

Applications for an Adjusted Mode of Assessment

Guidance Notes for Staff and Students 2022-23

This guide is designed to provide detail of the operational process as mentioned in the Code of Practice: Access and Inclusion for Disabled Students found online [here](#). It does not replicate the information or background available in the Code, and it is expected that all users have read the Code before this document.

The detail and examples laid out in this guide should not be taken to imply that, given a particular set of circumstances, a particular request would be approved.

The EAMC are keen to ensure that the AMA process is efficient, and every effort is made to avoid delays in every part of the process, from application to approval, however this is only possible with the engagement of all the stakeholders. To support this, the application form has been updated for 2022-23. Additional information is now requested on page 3. Examples of AMA previously awarded are indicated and an explanation of why a particular AMA is or is not being requested is required. Having this information will help the EAMC to consider the request made and the attendees of a scheduled case conference.

The deadline for AMA Applications relating to the 2022-23 Academic year is the end of Week 7, Friday 25th November 2022.

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1 The Adjusted Mode of Assessment process: Applications

1.1 Introduction

The Adjusted Mode of Assessment (AMA) process is for all students where standard examination access arrangements to the standard mode of assessment do not adequately address the specific, substantial disadvantage experienced by a disabled student. This will, in most cases, entail setting aside the regulations for examination and determining an adjustment where to do so is an effective and reasonable means of avoiding or offsetting the disadvantage. Requests for consideration of adjustments to the mode of assessment will be for exceptional cases and will be considered on a case-by-case basis. Cases previously considered will not set any precedent for a particular disability or adjusted mode.

An AMA application should not be submitted as an alternative for a student intermitting. The College is expected to identify whether a student is fit to study and an application for intermission should be submitted to the EAMC for consideration.

For all students, study should be the primary focus of attendance, even those with an AMA in place. Engagement with extra-curricular activities is not prohibited and the University encourages students to have a positive work / life balance. However, it is advised that participation in extra-curricular activities should not prevent a student from meaningful engagement with their studies and / or impact the student's ability to perform academically. Any extra study time awarded under the AMA procedure is to address the substantial disadvantages experienced by disabled students and is not for engaging in extra- curricular activities to the detriment of their studies.

The University may call for a review of an approved adjustment where the nature and extent of a disability has changed and / or where the approved adjustments are not enabling students to progress and succeed.

1.2 Competence standards

Any AMA should meet the competence standards being measured through the current assessment method. There is no requirement to adjust the competence standards of the course. A common example of assessment, particularly for undergraduates, is a written assessment under timed conditions. For many subjects, this is to demonstrate a particular standard of knowledge of certain areas of their subject in response to unseen questions without access to reference materials. For others, a competence standard may be demonstrating a certain level of ability in music performance or medical dissection.

In most cases, a competence standard is not connected to the mode of assessment, that is, the mode of assessment is simply the method which has been chosen to assess the competence standard. There is no legal compulsion to make adjustments to a true competence standard.

1.3 Applications

Applications will only be considered when made through the College on the student's behalf, except in the most exceptional circumstances, for example where the relationship between the student and the College has broken down. Prior to the request being made, it is expected that the student and Tutor have considered and discussed the different types of AMA available. However, there is no guarantee that the AMA requested will be awarded.

Postgraduate research students may submit an application directly to the Committee, however, Tutors of Postgraduate students are encouraged to submit an application on their behalf. Where an AMA application is received regarding a Postgraduate student, for consistency, the Committee will review the application to determine if it meets the threshold for an AMA. In such cases, the application will then be sent to the Postgraduate Committee and the request will be further considered.

The College must submit a formal request that includes a completed application form together with current and comprehensive medical evidence and / or an assessment from the appropriate expert. If applications are incomplete, they will be returned, which will delay any progress on that application.

Additionally, each application must include examples of previous study and arrangements that have previously been awarded, and evidence of where the standard exam access arrangements available have not been or would not be successful. In all cases, a letter from the Senior Tutor must be included with the application.

