



**UNIVERSITY OF  
CAMBRIDGE**  
BOARD OF EXAMINATIONS

**EXAMINERS'  
GUIDE  
2015/16**

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## **Introduction**

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This Guide is intended to be a helpful reference for Chairs of Examiners and their Examiners in undertaking their duties for those Honours Examinations, Preliminary Examinations and to any other examinations for which written papers are set (except for those covered by the regulations for PhD, MSc, MLitt and MPhil degrees).

Throughout the document, where it references Chair of Examiners, this also relates to Senior Examiners in the Medical and Veterinary Sciences Tripos and the Natural Sciences Tripos who undertake these duties.

This Guide is intended to be a source of reference for those with associated administrative responsibilities. A copy of related procedural documents can be viewed on the Student Registry's web-site:

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/information-examiners>

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>

It is unlikely that you will need to refer to all the information but individual sections may be relevant to you at particular stages of the examination process.

If you have any queries regarding the Guide or views on how it might better meet your needs please email the Secretary to the Board of Examinations, [Catherine.fage@admin.cam.ac.uk](mailto:Catherine.fage@admin.cam.ac.uk)

## **Changes for 2015/16**

- Guidance on Examiner attendance at the start of the examination where reading time exists under section [E1a](#)
- Clarification on how to deal with corrections and queries on corrections from candidates under section [E.2](#)
- Additional information on how to treat submitted work for students who have withdrawn under section [F.2](#)

## **Useful Contacts**

Disability Resource Centre

[disability@admin.cam.ac.uk](mailto:disability@admin.cam.ac.uk)  
(3)32301

Examinations Officers

[Jessica.Barrick@admin.cam.ac.uk](mailto:Jessica.Barrick@admin.cam.ac.uk) (7) 66548  
[Jenny.Green@admin.cam.ac.uk](mailto:Jenny.Green@admin.cam.ac.uk) (7) 64694

Secretary to the Board of Exams

[Catherine.fage@admin.cam.ac.uk](mailto:Catherine.fage@admin.cam.ac.uk)  
(3) 32303

Student Registry

[student.registry@admin.cam.ac.uk](mailto:student.registry@admin.cam.ac.uk)  
(7) 66302

University Safety Office

[safety@admin.cam.ac.uk](mailto:safety@admin.cam.ac.uk)  
(3) 33301

## **A Appointment of Examiners and Assessors**

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For undergraduate examinations, Examiners and Assessors are nominated by the relevant Faculty Board or other authority and formally appointed by the General Board via Educational and Student Policy.

### **A.1 Letter of Appointment**

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On appointment, you will receive a letter of appointment from Educational and Student Policy, which has a section for you to sign and return. You should check that you have been appointed for the correct examination before confirming your acceptance.

Any queries relating to your appointment should be directed to the Faculty/Departmental Office in the first instance.

### **A.2 Useful Documentation**

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The Chair of Examiners, where appropriate, will call a meeting of all Examiners to outline and discuss the local procedures and duties. The following information should be provided at that meeting:

- Contact details of relevant officers (e.g. Chair of Examiners, Faculty Administrator, Examinations Officer);
- The University Regulations for the examination;
- Any published Form and Conduct Notice;
- Examples of any examination papers (usually the previous year's);
- The marking and classing criteria agreed by the Faculty Board (or other authority);
- The Faculty or Departmental Examinations Data Retention Policies on script retention, writing on scripts, writing and submission of Examiners' Reports.
- The dates of future and the Final meeting.

The date of the Final Meeting is normally known well in advance. The Final Meeting however is not the end of the process, and Examiners need to inform their Chair of Examiners of their whereabouts and availability for the succeeding month for possible involvement in the Examination Review Procedure.

All Examiners should ensure that they are aware of the details of the above by contacting the office of the Faculty Board or other authority, if they are not routinely provided.

### **A.3 Conflict of Interest**

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You should be aware of any potential conflicts of interest that may arise during the tenure of your appointment (such as being a Director of Studies or supervisor in any area relating to the examination), and inform the Chair of Examiners.

### **A. 4 Attendance at Meetings**

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Examiners should attend all meetings relating to the examination and this is particularly important for the Final Meeting at which the Class List is agreed; ALL Examiners are required to attend and sign the Class List. If you cannot attend the final meeting, you must seek dispensation from the Vice-Chancellor, via the Educational and Student Policy office. Dispensation is only granted in exceptional circumstances. A form to complete for such a request is available at <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>

## **B Roles and Responsibilities**

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### **B.1 Of Examiners**

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Examiners are collectively responsible for the following:

- setting question papers;
- notifying the Student Registry of any special requirements (such as data-books, graph paper or semi-log paper which will need to be placed on candidates' desks);
- attending examinations for the first 20 minutes to answer queries from candidates and being available by telephone for the remainder of their examination in case of a subsequent query. In the event of a correction to a question paper arising the examiner shall, with the help of the Invigilators, ensure that all candidates sitting that paper in Colleges and in the special Examination Centres are informed of the change in a timely manner. Please note that the Examiner does not have authority in the examination room and must at all times follow any instructions given by the site supervisor who is the person in charge of the examination.
- marking formal examination papers and other forms of assessment in accordance with the relevant marking scheme or criteria agreed between the team of Examiners;
- attending Examiners' meetings;
- determining the Class List;
- where required, interviewing candidates for the purpose of an oral examination or interview where agreed by the Chairman of Examiners;
- reviewing candidates' scripts as instructed by the Chair of Examiners in relation to those cases submitted under the Examination Review Procedure.

