

Examination Arrangements

A Guide for Colleges

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| Aimed at; | College tutorial offices |
| | College Tutors and DoS |
| Useful for; | Departmental administrators |

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Introduction to the Guide

This Guide is designed to support colleges in the management of students who may require examination arrangements. The Guide covers both graduate and undergraduate processes outlining the similarities and differences between the two.

The Guide focuses on:

- The roles of the different teams and Boards
- How and when to make an application
- The process during and after the examinations – to aid colleges in preparing students on what they should expect
- Alternative Modes of Assessment
- The different types of examinations and locations for which examination arrangements are made

The Guide is written in conjunction with several other Guides and information and a list of these is provided both at the end and via links in the appropriate places in the Guide.

It is expected that this guide will be updated annually and any information that colleges would like included, or good practice tips they would like to share, should be emailed to recordsandexams@admin.cam.ac.uk by the division of the Lent term in any year.

Roles of the different teams/Boards

Applications Committee (A/C)

The Standing Committee on Applications (commonly known as the Applications Committee) deal generally with outcomes of examinations and changes in student circumstance, such as intermission. They do not consider examination arrangements.

Board of Examinations (BoE)

The Board of Examinations has the following objectives:

- to relieve a student of any substantial disadvantage that might arise as a result of their disability if the examination were to be conducted under standard conditions;
- to ensure fairness to other candidates; individual arrangements should not give one student an advantage over others;
- to preserve the integrity of the examination for the full cohort;
- to ensure timely publication of the final Class List for the benefit of all students.

The Board of Examinations considers requests for students on courses with a taught element: Tripos and taught Masters Courses. The Board of Graduate Studies considers research students' requests.

Board of Graduate Studies (BoGs)

The Board of Graduate Studies considers requests for examination arrangements for research students.

College

The College will have direct contact with the student, and be responsible for making an application for that student to the BoE, via the Student Registry. The College are also responsible for implementing those decisions made by the BoE which involve making arrangements for students to sit the examination in college.

Counselling Service

The Counselling Service can offer support to students throughout the year. They are also working with the Student Registry and the DRC to develop self-help provision for students suffering with anxiety.

Disability Resource Centre (DRC)

The Disability Resource Centre works with students to produce the student support document (SSD), the basis on which many applications for examination arrangements are made by college.

The Secretary of the Board of Examinations works closely with the DRC to monitor trends and ensure that operational outcomes are in line with policy.

General Board's Education Committee (GBEC)

The General Board's Education Committee approve any applications for candidates receiving alternative mode of assessment. The Secretary to the BoE will work with the student's college and department to compile a recommendation that is then passed to GBEC for approval.

Student Registry (SR)

The Student Registry is the administrative office that manages applications for examination arrangements made by colleges and implements decisions made by the BoE and BoGS.

Process for colleges to follow – Examination Arrangements for Tripos and some Postgraduate Examinations

The following information relates to Examination Arrangements for students on Undergraduate and certain Postgraduate courses. The Postgraduate courses include (but are not limited to) the Master of Business Administration, Master of Finance, Master of Law, Master of Corporate Law, Master of Advanced Study.

How and when to apply

It is the responsibility of the tutorial office to apply on behalf of the student. Applications should be made as early as possible in the academic year, and no later than the division of the Lent Term, 13th February, where the exam occurs in the Easter Term. For examinations in the Michaelmas and Lent Term applications need to be received ideally at least one week prior to the exam

Following a discussion with the student the applications are made by College staff using CamSIS. To make an application go to **Main Menu>Records and Enrolment>Special Conditions>Examinations at College request**

Applications need to include:

- references to medical evidence
- recommendations from student support documentation (SSD).

The application is then approved by the Student Registry on behalf of the Board of Examinations. You should expect an application to be approved once the application has been submitted and met the requirements. This allows colleges to feed back to students in a timely manner, and allows them to start practising.

Timeline for Tripos Examinations in the Easter term

- **Michaelmas Term or before** – the student should speak to the DRC so an SSD may be produced.
- **Michaelmas Term** – The student needs to speak with the college to consider their examination arrangements or alternative mode of assessment.
- **13 February** – Deadline for college to submit their applications for examination arrangements
- **13 March** – Deadline for all outstanding supporting evidence to be submitted
- **February to April/May** – Students should practice their examinations with the approved adjustment
- **Following examinations** – the student should review the arrangement with their college.

There are, of course, circumstances where the need for arrangements may not be known until later in the Lent term. Applications received after the deadline will be considered by the Board of Examinations on a case by case basis however students should be aware that it may not be possible to accommodate the request, especially where it requires an adjustment that must be practised.

Medical evidence and Student Support Documents (SSD)

Students need to hold either a student support document (SSD) which is an internal document issued by the Disability Resource Centre or provide medical evidence or a diagnostic report, if they do not visit the DRC to be given examination arrangements.

To create an SSD, the DRC consolidate the information available from the student's evidence, usually medical reports and any assessments. Once received by the college, it should be used for discussions with the student on the examination arrangement request. The SSD itself does not constitute a request for examination arrangements.

If an SSD has been produced, and it contains an exam recommendation and a record of the evidence which the DRC is holding on file, then the college does not need to send any further evidence to the Board of Examinations for them to consider the request. There are a number of circumstances when production or distribution of an SSD may be delayed – in these circumstances colleges should not delay making a request for exam arrangements, and may still be required to submit the evidence directly to the Board of Examinations.

When there is no SSD, the student's medical evidence or a full diagnostic report written by an Educational Psychologist or Specialist Teacher will need to accompany the application submitted to the Board of Examinations using the exam.arrangements@admin.cam.ac.uk email address.

