

Contents

1. [Rationale](#)
2. [Timing](#)
3. [Terminology and Coding](#)
4. [Procedure](#)
5. [Publication of Class Lists](#)
6. [Viewing and reporting examination result data](#)
7. [Appendix](#)

1. Rationale

Student assessment outcomes occur throughout the year, although the majority appear at the end of the Easter term. Assessment outcomes are generally published in two phases – the first is the overall Class (or pass/fail) and the second is the release of mark breakdown by paper module.

This guide aims to help Colleges understand the processes that get the data into CamSIS and offers some suggestions for extracting it for College use.

2. Timing

Examination	Approx. publication
2 nd MB and 2 nd Vet MB (first sittings and re-sits)	Termly
Advanced Diploma in Theology and Religious Studies	June
Bachelor of Theology for Ministry (BTh)	June
Executive Master of Business Administration (EMBA)	April
Final MB, Part I	June (October resits)
Final MB, Part II	June (October resits)
Final MB, Part III	June (July resits)
Final Vet, Part I	May
Final Vet, Part II	June (October resits)
Final Vet, Part III	June (September resits)
Master of Advanced Study (MASt)	June
Master of Business Administration (MBA)	October
Master of Education (MEd) (old regs)	November
Master of Finance (MFin)	October
Master of Law & Master of Corporate Law (LLM and MCL)	June
Master of Music (MusM)	July
Master of Philosophy (MPhil) (no lists published)	June, July and October
MML certificates and diplomas	June
Postgraduate Certificate in Education (PGCE)	June
Tripos end of year result	June

All of the lists above are published at the Senate House, except the Master of Philosophy (MPhil).

3. Terminology and coding

Phrase	Explanation
Class List	<p>A published list of students' outcome, broken down by class, usually Class I, Class II (divided between division i and division ii) and Class III.</p> <p>The type of list (Classed, pass etc) is determined by the regulations for each examination.</p> <p>The phrase is also used when a list is pass/fail only, or honours pass in the case of lists such as Engineering IIB.</p> <p>This phrase is used for all examinations where a list is published at the Senate House.</p>
Grade Roster	<p>This is a temporary table in CamSIS where mark data are loaded prior to publication on a list and to the student record.</p> <p>A grade roster is created for every paper where enrolments exist, irrespective of the type of assessment (this means that grade rosters exist for coursework and practicals etc., not just where there is a written examination).</p> <p>For every paper / module enrolment, there will also be an automatically created RESULT component enrolment. This RESULT component is where the overall class / pass is attached, alongside the overall mark where supplied.</p> <p>Departments download the grade roster into excel to populate with marks, then upload it back into CamSIS.</p>
List of Successful Candidates	<p>Used where a list is published, but is pass / fail and not broken down into Class. Not commonly used, these are usually referred to as class lists.</p>

Classes in CamSIS are displayed using coding. A full set of codes and their meaning is contained in the CamSIS coding manual here - http://www.camsis.cam.ac.uk/cam-only/current_users/student-codes/ under code J01.

For reference, a compendium of Grades found on CamSIS and their corresponding description is as follows:

CamSIS Code	Description
00	Not Classed (by papers taken)
*1	Class I with Distinction
1	Class I
2	Class II
21	Class II, division 1
22	Class II, division 2
3	Class III
31	Deserved honours
32	Deserved honours (Council)
36	One Ordinary Examination (Council)
38	Two Ordinary Examinations (Council)
40	Allowed the examination
46	Given leave to repeat an examination

47	Excused or exempted from examination
*5	Honours Pass with distinction
5	Honours Pass
50	Declared passed (Examiners)
55	Satisfied Examiners but no Diploma awarded
56	Allowance to the Ordinary B.A. (not for honours)
57	Allowance to the Ordinary B.A.
58	Attained the honours standard
*6	Distinction standard (not for honours)
6	Satisfied Examiners (not for honours)
60	Deemed to have obtained honours following study at MIT
61	Deemed to have obtained honours: Law Paris II
62	Ordinary Pass
63	Deemed to have obtained honours following study at Ecole Centrale Paris
64	Deemed to have obtained honours following study at National University of Singapore
65	Ordinary Pass (not for honours)
66	Deemed to have obtained honours following study at Technical University of Munich
*7	Commendation with Distinction
73	Not Classed (by papers taken) *REMOVE FROM CLASS LIST*
*8	Pass with Distinction
#8	Pass with Merit
+8	Pass with Credit
8	Pass
9	Not Classed/No allowance/Failed
99	Cancelled by Court of Discipline
IP	In Progress
WD	Withdrawn from Examination