### **B.2 Of Chair of Examiners and Senior Examiners (in the case of Medical/Veterinary/Natural Sciences)**

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Additionally, the Chair is responsible for:

- briefing new Examiners, External Examiners and Assessors on their remit and procedures to be followed;
- convening meetings of the Examiners;
- delivering final copy of question papers to the Reprographic Centre in the Old Schools by the required date for printing. Where papers are printed in the Department, these need to be delivered to Reprographics.
- coordinating the business of Examiners and liaising with and submitting information required by the Student Registry (such as confirming the final timetable, Special Stationery Requirements and supplying script distribution details);
- ensuring that all Examiners receive information on candidates with Specific Learning Difficulties (SpLD);

- confirming the Examiners responsible for attending the first twenty minutes of each examination paper;
- delivering the signed Class List and mark book to the Student Registry for processing and publication;
- uploading mark information onto CamSIS for Official University Transcripts or by returning the 'Grade Roster' via email to the Student Registry ([grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk)), as agreed;
- up to one month following the publication of the Class List, the Chair must be available during this period to deal with representations made under the Examination Review Procedure which will also involve two further Examiners from the Panel. There is a further stage of the Appeal process, Regulation 7, which will also require the attention of the Chair and maybe the full panel.
- ensuring that Form SRUPS2 the 'Fees & Expenses Claim Form' is completed (<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors> ) by all examiners eligible to receive payment for examining (NUTO Examiners and Assessors, and External Examiners and Assessors). Completed forms should be returned to the Department Administrator/Secretary who will submit to the Funding Team at the Student Registry for processing. See Section [G8](#) below.
- resolving and ruling on any examination matter where there may be a difference of opinion amongst the Examiners.
- submitting a Report on the overall examination process to the Secretary of the Board of Examinations particularly relating to the general conduct of the examination, commending, advising and suggesting improvements for consideration. Comments specific to Plagiarism would be most relevant;
- it is good practice to facilitate continuity of the examination process by providing informed support to succeeding Chair of Examiners.

There is additional guidance on the roles and responsibilities of External Examiners on the Educational Policy and Student web-site:

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>

### **B.3 Confidentiality**

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#### Prior to the examination

You should observe absolute confidentiality in the drafting of question papers. *Word processors and printers used for the preparation of question papers must be secure from unauthorized access and if at all possible should not be connected to a network.* Copies of draft or final question papers and marking schemes should be stored in a secure, locked filing cabinet and preferably in a room that is not accessed by students. The full guidance can be found online here under 'Information for Examiners' –

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/information-examiners>

If you are also undertaking College supervisions you should act with appropriate circumspection in the conduct of supervisions.

## Anonymity

All examination scripts and submitted work is marked anonymously. To each Final List of Candidates the Student Registry allocates a spread of numbers (4 numerical digits followed by an alphabetic check digit) called a Blind Grade Number. These are allocated to students in each list in a random fashion and candidates write their Blind Grade Number on their script; not their name or College.

Examiners receive their scripts in numerical order and you will receive instructions on how to relay your marks to the Chair or administrator. The Class List is drawn up at the Final Meeting of Examiners anonymously. Only when the Class List has been finalized can the candidate numbers be turned backed into the names and Colleges of the students.

## After the examination

*You should not discuss any aspect of the examination with any candidate or with any other person, other than in accordance with the regulations for the disclosure of examination marks (Ordinances 2015 p245 <http://www.admin.cam.ac.uk/univ/so/2015/chapter03-section7.html> ).* The only authorized communication between Examiners and candidates is through their Colleges, and is confined to the marks and related information. This principle should also be observed in connection with any queries raised by students or their Tutors including any issues relating to individual appeals. Students should be advised to contact their Tutor. Tutors should raise issues with the Secretary of the Board of Examinations, who will communicate with the Chair as appropriate.

## **C Preparing for Written Examinations**

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### **C.1 Setting and Preparing Examination Question Papers**

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Question papers should comply with the relevant examination regulations and the current Form and Conduct Notice.

The Chair convenes meetings of the Examiners to discuss and finalize the question papers to ensure their accuracy prior to final printing. External Examiners should be invited to participate in the final approval of question papers although their detailed involvement is likely to differ according to the Tripos and any relevant Faculty Board guidelines.

The Chair is responsible for delivering 'camera-ready' versions of papers to the Reprographics Centre by the required deadline. The deadlines are published annually in the 'Guidance Notes for Examination Question Papers' found here - <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/information-examiners>

Where papers are produced entirely in Departments the final versions must be delivered by hand to the Reprographics Centre by no later than three weeks before commencement of the examination. If proof copies are required then delivery of camera ready copy must be made earlier than the designated deadline. The Chair of Examiners may visit Reprographics by arrangement in order to view final versions of question papers and related material as appropriate.

