This bulletin provides information and guidance to Faculties, Departments and Colleges in relation to the management of assessment in 2023-24.

This bulletin focusses on the following key areas:

1. **Exam operations**
   - Annual Course data exercise
   - Examination data retention
   - Moodle integration with Turnitin

2. **Exam Access and Mitigation**
   - Allowances guidance notes
   - Applications for Fee Remissions
   - Coursework extensions
   - Adjusted Modes of Assessment

3. **Academic Misconduct guidance for Examiners**

4. **Useful Links**

5. **Key Contacts**

### 1. Exam operations

#### 1.1 Annual Course data exercise

The deadline for returning your course data for 2023-24 is **Friday 1 September 2023**. Please email examops@admin.cam.ac.uk if you require a short extension to this date.

We are unable to offer long extensions as the data requires CamSIS update and scheduling prior to 1 October 2023.

Scheduling or changes made after 1 October 2023 cause technical difficulties for students when enrolling and problems downstream for tasks such as lists of candidates and grade rosters.

Once the data is complete and checked, it will be published online, available for students and College staff to review.

#### 1.2 Examination data retention

The [General Board guide on examinations data, records, and scripts](#) indicates that examination data should now be retained for one year (Section 5). Therefore, collections of examination scripts will no longer be undertaken in January (for the previous Easter Term).

If you have waste that does not require retention, please email examops@cam.ac.uk and we will arrange collection and secure disposal.

A new schedule of regular waste collection after the one-year retention period will be circulated in the coming months.
**1.3 Moodle integration with Turnitin**

The Turnitin plugin tool for the standard assignment tool in Moodle ran with a limited pilot in 2022-23 and access security issues were identified that prevented roll out. The Moodle team have been working on a solution and a fix has been identified and is currently being tested. This will be piloted again for some Master’s exams in December and March. If that fix is successful, departments will be able to make use of the functionality for those Easter Term exams taken in Moodle. This functionality allows scripts to be automatically processed through Turnitin when uploaded, rather than departments choosing a sample to process manually. Further information will be circulated early in 2024 after results of the Michaelmas Term exams are known.

**2 Exam Access and Mitigation**

**2.1 Allowances guidance notes**

The guidance notes for allowances are undergoing annual review and 2023-24 versions will be published online here by the start of the Michaelmas Term. If you have any queries that are not covered by the existing guidance notes, please email eamc@admin.cam.ac.uk.

**2.2 Applications for Fee Remissions**

From 1 September 2023, fee remission applications currently falling under the remit of EAMC (and the Postgraduate Committee) will be transferring across to a new Fee Remission Panel, a sub-panel of the PRC Fees and Funding Sub-committee. The Panel will meet to consider applications from Colleges approximately once every two months. The policy and process for undergraduate and postgraduate students has now been aligned, including the requirement for an application to be submitted by the College and the guidance and application form will shortly be published. Any queries relating to the fee remission process and procedure should be directed to the Secretary of the Fee Remission Panel at feestatusandpolicy@admin.cam.ac.uk, including ‘Fee Remission’ in the subject field.

**2.3 Coursework extensions**

As announced in the Key Issues bulletin on 21 July 2023, the General Board’s Education Committee approved (on 28 June) a change in policy for extensions for dissertations and coursework to allow faculties and departments to manage short extensions to deadlines without the need to include the Exam Access and Mitigation Committee (EAMC). This also allows students to self-certify without the need for evidence. This brought the process in line with expectations published in the OIA Good Practice Framework: Requests for additional consideration. (Ch. 49-54).

The policy for dissertation and coursework extensions is published on the education policy website. Faculties and departments should prepare to implement the changes for the next academic year.

Guidance for faculties and departments will be issued by EAMC in the coming weeks along with access to an online form. Please direct any queries to eamc@admin.cam.ac.uk.
2.4 Adjusted Modes of Assessment (AMA) FOR INFORMATION

The AMA process has been part of a focussed internal review by the mitigating circumstances team and has also fed into a recent review of provision undertaken by the external SUMS consultancy. Those reviews identified that:

- The length of time the AMA process takes causes students unnecessary anxiety.
- Attending the case conference causes stress for students and significantly impacted their mental health.
- Students felt they had to justify multiple times, including at the case conference, why they needed an AMA.

In light of the evidence gathered, the EAMC as the body responsible for the AMA process approved the following changes to the process for 2023-24:

- Where an application meets the threshold for an AMA, the application will be sent directly to the Department to consider, with a request for an update or AMA recommendation to be received within 28 working days following receipt of this.
- Case conferences will still be available, however will only be organised where the student, College, or Department involved request this. Guidance notes will be updated to remind students and Colleges that when a case conference is held, the process changes and will proceed at a slower rate due to the management of diary availability.
- For complex cases, the EAMC will also be able to request a case conference be held.
- For those applications that the EAMC consider meet the threshold for an AMA, updates will be sent at regular intervals to Colleges, to pass onto students, on the status of their application. These will continue until a recommendation is made and the application is closed.

