Assessment Bulletin

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

This bulletin focuses on the following key areas:

1. Exam operations
2. Information for students
3. Information for Examiners and exam administrators
4. Information for Colleges
5. New exam guidance
6. Management of cases of students who are unwell
7. Exam Results
8. Examination and Assessment 2022-23
9. Useful links
10. Key Contacts

1. Exam operations

1.1 Exam timetable

The exam timetable for the Easter term has now been published and can be found online here. Students can view their own timetable online via their own CamSIS self-service. The timetable for those Natural Sciences (biological subjects) papers moved to in person, will be updated in the coming days.

1.2 Exam confirmation forms (ECF’s)

The yellow ECF’s for students taking exams from Monday 23 May 2022 will be circulated to Colleges after the timetable locations have been added for those NST (b) subjects. It is expected that ECF’s will be in Colleges no later than Friday 13 May 2022, however students can see their exam timetable and BGN on their CamSIS self-service now and those NST subjects will see the locations as soon as they are added.

1.3 Exam Office

The exam office is now operational with staff dedicated to dealing with queries relating to in person and online exams. If you need to contact the exam office, please email examops@admin.cam.ac.uk
2 Information for students

2.1 Guide to Examinations

The Guide for Examinations 2021/22 has been updated and can be found online here. Where possible, please direct students to the Guide for information on in person and online exams, as well as guidance on what to do if they are unwell.

2.2 Information on Mitigation measures

The student facing pages on mitigation have been reviewed for 2022 and can be found here. Please direct students to them in case of query.

3 Information for Examiners and exam administrators

3.1 Examiners Guide

The Examiners Guide has been published for 2021-22 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 Examiner attendance at the start of an in person exam

The requirement to be in attendance at the start of an in person exam has been suspended for the Easter Term 2022 exams, however Examiners are still welcome at venues if they wish to attend.

If they are not able to attend, please email examops@admin.cam.ac.uk with contact details of the person available to answer any student queries during the exam. The email should contact the name, mobile number and email address alongside the exam code, paper details, date and time of exam.

3.3 Online exams in Moodle – access to course links

Emails will be sent to the identified administrator 7 days before the exam start. You should check the course content on Moodle, prior to sending the links out to students.

3.4 Exam scripts

In person exams

As in previous years, exam scripts will be collected at the venue and sent to the contact provided, usually an administrator, for onward distribution to the Examiner.

Where students have sat the exam in another location, these exam packs will be forwarded to that same contact once returned.

There may be some instances where due to a reasonable adjustment, a student has been approved to type their exam in an invigilated exam venue. Where the paper is available on Moodle, the student will complete their exam online and submit the script via Moodle. These will be shown on the ‘Exam Exceptions Report’ as ‘College – Moodle’ or ‘Titan Teaching Rooms – Moodle’. In these cases, the administrator will need to log into the Assessment Moodle (note:
not standard Moodle) and download the scripts for onward transmission to Examiners. Where the paper is not available on Moodle, the student will save their script to a USB which will be printed by the Student Registry. This printed script will then be forwarded onto the departmental administrator. These will be shown on the ‘Exam Exceptions Report’ as ‘Titan Teaching Rooms 1&2’.

If a student has been approved to complete remote study and the paper is available on Moodle, they will complete their exam online and submit the script via Moodle. These will be shown on the ‘Exam Exceptions Report’ as ‘Online Assessment’. As above, the Administrator will need to log into Moodle Assessment and download the script for Examiners.

**Online assessment (via Moodle)**

Where an exam is scheduled to be taken online using Moodle for the whole cohort, examiners or administrators will need to log into Assessment Moodle to download the scripts at the end of the exam. Access to the course in Moodle will end at 9am, 4 days after the assessment so please ensure you access and download the exam scripts promptly. There may be some circumstances where a student has been approved to take the exam at another time as a reasonable adjustment – in these cases, the script will be managed manually and forwarded onto the departmental administrator.

**Online assessments (via Inspera and ProctorExam)**

Due to the department involvement in these exams, exam scripts will be managed by those departments and the Exams office are working directly with those departments. In cases of query, please speak to your department.

### 3.5 Online exams - time taken monitoring and missing scripts

The Exams Office will monitor the time taken for all online exams and investigate any incidents where a student has submitted beyond the standard time (or in the case of reasonable adjustments, their adjusted time). **Departments will only be alerted where action is required.**

Departments and Examiners must not contact students, Directors of Studies or Colleges directly. In case of any query, contact the Exam Office.