Further guidance on the production of examination question papers, including a specimen template, is circulated annually from the Student Registry. This relates to examinations taking place in the main examination period. The Board of Examinations expects question papers to comply with the template found online here - <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/information-examiners> (under Information for Examiners) and monitors compliance against the template. All University Question Papers should bear the University crest; exam and paper codes on the cover page e.g. AAT1/1 and use a sans-serif typeface (e.g. Arial) which is more readable to those with certain disabilities. A full list of codes can be found here under H01 (for exam codes) and H03 (for paper codes) [http://www.camsis.cam.ac.uk/cam-only/current\\_users/student-codes/](http://www.camsis.cam.ac.uk/cam-only/current_users/student-codes/)

### **C.2 List of Candidates and Mark books**

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Functionality now exists that allows Faculty and Departmental Administrators to run First and subsequent Lists of Candidates. Instructions can be found online here – <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges>

Of particular importance within these lists are candidates suitably footnoted, signifying the particular category of candidature that applies. This information is important in relation to the drawing up of the Class List.

The Student Registry will continue to supply copies of the Final Lists of Candidates to Chairs and Faculty of Departmental Administrators. This will be circulated electronically in a format that is suitable for loading into a Mark Book Spreadsheet. The Student Registry no longer supplies hard copy mark books.

### **C.3 Classing Criteria**

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Examiners are responsible for marking criteria and determining the Classification method in accordance with the relevant Faculty Board Scheme which must be issued by no later than the end of the Full Michaelmas Term preceding the examination. The General Board expects marking schemes and classing criteria to be published or otherwise made available to students.

### **C.4 Corrections to printed examination papers**

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Any corrections to question papers identified during the examination should be notified to Nigel Reynolds of the Reprographics Section, the Old Schools, within one week of the completion of the examination concerned. You should take to him a corrected version of the examination question paper for incorporating in the bound volume of papers which are deposited with the College Libraries. This is as well as the annotations made to the paper during the exam – ref section [E2](#)

## **D Assessment and Examinations under special conditions**

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### **D.1 Adjustments**

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The University has well-established procedures for authorizing adjustments for candidates with an illness or disability to take their examinations under alternative arrangements. The Board of Examinations is responsible for arranging and approving appropriate adjustments to ensure fairness to all candidates. A wide range of adjustments are available including the following:

- extra time;
- providing examination question papers in an accessible or alternative format as required by the nature of the disability such as Braille, large print or the use of colour overlays;
- using an amanuensis or word-processor.

Apart from practical examinations and candidates with a diagnosed SpLD this normally takes place without reference to the Examiners. There may be specific instances where the relevant Examiner may be asked to advise on matters relating to requests involving the use of computers and specific software.

### **D.2 Arrangements for Practical Examinations**

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The Board of Examinations has responsibility for authorizing adjustments to written practical examinations for candidates with an illness or disability. It is the responsibility of the Chair of Examiners to authorize adjustments to other types of practical examinations taking appropriate advice as necessary. However, Departments may seek advice from the Secretary of the Board and the Disability Resource Centre on the appropriateness of the type of adjustments being requested.

If you intend to set questions involving the use of radioactive materials you should consult the relevant Departmental Radiation Officer. A practical examination that might involve a potential risk to health or safety should be discussed with the University Safety Office (33301) and appropriate Departmental Safety Officer.

The detailed arrangements relating to candidates requiring adjustments to 'wet' and other forms of non-written practical examination(s) require the approval of the Chair of Examiners. The detailed arrangements should be discussed and agreed between the Department and the candidate's Director of Studies.

Adjustments might include:

- altering the height and layout of laboratory benches or making signage or information accessible by enlarged print or translation into Braille;
- the use of specialist equipment or modifying existing equipment;
- adjustments to the labelling and use of operating equipment
- making arrangements for students to be accompanied by a reader or interpreter.

Further advice can also be obtained from the Disability Resource Centre.

### D.3 Marking and Specific Learning Difficulties (SpLD)

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Examiners are required to mark all work in exactly the same way and in accordance with their agreed marking scheme. Examiners are *not* asked to judge how well a candidate might have performed had circumstances been different.

The Board's only exception to this policy relates to candidates with a diagnosed SpLD. The Chair of Examiners will receive a list issued by the Student Registry of those candidates for whom it has received notification of a diagnosed SpLD. The Chair is responsible for forwarding this information to the relevant Examiner. In such instances, the University's policy is to request that minor errors of grammar and spelling are *not* penalized but that in all other respects Examiners should mark the work normally. (**NOTE:** This is not done in the case of language papers where correct grammar and spelling are essential elements of the assessment).

### D.4 Deferment of deadline for dissertations, theses and extended essays or projects

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You should note the deadlines for any assignments submitted outside the written examination and ensure that candidates are aware of the deadline and know where and to whom to submit their work. Arrangements should be made to record the receipt of each candidate's work.

For pieces of work for which the submission date is specified in Ordinances, the Council is the only body empowered to give leave for an extension. All applications should be addressed to Secretary of Applications Committee. Please contact the clerk to the committee on [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk).

Where submission dates are not specified in Ordinances local arrangements should be in place for handling late submissions of pieces of work.

The Chair will be notified and consulted about applications for extending submission dates. Extensions are only permitted where there is proven good cause such as illness or other extenuating circumstances.

**In the absence of an extension, the Examiners should not accept any dissertation, thesis, essay or other form of assessment submitted *after* the deadline.**

## **E. Conduct of Written Examinations**

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### **E.1 Examiners' Attendance in Examination Rooms**

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The Chair is responsible for ensuring that an Examiner of the relevant paper is in attendance *promptly* at the beginning of each session of the examination and at each centre where the paper is held. You should notify the Examinations Officer (Jessica Barrick, [Jessica.barrick@admin.cam.ac.uk](mailto:Jessica.barrick@admin.cam.ac.uk)), of the Examiners who will be in attendance at the start of each examination.