Specific Learning Disabilities (SpLDs) /other disabilities

Specific Learning Disability (SpLD) is an umbrella term which is generally accepted to include the following:

- Dyscalculia
- Dyslexia
- Dysgraphia
- Dyspraxia
- Attention Deficit Disorder or Attention Deficit Hyperactivity Disorder (ADD or ADHD)

These learning difficulties typically affect students' motor skills, information processing and memory and are often productive of high levels of anxiety. These difficulties are likely to be more acute in the examination/assessment situation.

Students who are diagnosed with SpLDs are normally awarded up to a maximum of 25% extra time. They may also be permitted to use a pc if their diagnosis explicitly states that this should be provided. Students diagnosed with SpLD normally sit their examinations in the designated University examination sites. However, each of these arrangements may be varied in particular cases.

How to manage re-applications

After the examinations have finished students need to review the arrangements with their college and discuss whether to apply for the same again the following year or to seek alternative arrangements or an alternative mode of assessment.

Applications for examination arrangements do not carry over from year to year.

Re-applications are to be made in the same way as the initial application.

Late Fallers

Late fallers are candidates who, due to a change in circumstances, need to be moved into college at a very late stage. This may be due to an illness or accident or something more significant that will affect the rest of the examinations in the season. The college and student will make the joint decision as to whether to move the student into college for examinations or withdraw them. If the decision is for a college sitting at a later time this must be within a reasonable amount of time and certainly within 24 hours, otherwise they could be considered to have had an unfair advantage over other students taking the same paper. The decision will need to be approved by Catherine Fage, the Secretary to the Board of Examinations.

See the Guide to In College Examinations for the full process on withdrawing a student or moving them into college.

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

Candidates returning to college from the main site to finish their examination

If a student becomes unwell or distressed during an exam and is causing a disturbance to others, the supervisor or exam office will call the college to ask for the student to be collected. When this happens the clock will stop for that student and the answer booklet, question paper and other exam materials will be placed in an envelope. The envelope will also indicate how much time is left on the exam. The college should then determine when the student is ready to complete the exam and if they need future arrangements for their remaining examinations.

Exam Warnings

During the examination period, a college may wish to alert the Applications Committee that a student has experienced a problem. This is called a “warning” and is submitted by the college online via CamSIS. The warning is added to the student’s CamSIS record; no action is taken at this stage. If the college subsequently makes an application to the Applications Committee on behalf of the student, the fact that there was a warning will be disclosed to the Applications Committee. If the college does not make an application, no action is taken on the warning.

Warnings are not disclosed to Chairs of Examiners nor their Examination Boards. This is to ensure that warnings, and the circumstances they describe, are considered consistently by one Committee which has an overview of custom and practice across the University. An Examination Board is asked to consider a student on the basis of the academic work presented and to award accordingly.

Examination Warnings apply to all examination candidates for the awards of B.A., B.Th., LL.M. and Diplomas and Certificates. They do not cover the professional medical and veterinary examinations or Preliminary Examinations for which there is no system of Examination Allowances or Graduate examinations such as the M.Phil.

There are two types of Examination Warnings:

- candidates suffering from illness or other grave cause who are in danger of failing or underperforming as a consequence;
- those used to notify Examiners of candidates with a Specific Learning Difficulty (SpLD) or who are colour blind;

SpLD Warnings are only for:

- Dyspraxia
- Dysgraphia
- Dyslexia

The College is responsible for submitting the relevant Examination Warning to the Secretary of the Board at the same time that the application is made. Notification of a candidate with a diagnosed Specific Learning Difficulty or who is colour blind should be submitted as soon as possible. Warnings relating to illness or grave cause should be submitted as soon as practical or as soon as a diagnosis has been provided.

To apply via CamSIS go to Main menu – Records and Enrolment – Special Conditions – Examination Warnings

For information the following extract is taken from The Guide for Senior Examiners

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 only exception to this policy relates to candidates with a diagnosed SpLD. The Senior Examiner will receive a list of such candidates and is responsible for forwarding this information to the relevant Examiners. In

such instances, the University's policy is to request that minor errors of grammar and spelling are not penalised but that in all other respects Examiners should mark the work normally.

For more information on Exam Warnings:

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements>

Faith-provision for all examinations except those assessed by thesis and oral

This allows candidates to apply for reasonable alternative examination arrangements to be made where the scheduled examination period coincides with a student's religious observance. Students must submit a completed self-declaration form to the Student Registry, by published deadlines, countersigned by the College. The Student Registry will consider the application and either seek to amend the timetable or, where this is not possible, discuss alternative arrangements with the College. Where faculties and departments prepare their own timetable, we shall pass the information on for them to consider in accordance with the policy.

The deadlines for 2016-17 are as follows:

| University Examination Period | Deadline for receipt of form |
|--|-------------------------------------|
| Lent term 2017 | Monday 17 October 2016 |
| Easter term 2017 | Monday 7 November 2016 |
| Medical and Veterinary re-sits (September 2017) | Monday 12 June 2017 |

Further information can be found here

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements>

Exam Arrangements for Graduate Examinations

The following information on Examination Arrangements for Graduate Students only relates to examinations undertaken by Graduate Students for graduate qualifications; that is, the PhD, MSc, MLitt, MPhil, MRes, MSt, Certificate of Postgraduate Study (CPGS) and Graduate Diplomas in Economics, Legal Studies and International Law.

How and when to apply (Graduate students)

It is the college tutor's responsibility to apply, on behalf of the candidate, for exam arrangements to the Secretary of the Board of Graduate Studies with medical evidence if appropriate. College tutors are required to submit all applications by **13 February** preceding the examination. It is important that sufficient time is allowed to discuss requirements with the college tutor prior to this deadline.

