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### 1. Examinations

#### 1.1. Examinations Office

University examinations for the Easter term are underway, with the peak occurring in the period 21 May – 15 June. As last year, the Examinations Office will be located at the Pitt Building. The office will:

- be a first point of contact for all aspects of the administration of examinations;
- co-ordinate delivery of examination stationery to examination venues;
- arrange for the collections and subsequent distribution of examination question papers; and
- distribute the completed examination scripts to examiners.

The Examinations Office will be open as follows.

Monday 21 <sup>st</sup> May – Friday 15 <sup>th</sup> June <b>Includes</b> Saturdays and Bank Holiday (Monday 29 May).	7.30am - 6.30pm
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**Contacts:** Jo Overhill & Craig Belcher  
**Examinations Office:** (3) 34488 or (7) 64995  
**Queries:** [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)

## 1.2. Script distribution and deadline by when scripts classified as missing

As in previous years, scripts will be distributed to Examiners as soon as possible after the exam. Due to the various circumstances that allow a student to sit their examinations locations outside the main venue, it may take up to 4 working days after the examination for the script to reach the delivery location supplied. Consequently, scripts for students sitting in other locations are not classed as 'missing' until 4 working days after the examination. If you believe you have a script missing and it is past this 4 day point, please ring the Examinations Office on (3) 34488 or (7) 64995 between the hours of 10.00 – 16.00.

If the candidate was scheduled to sit in the main venue and a script is missing, please ring the Examinations Office between the hours of 10.00 – 16.00.

**Examinations Office:** (3) 34488 or (7) 64995

## 1.3. Class Lists and Grade Rosters process and deadlines

Class Lists and Grade Rosters will be managed the same as in previous years. Departments must upload classes, no later than 2pm on the day of publication. Marks must be uploaded no later than 48 working hours after the Classes. Student Registry staff will then run a series of checks prior to releasing the results to students in CamSIS self-service and creating the list ready for publication at the Senate-House.

**Contact:** Craig Belcher

**Telephone:** (3) 31201

**Queries:** [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)

## 1.4. Student opt-out of exam result publication

As a result of a ballot held between 27 April and 7 May 2018, Grace 2 of 17 January 2018 has been approved. This means that students are now able to opt out of result publication on Class Lists posted at the Senate-House and in The Reporter. They do so by logging into CamSIS self-service and selecting 'My result publication choices.'

Students, and their Colleges have been informed of this change and of the procedures to follow.

If departments or faculties publish lists in the department, these must be obtained from the Student Registry.

**Contact:** Craig Belcher

**Telephone:** (3) 31201

**Queries:** [craig.belcher@admin.cam.ac.uk](mailto:craig.belcher@admin.cam.ac.uk)

## 1.5. Examiner expenses claims

Examiners should make all expense claims separately, each being approved by the department. It is no longer possible for any payment to be made without the form being correctly completed and claim breakdown detailed. Any incomplete forms will be unpaid until the detail is provided. Internal invoices with no detail / no breakdown will not be accepted either, and will remain unpaid until the detail is provided.

The claim form and details of rates can be found online [here](#). Please forward these claim forms as soon as possible after approval to allow prompt payment, and prior to the financial year end.

**Queries:** [feeandexpenseclaims@admin.cam.ac.uk](mailto:feeandexpenseclaims@admin.cam.ac.uk)

## 1.6. Examination Review Procedure

The University is operating a revised Examinations Review Procedure for all students for examination decisions received on 1 October 2017 onwards. Further information and relevant forms can be found here: [www.studentcomplaints.admin.cam.ac.uk/examination-reviews](http://www.studentcomplaints.admin.cam.ac.uk/examination-reviews).

In order to comply with the requirements of the external ombudsman (the Office of the Independent Adjudicator) all Faculty Boards and comparable bodies, have been asked to ensure that an informal 'mark check' system is in place for students to check that their marks have been added up correctly. If a student considers something went wrong during the examination process there is an option for informing the University within 5-calendar days of the examination occurring (if they are not a Graduate student), or within **28 days** of them receiving their formal examination marks (for all students).

Degree Committees or other bodies who issue the formal results of examinations to students should inform students of the Examination Review Procedure, the 28-day timeframe and provide a link to the webpage: [www.studentcomplaints.admin.cam.ac.uk/examination-reviews](http://www.studentcomplaints.admin.cam.ac.uk/examination-reviews).