The Committee regards it as good practice that the student should be fully aware of all the documentation being submitted by the College and that both the College and the student have read the published AMA Guidance notes.

The student and College are reminded that the AMA requested may not be awarded and/or an alternative reasonable adjustment may be suggested instead.

Completed applications should be sent to the Secretary of the EAMC at exam.arrangements@admin.cam.ac.uk.

1.3 Medical evidence

Clear medical evidence of a disability or chronic illness is required as part of the application process, and any applications that are sent without such evidence, will be returned as incomplete. Such evidence is important to inform the AMA discussion and ensure that any adjustment would alleviate the disadvantage.

The evidence required varies according to the disability/health condition, as detailed on the next page.

- For a physical disability, confirmation of disability from a specialist practitioner or GP together with relevant details on any limitations to the student's ability to undertake assessments. In these cases, evidence is only required once, rather than for each application for an AMA, unless there is a change to the student's condition, or a new diagnosis.
- Where a request is due to a Specific Learning Difficulty, a diagnostic assessment report from an educational psychologist, with evidence of the student's abilities. In these cases, evidence is only required once, rather than for each application for an AMA, unless there is a change to the student's condition, or a new diagnosis.
- For a chronic or relapsing / remitting condition, or for reasons of mental health, a diagnosis by a consultant or specialist alongside a treatment plan (where appropriate). Such evidence should be current and dated within the last year. If an AMA is sought each year, then the evidence should be either a statement by the consultant/specialist to reaffirm that the condition has not changed, or it is expected that updated evidence to summarise the changes and any new treatment plan.

For consideration of an AMA, evidence from a College nurse or Counsellor on its own is not adequate. Where there may be difficulty in attaining medical evidence, the student should be advised to try and gather updated evidence where possible. In cases of query regarding evidence, the College should contact the Secretary to the EAMC for guidance.

Medical evidence will be made available to the following:

EAMC Medical Advisers	To consider the application made and to ensure that the medical evidence provided meets the guidelines for an AMA.
Secretary and Assistant Secretary to the EAMC	For administrative purposes.
Invitees of the case conference	To understand the disability and to ensure that any AMA recommended addresses the disadvantage caused by the disability.

1.4 Timing

Applications must be received by the **end of week 7**, in any year. This is to ensure that any teaching and support can be put in place and that adjusted modes can be discussed with the Faculty / Department concerned. However, Colleges are strongly encouraged to submit their AMA applications as soon as a student's condition is known and has the medical evidence to support the AMA application.

The process can be lengthy - cases can take weeks or months to resolve, and until the point of approval, the student should continue their study without any changes.

Requests or evidence submitted later than the end of week 7 in Michaelmas term will not be accepted unless there is a valid reason for delay, which will be judged on a case-by-case basis by the Secretary, as appropriate.

Approved AMAs do not roll over to future years and a new application is required for each part of assessment. This is due to the changes in the types of assessment between each year of study.

2 The Adjusted Mode of Assessment process: Case conference

2.1 Process to case conference

Once a completed application has been received, it will normally be sent to the next meeting of the EAMC to be considered. Applications will be assessed on a case-by-case basis, looking at the request as well as any historical information on that student's previous mode of assessment. Until the EAMC approve the application, no further action is taken.

The Committee, including its Medical Advisers, will consider the application and the medical evidence provided and if content, approve the application to move to case conference or where appropriate, via circulation. This may include where a student has had an AMA previously and there is no change to their condition or their request, and that request maps onto the next year's modules. In this instance, administrators will liaise with the appropriate Department or Faculty to reach a recommendation based on application made. It may also not be necessary to hold a case conference if a student is looking to extend their period of study, with no further adjustments. If the application does not contain enough or appropriate medical evidence, then the advisers will request further information.