**Penalties**

Exams that are ‘timed’ – i.e. 3 hours written or less are subject to penalties if students submit late. Those penalties are

<table>
<thead>
<tr>
<th>Breach</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to ten minutes(^1)</td>
<td>None</td>
</tr>
<tr>
<td>Up to ten minutes(^1) plus up to 10% of permitted time (writing plus uploading time)</td>
<td>10% of marks&lt;br&gt;For ease, this could be rounded up to ten minutes for a 1.5-hour exam and 20 minutes for a three-hour exam</td>
</tr>
<tr>
<td>Up to ten minutes(^1) plus 10-20% of permitted time writing plus uploading time</td>
<td>20% of marks&lt;br&gt;For ease, this would be rounded up to 20 minutes for a 1.5-hour exam and 40 minutes for a three-hour exam</td>
</tr>
<tr>
<td>Up to ten minutes(^1) plus over 20% of permitted time</td>
<td>Significant breach with referral to the Office of Student Conduct, Complaints and Appeals as Academic Misconduct.</td>
</tr>
</tbody>
</table>

\(^1\) – over writing and upload times
Exams that are within a five or 24 hour window, are not subject to penalties in the same way, however are subject to the ‘Late submission of examinable material’ policy which is available at the bottom of the page here. This indicates that students are responsible for ensuring that they upload on time and that their submissions are complete. Errors in this, or late submission, will not be considered for marking and would not normally be considered as reasons for mitigation.

That policy also confirms that:

- Examiners or colleagues in departments will not contact students or their College where work is missing.
- Where an examination script has not been submitted by the end time, or in the case of timed exams, beyond the last penalty point (see table above), Examiners will award a mark of zero. Where parts of an exam script are missing, Examiners will only mark the work presented.

The ‘recovery’ email address for students is onlineexams@admin.cam.ac.uk and students are directed to email any script to that mailbox if they are unable to upload in Moodle. That mailbox is not actively monitored and will only be searched if a request for a missing script is submitted.

If you believe you have a script missing, please contact the exams office no earlier than 24 hours after the exam has ended by emailing examops@admin.cam.ac.uk with the Exam code, paper code, exam date and time and BGN.

### 3.6 In person exams - Missing scripts

The ‘Late submission of examinable material’ policy found here applies to in person exams. Departments and Examiners should particularly be aware of the following:

- Students are responsible for ensuring that the work left on a desk for an in-person exam, tied or in a booklet, is their complete work for marking. Any parts of that script that are not tied for submission or that are placed in the waste bin or removed from the room will not be considered for marking retrospectively.
- Examiners or colleagues in departments will not contact students or their College where work is missing.

This means that, in a change from previous years, ‘bin searches’ for scripts or parts of an exam script where it is suspected that a student has put work in the bin or not tied to their submission will not be undertaken. Please ensure that Examiners are aware of this change in policy.

If you believe you have a script missing, please contact the exams office by emailing examops@admin.cam.ac.uk with the Exam code, paper code, exam date and time and BGN.
4 Information for Colleges

4.1 In Person Examination & Remote assessment

Further to the message sent from Alice Benton to Senior Tutors on 25 April 2022, Colleges are reminded of the following

Where an examination is in person

All students in residence are expected to attend the exam venue in person, unless:

- They are a traditional ‘late faller’, for example, if they had a short illness;
- They have a high temperature;
- They have a positive COVID test.

It is only in those circumstances that adjustments will be made to allow the examination to be taken in College if the student is well enough to sit the examination.

Colleges are required to make an application to the EAMC for any student who wishes to take remotely an examination which is scheduled to be in person. Any cases already approved will be honoured; but such applications will normally be approved only when a student is unable to travel to the UK because of local lockdowns. Evidence may be required that the lockdown is current.

There are some in person examinations which cannot be taken remotely and before any approval for remote study is given, you should email jenny.green@admin.cam.ac.uk to confirm.

Where an examination is online

Students are expected to be in residence in the Easter Term, meeting the residency requirements; and online assessments are expected to be taken in Cambridge. If a student takes their exams elsewhere because they have been granted permission to study remotely, they do so at their own risk. Difficulties or disruption which affect a student’s performance relating to not being in Cambridge (e.g., disruption due to an inappropriate exam space, inadequate equipment, illness that cannot be independently verified) will not normally be considered for an allowance.

5 New exam guidance

The Examination and Assessment Committee confirmed new policies and guidance on the use of a reader and the use of an amanuensis during examinations. These guidance notes can be found online here and Colleges are asked to review and share them with any students who have been approved to use either of these support mechanisms.

You are reminded that the policies below were approved by the General Board’s Education Committee in the Michaelmas Term and can be found online here.

- Announcement of corrections in examinations
- Late submission of examinable material
- Use of the 24 hour exam window
6 Management of cases of students who are unwell

As indicated in Section A.2 of the Guide to Examinations, students are expected to take their examinations if they are well enough to do so. If they are not well enough, then pre-COVID processes (late fallers section within the Guide for Colleges here) apply.

