Assessment Bulletin

This bulletin provides information and guidance to Faculties, Departments and Colleges in relation to Examinations in 2022-23.

This bulletin focuses on the following key areas:

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

1 Information for Faculties and Departments

1.1 Question paper information

There is a significant amount of borrowing within and across subjects and Examiners are reminded that where their Examination is ‘borrowed’ by other Triposes either within their Faculty or external, they must list the exam subject codes which are borrowing the paper on the front of the question paper. This is to ensure that the correct question paper is attached to the correct examination, whether that is in person or online.

1.2 Corrections to question papers

The Examination and Assessment Committee and the General Board’s Education Committee recently considered revision to the policy on corrections, removing reference to modes of study which were no longer available. The revised policy can be found online here.

1.3 Industrial Action

Faculties and Departments are reminded of the information available online relating to ‘Minimising the impact of industrial action on education’. The checklist has been updated and can be found online here - Information for institutions | Industrial Action (cam.ac.uk)
1.4 Submission of exam scripts in Moodle

Where an examination is online, remote via Moodle, there may be students who prefer to handwrite (and scan/upload) their examinations rather than type. Typing is not a competence standard for any of the examinations and therefore students can handwrite, if they prefer, without it being required as a reasonable adjustment.

Students should be reminded that their writing should be legible, and they should consider how the script appears when scanned and uploaded.

If a script is considered to be illegible, the guidelines for transcription published [here](#) should be followed.

1.5 Turnitin plug-in to Moodle

As outlined in the December bulletin, a pilot has been running in the Michaelmas and Lent Terms relating to the Turnitin plug-in within Assessment Moodle. Unfortunately, it has become clear significant resource is needed to review permissions and permission type in Moodle to be able to deliver this and therefore, this has been paused for this academic year.

Further information will follow when this work can be taken forward.

1.6 Department Exam Forum

The first meeting of the Department Exam Forum will be held on Wednesday 22 March at 2.30pm in Exam Halls Room C in the Student Services Centre with refreshments from 2.15pm.

The Forum is for departmental and exam administrators and is intended to be an opportunity for engagement and networking between the central offices and faculties and departments to share information, developments and good practice.

If you have not already indicated your attendance and would like to attend, please email examops@admin.cam.ac.uk
2 Information for Colleges

2.1 Exam Warnings

Colleges are reminded of the Exam warnings functionality within CamSIS which allows a live issue to be logged against a student’s record. No action is taken at the submission stage, but if an application to the EAMC is subsequently needed, the warning will be disclosed to the Committee, demonstrating contemporaneous evidence. Whilst detailed information is not required at the point of submission, it is important that information included in the warning is relevant.

If an application to the EAMC is not made, no action is taken on the warning. Guidance notes for Examination Warnings can be found online here.

2.2 Illness during exams

As previously reported, there are no ‘Plan B’ options for students who may be unwell during their exams this year and processes have returned to pre-COVID.

If a student is unwell and unable to take their exam, they should report it to their tutorial office as soon as possible on the day of the exam and the standard mitigation routes are available.

If a student becomes unwell during an exam and cannot finish, the following apply:

• For an online, open book (remote) exam, the student should submit the work they have done and alert their tutorial office immediately. The College should log this information (in case an allowance is needed) and consider submitting a warning. Colleges should also consider any remaining papers the student has to take and how their illness may impact those.

• For an in-person exam (including online, in person), students will be asked to leave any completed work on their desk and the College will be informed. Depending on the type of illness, the College may be asked to attend the exam location to collect the student. It will not usually be possible for the student to continue the exam back in College once they have recovered, but decisions will be made in consultation with the College on an individual student basis.
3 General Information

3.1 Student Guide to Exams 22-23

The guide to exams has been updated for 22-23 and split into four smaller guides. They are:

- Guide to exams for students – all exams, all students
- Guide to in-person exams
- Guide to Inspera in-person exams
- Guide to online exams in Moodle

The decision was made to separate out the different modes of assessment to make it easier for students to navigate to the information relevant to their exams.

Where possible, please draw student’s attention to the information in these Guides as any allowances or appeals will consider the information available to students as part of the decision-making process.

3.2 Multi-Factor Authentication (MFA) and in person, online exams

With the roll out of multi-factor authentication to Raven, examination processes relating to students taking mobile phones into exam rooms have been reviewed. It has been agreed that whilst further investigation is undertaken, students will be able to take their mobile phone into the exam room.

