

# REQUEST FOR NON-ATTENDANCE AT A FINAL EXAMINERS' MEETING

for examiners appointed by the General Board



Education Quality & Policy Office

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 (*Statutes and Ordinances*, Chapter III, Regulation 1 of the Regulations for the publication of lists of successful candidates in examinations).

**Please note: In order to comply with University regulations, dispensation will only be granted in cases of grave cause.**

## PART 1: TO BE COMPLETED BY THE EXAMINER

## (OR BY THE SENIOR OR CHAIR OF EXAMINERS)

if the Examiner is unable to complete this part of the form

<b>NAME:</b> Unless informed otherwise by you, we shall notify you of confirmation of permission being granted by email	<b>EMAIL:</b>
<b>EXAMINATION:</b>	
<b>DATE OF FINAL MEETING:</b>	
<b>REASONS FOR NON-ATTENDANCE:</b>	
<b>ABLE TO CONTRIBUTE VIA SKYPE (OR EQUIVALENT):</b>	

I agree to permit my name to be excluded from the list of Examiners attached to the published class list\*, and to abide by the decisions made collectively by the Examiners who were present at the final meeting.

**SIGNATURE:**

OR

On behalf of the Examiner, I agree to exclude his or her name from the list of Examiners attached to the published class list. The Examiner is aware that he or she shall abide by the decisions made collectively by the Examiners present at the final meeting.

**SENIOR OR CHAIR OF EXAMINERS:**  
Please SIGN

## PART 2: TO BE COMPLETED BY THE SENIOR EXAMINER OR CHAIR OF EXAMINERS

<b>NAME:</b> Unless informed otherwise by you, we shall notify you of confirmation of permission being granted by email	<b>EMAIL:</b>
<b>I am content for the Examiner named above to be absent from the final meeting of Examiners, and confirm that this is a case of grave cause.</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	
<b>If appropriate, please detail here any alternative arrangements that have been made:</b>	

Please now forward this form to [examiners@admin.cam.ac.uk](mailto:examiners@admin.cam.ac.uk).

\*Class lists are not published for the MPhil degree.