The Proctors' Office supports the scrutiny of many aspects of University business. This includes providing advice to students & staff throughout the collegiate University.

- **Academic appeals**
  Facilitating early resolution through advice and certain administrative checks

- **Student Complaints**
  Case-handling where the student is dissatisfied with the early resolution offered

- **Overseeing Examinations**
  Case-handling where the student puts forward grounds for formal appeal

- **Student conduct**
  No consideration of academic judgement

- **Ceremonies**
  Advise on academic dress requirements and handling dispensations requests

- **University Governance**
  Support scrutiny of Congregation business, e.g. vote scrutineering

- **Standards & Procedural Compliance**
  The Proctors’ Office supports the scrutiny of many aspects of University business. This includes providing advice to students & staff throughout the collegiate University.

- **About procedural compliance in examiners’ decisions**
  Gathering information necessary to deciding cases and briefing the Proctors in the interests of effective and efficient decision making

- **Register student non-sport clubs**, process club grant applicants & service the Clubs Committee and the Rules Committee

- **Advise students & staff on reporting misconduct**
  Gather information and support the Proctors’ investigation

- **Support Proctors’ decision-making on the University meetings and events code**
  Support Proctors’ & Assessor’s attendance at committees

- **Diary management, stakeholder engagement, committee servicing**

- **Advise on contingencies planning and implementation**

- **Process exam board requests**

- **Handle mitigating circumstances requests...**
  - missed exams, extensions, late submissions

- **Student requests go via college**
  (or department for non-matriculated students)

- **Advise on academic dress requirements and handling dispensations requests**

- **Promote observance of custom, practice & procedure, marshalling and guiding participants in University ceremonies and special occasions**

- **Support Proctors’ decision-making on the University meetings and events code**

- **Facilitate good relationships and exchanges of information between the Proctors/Assessor & other key University leaders**

*Click on the bubbles or linked text for more detail.*