The Examiner attending should be suitably dressed and wearing a gown (a hood may also be worn).

#### **E.1a The role of the Examiner in the Examination Room**

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The Examiner is required to be present for the first twenty minutes of the examination. For those examinations where reading time is available, we suggest that Examiners arrive at the start of the reading time and remain in the room until 20 minutes into the written examinations.

The primary purpose for Examiner attendance is in case of query on the examination paper. During these twenty minutes, Examiners should remain in the designated area near the copy of the question paper, usually at the front of the room.

Examiners should not walk around the room, nor approach candidates if they raise their hand. The Invigilator will deal with all student queries in the first instance and only raise them with the Examiner if it appears a correction or clarification on a paper is needed.

The exceptions to this are where you might be asked to help check additional material that students can bring into the examination, such as calculators or reference texts. In these instances, the Invigilator may ask you to assist with the checks at the start of the examination.

The Examiner should only communicate with candidates where the matter concerns a correction. Any other queries raised by students will be managed by the Invigilator.

### **E.2 Announcements of Corrections**

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If there is an error in the question paper the Examiner should:

- (i) announce the correction to all the candidates in the main examination room and arrange for the announcement to be made in any other rooms where candidates are sitting the examination (for example the Pitt Building or Titan Suite);
- (ii) ensure that the correction to the question paper is communicated to all the Colleges which have a student sitting that paper in College. The Examination Supervisor will have a list of these students and Colleges;
- (iii) annotate and sign a copy of the corrected question paper and return to the Supervisor or Invigilator. You should also return an annotated version to the Reprographics Centre to incorporate in the bound volumes of question papers;

- (iv) report to the Secretary of the Board of Examinations, any errors in the question papers requiring correction during the examination who, if the error is sufficiently major, will be responsible for determining any additional corrective action that may be necessary as a consequence.

The examiner who attends the start of an examination should communicate with candidates only where the matter concerns a correction.

Some candidates may have already completed the question to which there is a correction; if there are queries from candidates as to how they should proceed, the advice is not to go back and re-do the question, but to continue and report it to their college tutorial office who will be familiar with the procedures available.

### **E.2a Queries other than corrections**

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Common other queries that are raised by students at the start of the examination are as follows;

- (i) Explanation / clarification of a word (either English or a word in a foreign language) – in these cases Examiners should not assist candidates with terminology; their only role in the examination room is to deal with errors.
- (ii) Query where a candidate asserts an expectation that a certain question or topic would be covered, when no such question appears. If this occurs, the Examiner should indicate that the question paper has been approved and that any queries should be raised with the students tutor on their return to college.

### **E.3 Withdrawal of an Examiner or Assessor**

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If an Examiner or Assessor becomes ill and the examination cannot be completed without a replacement, please contact the Examinations Officer, Jessica Barrick on (7) 66548

### **E.4 Incidents**

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If it is necessary to report an unusual incident during the main examination period in May / June, please telephone the Examinations Office which is open 7.30am to 6.30pm Monday – Saturdays including Bank Holidays.

Student Registry (7) 64995 or (3) 34488

Any critical incidents that may affect the integrity of the examination should be reported to the Secretary of the Board, Catherine Fage on (3) 32303.

### **E.5 Procedure for Dealing with Suspected Unfair Practice (including suspected cheating or plagiarism)**

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The use of unfair means is treated with the utmost seriousness by the University. In most instances, where a candidate(s) is/are suspected of unfair means the Invigilator will have reported the matter. Where an Examiner suspects cheating the Examiner should consult the University's guidance at: (<http://www.admin.cam.ac.uk/univ/plagiarism/index.html> ).

## **E.6 Interviews and vivas (but excluding suspected cheating or plagiarism)**

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Examiners may require a candidate to attend an interview to clarify an aspect of the candidate's work and may be used for the following types of assessment:

- a dissertation;
- a thesis;
- an essay submitted in substitution for or in addition to a written paper;
- a project report;
- a laboratory notebook.

Some examples of the circumstances in which Examiners may wish to seek clarification are listed below:

- to ensure that the work is complete and that sections have not been omitted in error;
- to enable the candidate to decipher an illegible passage when it would be excessive to require the whole assignment to be typed or rewritten legibly;
- to determine which written paper is being substituted where there is any doubt;

In summoning a candidate for interview you are advised to do so via the relevant Senior Tutor. In certain subjects, it may be customary to conduct a viva for all candidates or in particular circumstances such as borderline candidates or sampling. If this is the case, no specific authorization is required although the Board would normally expect candidates to have been made aware of such practice.

## F Arrangements after the Examination

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### F.1 Examination Scripts

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#### How you will receive your Scripts

You should receive your scripts by the internal examination messenger within a day of the examination in question (Saturdays and Bank Holiday Monday can interfere with script delivery). You may arrange to collect your scripts from the Examination Room by prior arrangement with the Examinations Officer or the Examination Room Supervisor, or from the Examination Office. **PLEASE NOTE:** Scripts will only be delivered to a Department on Saturday or a Bank Holiday Monday if the Examinations Officer has been informed that the Department is open and will be able to receive such a delivery.