4. Procedure

Below is the Student Registry procedure detailing how classes and mark data get into CamSIS:

1. In Faculty/Department:
 - a. Final Examiners' meeting occurs, Class List and mark book signed off;
 - b. class and mark information uploaded into CamSIS by Administrator or Chair;
 - c. signed copy of Class List brought to the Student Registry.
2. Student Registry then performs the following checks:
 - a. checks against data uploaded and hard copy list for consistency;
 - b. checks made against student data such as candidates who withdrew, any lists as fails and footnotes applied to record;
 - c. produces Reporter style Class List and checks against the original, student by student.
 - d. counts number done against each class within each list;
 - e. checks Examiners who have signed against those appointed;
 - f. undertakes final check on similar names in different classes (Smith, Brown, etc.).
3. Once data confirmed, Student Registry:
 - a. posts classes to student record. This occurs at least 30 minutes prior to publication at the Senate House to allow students to see their results in private;
 - b. copies printed ready for Senate House publishing;
 - c. updates date of publication in CamSIS, to allow query to be run (COL_ALL_REC_EXAM_RESULTS);
 - d. runs CamSIS process to email file to College

4. College receives file (showing USN and result code) and this is a trigger for Colleges to see what classes are now available in CamSIS.
5. Student Registry then:
 - a. posts Class List at Senate House. Class Lists are generally published at 4.30p.m. each day, but depending on the time of posting to the student record in step 3a, this may be delayed;
 - b. checks mark data for completeness and ensures grade boundary information has been supplied;
 - c. once satisfied, marks are posted to student record;
 - d. sends weekly email to Colleges indicating which marks have been posted to student records.

The timeframe for publication is as follows:

If Class List is delivered to Student Registry before 2pm, assuming no queries on it, classes will be posted to student record that day and Class List will be published at Senate House the same day.

If Class List is delivered to Student Registry after 2pm, if it was scheduled to be published that day, then every effort will be made to post results to student record that day and Class List published at Senate House the same day. If it is scheduled for publication on a subsequent day, then classes will be posted to student record and published at the Senate House that subsequent day.

5. Publication of Class Lists

Publication of Class Lists (Results data) occurs in three phases.

1. Publication to the student record; viewable only by students and authorised staff in CamSIS;
2. Posted at the Senate House for general display;
3. Published in the University Reporter. Some lists are published here twice. Those lists published September – April may be published in the weekly ordinary Reporter, as well as included in the complete list of Class Lists published annually.

Where a student has been approved to not be named on the list displayed at the Senate House (step 2), they will still be able to view their result in CamSIS under step 1, and their name will appear on the list published in the Reporter under step 3.

Further information on this process is available under 'Withholding names from Class Lists' - <http://www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/exams.html>

6. Viewing and reporting examination results data

It is possible to view examination results data for a student in CamSIS in a several ways. Below are the two most common ways – screenshots of each are shown in Appendix A.

Option 1:

- a. Navigate to 360 Degree View (from main page, top right);
- b. Insert student USN / CRS-id / name and search to find your student;
- c. Click on the 'Student Records' tab and scroll down the page until you come to the 'Term Summary';
- d. Click on the term you want to see examination results for and they will be displayed under the 'Exams' box.

Option 2:

- a. Navigate to College Undergrad tutorial (from Main Menu)>Exams>Results/Degrees (this page can also be found under Records & Enrolment>Career and Program Information>Results/Degrees);

- b. Insert student USN or name and search to find the student;
- c. The first tab (Results) shows Classes by term only;
- d. The second tab (Marks) shows paper marks by term;
- e. The third tab (Prizes) shows any university prizes awarded;
- f. The fourth tab shows degrees that have been awarded;
- g. Navigate through these tabs to retrieve the information you need.

It is possible to extract examination result information from CamSIS in a number of ways. The following is a short list of queries that Colleges may find useful.

Query name	Prompt on	What's shown
SRS_EXAM_RSLTS	Exam term code and Exam code (eg ELT1)	Name, Class, Exam code and College
COL_ALL_REC_EXAM_RESULTS	Exam term code and actual publication date	USN, name, initials, College, exam code and Class for those subjects published on a specific date
COL_ALL_REC_EXAM_RESULTS_ALL	College	All exam results, all terms, all students (not just current)
COL_ALL_REC_EXAM_MARKS	Institution (this is always UCAMB); Exam code; exam term and College code	Per student and exam, class and mark breakdown by exam and term. Multiple rows per student.
COL_UGD_REC_EXAM_MARKS_ALL	Institution (this is always UCAMB) and exam term	All students' exam class and mark breakdown by term. Multiple rows per student.
SR_GRADE_BOUNDARIES	Exam term and Exam code	The grade boundaries for that examination.