The following are key points that relate to COVID and its management:

- The government guidance is that COVID should be managed in line with other respiratory infections.
- Students should be in residence and take exams if they are well enough to do so.
- Remote study for exceptional circumstances relating to COVID is still possible, but should be minimal. This is at the discretion of each College. Not all subjects can accommodate remote assessment (e.g. Medical Sciences and Veterinary Sciences) and this should be checked before any approval is given.
- If a student has in person exams and they are not well enough to go to the exam venue, they should not take the exam.
- There is no testing mechanism within the University or Colleges. If students choose to purchase private tests, then that’s personal choice.
- If a student has symptoms of COVID, and they are well enough to take the exam, they should continue to take the exam in person (in venue) EXCEPT if the symptom is high temperature.
- If a student has a high temperature, or is in receipt of a positive test (and they are well enough to take the exam), then they should contact their College tutorial office who will liaise with us about what happens next. Section 4 above gives further details of action to be taken by Colleges.
- Face coverings are optional for students and staff.
- Desks will be cleaned between exams.

It is for Colleges to determine any reporting routes for students to Tutorial offices. As you will see from the Student Guide, students are expected to gather relevant, contemporary and specific evidence of illness if an allowance will be required. Without this evidence, applications to the EAMC may be declined.

7 Exam Results

7.1 Class Lists and Grade Rosters

Departments have been asked to confirm expected upload of Grade Rosters with Class and Mark information. A schedule of expected publication dates will be published in May, online here.

Students will also be able to see the expected publication date on their CamSIS self-service.

7.2 Publication of Exam Result data

As a result of the ballot on Grace 2 of 29 July 2021 (discontinuation of the public display of class lists) announced in the Reporter on 8th December 2021 there will no longer be class lists or lists of successful candidates published at the Senate House or in the Reporter. Colleges will continue to receive complete lists, provided by the University for internal College use only. To comply with the terms of GDPR legislation, these full lists should not be displayed nor shared with third parties.
No Class Lists or Lists of Successful Candidates should be published/displayed in departments or faculties - the result of the ballot prohibits such display or publication.

This applies to all Undergraduate and Postgraduate students taking a course of study where either class lists or lists of successful candidates were published previously.

### 7.3 Mitigation measures from previous years

Measures approved in previous years to mitigate against the impact of COVID have been discontinued and all marking and classing should revert to pre-COVID, aligned with the regulations for each examination. This includes:

- Any first and second year exams using an honours pass/fail system rather than providing a class mark. Subjects who used these in Easter Term 2021 must now revert to their standard Tripos requirements for Classing.

- Automatic progression for first and second years. Students are now required to meet the conditions laid out in regulations to progress to the next year of study. If they fail to meet those conditions, the College must consider how to manage these cases, and submit an application for an allowance in the usual way.

A list of those mitigations allowed for Easter Term 2021 can be found [here](#). All of those are now discontinued.

### 7.4 Overall Degree Classification

A working group has been convened to consider policy, process and communications on Overall Degree Classification (ODC), which will occur for the first time in the Easter Term 2023. That group has representation from various central offices as well as departmental administrators.

Some subjects will be using the exam results obtained in the Easter Term 2022 in their final calculations for ODC next year and reporting needs will be considered by the working group.

If you are interested in joining the working group, please email educationalpolicy@cam.ac.uk

### 8 Examination and Assessment 2022-23

Faculties and Departments are reminded of the Framework for Assessment for 2022-23 circulated via the Key Issues Bulletin on 10 March 2022. The Framework sets out assessment modes that have been approved by GBEC for use in taught programmes in 2022-23. Faculties and Departments wishing to diversify beyond the methods and modes included in the Framework must liaise with their EQPO Liaison Officer in the first instance to determine whether the proposal is feasible within the systems and infrastructures available and supported by the University, and to seek GBEC approval.

Taking account of this requirement, Faculties and Departments are advised to let EQPO know by the end of Easter term if they wish to use a mode of assessment not listed in the Framework. This allows time for a feasibility analysis and GBEC approval. This will ensure that any modes not listed in the Framework can be approved in advance of the Exams Office annual course information exercise deadline of 31 August.

Faculties and Departments are reminded of the Assessment advice and guidance available from the Cambridge Centre for Teaching and [https://www.cctl.cam.ac.uk/inclusive-teaching/assessment](https://www.cctl.cam.ac.uk/inclusive-teaching/assessment)
9 Useful links

<table>
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<th>Useful links</th>
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<td>Assessment Moodle</td>
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<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>
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<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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10. Key contacts

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<table>
<thead>
<tr>
<th>Key contacts</th>
<th>Email</th>
</tr>
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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>
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<tr>
<td>Inspera helpdesk</td>
<td><a href="mailto:Inspera@bio.cam.ac.uk">Inspera@bio.cam.ac.uk</a></td>
</tr>
</tbody>
</table>

Jenny Green – Head of Exam operations and Mitigating Circumstances
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