#### Candidates taking examinations under special conditions, usually in College

You will receive the scripts of candidates who took their examinations under alternative arrangements *later than the main batch* from the primary venue (the first markers will be advised of these scripts). These scripts can be delayed for several reasons; all have a longer route to get to you, there are some instances where a student has sat the examination at a different time and some instances where a student has been taken ill during the examination. All scripts taken under these arrangements must be marked in exactly the same way as scripts written under normal examination conditions except for those with a Specific Learning Difficulty such as dyslexia-see [marking and Specific Learning Difficulty](#).

#### Illegible scripts – Changes for Easter Term 2016

At its meeting on 22 March 2016, the Board of Examinations approved a change in process for the transcribing of illegible scripts.

**With immediate effect**, the Chair of Examiners, or the Senior Examiner as appropriate, is required to confirm that a script is illegible before it can be sent for transcription. This is to ensure consistency and fairness in declaring a script illegible.

To manage this as an Examiner, if you receive a script that you believe is illegible; you should undertake the following steps.

1. Gain the agreement of the Chair of Examiners, or Senior Examiner, in writing that the script is illegible;
2. Forward this agreement to [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk) along with candidate details including the candidate number and the examination paper details (e.g., Law Tripos Part IA, paper 1);
3. The Examinations team will then arrange to collect the script from you to arrange for the paper to be transcribed.

#### Retention of scripts

Scripts are normally retained for **six months** after the examination in case they are needed as evidence in any challenge of a result. However, you should consult any additional guidance of your Faculty. The scripts and other materials of any candidate must be retained, until you are informed otherwise by the Board of Examinations. Additionally, your Chair will require you to return the scripts of any candidate who submitted representations under

the Regulations for the Examination Review Procedure, <http://www.admin.cam.ac.uk/univ/so/2015/chapter03-section8.html>, on completion of this process. All such scripts will be returned to the Examinations Office for secure storage in case there is a further, final appeal together with any submitted essays, dissertations or project work contributing to the assessment of the candidate in question.

The scripts should be disposed of in accordance with the Faculty Board's Examinations Data Retention Policy. The Board is able to arrange for disposal of scripts six months after the exam. You will be contacted to arrange collection.

## F.2 Withdrawn Students

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Where a student withdraws from some or all written papers, they will appear on the report that accompanies the main examination scripts from the primary site. Work submitted, whether it is written examinations or project work prior to the written examinations should still be marked, and those marks transmitted to the Registry. This information may be used by Colleges to determine representations to the University's Applications Committee.

## F.3 Extenuating Circumstances and Examination Allowances

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The University has a well-established procedure for considering medical and other extenuating circumstances. **Examiners are not empowered to consider extenuating circumstances of candidates and must mark the work as presented.** Such cases are referred to the University's Applications Committee.

In undertaking its work, the Applications Committee considers the medical or other supporting evidence submitted on behalf of candidates including supervision reports together with details of their previous and current examination performance. It considers all cases, irrespective of subject, thereby promoting consistency of practice. The Committee also includes two medical advisers, both of whom are professionally qualified and are the *only* members authorized to evaluate the medical evidence.

The Applications Committee may grant one of the following allowances:

- (i) where a candidate has **failed an examination**, to award the candidate unclassified honours in that examination;
- (ii) where the candidate **has received a class which is demonstrably lower than justified by the candidate's academic record**, to declare the candidate to have deserved honours. This declaration supersedes any class awarded by the Examiners;
- (iii) to authorize the Chair of Examiners, after he/she has consulted at least two other Examiners, to move the candidate's name to a higher class if the Examiners are satisfied that the candidate has performed at the standard of the higher class in all but a relatively small part of the examination. Note: the responsibility for deciding whether to improve a candidate's class resides with the Examiners.
- (iv) to allow an Ordinary examination.

## F.4 Examination Warnings

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There are two types of Examination Warnings; those relating to disability and those relating to illness or grave cause:

- those used to notify Examiners of candidates with Specific Learning Difficulties, in which case Examiners are requested not to penalize minor spelling or grammatical errors, unless they form an essential element of the assessment (such as in language assessments) or for candidates who are colour blind;
- candidates suffering from illness or other grave cause who are in danger of failing or underperforming as a consequence.

### **Procedure for dealing with Examination Warnings for candidates with Specific Learning Difficulties**

The Chair will receive a report notifying them of candidates with Specific Learning Difficulties, which they should use to inform their Examiners of these students prior to commencement of marking. Apart from not penalizing spelling and grammatical errors, 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.

### **Procedure for dealing with Examination Warnings for candidates who are colour blind**

The Chair will receive a report notifying them of any candidates who are colour blind and who may require adjustments to their practical examination as a consequence. In such instances, the Chair is authorized to identify appropriate adjustments in consultation with the College Director of Studies and any relevant technical staff.

### **Procedure for dealing with Application Warning Letters relating to illness or other grave cause**

The Chair will not receive a list of Warnings issued for candidates on the basis of illness or grave cause. Instead, these Warnings, together with the supporting evidence, will be referred to the Applications Committee if an application is made for the student by their College. This primarily affects those students who have only taken part of the examination and who would otherwise be declared to have deserved honours by the Examiners or where the overall class is misrepresentative. In both instances, these candidates will initially be treated in the same way as other candidates although their case may be referred to the Applications Committee who may either grant the relevant examination allowance or refer the matter to the Chair of Examiners for further review after the Class List has been issued.