In some circumstances, it may not be necessary for an application to be considered at an EAMC meeting. This may include where a student has had an AMA previously and there is no change to their condition or their request. Instead, such an application will be considered under delegated authority. Once an application has been approved to move to the next stage, administrators will circulate proposed dates to hold a case conference, if required, to discuss the application. If the EAMC decline an application, the student can request a review of the decision under the procedure here.

2.2 Case conference process

Stakeholders¹ will be invited to a case conference to discuss the AMA application made. This is an opportunity for the Chair² to request further information from the student and / or College and to discuss what other modes may also be possible. Whilst the student is welcome to attend, their attendance is optional. The College is required to discuss with the student whether it would be in their best interest to attend. If a student wishes to not attend the case conference, this will not have a detrimental effect on the discussion or outcomes of the case conference, or the AMA being sought.

The Department may also wish a Course director or similar to attend to gather further information or explain competency standards for specific parts of the course.

¹ A list of stakeholders and their role can be found in Appendix A

² Of Examiners or of Degree Committee. Assistant Chair or Senior Examiner may replace Chair

If the student intends to sit papers borrowed from other subjects, the Department will need to consult with that Department prior to the case conference, and / or request for that 'parent' Department to also attend the case conference.

Prior to the case conference, it is expected that the Chair has identified the competence standards for the current mode of assessment, specifically what is being measured and how.

It is important to note that the purpose of the case conference is fact finding only. No decision is made at the case conference. Also, whilst the request made by the student and College in the application may form the basis of the case conference, the request may not necessarily be awarded.

Please be advised that case conferences should not be recorded in any way either within the Zoom or Teams functionality or a secondary unseen device, unless required as a reasonable adjustment. In those cases, permission should be sought from the Secretary to the EAMC.

2.3 Post case conference

After the case conference, a summary of the key points discussed will be circulated to all attendees.

It is expected that the Chair will consult colleagues of their Exam or Faculty Board on the request made, and what, if any, AMA would be recommended for each module being requested.

It is important to note that;

- Recommendations may differ between modules.
- The recommendation may not match the request.
- A recommendation may be made which was not discussed at the case conference.
- There may be a delay in receiving a recommendation, if it is required to go through a Faculty's governance process (such as a full meeting of the Faculty Board).

Once the Chair has concluded their consultation, they will inform the Secretary whether they recommend an adjusted mode of assessment. Any recommendation will list in detail, the AMA for each module for which the student is enrolled.

3 The Adjusted Mode of Assessment process: Recommendation and Approval

3.1 Recommendation and EAMC consideration

Once a recommendation has been received, the Secretary performs a check to ensure that each enrolled module is considered, and the competence standards are met. If content, the recommendation is then usually approved under delegated authority.

However, in some circumstances, an AMA recommendation may require further consideration and therefore will be considered at the next meeting of the EAMC. The full case with the original application and Chair's recommendation will be considered by the Committee members and an outcome determined. At this time, the College will receive an outcome letter to share with the student.

3.2 Review procedure

If the student is not content with the outcome, then they can request a review of the decision. Further information is provided in Section 6 but can also be found online [here](#).

3.3 Approved recommendation

The student is responsible for alerting their College as soon as possible if they feel that the AMA in place does not alleviate the disadvantage caused by their disability. It would not be considered appropriate to apply for an examination allowance following examination results on the basis that the student did not consider the AMA to alleviate the disadvantage during their studies. Any concern should be raised as soon as possible after an AMA is approved.

It is important to note that any approved AMA recommendation for a student is an adjusted mode of assessment. The design of the adjustments has been put in place to take into account the very specific circumstances based on the application and the evidence presented for the AMA and should, therefore, not be compared to the rest of the cohort. The design for the cohort is different, taking into account their circumstances.

4 Types of Adjusted Mode of Assessment

4.1 Types of AMA

Different types of AMA should be considered based on the student's disability and the student's College is expected to have discussed with the student what AMA may be appropriate, prior to an application being made. It is important to note that there is no guarantee that this is what will be approved. This should be based on examples of previous study and arrangements that have previously been awarded to that student, and evidence of where the standard exam access arrangements available have not been or would not be successful.

