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

This document does not contact any information on Industrial Action or the Marking and Assessment boycott and the pages here should be referenced for up to date information.

1 Information for Faculties and Departments

1.1 Submission of exam scripts in Moodle

REMINDER

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.

1.2 Timing of exam scripts in Moodle

Students with reasonable adjustments will finish their exams later than the main cohort and therefore their submission time will be later than the end time of the exam. Departments should either wait to access the cohort scripts, or go back later to retrieve those with reasonable adjustments.

1.3 Exam results – candidates who have failed

REMINDER

Where a candidate has failed, it is good practice that the Chair of Examiners informs the Senior Tutor of the student’s College before the fail is seen by the student on CamSIS. The Examination and Assessment Committee encourages all Chairs of Examiners to include the practice in their schedule of activities immediately after the Final Examiners’ Meeting
2 Information for Colleges

2.1 Students with reasonable adjustments using Moodle in College accessing Moodle (not to be confused with students who are taking remote (online) exams)

The following relates to students who have approved reasonable adjustments and are under invigilation in College, using a laptop to complete their exam in Moodle.

Students using Moodle must access and submit their completed script via Moodle Assessment. A link to the Moodle Assessment environment (different to standard Moodle) can be found here: https://www.assessment.vle.cam.ac.uk

Where the student has completed the exam on Moodle in College, students must scan and upload any materials directly into the Moodle assessment. The empty pack does not need to be returned to the Exams Office.

2.2 Students with reasonable adjustments using Inspera in College accessing Inspera

Students using Inspera must have downloaded the most recent version of the Inspera portal to use and access. Unlike last year, students sitting in a central venue or College will not be using the Browser, they must use the Portal.

Guidance content is available on the Inspera Moodle site for students, which is available here: https://www.vle.cam.ac.uk/course/view.php?id=235891. Further information can also be accessed here - Information for Students | Cambridge students

If the application Steam is installed on the student’s device, they must turn this off, alongside notifications, as these have been known to cause the Portal to shut down.

Failure to prepare accordingly is not a reason for allowance, or additional time in the exam, should they encounter difficulties.

Should any problems be encountered on the day with an Inspera exam, please contact Annabel Curd on (01223) (3)32308.

2.3 Students sitting in College – English Tripos Part IB

Students sitting English Part IB exams (and those subjects borrowing papers from English Part IB) are allowed to take a single double-sided page of A4 notes (limited to 1000 words, with the option to extend over a single page if the student has reasonable adjustments) into their exams. Please be aware of this where students are sitting these exams in College.
2.4 Release and return of student packs  
(for students with reasonable adjustments in College)

Exam packs can be collected from Room CG09 in Student Services Centre in the rooms opposite reception. This location can be viewed on the map here - Map of the University of Cambridge

The main period opening times are:
Monday 22 May – Friday 16th June:
7.30am – 6.00pm (open Saturdays and Bank Holiday Monday (29 May)

Hard copies of question papers will be provided in packs to all students sitting ‘traditional in-person’ exams in College and where a student sitting an ‘online, in-person’ examination has been approved to receive a hard copy.

Packs provided to students sitting Inspera exams will not contain the question paper (unless specifically requested as an adjustment) and will only contain Inspera scan paper and a sketch folder to place these papers into. Students should draw or write any parts of their examination, which can’t be done on their device, on this scan paper. Where scan paper is used, this should be placed in the sketch folder and returned in the pack to the Exams Office.

Where the student has completed the exam on Moodle in College, the pack does not need to be returned to the Exams Office.

2.5 Collection / delivery of College packs

A courier service will be delivering packs to the below Colleges on the day before the exam is due to take place and collecting completed packs soon after the exam is finished.

- Fitzwilliam
- Murray Edwards
- Churchill
- Lucy Cavendish
- St. Edmonds
- Girton
- Homerton
- Hughes Hall

For any queries regarding the courier service, please email the examops@admin.cam.ac.uk mailbox.

All other Colleges will be able to collect packs on the day of the exam from Room CG09 of the Student Services Centre from 07:30.
2.6 Stationery

Colleges have been sent a small quantity of spare stationery and you are asked to hold this securely. If you have not received it, or require more, please email examops@admin.cam.ac.uk as soon as possible.

Bibles

If you receive a Bible in a pack for a student sitting in College, please return this with the script, rather than hold onto it for the next exam. Numbers of Bibles are limited and we can only ensure that every student has access to one, by having them returned immediately.

2.7 Late fallers for in person exams

If you have a student who falls on the day of their scheduled exam, please come to the Exams Office and a pack will be made for you. You do not need to phone the Exams Office; however you still need to make your application on CamSIS. Please make sure that the person who is collecting the late faller packs has the following information: BGN/Tripos/Paper Code.

If you have a student who requires to sit an exam in college which is scheduled for the following day, you must contact Aimee Sykes/Grace Stephens on (01223) (7)64300 after 10.00am to make them aware (this also applies to students who fall after 09.00am for afternoon exams that same day).

2.8 Student Wellbeing support

At the Reasonable Adjustment workshop held back in February 2023, we mentioned that we were liaising with colleagues in Student Wellbeing. They shared the below guidance which we have provided to our casual staff that work in examination venues to support students in situations whereby they may be upset, distressed, or experiencing panic. We share this if it is of help to you and others in College running examinations:

- Awareness of crisis support contacts: [https://www.studentsupport.cam.ac.uk/crisis-support-and-information](https://www.studentsupport.cam.ac.uk/crisis-support-and-information)
- Access the resources here on how to See - Say - Signpost, especially where someone might have concerns the student may be in crisis or experiencing thoughts of suicide or self harm: [https://www.studentsupport.cam.ac.uk/mental-health-and-wellbeing/how-help-someone-youre-concerned-about](https://www.studentsupport.cam.ac.uk/mental-health-and-wellbeing/how-help-someone-youre-concerned-about)
- For panic attacks and acute anxiety, the guidance on what to do from MIND is recommended: [https://www.mind.org.uk/information-support/types-of-mental-health-problems/anxiety-and-panic-attacks/panic-attacks/](https://www.mind.org.uk/information-support/types-of-mental-health-problems/anxiety-and-panic-attacks/panic-attacks/)

2.9 Foundation Year students – re-sit examination allowance

Guidance notes and applications forms for Foundation Year students to request a re-sit examination allowance have been published online here: [https://www.student-registry.admin.cam.ac.uk/about-us/EAMC/guidance-notes-and-application-forms](https://www.student-registry.admin.cam.ac.uk/about-us/EAMC/guidance-notes-and-application-forms)
3 General Information

3.1 Student Guide to Exams 22-23

The guides to exams published in March have been updated to include information on the application of penalties and some additional information for those using Inspera. Those guides can be found online here – Information for Students | Cambridge students

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 Exam result publication

A list of expected date of publication of Class / Pass Lists has been published online here. The dates provided do not take into account any delays to publication due to the Marking and Assessment boycott.

3.3 Removal of stage 1 of Examination Review

Stage 1 of the Examination Review Procedure has now been removed. The Examination Review pages online Examination Review | Student Complaints (cam.ac.uk) have been updated and further information can be found in the Reporter Notice published here. Please direct any queries to examreview@admin.cam.ac.uk

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 Previous issues of the assessment bulletin

Past issues of the assessment bulletin can be found online here for reference.
4 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>Guidance on Suspected Academic Misconduct</td>
<td>Mark checks and investigating plagiarism</td>
<td>Student Complaints (cam.ac.uk)</td>
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5 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>
</tr>
</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>
</tr>
</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>
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</tbody>
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