## F.5 Final Examiners' meeting

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All Examiners must be present at the final meeting unless special dispensation has been authorized by Education & Student Policy; this is only given in exceptional extenuating circumstances. If an Examiner is absent you should continue with the proceedings and record their absence or late arrival in the minutes of the meeting. The name of any Examiner not present at the meeting should be excluded from the Class List.

The Examiners' meeting must be conducted in accordance with its agreed procedures. It should therefore only consider those matters it is empowered to deal with. Prior to the meeting the Chair should ensure that all marks have been transposed correctly into the mark book and that USNs<sup>1</sup> have been reconciled with candidate examination numbers and he/she has received the following information:

- any representations relating to the conduct of the examination for consideration at the meeting;
- relevant Faculty/Departmental guidelines relating to the presentation of marks and mark books and the conduct of the meeting.

The Chair is responsible for making arrangements to formally record the proceedings of the meeting which should include:

- (i) attendance of all Examiners, noting any dispensations for absence;
- (ii) the arrangements for marking and classing with reference to agreed criteria;
- (iii) any exceptions and the reasons;
- (iv) discussion of marginal candidates;
- (v) the decisions relating to any representations relating to the conduct of the examination. A brief note explaining the reasons for the decision should be included;
- (vi) confirmation of the mark book and class list.

You should also refer to the General Board's good practice guidelines for the conduct and recording of examiners' meetings –

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/information-examiners>

## F.6 Borrowed Papers

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Many Tripos examinations borrow question papers from another Tripos examination. Candidates who sit borrowed papers are classed by the Panel of Examiners on the basis of marks obtained for each paper including those that have been marked by Examiners from the other Tripos.

The Chair of the Tripos providing the borrowed papers should send the agreed final mark of each candidate to the relevant Chair of the Main Tripos examination together with any other relevant details including an explanation of any codes or relevant marking conventions before the examiners' classing meeting. The respective Chair will need to liaise regarding the dates of their respective Examiners' meetings and in the event of queries and appeals, the availability of scripts. The Chair of the Tripos providing the borrowed paper may also be asked to comment on representations relating to those papers.

Those candidates who are taking borrowed papers should only be included in the final Class List or Mark Book of the Tripos they have entered, not the Tripos providing the borrowed paper(s).

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<sup>1</sup> University Student Number

## F.7 Approved Exchange Schemes

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The University has the following exchange schemes enabling Cambridge undergraduate students to study at a partner University for an academic year and students from the partner university to study in Cambridge:

Cambridge-MIT Exchange  
(CME) Erasmus  
National University of Singapore (NUS) Exchange  
Ecole Centrale (ECP) Exchange  
CUED-Technical University of Munich exchange

The academic work undertaken by the students is assessed at the host university and students obtain appropriate credit back at their home University.

You will receive the names of the candidates with the list of candidates for your examination; they will be tagged with an appropriate footnote and will be entered as “not for honours”. **Please note that exchange students may take an irregular combination or number of papers.**

**You should record the marks obtained by exchange students in Cambridge in the College mark book**, regardless of whether the student has sat the same number of examination papers as a Tripos student. This will enable the administrators of the exchange to prepare a transcript of the student’s marks to report back to their home university, enabling the students to obtain the appropriate credit for the year.

In a few cases, it may have been agreed by the Faculty of College that an exchange student may answer fewer question on a paper that the rubric requires for Tripos students. In such a case, you are asked to notify the administrator of the exchange so that the marks reported back to the home university are known to be, for example, out of a possible 80 rather than out of a possible 100.

### Contacts

Erasmus: Lucy Gager, International Student Team  
[lucy.gager@admin.cam.ac.uk ]

CME: Teaching Office, Department of Engineering [cme-admin@eng.cam.ac.uk]

NUS Exchange: Gopal Madabhushi, Department of Engineering [mspg1@eng.cam.ac.uk]

ECP Exchange: Alexandre J Kabla, Department of Engineering [ajk61@eng.cam.ac.uk]

CUED – TUM Exchange: Janet Lees, Department of Engineering [jml2@eng.cam.ac.uk]

**Exchange students’ names should not appear on the Class Lists** since they are not candidates for Honours. Instead, the students’ names should appear on the separate list of candidates not included in the Class List.

### Cambridge Students at MIT

There is no action that Chairmen of Examiners must take in respect of Cambridge students who have spent the year at MIT. Responsibility for certifying students’ performance at MIT lies with the Chair of the Faculty Board.

## **G After the Final Examiners' Meeting**

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### **G.1 Class Lists and Mark Books**

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The Chair is responsible for compiling the final Class List and supporting information. This is submitted to the Student Registry to produce the formal Class List to be posted outside the Senate House, and information required for the production of transcripts; the Grade Roster.

Further information is given in the Guidance Note on drawing up the class list and mark book (a separate circulation in April) and available online at

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/class-lists-and-grade-rosters/class-list-information>

This process is a separate exercise from the production of mark books for Colleges, which often provides more detailed information on the performance of candidates than is required for the University transcript. The Chair should arrange for College mark books to be circulated to Colleges, with a copy provided to the Board of Examinations.