Once logged on, they must turn their phone off and place it in the container provided on the desk.

This relates to the following exams:

- Those students taking exams in person, online using Inspera
- Those students taking exams in the Titan Teaching Rooms
- Clinical Veterinary students using BYOD using Moodle

If a phone or alarm goes off during an exam, students will be subject to a fine in the usual way.

No other students should have their mobile phone in the room.

Posters will be displayed in those rooms and containers will be provided at every desk.

3.3 Updates to ‘Suspected Academic Misconduct Guide’

The General Board’s Education Committee has recently agreed to a number of improvements to the Suspected Academic Misconduct Guide, the guidance for Chairs of Examiners, Senior Examiners and administrators following suspicions of academic misconduct in coursework or examination scripts during marking. The expectations and outcomes remain the same as previous guidance. However, a range of improvements have been made including:

- clarifying the process for academic misconduct other than plagiarism, including use of AI;
- more detailed guidance in areas where questions were commonly raised;
- clarifying the paperwork required for a referral to OSCCA and what and when to inform the student.

The new guidance is available on the website for the Office of Student Conduct, Complaints and Appeals (OSCCA) at: Mark checks and investigating plagiarism | Student Complaints (cam.ac.uk). Please email OSCCA@admin.cam.ac.uk if you have any further questions.
3.4 Framework for Assessment 2023-24

The Framework for Assessment for the next academic year, 2023-24 has been approved by the General Boards Education Committee and can be found online [here](#). The Framework explains those modes of assessment that have been approved to run in the academic year and any restrictions on them.

If the desired mode of assessment is not listed in the Framework, Faculties and Departments should liaise with the Examinations Team to discuss whether their proposal is deliverable within the systems and infrastructures available and supported by the University. If this is deemed possible, Faculties and Departments must then liaise with the representative of their School that is a member of the General Board’s Education Committee to make a case to GBEC.

3.5 Digital assessment programme

In January 2023 the Digital Assessment Programme Board agreed to run a limited pilot of Inspera, a digital assessment platform that the School of the Biological Sciences has been trialling.

Discussions are currently on-going with five departments/faculties who have expressed an interest in participating in an extension to the pilot in Easter Term 2024. Discussions will also take place with students, colleges and central teams to understand their views on the pilot as the project develops.

The digital assessment programme also has a wider remit to inform the future strategy for digital assessment beyond the pilot. Further information regarding the pilot and the wider project will be available over the next few months, and stakeholders from across the University will be invited to participate in the key information gathering stages of the wider project. For more information, please contact Tori Helmer at [vjh1000@cam.ac.uk](mailto:vjh1000@cam.ac.uk)

3.6 Previous issues of the assessment bulletin

Past issues of the assessment bulletin can now be found online [here](#) for reference and copies will be saved here once they have been circulated in the usual way.
### Useful links

<table>
<thead>
<tr>
<th>Assessment Policies and Framework for Assessment</th>
<th>Assessment</th>
<th>Education Quality and Policy Office (cam.ac.uk)</th>
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<tbody>
<tr>
<td>Industrial Action information</td>
<td>Information for institutions</td>
<td>Industrial Action (cam.ac.uk)</td>
</tr>
<tr>
<td>Guidance on Suspected Academic Misconduct</td>
<td>Mark checks and investigating plagiarism</td>
<td>Student Complaints (cam.ac.uk)</td>
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### Key contacts

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

<table>
<thead>
<tr>
<th>General Enquiries (operations)</th>
<th><a href="mailto:examops@admin.cam.ac.uk">examops@admin.cam.ac.uk</a></th>
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</thead>
<tbody>
<tr>
<td>General Enquiries (exam allowances)</td>
<td><a href="mailto:eamc@admin.cam.ac.uk">eamc@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>General Enquiries (policy)</td>
<td><a href="mailto:educationalpolicy@admin.cam.ac.uk">educationalpolicy@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Examiner appointment or dispensation</td>
<td><a href="mailto:examiners@admin.cam.ac.uk">examiners@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>
<tr>
<td>Suspected Academic misconduct</td>
<td><a href="mailto:OSCCA@admin.cam.ac.uk">OSCCA@admin.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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