Colleges should not submit applications based on previously approved cases for other students. If a student and Tutor don't know what to request, that part of the application form should be left blank.

In the past, AMA applications have requested that the examination timetable is changed to accommodate one student. The timetable is complex to produce and is scheduled to accommodate the whole cohort, not an individual. Therefore, if it is a requirement for a student to not sit examinations on consecutive days or in the morning or afternoon, the student will need to be accommodated locally i.e., in College and held incommunicado.

The Committee agreed that applications for students to be permitted to extend their period of study, to take two Tripos Parts over three years, would not normally be approved as this would require the setting aside of Tripos standing regulations and thereby allowing students to start the next Part of the Tripos, prior to completing the current Tripos Part. It is also expected that there would be alternative, equally effective, or reasonable means of avoiding the disadvantage caused by a student's disability. This may include the existing process of allowing a student to extend their period of study to take one Tripos Part over two years, allowing them to complete that Part before progressing to the next. Such adjustments are approved for consecutive years, for example, a three-year BA degree may extend over six years.

Cases previously considered will not set any precedent for a particular disability or an adjusted mode of assessment.

Some examples of AMA are shown in [Appendix B](#).

5. Review procedure

Details of the [Review Procedure](#) and form can be found online and requests for review should be submitted on the Review Request form within 14 days of the formal decision being issued. It is particularly important for this purpose that the College keep records of when it communicates the Committee's decisions to the students. In instances where the Committee has declined an application or offers an alternative to the allowance sought, it is essential that the decision is conveyed to the student as soon as possible.

The review will essentially be of a procedural nature i.e. the Reviewer will consider whether in reaching its decision(s) the Committee has observed the relevant Ordinances and these Notes of Guidance and whether or not it has come to a reasonable decision in that context. The Review Procedure is the final stage before the student may take their case to the Office of the Independent Adjudicator.

6. Key contacts

Complex queries	Jenny.green@admin.cam.ac.uk
General / preliminary queries	exam.arrangements@admin.cam.ac.uk
Making an application to the Committee	exam.arrangements@admin.cam.ac.uk

Key stakeholders and their role

<p>Chair of Examiners or Chair of Degree Committee (depending on programme of study)</p>	<ul style="list-style-type: none"> • Required at case conference • Responsible for reporting competency standards being assessed through current mode of assessment • Responsible for ensuring programme competency standards are met by any adjusted mode of assessment proposed • Responsible for making recommendation to Secretary • Responsible for actioning, or delegating to others, the operational delivery of any adjusted mode of assessment approved
<p>College rep (usually tutor but can include DoS, Senior Tutor and tutorial staff for operational detail)</p>	<ul style="list-style-type: none"> • Required at case conference • Responsible for discussing application with student and submitting application for consideration • Responsible for obtaining any further information needed after the case conference • Responsible for informing student of outcome • Responsible for working with the SR on operational requirements
<p>Department representative</p>	<ul style="list-style-type: none"> • Welcome at case conference • Responsible for presenting any further information specific to course. This may be the Course Director / Chair of Teaching or equivalent within the department
<p>Disability adviser or Head of ADRC*</p>	<ul style="list-style-type: none"> • Welcome to attend case conference if appropriate and / or student is known to them • Responsible for advising on nature of disability and potential impact on student
<p>Secretary**</p>	<ul style="list-style-type: none"> • Receiving recommendation from Chair • Responsible for presenting case to relevant Committee or delegated authority and reporting outcome
<p>Student</p>	<ul style="list-style-type: none"> • Encouraged to attend the start of the case conference. However, the outcome will not be affected if the student doesn't feel able to attend • Responsible for alerting College Tutor to examination access requirements early in the Michaelmas term. • Responsible for ensuring specialist evidence is available to those parties involved in the process • Responsible for alerting their College as soon as possible if they feel that the AMA in place does not alleviate the disadvantage caused by their disability
<p>Student Registry (SR)</p>	<ul style="list-style-type: none"> • Required at case conference • Responsible for the administration process including writing and distribution of minutes • Responsible for the liaison between all parties • Responsible for ensuring that the operational processes for assessment are considered and managed between the SR, College and Chair of Examiners (or delegate)