Appropriate consultation should take place between the candidate, their college tutor, and the Disability Resource Centre or a specialist professional (for example, an Educational Psychologist or GP as appropriate) prior to submitting an application. The Student Registry may need to liaise with relevant parties if the exam you are to take is managed centrally (this will usually be a formal 'sit-down' examination).

To apply via CamSIS go to **Main Menu>Records and Enrolment>Special Conditions>Examinations at College request**

Timeline for Graduate Students

- **Michaelmas Term or before** – the student should speak to the DRC so an SSD may be produced.
- **Michaelmas Term** – The student needs to speak with the college to consider their exam arrangements or alternative mode of assessment.
- **13 February** – Deadline for college to submit their applications for exam arrangements
- **13 March** – Deadline for all outstanding supporting evidence to be submitted
- **Approvals will be sent via email once all the requirements are met**
- **February to April/May** – Students should practice their examinations with the approved adjustment
- **Following examinations** – the student should review the arrangement with their college.

Medical evidence and Student Support Documents (SSDs)

Students need to hold either a student support document (SSD) which is an internal document issued by the Disability Resource Centre or provide medical evidence or a diagnostic report, if they do not visit the DRC to be given exam arrangements.

To create an SSD, the DRC consolidate the information available from the student's evidence, usually medical reports and any assessments. Once received by the college, it should be used for discussions with the student on the exam arrangement request. The SSD itself does not constitute a request for exam arrangements.

If an SSD has been produced, and it contains an exam recommendation and a record of the evidence which the DRC is holding on file, then college does not need to send any further evidence to the Board of Examinations for them to consider the request. There are a number of circumstances when production or distribution of an SSD may be delayed – in these circumstances colleges should not delay making a request for exam arrangements, and would still be required to submit the evidence directly to the Board of Examinations.

When there is no SSD the student's medical evidence or a full diagnostic report written by an Educational Psychologist or Specialist Teacher will need to accompany the application submitted to the Board of Examinations.

Specific Learning Disabilities (SpLDs) /other disabilities

If candidates have been diagnosed with a specific learning difficulty they may be granted extra time in written examinations. Candidates will be required to provide a full assessment report from an Educational Psychologist conducted within the five years prior to the start of their course. It is recommended that this report is based on diagnostic tests undertaken in the candidate's first language because testing undertaken in English may not be conclusive in terms of diagnosis and recommendations for examination purposes. Please note that this assessment report cannot just be the proforma used for examinations. Detailed information is required in order to meet actual needs. Any recommendations need to be clear and explicit, for example, 25% extra time for sit-down examinations, additional minutes per hour and/or the exact type of equipment prescribed. The amount of additional time and any other arrangements will be determined on the basis of the recommendations of the educational assessment.

If candidates have not been assessed within the five years prior leading up to the start of the course, they should request their Educational Psychologist to contact the Disability Adviser (SpLD) at the Disability Resource Centre (DRC) directly for the current guidelines on assessment of students with specific learning difficulties. This can take some time so please make arrangements as soon as possible.

For more information on the areas below please see the corresponding sections of the Process for Tripos Examinations

[How to manage re-applications](#)

Late fallers

Candidates returning to college from the main site to finish their examination

Exam warnings

Faith-provision for all exams except those assessed by thesis and oral

Examination arrangements for research degrees examined by thesis and oral only

This section refers to arrangements for the oral examination and to examinations for the MPhil degree (by thesis and oral only), MLitt degree, MSc degree, PhD degree and the Certificate of Postgraduate Study.

The Disability Resource Centre (DRC) will make recommendations for access arrangements (also referred to as 'examination arrangements') where requested by Degree Committees for students who have disclosed a disability via existing mechanisms, i.e. [the Research-only Examinations Student Disclosure Form](#) or via disclosure directly to the DRC (normally as a result of initial application disclosure). Where a degree committee requires advice or recommendations from the DRC in relation to appropriate examination access arrangements, a request should be emailed to the DRC.

1. The Degree Committee should email any requests to the main DRC email: disability@admin.cam.ac.uk and be headed '**Request for research-only exam access arrangement recommendations**', with the name of the student/students clearly identified in the email header. The name of the individual to whom the recommendations are to be sent should be clearly identifiable within the email.
2. The appropriate DRC Disability Adviser will then send the recommendations by email to the Degree Committee within the existing Student Support Document template which contains a section for examination recommendations.
3. It should be noted that sufficient time should be allocated to allow the appropriate recommendation to be considered and communicated. A minimum of three weeks should be allowed.

It should be noted that recommendations from the DRC are advisory. The Degree Committee or Board of Graduate Studies may decide whether recommendations are appropriate and reasonable.

During and after the examinations

How are the arrangements decided?

There is a misconception that the DRC make the exam arrangement recommendations when actually in most cases they come from the recommendations found within the evidence. In exceptional cases where the DRC do need to make a recommendation, this will be sent to the Senior Tutor in writing with a justification for the proposed recommendation. The Board of Examinations also has the right to overrule any recommendation they disagree with. The DRC do not regularly recommend that students have their own room for examinations and colleges should re-visit a student's recommendation annually with them to make sure that it is meeting their needs, or to discuss reasonable alternatives.

How is extra time calculated?

Normally an overall maximum of up to 25% additional time is agreed. The Board may prescribe how the time is used, for example supervised rest breaks away from the examination, where writing is not permitted, or it might allow the student to use the time as he / she wishes for example to work or rest or move around. A central examination site is provided specifically for students with additional time; in this site, there may be a variety of end times in any one session and students will be leaving at different times; some students may be allowed to move around during the exam. Additional time is provided at the end of the examination, not the beginning, so a student who is allowed 25% additional time for a 3hr exam will finish 45 minutes later than the rest of the cohort. This might mean having only a short break if the student has two examinations on one day.

