This bulletin focusses solely on guidance and policy changes agreed by the Board of Examinations:

1. Statement on permissible early or late sittings of examinations
2. Illegible scripts
3. Students missing from an examination venue
4. Smart watches in examination venues
5. Changes to examination stationery rubric from 2016/17

1. Statement on permissible early or late sittings of examinations

The Board of Examinations draws your attention to the following statement on permissible early or late sittings of examinations. The statement is also available from the Board of Examinations web page.

Colleges should be mindful of this statement and offer clear guidance as to what may be allowed, when receiving requests from students regarding changing their examination timetable.

All requests for sitting an examination at a time other than that scheduled must be approved by the Secretary to the Board of Examinations. Those requests should be emailed to exam.arrangements@admin.cam.ac.uk

Statement

Every attempt is made to prevent timetable clashes, and remedial action taken before the final timetable is released to candidates. Whilst the timetable hopes to distribute examination papers equitably, timetabling constraints are such that an individual student may have two examinations in one day, possibly in different sites and/or having examinations bunched into consecutive days.

Approximately four weeks before the main examination period, candidates receive a personal timetable showing their papers, dates, times and location. Colleges receive a copy. Candidates are asked to review the detail and contact their college where there are concerns, such as clash of papers.

Where there is a clash of papers, the Board of Examinations may consider deviations from the examination timetable for the following reasons.

- Where the Board has approved examination adjustments in accordance with the University Code of Practice¹: reasonable adjustments for disabled students;
- A clash with religious observances in accordance with the University policy² on faith-provision for University examinations;

The Board of Examinations will not consider deviations from the examination timetable for the following reasons.

- Where a candidate is required to sit two or more Papers in the same day;
- Attendance at a family event, such as a family holiday, wedding, graduation;
- Making holy visits;
- Participation in sporting events;
- Participation in national or local events (e.g. choral recitals)

If you have any queries on this, or have a student case for consideration, please email exam.arrangements@admin.cam.ac.uk

Action required: Where relevant, please share this with colleagues and students.

Contacts: Jenny Green, Jessica Barrick, Craig Belcher, Karen Morris

Queries: e-mail exam.arrangements@admin.cam.ac.uk

2. Illegible scripts

At its meeting on 22 March 2016, the Board of Examinations approved a change in process for the transcribing of illegible scripts.

With immediate effect, the Chair of Examiners, or the Senior Examiner as appropriate, is required to confirm that a script is illegible before it can be sent for transcription. This is to ensure consistency and fairness in declaring a script illegible.

To manage this as an Examiner, if you receive a script that you believe is illegible; you should undertake the following steps.

1. Gain the agreement of the Chair of Examiners, or Senior Examiner, in writing that the script is illegible;
2. Forward this agreement to exam.arrangements@admin.cam.ac.uk along with candidate details including the candidate number and the examination paper details (e.g., Law Tripos Part IA, paper 1);
3. The Examinations team will then arrange to collect the script from you to arrange for the paper to be transcribed.

Action required: Where relevant, please share this with colleagues.

Contact: Karen Morris

Queries: email exam.arrangements@admin.cam.ac.uk

---

2 [http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements)
3. Missing Students

Working with the General Board’s Education Committee and the Senior Tutor’s Committee, the Board of Examinations issues firm guidance on the management of students missing from an examination venue.

This guidance relates to all examinations held throughout the year, irrespective of length of examination, location (central site or those run in departments) and includes both written and practical examinations.

Consequently, the following will take effect from the Easter term 2016:

a) Colleges did not need to be informed of students missing from the examination in an examination hall within the first 30 minutes of a session. The obligation should be on the student to arrive on time for their examinations.

However, in recognition of possible pastoral issues, it was agreed that Colleges should be informed at some point during the examination session if a student was absent without explanation.

Consequently, the Examinations Office will not report students missing from the examination in an examination hall within the first 30 minutes of a session but will do so before the end of the examination;

b) A student who arrived at the examination hall within the first 30 minutes of the examination should be allowed to sit the examination in the time remaining;

c) A student who arrived at College after the start of the examination, but within the first 30 minutes, should be allowed to sit the examination but that 30 minutes should automatically be subtracted from the examination time;

d) A student with permission to sit an examination in College would not have a time penalty imposed if they arrived within the first 30 minutes of the start of the examination, but would only be allowed to sit the examination in the time remaining;

e) A student who arrived later than 30 minutes after the start of the examination, either at the examination hall or in College, would not be permitted to take the examination

This guidance does not replace existing practice for colleges to report candidates who have fallen ill. In these circumstances, the college should contact the Student Registry representative based in the Strong Room at Reprographics to determine the most appropriate course of action.

This guidance is also available from the Board of Examinations web page.

**Action required:** Colleges and departments to inform their students are aware of this guidance.

**Contact:** Jenny Green or Jessica Barrick

**Queries:** email recordsandexams@admin.cam.ac.uk
4. Smart watches in examination venues

The Board of Examinations is monitoring developments in smart technology and identified a potential risk if so called ‘smart watches’ and associated hardware such as wireless earpieces are used in examinations.

Rules 5 and 6 under the “Rules for the Guidance of Candidates and for the Prevention of Misconduct in Examinations” prevent items of this type from being taken into an examination site. At its meeting on 22 March 2016 the Board of Examinations agreed that students should not be able to take smart watches or wireless earpieces into an examination venue with immediate effect. This includes all examination venues, including those examinations taking place in departments, those taking place in college and those taking place in the Pitt Building and Titan Suite.

The ‘Practical Instructions’ pages within the exam information pages online have been updated and students should be directed to the information held there. Those pages can be found here

Action required: Colleges and Departments to forward this information to students.

Contact: Jessica Barrick
Queries: email Jessica.Barrick@admin.cam.ac.uk

5. Change to examination stationery rubric from 2016/17

In line with the change in policy on illegible scripts, the rubric that appears on examination stationery will change from October 2016. The Board of Examinations approved a new style, content and format designed to be clearer to the student.

Jessica Barrick will be contacting all colleges and departments to retrieve any old stocks over the long vacation 2016 and new stock will be issued where needed. Further, to avoid doubt, the standard ‘blue cover sheet’ will be replaced with a new colour.

Action required: Colleges and Departments to gather all existing stock ready for disposal.

Contact: Jessica Barrick
Queries: email Jessica.Barrick@admin.cam.ac.uk

3 http://www.admin.cam.ac.uk/univ/so/2015/chapter01-section9.html#indexterm-d147e2509