Assessment Bulletin

This bulletin provides further information and guidance to Faculties, Departments and Colleges in relation to the management of assessment in 2021-22.

Additional bulletins will be circulated over the year covering a variety of topics specific to this assessment period.

This bulletin focusses on the following key areas:

1. Exam enrolments
2. Lent term exams
3. Exam Timetable (Easter term 2022)
4. New Exam policies
5. Modes of assessment
6. Question paper production and upload
7. Shredding of confidential examination waste
8. Mitigation
9. Communication
10. Key contacts

1. Exam enrolments

The enrolment window for undergraduate and some PGT courses has now closed and the standing check is well underway.

Departments and Colleges can run a first list of candidates from CamSIS, if desired. Guidance on how to run the process can be found online here – ‘Guide to downloading Lists of Candidates from CamSIS’.

2. Lent term exams

The timetable for Lent exams has been published and can be found online here.

2.1 In person exams in the Lent term

It is expected that students will be in residence in the Lent term 2022, and similar to the Michaelmas term 2021, only a small number approved by their College to be studying remotely. Students are expected to attend in-person exams, unless they have been approved to sit the exam via the contingency mode.

Instructions on how to apply for exam access arrangements for the contingency mode have been circulated to College tutorial offices. In cases of query, please email exam.arrangements@admin.cam.ac.uk
2.2 In person exams in the Department of Physics in January 2022

The Department of Physics will be running in person exams at the start of the Lent term 2022. It is expected that most students will be resident in Cambridge and attend the exams, however, the University has approved the use of the online proctoring tool ProctorExam for these exams, should it be required.

ProctorExam will be available for any students who have approval from their College to study remotely for the Lent term 2022, as well as any students who may be isolating or ill (but well enough to take the exam) for COVID reasons.

3. Exam timetable (Easter term 2022)

Work on the Easter term timetable has begun and colleagues will contact departments as needed in the Lent term for further information as needed. A draft timetable is expected to be circulated by the end of January 2022.

In compiling the timetable, the following principles are being followed:

3.1 Bank Holidays and Saturdays

- Examinations will occur as usual on the bank-holidays in the Easter term. To bring exams forward to restrict usage would impact the teaching and revision window and pushing exams back would impact marking and threaten graduation.
- Subjects that would traditionally teach on a Saturday may have in-person, online timed or practical exams scheduled on a Saturday. This mirrors practice prior to the pandemic.

3.2 Start times for exams

The past two years have seen restrictions on start times of examinations, considering those students who were not in the UK. With the expectation that most of the student population will be resident in the Easter term 2022, the following start times have been agreed:

- Exams that have a 24-hour window as mode of assessment, may start at any point in a standard working day, i.e. between 9am and 6pm.
- Exams that have a 5-hour window as mode of assessment, will start at any point between 9am and 11am.
- 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.

There will be exceptions for some disabled students whose reasonable adjustments extend beyond these window, and these will be considered on a case-by-case basis in liaison with the student’s College.
### 3.3 Scheduling of exams

Exams will be scheduling using the standard pre-COVID allocation methods and it is likely that some students will have exams on consecutive sessions. This may include:

- Exams in a 24-hour window. Colleagues and students are reminded that these are not 24-hour exams, but a 24-hour window in which to complete the exam. It is expected that some students will have exams over several days and should be reminded to manage their time appropriately. This is not a reason for reasonable adjustment.
- Exams in a 5-hour window will only be scheduled for one per day, however students may expect these to be scheduled on consecutive days.
- Exams of 3 hours or less (online or in-person) will be scheduled similarly to pre-pandemic. Whilst every effort is made to avoid two exams per day, in some cases it is unavoidable, and this is not a reason for reasonable adjustments.

### 3.4 Venues for in-person exams

The University continues to review the space available for in-person exams and responds to changes around the estate. Mill Lane Lecture Block will not be available from the Lent term 2022 and in-person exams held in that venue in previous years will be decanted into alternative space.

Given restrictions around the estate and in considering cohort size, it may be required to split cohorts across venues around the estate. This is done as a last resort; however it may be unavoidable in some circumstances.

### 4. New exam policies

The Examination and Assessment Committee confirmed new policies on examinations, based on the new modes of assessment. These policies have been approved by the General Board’s Education Committee and can be found online [here](#).

The new policies are:

- Announcement of corrections in examinations
- Late submission of examinable material
- Use of the 24 hour exam window
- Use of ProctorExam for the exams in January 2022

Further policies will be developed and published in the Lent term.
5. **Modes of assessment**

Further changes have been received and will be published online w/c 3 January 2022. An alert will be sent once the file is available.

6. **Question Papers**

The annual guidance for the production and submission of Question Papers has been reviewed and can be found online [here](#).

Departments are asked to circulate this to Examiners, taking particular note of the section on deadlines and the now formal policy on management of corrections.

**Action:** For departments to ensure the Question paper guidance is circulated to Examiners.

7. **Requests for shredding collection**

As in previous years, we offer collection and shredding of examinable materials (student scripts etc) in January 2022. If you would like materials to be collected, please email examops@admin.cam.ac.uk by midday on 11 January 2022 and further information with dates will follow.

8. **Mitigation**

8.1 **Exam Access Arrangements (EAA)**

EAA applications for exams taking place in the Lent term 2022 should be submitted via CamSIS.

Space within the Student Services Centre in room CG01 will be able be available to students with standard EAA throughout the Lent term. The exception to this is the HUPIM9, CEET1 exam on 21 March 2022. On this day, EAA students may be accommodated in the Exams Hall, of the Student Services Centre.

When making applications in CamSIS, please select ‘CG01’, ‘CTRL (Exams Hall)’ or ‘COLL’ as the Venue choice. PC provision is not available to EAA students in CG01 or CTRL.

The MDB3/MDB3R exams will be held in the Clinical School. They will be able to accommodate standard EAA. Non-standard EAA requests will need to be accommodated in College. Please select ‘DEPT’ or ‘COLL’ as the Venue choice for these exams.

Please continue to hold on submitting EAA applications for exams taking place in the Easter term 2022 whilst changes are still being made to modes of assessments. This will avoid numerous corrections being made to EAA applications and the standard deadline of 13 February 2022 will be extended to Colleges accommodate this – this extended deadline is to allow Colleges time to submit applications and should not be advertised as an extension to students. Further information will follow in January 2022.
8.2 Exam Access and Mitigation Committee

The EAMC have reviewed their practice considering the OIA Good Practice Framework: Requests for Additional Consideration, confirming that students have been able to make applications for allowances to the Committee directly for some time, in cases where the student was unable to approach their College.

In line with the Good Practice Framework, direct application for an examination allowance would be extended to any student applying for an allowance to the EAMC. The guidance notes will be updated to reflect this practice and a new application form will be available. These will be published here and available for students before the start of Lent Full Term.

The EAMC still encourages students to apply via their College as they are experienced in submitting cases and so that the College can identify and put in place any additional support, as well as the EAMC application.

Direct application only relates to applications for allowances and does not extend to other business that the EAMC considers, such as intermission or reasonable adjustments in examinations.
Applications for all other business should continue to be submitted via the student’s College.

9. Communication

Bulletins will be issued regularly. If you would like to be added or removed from the mailing list, please email examops@admin.cam.ac.uk

10. Key contacts

Key contacts

Jenny Green – Head of Exams, Assessment and Mitigating Circumstances
Jenny.Green@admin.cam.ac.uk

General Enquiries (operations) examops@admin.cam.ac.uk

General Enquiries (Exam access arrangements) exam.arrangements@admin.cam.ac.uk