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1. Rationale

This guidance outlines the system of Examination Warnings which apply to all examination candidates for the awards of B.A., B.Th., LL.M. and Diplomas and Certificates. They do not cover the professional medical and veterinary examinations or Preliminary Examinations for which there is no system of Examination Allowances or Graduate examinations such as the M.Phil.

The University's policy distinguishes very clearly between the role of Examiners in marking and classing candidates and the procedure for dealing with cases relating to illness or extenuating circumstances. In accordance with that policy, Examiners are not authorised, except in cases where an examination warning has been submitted for a candidate with an SpLD, to take account of any personal or individual circumstances when marking or classing the work of candidates or to adjust marks as a consequence.

2. Examination warnings

There are two types of Examination Warnings:

- those used to notify Examiners of candidates with a Specific Learning Difficulty or who are colour blind;
- candidates suffering from illness or other grave cause who are in danger of failing or underperforming as a consequence.

The College is responsible for submitting the relevant Examination Warning to the Secretary of the Board of Examinations. Notification of a candidate with a diagnosed Specific Learning Difficulty or who is colour blind should be submitted as soon as possible. Warnings relating to illness or grave cause should be submitted as soon as is practical or as soon as a diagnosis has been provided.

3. Procedure for dealing with Examination Warnings for candidates with a Specific Learning Difficulty

The Chair/Senior Examiner will receive notification of those candidates with a diagnosed Specific Learning Difficulty in which case Examiners are requested not to penalise minor, spelling or grammatical errors unless they form an essential part of the assessment. In all

other respects, Examiners are expected to mark the work in the same way as other candidates and in accordance with the relevant marking scheme and classing criteria. The Chair/Senior Examiner is responsible for notifying the relevant Examiner or Assessor marking the candidate's scripts.

4. Procedure for dealing with Examination Warnings for candidates who are colour blind

The Board of Examinations will notify the Chair of Examiners of any candidates who are colour blind and may require adjustments to their practical examination as a consequence. In such instances, the Chair of Examiners is authorised to identify appropriate adjustments in consultation with the College Director of Studies and the relevant technician responsible for setting up the practical.

5. Procedure for dealing with Examination Warnings relating to illness or other grave cause

Examination Warnings relating to illness or other grave cause will no longer be referred to the Examiners' Final Meeting but will be submitted to the Applications Committee in conjunction with the relevant application for an examination allowance. Colleges should still continue to submit these warnings on-line using CamSIS and normally by no later than the last day of the student's examination.

Tutors are reminded that the Examination Warning is intended to be a mechanism whereby the College considers there is a danger of failure or underperformance as a consequence of illness or other grave cause and therefore constitutes sufficient grounds for referral to the Applications Committee.

6. Cases referred to the Applications Committee

If a student fails or is granted an allowance towards the Ordinary Degree the Examiners will leave the candidate's name off the Class List but will list them separately for the attention of the Secretary of the Applications Committee. The College is then responsible for making the application to the Applications Committee. Similarly, in some cases a student may have been classed already by the Examiners – a class which could be misrepresentative - in which case the College is responsible for submitting an application to the Applications Committee. In these instances, providing there is tangible evidence demonstrating that the candidate was ill or suffered from other grave cause, there may be grounds for an examination allowance under Regulation 3(d) (i) or 3(d)(ii). Regulation 3(d) (ii) is intended to cater for those cases where a candidate has under-performed in a small part of the examination rather than general underperformance across a range of papers and applications will need to fulfil this requirement.

The Applications Committee meeting on 22 June 2018 is reserved for finalists who would otherwise not be eligible to proceed at General Admission. All other applications including non-finalists and any further applications to raise a student's class will be referred to the July meeting.

Any successful applications under 3d (i) or (ii) will be referred to the Chair of Examiners although it may take several weeks before these cases are resolved because of the need to

confer with other Examiners. The Secretary of the Applications Committee will notify the College of the outcome as soon as possible and will make arrangements to issue the necessary Notice(s) in the Reporter.