Allowances in excess of 25% are unusual in the UK. If the student submits evidence, obtained either from the UK or overseas, that indicates a recommendation for an allowance in excess of 25%, the Board will consult the DRC to determine the need of that individual, taking into account normal practice in the UK. If a student is not satisfied with the decision, the Board will refer the case for independent adjudication by a relevant expert external to the University.

In the case of graduate students - if extra time is required to defer a submission deadline then they may apply via their self service page to extend your 'end of registration date'

<http://www.admin.cam.ac.uk/students/studentregistry/examinations/submission/phd/preparing.html#extend>

Management of rest breaks

Some students are allowed breaks during the exam, agreed by the Board of Examinations. During these breaks, the clock stops until the end of that break.

For more information see the Rest Break Guidelines here - <http://www.student-registry.admin.cam.ac.uk/%3Cfront%3E/board-examinations/examination-guidance> :

Medication / Food and Drink / Other requirements during examinations

In the main sites only a small bottle of non-carbonated drink for consumption during an examination session is permitted provided that no disturbance is thereby caused to other candidates, students need to apply for any food in addition. Food is only permitted when the candidate has a medical condition that requires them to consume food at regular intervals.

If the student needs to take any medication into the examination room or has any other requirements such as they need to sit near the door etc this also needs to be applied for.

The college will need to email exam.arrangements@admin.cam.ac.uk

for approval on the student's behalf. Approval will be in email format and the student should take it to the exam with them.

All food, drink, medication and other needs that are approved will be noted on the student's exam desk ticket so that the exam staff on the day are aware. If students have particular seating requirements this will be reflected on the seating plan for the exam room where possible.

Colleges should remind candidates that a specific seating arrangement cannot be guaranteed.

When is an Amanuensis required?

An amanuensis is a person who writes down a candidate's dictated answers to questions in an examination. The amanuensis should be able to produce an accurate record of the candidate's answers, writing at an average speed. It is also advisable for the amanuensis to be familiar with the same discipline as that of the examination.

If the student is using an amanuensis they will need to take their exam in college with 25% extra time (in addition to any extra time given on grounds of disability) and be supervised by an invigilator. Approvals for this type of exam arrangement will also need to be approved by the Board of Examinations because the student and amanuensis will need to practice together. It is advised that at least one month is allowed for this. If they do not have adequate time to prepare and agree appropriate

working methods, the student may actually be disadvantaged by being offered this exam arrangement.

Further Information can be found on the website here - <http://www.student-registry.admin.cam.ac.uk/%3Cfront%3E/board-examinations/examination-guidance>

When is a separate room required?

When using an amanuensis a separate room is needed. Also, if the student has a disability which would be disruptive to other students, such as hay-fever or a cough they should be in separate room.

The DRC do not recommend that students sit in a separate room unless it is specified in their evidence that they should have one to one invigilation.

Using a Reader

The duties of a reader are to read the question paper to the candidate.

Guidelines can be found here - <http://www.student-registry.admin.cam.ac.uk/%3Cfront%3E/board-examinations/examination-guidance>

Alternative formats of question papers

The examination question paper may be presented differently, for example in braille or on coloured paper or a student may be allowed to use low vision aids. Where required, a reader may be used in written examinations; sign language may be used in aural examinations.

Apart from the differences in presentation, the examination questions would remain as set and the rubric unchanged. The form of the examination is prescribed in Ordinance.

Reading Time and 3 & 4hrs plus examinations

The University Centre can only accommodate students whose extra time does not exceed 4hrs 25 minutes.

The Titan Suite can only accommodate students whose extra time does not exceed 3hrs 45 minutes.

If extra time does exceed this then the students will need to be in college. This is due to the fact that the rooms need to have adequate time to prepare for the next sessions examinations.

Most standard Cambridge written examinations are 3 hours long but there are some exceptions.

Reading time has been defined as follows by the Board of Examinations:

- *That the amount of reading time should be explicitly articulated in the rubric of each examination paper and should be in addition to the total length of the paper proper;*
- *That the making of notes during reading time was to be explicitly debarred. ‘*

A paper that does not explicitly state on the front that there is reading time will not be permitted reading time.

Illegible Exam Scripts

If a script proves indecipherable, the examiner will contact the Student Registry using the exam.arrangements@admin.cam.ac.uk email address. They will try to arrange for it

to be transcribed by the College. Examiners are warned that this may take some considerable time.

Exam procedures for Exam Arrangement venues

Early Venue – Mill Lane LB rm10 (examinations from 24 April to 12 May)

University Centre – Mill Lane (examinations from 22 May to 16 June)

The same procedure is followed in the Early Venue and the University Centre.

Which students take examinations in the Early Venue and University Centre

The Early venue and University Centre are for those candidates who have extra time and rest breaks but do not require a computer.

Location and facilities

The early venue is located in the Mill Lane Lecture block – room 10 is on the top floor. This room is accessible by lift.

The University Centre is located on Mill Lane, next to the Mill pub at the bottom of the street. The venue has 2 rooms the Hicks room and the Cormack room. The Hicks room is used throughout the exam period and the Cormack room is used only during the extremely busy middle part of the main exam period, as an overspill room. There is also a room set aside for rest breaks called the Meade room. All rooms are accessible by lift.

The procedure followed in the Early Venue and University Centre

The Supervisor prepares a desk ticket for each candidate with his/her name, start time and adjusted end time on it. Different coloured desk tickets are used for each end time group, to allow the Invigilator to identify each candidate's end time.