It is anticipated that by implementing these changes, the process is improved for students and the time taken, reduced. These changes will also allow those steps that are reported to cause anxiety and stress to be removed.

Updated guidance notes can be found online here and an updated guide for Faculties and Departments will be published shortly. Any queries on these changes or the process should be sent to exam.arrangements@admin.cam.ac.uk.

The deadline for AMA applications for the academic year 2023-24 is Friday 24th November 2023.
3 Academic Misconduct guidance for Examiners

For all assessments submitted by registered students to any University of Cambridge course of study from 1 October 2023 onwards, examiners will have different responsibilities for investigating and sanctioning academic misconduct, following consultation and revisions to the Student Disciplinary Procedure. A comprehensive guide, including sanctions guidance and templates has been created, outlining the requirements. In addition, two training sessions are being held in September and October so that examiners and administrators can familiarise themselves with the new process.

The new guide is available at: https://www.studentcomplaints.admin.cam.ac.uk/files/examiners_academic_misconduct_guidance_-_oct_23.pdf.

The one-hour face-to-face training sessions are taking place as follows:
- Wednesday 27 September, 9:30-10:30, Student Services Centre, Exam Hall A&B – booking: https://www.training.cam.ac.uk/oscca/event/4831063;
- Wednesday 25 October, 9:30-10:30, Student Services Centre, Exam Hall C – booking: https://www.training.cam.ac.uk/oscca/event/4831081.

Any questions regarding the guidance or academic misconduct cases should be sent to the Office of Student Conduct, Complaints and Appeals at OSCCA@admin.cam.ac.uk.

4 Useful links

<table>
<thead>
<tr>
<th>Assessment Moodle</th>
<th><a href="https://www.assessment.vle.cam.ac.uk/login/index.php">https://www.assessment.vle.cam.ac.uk/login/index.php</a></th>
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</thead>
<tbody>
<tr>
<td>Moodle guidance for departments (assignments)</td>
<td>Moodle Support Hub for Online Assessments: Guidance for departments – centrally managed assignment assessments (cam.ac.uk)</td>
</tr>
<tr>
<td>Moodle guidance for departments (Quiz)</td>
<td>Moodle Support Hub for Online Assessments: Guidance for departments – centrally managed quiz assessments (cam.ac.uk)</td>
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<tr>
<td>Moodle guidance for students</td>
<td>Moodle Support Hub for Online Assessments: Guidance for students (cam.ac.uk)</td>
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<td>Moodle guidance for Colleges</td>
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<td>Inspera information</td>
<td><a href="https://www.vle.cam.ac.uk/course/view.php?id=235891">https://www.vle.cam.ac.uk/course/view.php?id=235891</a></td>
</tr>
<tr>
<td>Exam timetable</td>
<td><a href="https://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable">https://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable</a></td>
</tr>
<tr>
<td>Student Guides to Examinations</td>
<td><a href="https://www.cambridgestudents.cam.ac.uk/your-course/examinations">https://www.cambridgestudents.cam.ac.uk/your-course/examinations</a></td>
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<tr>
<td>Framework for Assessment 2023-24</td>
<td><a href="https://www.educationalpolicy.admin.cam.ac.uk/assessment">https://www.educationalpolicy.admin.cam.ac.uk/assessment</a></td>
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<tr>
<td>Academic Misconduct</td>
<td>Investigating academic misconduct and mark checks</td>
</tr>
<tr>
<td>Mitigation information for students</td>
<td><a href="https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation">https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation</a></td>
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5. Key contacts

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<th>Email Address</th>
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<tbody>
<tr>
<td>General Enquiries (operations)</td>
<td><a href="mailto:examops@admin.cam.ac.uk">examops@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>General Enquiries (Exam access arrangements)</td>
<td><a href="mailto:exam.arrangements@admin.cam.ac.uk">exam.arrangements@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Moodle helpdesk</td>
<td><a href="mailto:moodlehelp@uis.cam.ac.uk">moodlehelp@uis.cam.ac.uk</a></td>
</tr>
<tr>
<td>Inspera helpdesk</td>
<td><a href="mailto:Inspera@bio.cam.ac.uk">Inspera@bio.cam.ac.uk</a></td>
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If your query needs escalation, the following colleagues should be contacted.

<table>
<thead>
<tr>
<th>Jenny Green</th>
<th>Head of Exam Operations and Mitigating Circumstances</th>
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<tbody>
<tr>
<td>Jo Overhill</td>
<td>Deputy Head of Exam Operations</td>
</tr>
<tr>
<td>Annabel Curd</td>
<td>Deputy Head of Mitigating Circumstances</td>
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