Assessment Bulletin

This bulletin provides information and guidance to Faculties, Departments and Colleges in relation to the implementation of Overall Degree Classification (ODC) in 2022-23.

This bulletin focusses on the following key areas:

1. Information for Faculties and Departments
2. Information for Colleges
3. General Information
4. Useful links
5. Key Contacts

Background information

In the Easter Term 2023, students who commenced their studies from Oct 2020, for the degree of Bachelor of Arts will be awarded an overall degree class for the first time.

The background to the implementation of the ODC can be found in the Joint Report of the Council and General Board on the introduction of a final degree classification, published in the University Reporter 23 January 2020 here.

The purpose of this bulletin is to share information on how the ODC is being implemented, how Faculties and Departments will manage reporting of the ODC as well as information for Colleges on addressing queries from students and third parties.

1 Information for Faculties and Departments

1.1 Development

To manage implementation, a working group was established 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 ODC.

That group has been developing general policy and contributing to the technical development of the ODC functionality in CamSIS.

The General Boards Education Committee (GBEC)’s Guidelines on Marking and Classing Conventions have been updated to include policy relating to the overall degree classification and can be found online here.
1.2 Expected process

As outlined in the Report, the ODC should be calculated once the Part II Classes have been confirmed by the Board of Examiners. The expected process for departments is as follows:

1.3 CamSIS development and training

The exams team with support from the departmental administrators on the working group have been working with CamSIS to develop functionality for recording overall degree class. General principles of the functionality are:

- Departments are responsible for uploading the final ODC into CamSIS - CamSIS will not calculate the ODC.
- CamSIS will provide data for departments which shows previous exam results. This data is available prior to the examinations for departments to check cohorts.
- It is possible to upload the data using a .csv file
- The functionality is different to that used for Grade Rosters.

Online training and a user guide are in the final stages of development and will be launched shortly. In person training is scheduled to run in April 2023 will also be available to all departmental staff involved in using CamSIS to upload this information. Further details will follow.

1.4 CamSIS data

Departments can access some of the reporting tools available now. This includes a list of eligible students based on their expected completion term. To access this information now, you should navigate in CamSIS as follows:

- *Curriculum Management > Grading > ODC > Degree Classification* or

- Use the Personalise Homepage option (via the three-dot menu top right) to: *Add a tile > Tiles for Navigation > Overall Degree Classification > Save*
2 Information for Colleges

2.1 Exam Result data

Once published to a student’s record, final class lists will be circulated daily to Colleges, as Tripos and PGT Class lists are.

A new query which reports the Overall Degree Class will be developed and added to the suite of exam results queries that are available to Colleges.

2.2 Mitigation

The EAMC have considered how mitigation should be applied in cases where the ODC is weighted in the second year and agreed that any applications should be made under regulation 3d for Allowances to Candidates for Examinations (reconsideration of an original result) which would be interpreted to include the ODC.

The EAMC have considered cases presented in the Easter Term 2022 that were either declined as it would not change the Class or had not been made if a student was advised against submitting one, and agreed that the deadline for applications for those subjects only, would be considered in the summer 2023, once the ODC was known.

Students in their second year in the academic year 2022-23 would be required to submit their application, with contemporaneous evidence, with the usual deadline of 3 months from publication of results. If the second year class would not change, the Committee will retain the application until the ODC was calculated and review the application again.

With all applications, evidence should be provided that is relevant to the time in question, contemporary to the time period and specific.

Guidance notes will be updated and published on the EAMC site shortly and queries should be directed to eamc@admin.cam.ac.uk

3 General Information

3.1 Publication of Class Lists (all Tripos Parts)

The publication of the additional ODC class lists that will require support, checking and publication has resulted in an operational review of publication dates.

The regulations currently require all Part II and selected other lists to be published no later than the Monday before the days of General Admission (S&O Dates of Examinations, reg 5 page 256). All other Honour Examination lists and selected others are required to be published no later than the Friday after the days of General Admission.