The Supervisor places the desk ticket and the envelope containing the exam paper and any particular materials required on the candidate's desk.

The Supervisor prepares a session list for the Invigilator, to guide him/her through the session indicating the start and finish time for each group, the number of candidates in each group, the colour of the group desk tickets and whether the group is allowed reading time.

Candidate's desks are arranged in groups by end time, and within groups alphabetically by surname, from the front of the exam room to the back. Those with the latest end time are seated at the front of the room and those finishing earliest are at the back, so that they are able to leave with minimal disturbance to those remaining.

The supervisor invites students into the exam room 5-10 mins before the exam start time, or if candidates have reading time 15 mins before the exam start time, assisting them in finding their desks.

The Invigilator makes the appropriate announcements regarding mobile phones, use of calculators, careful scrutiny of question paper rubrics etc. and tells candidates that in these venues varied start and end times are encountered due to the fact that papers of different lengths and topics are being taken. This means that verbal announcements can usually only be made for the start and the end of the last group to finish. The Invigilator will inform candidates of "You have 30 minutes remaining", "You have 5 minutes remaining", "Stop writing" etc. by showing a printed sign to the appropriate group. If all remaining candidates in the room are finishing at same time then the Invigilator will make verbal announcements as in the main venue.

If a group has a later start time then the Supervisor briefs the candidates as to the exam procedures outside of the exam room and escorts them quietly to their desks a few minutes before their start time.

Candidates should note that Examiners are not normally present at these venues. In the event of a query on a question paper, the Invigilator will contact the Supervisor who will take details and obtain clarification from the appropriate Examiner as quickly as possible.

In the event of a correction to a question paper the Supervisor will provide those candidates affected with a written copy of the correction as soon as it is received from the main examination venue.

The candidate follows the appropriate end of exam procedure with guidance from the Supervisor or Invigilator whenever necessary. The Supervisor collects envelopes with the script in and checks that the candidate has written the correct candidate number on the cover sheet(s) before sealing the envelope.

Phoenix – Phoenix Building, New Museums Site (examinations from 24 April to 12 May)

Titan Suite – Cockcroft Building, New Museums Site (examinations from 22 May to 16 June)

Which students take examinations in the Phoenix and Titan Suite

They are for those students who have the use of a computer to take examinations and will have extra time / rest breaks.

Location and facilities

The Titan Suite is located on the first floor of the Cockcroft building on the New Museums Site and the Phoenix room is in the Phoenix building.

The Phoenix holds 25 workstations on the ground floor.

The Titan has 2 rooms, each of which hold 38 students and they are accessible by lift. Both rooms have a suite of computers and IT staff available on site for any technical issues.

Preparing students for examinations in the Phoenix and Titan Suite

Each student is invited to attend a training and registration session on a date fixed each year by the site organiser. If a student does not attend this session, he/ she may not be able to have all the equipment they need.

The procedure followed in the Phoenix and Titan Suite

The supervisor prepares seating plans with adjusted times on them (see appendix 1) these are posted at all entrances to the exam rooms and on the walls in the exam rooms next to where students place their bags etc.

The supervisor places the envelope with exam paper in etc on the candidates desk together with break (rest) time details (see appendix 1) and afternoon exam

notification (see appendix 1) where and when appropriate.

The supervisor will invite students in 10/15mins before the start time, telling them where they can find their desks and times from the seating plans - in case they have not looked.

Invigilators make the announcements (see appendix 1) and have the daily action sheets which have been prepared to guide the invigilators through the session. The invigilators show candidates a card to read when there are 30minutes to go, 5 minutes to go and at the end. At 5 minutes to go the invigilator will place a certificate on the desk, and at end will give the candidate the end of exam procedure to follow (see appendix 1). If all remaining students in the room are finishing at same time then this may be announced by the invigilator.

Students work is printed centrally in the room, this is collected by the invigilator(s) (and supervisor and computer staff at times when numbers are high) and delivered to the student's desks. The student follows the end of exam procedure with guidance whenever necessary. The supervisor collects envelopes with script in and certificates at the end.

Colleges

All examinations requiring exam arrangements taken outside of the Easter Term early and main exam period (dates 24 April to 16 June) will need to be accommodated in College.

College question papers are available for collection from Reprographics, Old Schools from 8.30am (8am during the early and main exam periods) each morning. College staff need to collect the question paper and then administer the exam. Once completed the script needs to be returned, as soon as possible, to Reprographics. The Student Registry staff will then collect it from there and deliver it to the examiners.

Please ensure that:

- **nothing is included in the envelope that can identify the student by name**

- **Any additional exam materials are handed to reprographics separately eg a data book**
- **Any extra materials that have been provided for that specific student's need are not included in the envelope eg a yellow question paper**

Please refer to the Guide to In-College examinations for further information:

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

Language Exams – AV Arrangements for in College Sitings

For the MML Tripos IB language examinations a list of instructions is provided by the Chair of the Examiners for those administering the exam in college. Please see Appendix 2.

Exam procedures for Practical Examinations

How are they identified in CamSIS?

The practical examinations will show as either written practical or practical. A wet practical will be referred to as a practical and a dry practical will be referred to as a written practical so that the two may be distinguished.

The different types of practical examinations

Wet practicals – These practical examinations can only be taken in the dept therefore when applying for a exam arrangements for this exam the location needs to be set to Dept they cannot be taken in the University Centre or Titan.

True Practical – these are the same as wet practicals

Dry practicals – this is another name for a written practical

Written practicals – written practicals are treated in the same way as all written examinations and extra time is awarded in the same way.

