Assessment Bulletin

This bulletin provides information and guidance to Faculties, Departments and Colleges in relation to the management of assessment in 2022-23.

This bulletin focusses on the following key areas:

1. Exam operations
2. Information for students
3. Information for Examiners and exam administrators
4. Information for Colleges
5. Moodle guidance
6. Overall Degree Class
7. Useful links
8. Key Contacts

1. Exam operations

1.1 Exam timetable and Exam confirmation forms (ECF’s) – Lent Term

The exam timetable for the Lent Term is published and can be found online here. Students can view their own timetable online via their own CamSIS self-service.

The yellow ECF’s for students taking exams from Tuesday 10 January 2023 have been circulated to Colleges for onward transmission to students. Students can also see their own timetable via CamSIS self-service.

1.2 Exam timetable – Easter Term

The enrolments data has been extracted from CamSIS and the timetable will be built in the coming weeks. Department administrative contacts should expect to receive a draft by the end of January 2023 with a deadline set for responses.

The draft timetable is not for onward circulation to students as there will be changes to the timetable as a whole, based on feedback from all departments and faculties.

As in previous years, changes will only be made to the timetable where there is a clash or other such incident is identified – it is not possible to adjust the timetable based on a departments preference.

The principles used when setting the timetable are:

- Exams will be held on the Early and Late May Bank Holidays but not on the additional Bank Holiday scheduled on 8 May 2023
- Exams that have a 5-hour window as mode of assessment, will start at any point between 9am and 12pm.
- Exams that have a 3-hour or less mode of assessment (online or in-person) will start at any time, but will start no later than 2pm
The 3 and 5-hour latest start times have been set to ensure that most students who have reasonable adjustments can be accommodated within a reasonable working day. These times ensure that most students will finish by 6.30pm.

2 Information for students

Information for students will be reviewed early in the Lent Term and published online here. Alerts will be sent to Colleges and Departments once guidance has been reviewed.

3 Information for Examiners and exam administrators

3.1 Examiners Guide

Guidance for Examiners for 2022-23 has been published and can be found online here. Examiners are encouraged to consult the guide for information relating to the conduct of examinations and queries should be emailed to examops@admin.cam.ac.uk

3.2 Course information

Information provided by Departments on the annual course return has now been added to CamSIS. This includes information on the mode of assessment, length of exam as well as which reasonable adjustments are available against each paper. That data will shortly be extracted out of CamSIS and will be sent to Departments for a final check with a return just after the Christmas break.

Until that check is completed, and any amendments made to the data held in CamSIS, it will not be possible for Colleges to submit applications for Exam Access Arrangements for the Easter Term 2023. Further information will be provided to Colleges on changes to deadlines early in January 2023 once the scale of the changes is known.

Once confirmed, a full list will be published online, expected early in 2023.

3.3 Moodle integration with Turnitin

The Turnitin plugin tool for the standard assignment tool in Moodle is being piloted for some Master’s exams in December and March. If that pilot is successful, departments will be able to make use of the functionality from the Easter Term exams. This allows scripts to be automatically processed through Turnitin when uploaded, rather than departments choosing a sample to process manually.

Departments will be asked to indicate if they would like to use this functionality (Turnitin or not) for the Easter Term exams when the course check listed above in section 1.4 is undertaken. However, any roll out is subject to the pilot outcomes in Michaelmas and Lent.

3.4 Question papers 2023

The guidance on the production of question papers relating to examinations are available online here. Please note:

- All question papers, irrespective of the mode of delivery (in-person, online) must be uploaded into the Teams channel by the deadlines shown. This includes those examinations where departments print their own copies of question papers.
• All in person written exams will be set up on Moodle to accommodate those students who require use of a PC as a reasonable adjustment. Those subjects which are not suitable to be taken online have been confirmed through the annual course data collection exercise and will not be set up on Moodle.
• New guidance has been added on how to securely create, store and collaborate on question papers.

The deadlines for upload of question papers are as follows:

<table>
<thead>
<tr>
<th>For exams taking place</th>
<th>Question paper upload window opens</th>
<th>Question paper upload window closes (5pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March – 31 March 2023</td>
<td>30 January 2023</td>
<td>3 February 2023</td>
</tr>
<tr>
<td>17 April – 19 May 2023</td>
<td>6 March 2023</td>
<td>10 March 2023</td>
</tr>
<tr>
<td>22 May – 3 June 2023</td>
<td>13 March 2023</td>
<td>17 March 2023</td>
</tr>
<tr>
<td>5 June – 16 June 2023</td>
<td>17 April 2023</td>
<td>21 April 2023</td>
</tr>
</tbody>
</table>

3.5 Examination waste collection

There will be a collection of examination waste from 2021-22 w/c 9 January 2023. If you have waste (examination scripts, waste from hosting examinations in the department) to be collected, and have not yet requested a collection, then please email examops@admin.cam.ac.uk by Friday 16th December with the contact name and details of who the courier should ask for, details what location collection is required from and an estimate of the quantity of the material to be collected.

PLEASE NOTE: All shredding must be removed from plastic bags / envelopes as no plastic items can be shredded. If shredding material is in plastic bags or envelopes it will not be collected.

3.6 Undergraduate Examiner and Assessor payments

The method for paying Undergraduate Examiners and Assessors is changing due to the new Cambridge Casual Workers System. Further information can be found on the HR webpages here – Information for Departments | Human Resources (cam.ac.uk) and will be updated as needed.

