as soon as practicable, after consultation with Senior Tutors and Faculty Boards and other similar bodies concerned.]<sup>1</sup>

<sup>1</sup> This Temporary Regulation was approved by Grace 2 of 2 February 2022 to take effect until 30 September 2025.

<sup>2</sup> This Ordinance will be rescinded with effect from 1 October 2025 (Grace 1 of 26 July 2023).

*SCHEDULE*

For any examination or part of an examination held between the beginning of the Easter Term and the beginning of the following Michaelmas Term	<i>Not later than</i> 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 academic year in which the examination takes place

DURATION OF WRITTEN EXAMINATION PAPERS<sup>1</sup>

[1.] 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.

[2. Notwithstanding Regulation 1, the General Board may revise the normal duration of written papers by giving notice in the *Reporter* as soon as practicable, after consultation with Senior Tutors and Faculty Boards and other similar bodies concerned.]<sup>2</sup>

## ⟨ASSESSMENT FORMATS

All examinations and assessments will be in one of the following formats unless otherwise specified in the General Board Regulations for the course. The General Board will publish guidance on expectations and good practice in respect of each format.

- (a) Coursework
- (b) In-person handwritten examinations
- (c) In-person invigilated digital examinations
- (d) Digital non-invigilated open-book examinations
- (e) Presentations)<sup>1</sup>

## INTERVIEWS

Notwithstanding the provisions of any other Ordinance, the Examiners for any examination for which candidates are not examined solely by thesis and oral<sup>3</sup> shall have discretion, after consultation with the Registrar, 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.

## [SCHEME OF EXAMINATION FOR TRIPOS AND OTHER EXAMINATIONS

Notwithstanding the General Board Regulations for the examination concerned, the General Board may revise the scheme for any examination by giving notice in the *Reporter* as soon as practicable, after consultation with Senior Tutors and the relevant Faculty Board or Degree Committee and other similar bodies concerned, provided that the General Board is satisfied that the learning outcomes of candidates are supported.]<sup>4</sup>

<sup>1</sup> The Ordinance for the Duration of Written Examination Papers will be replaced by the Ordinance in angular brackets with effect from 1 October 2025 (Grace 1 of 26 July 2023).

<sup>2</sup> This Temporary Regulation was approved by Grace 2 of 2 February 2022 to take effect until 30 September 2025.

<sup>3</sup> See the general regulations for certain postgraduate degrees and other qualifications (p. 441).

<sup>4</sup> This Temporary Ordinance was approved by Grace 2 of 2 February 2022 to take effect until 30 September 2025.

## APPROVAL OF CLASS-LISTS

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 their 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.

Distribution of  
copies.

4. 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.

Probable date  
of receipt.

5. 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.

Amended lists.

6. In any case in which the Chair of Examiners satisfies the Vice-Chancellor that a list approved in accordance with the foregoing regulations needs amendment, the Vice-Chancellor may authorize the issue of an amended list to supersede the original list.

## 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 General Board, 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 Clinical Dean 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 1 of 15 February 2023*

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 academic year in which the examination is to be held.

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

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

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.

Late  
appointments.

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.

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

Voting.

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.

Scheme for  
Examiners.

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, Architecture, Business Administration, the Conservation of Easel Paintings, (Design),<sup>1</sup> 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.

[10. Notwithstanding Regulation 7 of this Ordinance, the General Board may waive the requirement for Examiners to attend examinations and to provide a scheme concerning the attendance at examinations, by giving notice in the *Reporter* as soon as practicable, after consultation with Senior Tutors and Faculty Boards and other similar bodies concerned.]<sup>2</sup>

<sup>1</sup> The degree in angular brackets will be inserted with effect from 1 October 2024.

<sup>2</sup> This Temporary Regulation was approved by Grace 2 of 2 February 2022 to take effect until 30 September 2025.

## SCHEDULE

Amended by Grace 1 of 15 February 2023

- (a) Preliminary and Qualifying Examinations.
- (b) Honours Examinations.
- (c) The examinations for the degrees of LL.M., M.C.L., M.Arch., M.B.A., M.C.E.P., (M.Des.,)<sup>1</sup> M.Ed., M.Fin., M.B., B.Chir., Vet.M.B., Mus.B., M.Phil. by Advanced Study, M.Res. and M.St.
- (d) Examinations for all Diplomas.
- (e) The examinations for the Postgraduate Certificate in Education and the Certificate of Postgraduate Study.
- (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, ASSESSORS AND SUPERVISORS

Restrictions.

**1.** (a) No payment shall be made to any University officer, [other than an Associate Lecturer who receives no stipend from the University,]<sup>2</sup> in respect of any of the examining duties for the examinations listed in the Schedule to the General Regulations for Examiners and Assessors.

(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.

(c) No payment shall be made, in respect of any of the supervising duties specified in these regulations, to the holder of a University office specified in the Schedule to Special Ordinance C (i) 1 or of an office in an institution which maintains a formal University Partner Institute agreement with the University for any supervision undertaken during the duration of that agreement.<sup>3</sup>

(d) No one shall receive more than one additional payment for acting as an External Examiner, Examiner or Assessor unless granted special permission by the General Board.

(e) When a remission or reduction is made as a student has completed the number of terms of research or study and residence required for the degree or other qualification for which the student is registered, the School in which the student is registered shall decide whether the Supervisor is to be paid a fee in respect of that student.

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 them meeting the requirements of an External Examiner as laid out by the General Board from time to time.

Payments.