How to make an application for a practical exam arrangement

All applications for practicals must be submitted in the usual way through CamSIS. Wet practicals must be listed to take place in the Department. They cannot be taken elsewhere. When the practical has two parts candidates can take the written part in the University Centre, Titan or College and then be escorted to the Dept to take the wet part. Separate exam arrangement requests should be made for practical examinations.

The Board of Examinations sends a list of all NST students with arrangements to the Secretary of the NST Management Committee for dissemination to Departmental contacts responsible for Practical arrangements.

Preparing students for Natural Sciences (NST) practical examinations

For wet practicals the Management Committee has agreed fixed time allowances for candidates entitled to extra time. The amount of fixed time agreed for each practical is outlined in the table on page 22. This ensures consistency and transparency. Candidates that would normally have access to a computer in an examination should not expect this in a wet practical examination. For candidates entitled to rest breaks they should expect to receive these in their practical examination and the normal procedure for these will apply.

The candidates with extra time will have the opportunity to revisit any area of the exam that they feel necessary once the exam has finished for all the other candidates who do not have extra time. The exam will start at the same time for all candidates with extra time allocated at the end.

| Part | Subject | Duration of exam/hrs | Extra time allowed | Practical Contact |
|------|-----------------------|----------------------|--------------------|-----------------------------------|
| IA | Earth Sciences | 3 | 45 mins | Morag Hunter mah1003@cam.ac.uk |
| IB | Geological Sciences A | 3 + 1.5 | 45 mins + 22 mins | Morag Hunter mah1003@cam.ac.uk |

| | | | | |
|----|-----------------------|-------------|-------------------|------------------------------------|
| IB | Geological Sciences B | 3 + 1.5 | 45 mins + 22 mins | Morag Hunter mah1003@cam.ac.uk |
| IB | Neurobiology | 1.5 | 15 mins in total | Howard Davies hgd21@cam.ac.uk |
| IB | Pathology | 3 | 30 mins in total | Dr Paul Edwards pawe1@cam.ac.uk |
| IB | Physiology | 1hr 20 mins | 15 mins in total | Howard Davies hgd21@cam.ac.uk |

For candidates with a disability that require other forms of arrangement see extract from the Guide for Senior Examiners:

The detailed arrangements require the approval of the Senior Examiner and will likely be handled by laboratory managers. The detailed arrangements should be discussed and agreed between the Department and the candidate's Director of Studies.

Adjustments might include:

- *altering the physical infrastructure of the laboratory*
- *preparing materials to aid candidates with particular disabilities*
- *allowing additional time to complete and/or submit practical work for assessment*
- *the use of specialist equipment or modifying existing equipment;*
- *adjustments to the labelling and use of operating equipment;*
- *taking additional precautions to minimise potential risks to the candidate and others in the laboratory;*
- *making arrangements for students to be accompanied by a reader or interpreter.*

Preparing students for Medical and Veterinary (MVST) examinations

The MVST examinations are consistent with the NST examinations in that a fixed amount of extra time has been agreed. The following table outlines the fixed amount of extra time permitted in MVST examinations.

| Part | Subject | Duration of exam/hrs | Extra time allowed | Practical Contact |
|------|---------|----------------------|--------------------|-------------------|
| | | | | |

| | | | | |
|----|-----|---------|---------|--|
| IA | FAB | 2 hours | 30 mins | Lynn Haythorpe, PDN, leh42@cam.ac.uk |
| IA | VAP | 2 hours | 30 mins | Roger Tattersall, PDN, rft20@cam.ac.uk) |
| IA | HOM | 1 hour | 15 mins | Howie Davies PDN, hgd21@cam.ac.uk |
| IB | CVB | 45 mins | 15 mins | Roger Tattersall, PDN, rft20@cam.ac.uk |
| IB | BOD | 2 hours | 15 mins | Pathology |
| IB | VRB | 1 hour | 15 mins | Howie Davies PDN, hgd21@cam.ac.uk |
| IB | HR | 1 hour | 15 mins | Howie Davies PDN, hgd21@cam.ac.uk |

Alternative Modes of Assessment

What are they?

Alternative Modes of Assessment are arrangements which go beyond the standard adjustments. They will be needed because a standard arrangement would not alleviate the substantial disadvantage experienced because of the disability.

Examples are:

- A student may substitute submitted work in place of written papers
- For alternative shorter unseen papers to be set
- The length of the course may be extended to allow an examination to be taken over more than one year.

Who would be eligible?

Disabled students for whom the standard modes of assessment - adjusted in accordance with the arrangements described above - would not alleviate the substantial disadvantage they experience because of their disability, and would not allow them to demonstrate achievement of the competence standard required to be met.

How and when are they applied for?

To ensure that appropriate teaching can be put in place and that the alternative modes of assessment can be discussed with the Faculty / Department concerned and suitable arrangements put in place, requests must be made in a timely fashion,

as early in the academic year as possible. It might not be possible to accommodate requests made after the end of the Michaelmas term.

After initial informal consultation has taken place, including consultation with the Degree Committee, a formal request should be made to the Secretary of the Board of Examinations, through the college, and should be accompanied by medical evidence and / or an assessment from an appropriate expert. The request should clearly state the preferred alternative method of assessment.

Who looks at the applications and makes the decisions?

If a student asks for an alternative mode of assessment they must discuss this with their College Tutor in the first instance. If the College Tutor thinks that there are grounds for a request then they need to contact Jenny Green as Head of Records and Exams in the first instance, email Jenny.Green@admin.cam.ac.uk Jenny will consult the college, appropriate academic representatives from the Faculty / Department (to include the Chair or Senior Examiner) and the Disability Adviser to discuss possible options, and, if necessary, will arrange a case conference involving the student.