From 2014/15 all departments are expected to upload their classes and marks directly into CamSIS. This allows students and college tutorial staff to see this information immediately, without waiting for the mark books to be circulated. Further information can be found here <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/class-lists-and-grade-rosters/grade-roster-information>

### **G.2 Candidates who have failed**

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Where candidates have failed, it is good practice that the Chair of Examiners should communicate this information to the Senior Tutor of the student's college prior to the fail being viewed by the student in CamSIS, or published at the Senate-House. The Board of Examinations encourages all Chair of Examiners to implement this into their schedule of activities immediately after the Final Examiners meeting.

### **G.3 Publication of Class Lists**

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The Student Registry will arrange for the formal Class List to be published at the Senate House and communicated to the Colleges.

The Registry may omit names from the Class List (on an application under the Data Protection Act) so it is important that only the Class List produced by the Student Registry is disseminated. Examination results are released to candidates via CamSIS before Class Lists are published at the Senate House. **Class Lists must not be posted in Departments until you have received confirmation from the Student Registry.**

Class Lists are only posted outside the Senate House from 4.30 pm.

Detailed information on the production of Class Lists and provision of marks for University transcripts can be found on the Student Registry website

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/class-lists-and-grade-rosters>

#### **G.4 Corrections to Class Lists**

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Examiners should contact the Secretary of the Board of Examinations if they become aware of any errors in the Class List. The Secretary must be informed of any substantive change involving a classing decision. Prior to publication in the Reporter, providing the change is not substantive, all that is usually necessary is to submit a corrected list to the Student Registry and to provide details of any changes required to the Grade Roster. The Chair of Examiners will be notified of any corrections prior to reissuing the class list.

If the Class List has already been published in the Reporter this constitutes an amendment requiring the publication of a Notice in the subsequent edition of the Reporter.

#### **G.5 Amendments to Class Lists**

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Any change to a student's class constitutes an amendment to the Class List approved by the Examiners. Amendments are only made in the following circumstances:

- as a consequence of the Examinations Review Procedure where the Chair and two other Examiners have agreed to raise the student's class;
- as a consequence of a recommendation by the Applications Committee authorizing the Chair of Examiners to raise a student's class;
- as a consequence of an error in calculating or recording marks when classing a candidate.

The Secretary of the Board of Examinations is responsible for seeking authorization from the Vice-Chancellor to change a student's Class following a recommendation from the Chair of Examiners.

#### **G.6 Examination Review Procedure for Undergraduate Examinations**

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There is a formal appeals procedure for all Tripos and Diploma examinations which is administered by the Board of Examinations (stages i and ii) and the Deputy Academic Secretary (stage iii).

The stages in the procedure are as follows:

- (i) representations received prior to signing the class list, Regulation 5;
- (ii) representations received within one month of signing the class list, Regulation 6;
- (iii) representations relating to the response from the Chair of Examiners, Regulation 7.

#### **G.7 Disclosure of Marks, Data Protection Act and Data Retention**

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The Data Protection Act 1998 entitles individuals to gain access to information recorded about them including details of their examination performance, this includes: marks awarded to candidates; any interim / transitional marks allocated by individual Examiners and Assessors, and any comments recorded on the examination scripts or other pieces of submitted work. The University is not, however, obliged to return examination scripts to students, and the current policy is that requests from individual students to receive their examination scripts should be refused. A Faculty may request permission from the General Board to allow its students to receive copies of their examination scripts by submitting a case which should include a pedagogical rationale.

The Faculty Board or comparable authority is responsible for determining the nature and format of the marks and other information regarding examination performance that may be disclosed to students. Each Faculty has a formal Examinations Data Retention Policy which provides guidelines on the range of examination data routinely retained, the duration of the retention period and the named contact for submitting data requests. You should familiarize yourself with your Faculty Board's Examination Data Retention Policy.

Further information is included in the General Board Guidance on Examination Data and scripts; please refer to <http://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/retention-examination-data>

## **G.8 Payment of Examiners' Fees and Expenses**

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All External Examiners are entitled to claim fees for their work. Some internal Examiners and Assessors (NUTO's) are also eligible to receive fees for undertaking their duties. Fee rates are set down in the Statutes and Ordinances

<http://www.admin.cam.ac.uk/univ/so/2015/chapter03-section10.html>

External examiners are also eligible to claim reimbursement of reasonable expenses including the cost of overnight accommodation where necessary. Internal Examiners required to travel from Cambridge, in instances where the examination is held elsewhere may also claim travel expenses. Expense claims are subject to the following conditions:

### **(a) Travel Expenses**

Examiners may claim travel expenses to cover their transport between their normal place of residence and Cambridge (or, if the examination is held elsewhere, the location of the examination), as outlined below.

**Rail:** External Examiners travelling for an examination may claim travelling expenses not exceeding the return fare at the best pre-booked standard rate available between the Examiner's normal place of residence and Cambridge (or the location of the examination, if held elsewhere). Tickets should be for second-class travel (and not first class).

**Car:** travel expenses may be claimed at the rate of 45p per mile up to 10,000 miles and 25p per mile thereafter.

**Taxi:** long distance taxi fares from airports cannot be claimed in full from central resources (e.g. Stansted, Heathrow)

**Air:** External Examiners from outside the UK may claim return airfares at the most economical rate available. In certain instances, External Examiners from some parts of the UK may claim a return airfare at the most economical rate available, if air travel is more convenient. It is the responsibility of the Department to seek pre-authorization for Overseas (non EU) travel with the Student Registry.