**3.** (a) Subject to the provisions of Regulation 1, payment for acting as an Examiner, Assessor in any of the examinations specified in the Schedules to the General Regulations for Examiners and Assessors and the General Regulations for certain postgraduate degrees and other qualifications, or acting as a Supervisor of postgraduate students under the latter regulations, shall be made at the rates published by the General Board from time to time and reproduced in the Schedule to these regulations below.

(b) The payment for supervising a postgraduate student or examining or assessing components of an examination other than those specified in the Schedule below shall be determined by the General Board, having regard to the nature of the examining or assessment.

**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.

<sup>1</sup> The degree in angular brackets will be inserted with effect from 1 October 2024.

<sup>2</sup> The reference in square brackets will be removed with effect from 1 October 2025 following the approval of Grace 1 of 6 May 2021.

<sup>3</sup> Institutions that currently hold a formal University Partner Institution agreement are Animal Health Trust, BBSRC Babraham Institute, British Antarctic Survey, Cambridge Crystallography Data Centre, European Bioinformatics Institute, MRC Laboratory of Molecular Biology, National Institute for Agricultural Botany, Wellcome Trust Sanger Institute.

6. An External Examiner or Assessor appointed to examine within the University shall be entitled to receive travel expenses and a subsistence allowance, payable at rates determined from time to time by the Finance Committee of the Council.

External  
Examiners.

Claims for travel expenses and a subsistence allowance must be made through, and be approved by, the Chair of Examiners or the Degree Committee 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 their duties.

#### NOTICE BY THE GENERAL BOARD

##### SCHEDULE

*Amended by Notice (Reporter, 2022–23, p. 425)*

Payments to Examiners, Assessors and Supervisors who are not medically qualified

The tables below set out the rates for examination by type of degree or other qualification, then by category. Daily rates are calculated by multiplying the hourly rate at the relevant spine point for the examination below by 7.3 hours.

*Degrees and other qualifications included in the Schedule to the General Regulations for Examiners and Assessors*

The examination of undergraduate and taught Master's students is assessed at the hourly rate for spine point 45, with the exception of the external examiner rate (E below) which is set at the hourly rate for spine point 49.

(a) Payments to External Examiners, Examiners and Assessors

Rate	Category of examining	Rationale
E	External Examiner	Fee equivalent to four days
A	Examiner responsible for setting a paper	Fee equivalent to two days
B	Examiner not responsible for setting a paper	Fee equivalent to one day
C	Assessor	Fee equivalent to half a day

Individuals would accrue an entitlement to holiday based on an entitlement of 5.6 weeks per annum *pro rata* for rates A, B and C.

(b) Payments for examined work

Category	Rationale
<i>Examinations</i>	
EM1 – text-dense	15 minutes per examined hour
EM2 – hybrid	7.5 minutes per examined hour
EM3 – simple	5 minutes per examined hour
<i>Coursework</i>	
EC	One examiner hour per 8,000 words, including note-taking and breaks
<i>Practicals, oral presentations, etc.</i>	
EP	1.25 hourly rate per examined hour, including note-taking and breaks

Individuals would accrue an entitlement to holiday based on an entitlement of 5.6 weeks per annum *pro rata*.

*Degrees and other qualifications included in the Schedule to the General Regulations for certain postgraduate degrees and other qualifications, and certain other degrees<sup>1</sup>*

The supervision and examination of postgraduate research students is assessed at the hourly rate for spine point 49. These payments apply to research degrees and to the research component (dissertation) of taught Master's degrees.

<b>Examinations</b>	<b>With oral</b>	<b>No oral</b>
Ph.D., M.Sc., M.Litt. and doctoral degrees	Fee equivalent to one day plus three hours	Fee equivalent to one day
M.Phil. by thesis and oral	Fee equivalent to five hours	Fee equivalent to three hours

<b>Other</b>	<b>Rationale</b>
Progress examination	Fee equivalent to three and a half hours
Supervision fees	Fee equivalent to half a day per term per supervised student
Additional oral examination	Fee equivalent to three hours

The following apply to the other, mostly doctoral degrees covered by this Schedule:

<b>Category of examining</b>	<b>Rationale</b>
Referee	Fee equivalent to one day
Assessor	Fee equivalent to three hours

Individuals would accrue an entitlement to holiday based on an entitlement of 5.6 weeks per annum *pro rata*.

#### Payments to Examiners and Assessors who are medically qualified

The table below sets out the rates for examination for the Second M.B. Examination in Preparing for Patients, and for all parts of the Final M.B. Examination. These examinations are assessed at the hourly rate (using a 46-week working year) for point 2 of the clinical consultant salary scale. Medically qualified Examiners and Assessors are those with relevant professional registration with the General Medical Council, the Nursing and Midwifery Council, or the Health and Care Professions Council.

<b>Type of Examination</b>	<b>Type of Examiner</b>	<b>Proposed fee (in hours)</b>
Final M.B. written components	External Examiner	Twelve hours
Final M.B. clinical components	External Examiner	Twelve hours + four hours per half day of examining beyond the first day (up to a maximum of two additional half days)
Final M.B. written components	Assessor	Eight hours
Final M.B. clinical components	Assessor	Four hours per half day of examining
Second M.B. Preparing for Patients	External Examiner	Twelve hours
Second M.B. Preparing for Patients	Assessor	One hour per 3,000 words

<sup>1</sup> Bachelor of Divinity, Doctor of Philosophy (Special Regulations), Doctor of Divinity, Doctor of Law, Doctor of Science, Doctor of Letters, Doctor of Music, Doctor of Veterinary Medicine.