Before the Board of Examinations can approve any request for an alternative mode of assessment, it must be approved by the Chair of Examiners on behalf of the Faculty Board or Degree Committee (as appropriate), which will be guided by the competence standards for the award. There is no legal requirement to adjust competence standards on the grounds of disability. Guidance on competence standards is available in the General Board's *Code of Practice: reasonable adjustments for disabled students*

<http://www.educationalpolicy.admin.cam.ac.uk/supporting-students-learning-and-teaching>

Competence standards will vary between subjects, but the Programme Specification for the course in question should in all cases provide a basis for determining them.

If it is necessary, the Secretary of the Board may also arrange for the matter to be reviewed by a medically qualified member of staff and / or a Senior Tutor.

After this consultation period the College will make the application. The Board of Examinations will then seek formal approval from the Chair of Examiners for the

alternative mode of assessment. At this stage, the Chair of Examiners might request that specific conditions such as a deadline or word limit are set.

The request will then be considered by the Education Committee, which will in turn advise the Board of Examinations. The decision of the Board of Examinations will be final.

How are they put into practice and overseen?

As the Faculty/ Department will have been involved in the discussions it is their responsibility to implement the alternative modes that have been agreed. The Board of Examinations will oversee the process. Colleges should contact the Board of Examinations with any concerns

Contact details

Exam arrangement queries –

Exam.Arrangements@admin.cam.ac.uk

Applications Committee queries –

Karen Morris

applications.committee@admin.cam.ac.uk

Tel: (3)32312

General Exam queries –

Craig Belcher

Craig.Belcher@admin.cam.ac.uk

Tel (7)66548 or (3)31202

Alternative Mode of Assessment –

Karen Morris or Jenny Green

Karen.Morris@admin.cam.ac.uk / Jenny.Green@admin.cam.ac.uk

Links to other Useful Information

Examination web pages for staff

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

Examination web pages for students

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations>

Support Guides for Colleges

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

Code of Practice-Reasonable Adjustments for Disabled Students

Reader Guidelines

Rest Break Guidelines

Running Lists of Candidates

Tabs in Law Statute Books Guidelines

Using an Amanuensis

Voice activated software Guidelines

Transcription of Illegible scripts

Guide to In-College Exams

Guide to Standing

Guide to Enrolment

Board of Examinations – Examination Arrangements Guides for staff and students

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements>

Other Useful Links

DRC

<http://www.admin.cam.ac.uk/univ/disability/students/exam.html>

CUSU

<http://www.cusu.cam.ac.uk/info/>

Appendix 1

Titan Rooms – Invigilator Announcements

Remember it is the candidates' responsibility to attend at the correct time. You should start the announcement to leave sufficient time to complete it to ensure the examination can begin on schedule. **DO NOT** wait, or repeat, for late comers but let the **supervisor** know of any absentees immediately after the examination has started.

Make an announcement along the following lines:

GOOD MORNING (AFTERNOON) LADIES AND GENTLEMEN. ARE YOU ALL LOGGED INTO YOUR PCs, READY TO GO AND CAN YOU ALL HEAR ME CLEARLY? (PAUSE)

IF YOU EXPERIENCE A PROBLEM WITH YOUR COMPUTER PLEASE RAISE YOUR HAND. BE CAREFUL WHEN YOU HIGHLIGHT TEXT THAT YOU DO NOT ACCIDENTLY HIT THE BACKSPACE BUTTON, IF YOU DO THEN “UNDO” SHOULD RESTORE YOUR WORK – IF IT DOES NOT, DO NOTHING ELSE AND ASK FOR HELP. REMEMBER IT IS EXTREMELY IMPORTANT TO SAVE YOUR WORK REGULARLY TO ENSURE ALL WORK IS RECOVERABLE SHOULD AN UNLIKELY COMPUTER BREAKDOWN HAPPEN (THIS IS IMPORTANT MAKE SURE YOU SAY IT). ENTER YOUR DESK NUMBER ON THE FIRST PAGE OF YOUR SCRIPT AND BEGIN EACH NEW QUESTION ON A NEW PAGE BEGINNING WITH YOUR PAPER TITLE/NUMBER AND QUESTION NUMBER.

YOU MUST NOT HAVE A MOBILE PHONE OR ANY OTHER ELECTRONIC DEVICE IN YOUR POSSESSION. IF YOU DO HAND IT TO ME NOW, YOU MAY RETRIEVE IT AT THE END. IF YOU HAVE A PHONE IN YOUR BAG AT THE FRONT OF THE ROOM AND IT IS TURNED ON THEN PLEASE GO AND TURN IT OFF NOW. (ALLOW TIME FOR THIS TO HAPPEN) I MUST WARN YOU THAT SHOULD A MOBILE PHONE RING AND DISTURB THE ROOM A FINE OF £50 WILL BE LEVIED.

IF YOU HAVE BROUGHT A SMALL BOTTLE PLEASE PLACE IT ON THE FLOOR. WE NEED TO AVOID SPILLAGES AROUND THE COMPUTERS.

PLEASE PUT YOUR UNIVERSITY CARD (PHOTO ID CARD) ON YOUR DESK WHERE THE INVIGILATOR CAN CLEARLY SEE IT.

YOU MAY NOW OPEN YOUR ENVELOPES. DO NOT TURN THE PAGES OF THE QUESTION PAPER UNTIL I INSTRUCT YOU TO START YOUR EXAMINATION; HOWEVER, DO CHECK THE COVER PAGE TO ENSURE YOU

HAVE BEEN GIVEN THE CORRECT PAPER. YOU SHOULD HAVE SUFFICIENT ROUGH PAPER ETC IN YOUR ENVELOPE BUT THERE IS ADDITIONAL PAPER AVAILABLE AT THE FRONT OF THE ROOM.