Regulations do not currently list latest dates for publication of the ODC, however it is reasonable that students completing the requirements for the Bachelor of Arts degree have the ODC published close to publication of their Part II result and therefore, publication of ODC class lists will be prioritised over those subjects whose deadline is the Friday after the days of General Admission.
This may result in the lists for Parts IB and IA as well as any Part I lists and any PGT examinations not listed in regulations (e.g. MAST) being deprioritised and publication delayed. Every effort will be made to publish those lists as soon as possible after receipt, but we are unable to guarantee exact dates. Department administrators have been asked to inform the student registry of expected upload dates of Class Lists and Grade Rosters in the usual way, extended to include the ODC data and a provisional list of dates will be published in the usual way.

### 3.2 ODC on the student record

The ODC will be held on the student record on CamSIS and will be visible to users as follows:

- To students with an active student record – on **Student Self-Service > Results tile**
- To students who have graduated and access via alumni access on **Extended self-service > Results tile**
- To colleges and department administrators – on on Results/Degree Summary page either via '@Cambridge Degrees' link in 360 or **Records and Enrolment > Career and Programme Information > Results/Degrees – Degrees tab**
- To DoS / tutor – on **Advisor Self-Service > Student Details > Student record tab** or via '@Cambridge Degrees’ link in 360 for those that have access.

### 3.3 Common Questions & Answers

Below offers some questions which have been raised, and their answers. These are also on the pages here - **Overall Degree Classification | Student Registry (cam.ac.uk)**. The Q&As on that page will be added to as queries are received.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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| **Who is eligible for an ODC?** | The ODC is awarded to candidates for the BA degree who meet the following criteria:  
- Matriculated on or after Michaelmas Term 2020.  
- Completed the requirements for the degree no earlier than the Easter Term 2023. |
| **What Classes can be used in the ODC?** | The following Classes can be awarded:  
Class I, Class II, division i, Class II, division ii and Class III  
Additionally, where a Tripos allows award of a Class I with distinction in the regulations for its Part II, Exam Boards can award Class I with distinction to be used in the Overall Degree Classing. |
| **Which Exam Board should be considering the ODC?** | The Part II Exam Board should determine the ODC grade boundaries and produce a Class List, once the Part II list has been signed. |
| **When do students on the integrated Masters course (e.g. BA+MEng) get the ODC?** | As these students meet the requirements for the BA degree at the end of the third year (although they do not graduate until the end of the fourth year), the ODC is awarded at the **end of the third year**. |
A student transferred into the subject for the Part II year – how should the ODC be awarded?

Students should not be disadvantaged by transferring to a different Tripos and Examiners should not be exercising academic judgement on a student’s performance in a subject outside of their Tripos. Where a student is transferring into a course they should be classed in line with the rest of that course’s cohort. Examples can be found on page 5 of the guidance on marking and classing which is available here.

What happens if a student received an ‘Allowance to progress’ in year 2 which is weighted?

In these circumstances, the scheme 0:0:100 should be applied when considering the ODC, irrespective of the ODC scheme for the rest of the cohort.

A student has had their Class amended due to an allowance. Does the ODC also have to be recalculated?

Yes, if the Class change could affect their ODC, this too should be reviewed and reported back in your response to the EAMC.

4 Useful links

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<thead>
<tr>
<th>Title</th>
<th>URL</th>
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<tbody>
<tr>
<td>Information on ODC (internal)</td>
<td>Overall Degree Classification</td>
</tr>
<tr>
<td>Information for third parties (e.g. prospective employers)</td>
<td><a href="https://www.camdata.admin.cam.ac.uk/degree-classes">https://www.camdata.admin.cam.ac.uk/degree-classes</a></td>
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<tr>
<td>Joint Report of the Council and General Board on the introduction of a final degree classification</td>
<td>Reports - Cambridge University Reporter 6574</td>
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5 Key contacts

In case of query, please email the relevant mailbox in the first instance.

| General Enquiries (operational)                                      | grade.rosters@admin.cam.ac.uk                                      |
| General Enquiries (exam allowances)                                  | eamc@admin.cam.ac.uk                                               |
| General Enquiries (exam reviews)                                     | examreview@admin.cam.ac.uk                                         |
| General Enquiries (policy)                                           | educationalpolicy@admin.cam.ac.uk                                 |

If your query needs escalation, the following colleagues should be contacted.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Jenny Green</td>
<td>Head of Exam Operations and Mitigating Circumstances</td>
</tr>
<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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