

REGULATIONS FOR ALL MML IA & IB, Sp06 AND SP10 (CATALAN) ORAL EXAMINATIONS

1. Oral Examinations are University Examinations, and the date or time of an individual oral examination may only be changed *in exceptional circumstances*.
2. Exceptional circumstances which are considered acceptable reasons for applying to change the schedule include:
 - a) medical grounds, supported by a doctor's certificate
 - b) personal or family crises, supported by a letter from the candidate's Tutor or Senior Tutor
 - c) observance of religious festivals.
3. Applications for a candidate to be examined at other times than those previously advertised due to the reasons quoted under Point 2 above must be made (enclosing any supporting evidence) via the candidate's Tutor (or Senior Tutor) to the Secretary of the Board of Examinations at exam.arrangements@admin.cam.ac.uk, with copy to the Secretary for Oral A & B and Sp10 exams, Ms Ulrike Balsler <ub218@cam.ac.uk>. Once the Board of Examinations and the Oral A and B / Sp10 Senior Examiner approve the change of date of the exam for the candidate, the Oral A & B Examinations Secretary will liaise with relevant examiners to reschedule the exam to a suitable date.
4. On no account may a student, Director of Studies, or Tutor, make any direct arrangement with individual examiners for a change in the Oral Examination schedule.
5. If the Board of Examinations, in consultation with the Chair of Examiners, give permission for a candidate to be examined at a time other than that previously advertised, the examination shall take place either before the original time, or as soon as possible thereafter, and in any case within a period specified by the Chair of Examiners which, barring the most exceptional of circumstances, shall not exceed two weeks from the previously advertised date.
6. Any candidate who fails to attend an oral examination without a valid reason, who does not follow the procedure outlined above or who, having failed to attend, is subsequently refused permission to take the oral examination at a time other than that previously advertised, shall be given a mark of zero for that component of his/her Examinations.