Please direct any queries to casualworkers@admin.cam.ac.uk in the first instance.

3.7 Exam administrators Forum (Assessment)

Prior to the COVID pandemic, an assessment forum for departmental administrators was being convened as an opportunity for engagement and networking between the central offices and faculties and departments to share information, developments and good practice.

Unfortunately this was put on hold as the UK went into lockdown, and we are now keen to re-establish the forum. Therefore, if you are a departmental administrator who undertakes administration for UG or PGT assessment, and would like to be involved, please email examops@admin.cam.ac.uk by Friday 13 January 2023.
Information for Colleges

Guidance for Colleges has been updated for 2022-23 and can be found online [here](https://example.com). In case of query on guidance, please email examops@admin.cam.ac.uk or exam.arrangements@admin.cam.ac.uk

**4.2 Course information and Exam Access Arrangements**

As explained in 3.2 above, information provided by Departments on the available courses and modes of assessment has now been added to CamSIS. This includes information on the mode of assessment, length of exam as well as which reasonable adjustments are available against each paper. That data will shortly be extracted out of CamSIS and will be sent to Departments for a final check with a return just after the Christmas break.

Until that check is completed, and any amendments made to the data held in CamSIS, it will not be possible for Colleges to submit applications for Exam Access Arrangements for the Easter Term 2023. Further information will be provided to Colleges on changes to deadlines early in January 2023 once the scale of the changes is known.

Once confirmed, a full list will be published online, expected early in 2023.

Moodle Guidance

Guidance has been updated on the use of Moodle for online assessment (where centrally managed). The information can be found here:

- Guidance for students: Moodle Support Hub for Online Assessments: Guidance for students (cam.ac.uk)
- Guidance for colleges: Moodle Support Hub for Online Assessments: Guidance for Colleges (cam.ac.uk)
- Guidance for departments – assignment tool: Moodle Support Hub for Online Assessments: Guidance for departments – centrally managed assignment assessments (cam.ac.uk)
- Guidance for departments – quiz tool: Moodle Support Hub for Online Assessments: Guidance for departments – centrally managed quiz assessments (cam.ac.uk)
6 Overall Degree Classification (ODC)

The University will be awarding a Overall Degree Classification for the Bachelor of Arts degree, for the graduating cohort in the Easter Term 2023. This follows on from the Report of the Council and General Board published in the Reporter 23 January 2020.

6.1 ODC Working Group

In response to the Report, Education Services created a Working Group in Michaelmas 2021 with representatives from UIS, Central Offices and administrators across several Departments. The purpose of the working group was to consider the steps required to deploy the process and functionality relating to the Overall Degree Classification (ODC).

That group has been developing general policy and contributing to the technical development of the ODC functionality that is due to be released into CamSIS in the Lent Term. Further details on the functionality and information online to point students and any third parties to, will be circulated early in the Lent Term.

6.2 ODC - CamSIS development

CamSIS have been working with the Central Offices and the departmental representatives from the working group to build functionality which will allow departments to download a list of students who require an ODC, and upload the data back into CamSIS.

The developed functionality is different to the existing Grade Roster functionality and departments will be required to continue using the existing functionality for their Tripos (and other programmes) Classes and new functionality for the ODC.

Training and guidance on the new functionality is being developed and will be circulated to departments in the Lent Term, along with opportunities to test that functionality in a secure environment.

Information is also being developed to publish online for students and third parties (e.g. employers) to access.

6.3 Mitigation measures that impact the ODC

The EAMC are considering how to manage requests for allowances for reasons of mitigation within the existing University Regulations for allowances. The topic will be discussed again at its meeting on 9 December 2022 and further information will follow in the Lent Term.
7 Useful links

<table>
<thead>
<tr>
<th>Useful links</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moodle guidance for departments (assignments)</td>
<td><a href="https://www.assessment.vle.cam.ac.uk/login/index.php">Moodle Support Hub for Online Assessments: Guidance for departments – centrally managed assignment assessments (cam.ac.uk)</a></td>
</tr>
<tr>
<td>Moodle guidance for departments (Quiz)</td>
<td><a href="https://www.assessment.vle.cam.ac.uk/login/index.php">Moodle Support Hub for Online Assessments: Guidance for departments – centrally managed quiz assessments (cam.ac.uk)</a></td>
</tr>
<tr>
<td>Moodle guidance for students</td>
<td><a href="https://www.assessment.vle.cam.ac.uk/login/index.php">Moodle Support Hub for Online Assessments: Guidance for students (cam.ac.uk)</a></td>
</tr>
<tr>
<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 Guide 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>
</tr>
<tr>
<td>Framework for Assessment 2022-23</td>
<td><a href="https://www.educationalpolicy.admin.cam.ac.uk/assessment">https://www.educationalpolicy.admin.cam.ac.uk/assessment</a></td>
</tr>
<tr>
<td>Academic Misconduct</td>
<td><a href="https://www.studentcomplaints.admin.cam.ac.uk/staff-support/marks-checks-and-investigating-plagiarism">https://www.studentcomplaints.admin.cam.ac.uk/staff-support/marks-checks-and-investigating-plagiarism</a></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>
</tr>
</tbody>
</table>

8. Key contacts

**Key contacts**

<table>
<thead>
<tr>
<th>Key contacts</th>
<th>Email Address</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

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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</thead>
<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>
</tr>
</tbody>
</table>