It is noted that the review of decisions of Faculty Boards not to permit students to progress to Part III of a Tripos or not to permit additional attempts of professional examinations are now considered under the Review of University Decisions Procedure – further information is available here: [www.studentcomplaints.admin.cam.ac.uk/reviews-decisions](http://www.studentcomplaints.admin.cam.ac.uk/reviews-decisions).

**Contacts:** Sarah d'Ambrumenil, Grace Parker or Susan Reed

**Queries:** [studentcomplaints@admin.cam.ac.uk](mailto:studentcomplaints@admin.cam.ac.uk)

## 1.7. Request for academic staff volunteers to be Reviewers: to action

OSCCA are looking for academic staff who are willing to take a formal decision-maker role within the Review of University Bodies Procedure or Examination Review Procedure. These procedures allow students to request a review of a decision on limited procedural grounds. The type of decisions reviewed through the Review of University Bodies Procedure include exam allowances, extension decisions or Faculty Board decisions not to permit students to continue to Part III of a Tripos. Reviewers in the Examination Review Procedure will only consider examination result decisions, once they have already been reviewed by an Examination Review Officer.

The Reviewer will consider the information provided and decide whether any of the grounds for review are met. If any ground is met then the review is upheld and the Reviewer can provide a remedy or send the case back for re-consideration to the original decision-making body or examiners.

Staff who volunteer for this role will be formally considered and appointed by the University Council or General Board or the Board of Graduate Studies (depending on the Procedure). Staff who are appointed will receive a full briefing and ongoing support from OSCCA. A Reviewer might expect to receive 1-3 cases pa, but will always be asked for their capacity before being given a case.

OSCCA are keen to hear from any academic staff who may be interested in this role. To find out more information or to put yourself forward for the 'Reviewer' role, please contact OSCCA as detailed below.

**Contact:** Sarah d'Ambrumenil, Head of OSCCA

**Telephone:** (7) 65440

**Queries:** [sed52@admin.cam.ac.uk](mailto:sed52@admin.cam.ac.uk)

## 2. Student Record verification to third parties

In line with changes to data protection under the General Data Protection Regulation, the Student Registry stopped validating student record attainment directly with third parties from mid-May. Instead, students and alumni will be able to release this information to those third parties online through a secure electronic document system called Digitary.

All documents relating to academic achievement for students and alumni will be issued this way – it will no longer be possible for students to request bespoke letters. This is to ensure that data is only being released by the data owner.

The Digitary verification service is available to students and alumni free of charge, although a fee remains in place for those who wish to use the transcript service.

**Contact:** Nicolas Watkins-Wright  
**Telephone:** (3) 32327  
**Queries:** [student.registry@admin.cam.ac.uk](mailto:student.registry@admin.cam.ac.uk)

## 3. Student Fees

Many of you will be aware that Ausra Gudeliauskaite held the post of ‘fees administrator’ at the Student Registry until the end of March 2018; at which time, Ausra moved to the UIS. We took the opportunity to review the role and consider the best place to deliver the tasks and so determined that the role should split between the following teams.

The part of the role that revolves around the Student Record will be managed by the Records team of the Student Registry. You can continue to e-mail [studentfees@admin.cam.ac.uk](mailto:studentfees@admin.cam.ac.uk) with fee queries. Where necessary, the Records team will escalate a fee rates set-up issue to the Business Information team (part of Academic and Financial Planning and Analysis within PRAO) who will deal with course fee issues. You can also contact them directly with a query about a published fee or incorrect fee charge for a course: [coursefees@admin.cam.ac.uk](mailto:coursefees@admin.cam.ac.uk)

## 4. Annual allocation of centrally managed space for lectures

The annual exercise of allocating centrally managed rooms for lectures was launched to Faculties and Departments on 16 May 2018. This included a guidance document and an improved spreadsheet.

Last year, we were asked to accommodate 320 more lectures than the previous year (up from 10,049 to 10,369). We also had to accommodate those lectures in rooms that could absorb a 13% increase in the number of students expected to attend those lectures. This year, on top of any such challenges we also have the loss of the Cockcroft lecture Theatre. Therefore, this year’s allocation will be challenging. We will endeavour to allocate preferred venues, but this may not be possible where there are multiple demands and the closure of some lecture venues limits choice.

**Contact:** Nicolas Watkins-Wright  
**Telephone:** (3) 32327  
**Queries:** [student.registry@admin.cam.ac.uk](mailto:student.registry@admin.cam.ac.uk)