

THE QUEEN'S COLLEGE

REGULATIONS FOR COLLECTIONS

2025-26

Personal Tutors are responsible for informing students at the end of each term of the Collections they will be sitting on returning from the vacation, and for ensuring that Collections are set, marked, returned, and recorded on TMS, normally by the end of the second week of term, and certainly no later than the end of fourth week of each term.

Collections administered by the College Office will take place in 0th Week, at 14.15 to 17.15 on Thursday and at 09.15 to 12.15 on Friday morning, and 14.15 to 17.15 on Friday afternoon, in the Hall, Shulman Auditorium or another designated examination room. Students are expected to keep Thursday afternoon and Friday morning and afternoon free from other commitments until the College Office informs them of the day and time of their collection(s). Students will be emailed with a list of those sitting timetabled Collections in early 0th Week of each term.

Changes to the above

Only a Personal Tutor can excuse a student from sitting a Collection or authorise changes to the timetable or Collection paper.

Tutors may organise a Collection not organised by the College Office if they wish. Students should always contact their Personal Tutor with any questions about their Collections.

Results

Tutors are asked to submit Collection marks to the College Office no later than the end of fourth week of term. Prizes are awarded based on standards of excellence within individual subject areas. Students are expected to submit Collection scripts containing answers of a level consistent with their ability. The failure to meet this expectation, or to attend Collections without prior excusal, will be dealt with according to the College's policy on [Unsatisfactory Work and Academic Discipline](#).

Specifically, for in-person Collections:

Gowns must be worn in Hall or another designated examination room. For students with approved alternative examination arrangements for Public Examinations, the College Office will replicate these adjustments in so far as possible during Collections.

No books may be taken into the examination room: where books of statutes, mathematical tables etc. are required, the Tutor will inform the College Office and this will be noted on the list. Where no such note is found, no books will be permitted.

Unless informed otherwise by the College Office, no mobile phones or papers may be brought into the examination room. Lined script booklets will be supplied.

Authorised members of the College will invigilate the Collections. Invigilators will periodically patrol the examination room.

The names of those arriving after the first 15 minutes will be noted on the list of candidates attending.

Students who wish to leave examination room during the Collections should request the permission of the Invigilator. A note will be made on the list of candidates of the time at which the student left and returned.

If a student wishes to leave the examination room before the final 30 minutes of the Collection and has no intention of returning, they must ask the permission of the Invigilator and the time will be noted.

At the end of the Collection, students should follow the instructions given by an Invigilator and should not leave the room until the script has been collected or submitted.

August 2025

I confirm I have read and understood the Regulations for Collections:

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(Signature)

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(Full name)