### **(b) Subsistence**

Subsistence expenses may be claimed by an Examiner at the rates below, if the Examiner was absent from his or her normal place of residence. No payment may be made in respect of a day or night on which an Examiner's absence from his or her normal place of residence is unnecessary.

The current maximum rates to cover expenses actually incurred are as follows:

For part of a day including lunch	£ 8.75	} or the amount actually spent, whichever
For part of a day including dinner	£21.00*	
For part of a day including lunch and dinner	£29.75	
For bed and breakfast	£125.00	is less

The allowance for a complete period of 24 hours would thus be **£128.75**.

External Examiners requiring overnight accommodation are advised to consult the Internal Examiner or the Head of the appropriate Department/Faculty as it may be possible to arrange accommodation in a College or at certain hotels at which the University has negotiated a preferential rate. Accommodation costs should not exceed one night in normal circumstances. Prior approval should be obtained if it is necessary to exceed the subsistence allowances.

### **(c) Other Expenses**

Claims may be made for any reasonable expenses incurred by an External Examiner in the undertaking of their duties; e.g. costs of postage, printing and the typing of reports.

The Student Registry administers the payments of such fees and reimbursement of expenses. . Chairs of Examiners are responsible for completing and returning the Claim Form (<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>) to the Departmental Administrator/Secretary who will in turn pass to the Student Registry so that these payments can proceed. External Examiners payments are dependent on the receipt of their Report.

Chairs of Examiners may delegate the duty of completing and submitting the Claim Form to a Faculty/Departmental Administrator.

**The Student Registry is unable to process requests for payments from internal examiners or Departments relating to costs incurred in entertaining external examiners.**

### **G.9 Home Office (UK Visas & Immigration)**

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HMRC requirements mean that the University now has an obligation to ensure that all examiners of undergraduate level courses have the right to work in the UK; this includes External Examiners as well as internal examiners who are not employed by the University. **Faculties and Departments are therefore asked to request that all examiners for undergraduate courses bring proof of their right to work when they arrive for the Examiners' meeting, and that a photocopy is made of the evidence provided and that it is countersigned to confirm that it is a 'true copy'**. This evidence should be retained for as long as someone is working with you and for audit purposes for at least 7 years.

A list of documents that are acceptable as proof of right to work can be found at:  
<http://www.jobs.cam.ac.uk/right/>

Under HMRC requirements, all undergraduate examiners and assessors will have to provide proof of right to work, **regardless of their nationality**, but employees of the University are exempt. Please note that CTOs and JRFs are not employees of the University.

These checks need to be done only once - even for External Examiners - unless the examiner has a limited period visa, in which case their right to work will need to be checked again when the visa runs out.

Examiners and assessors on graduate level degrees fall under the 'self-employed' category, which does not require right to work checks.

If an examiner has been appointed from an overseas institution, they will have the choice between 3 entry routes: the 'visitor carrying out a permitted paid engagement' route, the Business Visitor route, or through Tier 5. The most appropriate route will depend on the arrangement the examiner has with the University. For more information see:

<http://www.hr.admin.cam.ac.uk/hr-services/immigration>

## H Appendix

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The following Examiner Guidelines are on display in each examination venue as a reminder of your duties. If you have any queries, please email [Jessica.barrick@admin.cam.ac.uk](mailto:Jessica.barrick@admin.cam.ac.uk) or ask the supervisor of your exam site on the day.

### Examiner Guidelines

#### Arriving at the exam venue, inform the Supervisor:

- That you are the examiner for your exam and provide your contact details for the exam period.
- Indicate if you intend to return to the exam venue at the end of the exam to collect your scripts, and the supervisor will indicate what time your scripts might be ready for collection. We endeavour to have the papers ready for you to collect at the time agreed with the Supervisor. However, sometimes there is a delay as we collect the papers in a candidate order to ensure that all papers are collected for each exam.

#### Start of the exam:

- Once the exam has started please wait for 20 minutes in case there are any immediate questions
- You should position yourself in the designated area near the copy of the question paper
- You should communicate with students only where there are matters of correction – the invigilator will deal with all other queries.
- The exceptions to this are where you might be asked to help check additional material that students can bring into the examination, such as calculators or reference texts. In these instances, the Invigilator may ask you to assist with the checks at the start of the examination.

#### During the exam:

- Keep your 'phone turned on and be alert to any calls from the Exam venue.
- The supervisor of the exam venue will ask you to return to the venue if there are queries or corrections to your paper, which need explaining.
- If there are corrections - at the exam venue, announce the correction and write the correction on a board visible to candidates.
- Annotate and sign a copy of the corrected question paper and return to the supervisor or invigilator. You should also return an annotated version to the Reprographics Centre to incorporate in the bound volumes of question papers.

#### If you are collecting scripts from the venue:

- Return to the exam venue at the time agreed with the Supervisor.
- If the papers are ready, complete the examiner collection form before taking the scripts.
- If the papers are not ready then please wait quietly while the papers are collected or agree to collect them later from either the exam office or the exam venue after signing the examiner collection form.

#### If you are expecting your scripts to be delivered:

- If you have opted to have your scripts delivered, the venue will pass them to the exam office, who will send these to the named person.

#### Collecting and distributing scripts from other venues:

- The Exam Office receives the scripts for students who took the exam in alternative venues and posts these within a day of their arrival in the exam office. These are sent in separate batches so as not to cause any delays to marking.