The Student Registry is aware that where marks are scaled or weighted, some Colleges choose to make calculations on the mark information provided to provide percentages etc. The Student Registry does not endorse this – the information on the student record is that which has been supplied by the Examiners as the final mark set. If colleges choose to make calculations on the marks, then they would not be endorsed by the Student Registry should a third party ask for verification.

Appendix

Exam result view in 360

Term Summary Maintain Term Data

UCAMB - University of Cambridge
UGRD - Undergraduate
3291 - Easter Term 2015
3286 - Lent Term 2015
3271 - Easter Term 2014
3200 - Lent Term 2014
3261 - Michaelmas Term 2013
3251 - Easter Term 2013
3246 - Lent Term 2013
3241 - Michaelmas Term 2012

Easter Term 2014
Primary Programme: UGRD Undergraduate

Exams

Exam	Description	Grade 1	Marks	Out Of	Rank	Rank Out Of
NST1 RESULT-001	Natural Sciences Tripos, Part IB (Result)	Class I			113	564
NST1 CHA-185R	Chemistry A (Subj Rslt)		71.80	100		
NST1 CHA/01-187	Chemistry A (Class) (Subj Rslt)		CLASS I			
NST1 CHA/02-188	Chemistry A (Rank) (Subj Rslt)		22.00	125		
NST1 CHA/1-190	Chemistry A (Paper 1) (Exam)		31.20	40		
NST1 CHA/2-195	Chemistry A (Paper 2) (Exam)		24.70	40		
NST1 CHA/R-200	Chemistry A (Records of practical work) (Prac Ex)		15.90	20		
NST1 MATH-395R	Mathematics (Subj Rslt)		76.40	100		
NST1 MATH/-396	Mathematics (Class) (Subj Rslt)		CLASS I			
NST1 MATH/0-398	Mathematics (Rank) (Subj Rslt)		22.00	166		
NST1 MATH/1-400	Mathematics (Paper 1) (Exam)		33.60	45.45		
NST1 MATH/2-405	Mathematics (Paper 2) (Exam)		34.70	45.45		
NST1 MATH/R-410	Mathematics (Records of practical work) (Prac Ex)		8.10	9.1		

This shows exam term selected

Exam Result (Class)

Paper entries and results

Exam result view in Results / Degrees

(Note, name and college have been erased)

Note; 'Results' tab

USN:302081231 Undergrad

Career: Undergrad Institution: University of Cambridge

Results

Details	Term	Subject	Catalogue	Grade 1	FTC Note (1)	FTC Note (2)	FTC Note (3)	Grade 2	FTC Note (4)	FTC Note (5)	FTC Note (6)	Total Mark	Out Of	Rank	Out Of
Details	ET 2014	NST1	RESULT	1										113	564
Details	ET 2013	NST0	RESULT	1								301.000	375.000		

Return to Search Notify Previous tab Next tab

Results | Marks | Prizes | Degrees

Shows Exam term, Exam entry and Class

Total mark and rank where supplied is displayed

Note; Marks' tab

Details	Term	Subject Area	Catalogue Nbr	Grade Base	Grade Input	Total Mark	Out Of
Details	ET 2014	NST1	CHA	FRE	71.80		100.000
Details	ET 2014	NST1	CHA/01	FRE	CLASS I		
Details	ET 2014	NST1	CHA/02	FRE	22.00		125.000
Details	ET 2014	NST1	CHA/1	FRE	31.20		40.000
Details	ET 2014	NST1	CHA/2	FRE	24.70		40.000
Details	ET 2014	NST1	CHA/R	FRE	15.90		20.000
Details	ET 2014	NST1	MATH	FRE	76.40		100.000
Details	ET 2014	NST1	MATH//	FRE	CLASS I		
Details	ET 2014	NST1	MATH/0	FRE	22.00		166.000
Details	ET 2014	NST1	MATH/1	FRE	33.60		45.450
Details	ET 2014	NST1	MATH/2	FRE	34.70		45.450
Details	ET 2014	NST1	MATH/R	FRE	8.10		9.100
Details	ET 2014	NST1	PSA	FRE	67.70		100.000
Details	ET 2014	NST1	PSA/01	FRE	CLASS 2:1		
Details	ET 2014	NST1	PSA/02	FRE	96.00		201.000

Shows paper entry, marks and marks out of by term and exam part.