Head of ADRC* - in more complex cases, the Secretary may explicitly request that the Head of the ADRC is in attendance

Secretary** - to the Examination Access and Mitigation Committee

Examples of AMA

AMA	To consider
<p>To replace a written examination with an essay or a portfolio of essays</p>	<p>Essays should have a word limit set that is equivalent to any word limit outlined in that subject's regulations. Supervisors would offer a level of supervision for these essays that is similar to that for dissertations, i.e. brief comment rather than full feedback.</p> <p>Such essays should be marked using the Faculty's General Assessment Criteria and should be marked with the expectation of a level of research referencing and presentation commensurate with coursework, rather than examination essays.</p> <p>Examiners would be expected to hold a viva to be satisfied of originality. This is a requirement of the EAMC. It is noted that the viva held will not have an impact on the marks awarded but will allow the student to demonstrate the originality of their work. However, for parity of treatment across the whole of the cohort, if the rest of the cohort are sitting an open-book format examination, the student would not normally be required to complete a viva.</p> <p>Where a student is approved to replace a written examination with an essay or a portfolio of essays, if an extension to the deadline is subsequently required, an application should be made to the EAMC via the normal mechanism. Further information can be found here: https://www.student-registry.admin.cam.ac.uk/about-us/EAMC. There is no guarantee that any extension will be granted as the AMA is already in place to alleviate the disadvantage faced by the student.</p>
<p>Bespoke paper to be written and broken up into smaller chunks</p>	<p>Student may expect to undertake a section at the same time as other candidates, with the other sections bespoke, to be taken at a previously agreed time.</p> <p>Standard exam access arrangements may also be applied for the examination, such as extra time (written or rest).</p>

<p>To reduce the number of questions to be answered and submit an essay</p>	<p>To reduce the number of questions to be answered (with time scaled), such as instead of 3 questions in 3 hours, to answer 2 questions in 2 hours.</p> <p>Submission of an essay may also be required to supplement the examination, with the criteria applicable as listed above, i.e. word limit, viva and marking guidelines.</p>
<p>Long Extension of Dissertation / coursework / submitted essays</p>	<p>Delaying submission until after the examination period requires the Exam Board to meet again, post submission. The student could not be classed with their cohort and it may delay any application or approval for selection for the next year, particularly relevant for Management Studies, Part III courses, Part II Natural Sciences etc.</p> <p>In these cases, it is common for an Exam Board not to meet until late September, with a student's class not determined until the start of the next academic year. For finalists, this means that they would not be able to graduate with their peers.</p>
<p>Extended period of study</p>	<p>Most commonly, to split one year over two, however may also be exams as scheduled then a long extension on Dissertation. Same issues as listed above apply. To also consider:</p> <ul style="list-style-type: none"> • University regulations indicate that fees are due for each year of study. • Additional living costs will be encountered, and the student's peers would move through the Tripos faster. • Students are expected to be working full time, just on a reduced workload. This is not part-time study. • Availability of papers in Tripos across years cannot be guaranteed and Faculties will not be required to run a paper specifically for a student. Students should select their papers based on what is available in any year. • Students will normally be expected to sit examinations in each year, reflective of the teaching and supervisions received in that year of extended study. • Marks for work completed in the first year will be released at the end of the first year of study. However, these marks will be provisional only and subject to change when the student is classed at the end of the second year of study. • Students will not be able to access the Exam Review process or apply for 'Reconsideration of an Original Result' until they are Classed at the end of their Extended Study.