THIS EXAMINATION WILL BEGIN AT 9 AM (1.30PM) (*Adjust times if late or early for any reason*). BECAUSE YOU ARE ALL ON DIFFERENT TIMINGS, 30 MINUTES TO GO, 5 MINUTES TO GO AND TO STOP WRITING WILL BE INDICATED TO YOU BY A CARD. AT THE END YOU WILL BE GIVEN INSTRUCTIONS ON HOW TO FINISH AND A DECLARATION FOR YOU TO SIGN SAYING YOU HAVE SUBMITTED ALL YOUR WORK.

ARE THERE ANY QUESTIONS?

(*At the correct time*) PLEASE READ AND FOLLOW THE INSTRUCTIONS ON THE EXAMINATION PAPER. YOU MAY NOW BEGIN WRITING YOUR EXAMINATION HAS STARTED.

Titan Room Break procedure

You MUST indicate to the invigilator when starting and ending a rest period. A single rest period can be taken at any time during the examination and can be of any length (subject to 5 minutes minimum) as long as the total rest time taken during the examination does not exceed your allowed maximum.

You can remain seated or you may exit the examination room but you MUST remain in the company of the attendant. In either case, you cannot continue writing or reading whilst taking a rest or talk to any person other than examination staff.

You do not have to take any or all of your rest time.

The invigilator will keep a running total of your rest time, and therefore a note of your new examination finish time. You will be informed of 30 minutes remaining before the latest new examination finish time. If you take a rest period after so being informed then the 5 minute warning time will be adjusted accordingly. No rest period will be permitted after the 5 minute warning has been given.

Titan Rooms - Afternoon Examination Notification

You have an examination this afternoon.

This will start at 14.00 (2pm) to give you an additional 30 minutes break.

Please be outside the examination room near the lift no later than 10 minutes before this time. You will then be briefed and escorted into the room

Titan Suite – Exam End Procedure

WHEN YOU HAVE BEEN INFORMED THAT YOUR EXAMINATION IS OVER PLEASE AS QUICKLY AND QUIETLY AS POSSIBLE:

1. **SAVE YOUR DOCUMENT**
2. **PRINT YOUR DOCUMENT ONE COPY ONLY**

YOUR DOCUMENT WILL BE PRINTED AT THE FRONT OF THE ROOM.

REMAIN SEATED AND IT WILL BE DELIVERED TO YOU

3. **CHECK THAT YOU HAVE ALL YOUR SCRIPT PRINTED AND INSERT ANY EXTERNAL PAPERS YOU HAVE PRODUCED (SUCH AS GRAPHS, DRAWINGS ETC) AT THE APPROPRIATE POINT**
4. **FOLLOW THE INSTRUCTIONS ON YOUR EXAMINATION PAPER ON HOW TO ORGANISE YOUR SCRIPT AND SECURE APPROPRIATELY WITH A TREASURY TAG(S)**
5. **PLACE THE SCRIPT IN THE ENVELOPE YOUR EXAMINATION PAPER CAME IN, SEAL THE ENVELOPE AND LEAVE IT ON YOUR DESK TO BE COLLECTED BY THE INVIGILATOR**
6. **DO NOT INCLUDE ANY OTHER PAPERS WITH YOUR SCRIPT UNLESS INSTRUCTED TO DO SO ON YOUR EXAMINATION PAPER**
7. **CHECK AND SIGN THE DECLARATION GIVEN TO YOU AND LEAVE IT ON YOUR DESK**
8. **LEAVE YOUR DOCUMENT VISIBLE ON THE SCREEN**
9. **LEAVE UNUSED PAPERS ON YOUR DESK AND DEPOSIT ANY WASTE USED PAPER IN THE SACK BY THE DOOR AS YOU LEAVE**

PLEASE LEAVE QUICKLY AND QUIETLY SO AS NOT TO DISTURB OTHER CANDIDATES.

Appendix 2

MML Tripos, Part IB

Audio-Visual Test: Procedures

Instructions for examiner present for first 20 minutes (2-6) and invigilator (7-8).

The actual examination lasts for **ninety minutes**, starting from the beginning of the first play-through of the passage for comprehension.

During the one hour and thirty-five minutes timetabled for the exam the sequence of procedures is as follows:

1. The technician, if present, plays a sample item in order to ensure that all equipment is functioning normally. This usually takes only 2-3 minutes.
2. Read out the following rubric, which appears on the examination paper:

*“The examination lasts for **ninety minutes**, starting from the beginning of the first play-through of the DVD/CD. The test passage will be played **twice**. You may take notes during the playing of the test passage, but you may **not** look at the questions until after the first playing. I will tell you when you are allowed to look at the questions, which are printed on the reverse of the exam paper. **Five** minutes will then be allowed. The passage will then be played for a second time, after which I will tell you the exact time at which the exam will end and you may then begin to write your answers.”*

3. Say: “*The exam will now commence,*” and signal to the technician, if present, that the first playing of the passage should begin. Time ninety minutes from this moment, and note the time when the exam will finish.

4. When the first play-through is complete, say: “*You may now turn over the exam paper; you now have five minutes to look at the questions and to continue to make notes before the second playing of the passage.*”
5. After five minutes, say: “*The passage will now be played for a second time.*”
6. When the second play-through is complete, say: “*You now have until [time when the exam will finish] to write out your answers. In this exam you do **not** have to start each answer on a fresh page.*”

The finish time of the examination should be displayed prominently in the examination room (e.g. on a whiteboard).

7. Ten minutes before the time when the exam will finish, tell the candidates: “*You have ten minutes left.*”
8. Before collecting in the answer books, check whether the question sheet also needs to be handed in.

Michael Minden, Chairman of Examiners 2016