

Exam Results and Class Lists – A Guide for Colleges

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Introduction

Student assessment outcomes occur throughout the year, although the majority appear at the end of each academic year in the Easter term. Assessment outcomes are generally published in two phases – the first is the overall Class (or pass/fail) and the second is the release of mark breakdown by paper module.

This guide aims to help colleges understand the tasks involved in adding results to CamSIS and offers some suggestions for extracting it for college use.

Key Dates for publication of Class Lists

Exam	Approx. publication
2 nd MB and 2 nd Vet MB (first sittings and re-sits)	Termly
Advanced Diploma in Theology and Religious Studies	June
Bachelor of Theology for Ministry (BTh)	June
Executive Master of Business Administration (EMBA)	April
Final MB, Part I (Written Exams to be held in September & November in 2020)	October & December
Final MB, Part II (Written Exams to be held in October & December in 2020)	November & January
Final MB, Part III (Written Exams to be held in February & March in 2021)	March & April
Final MB, Part III (Overall)	June
Final Vet, Part I	May
Final Vet, Part II	June (October resits)
Final Vet, Part III	June (September resits)
Master of Advanced Study (MASt)	June
Master of Business Administration (MBA)	October
Master of Education (MEd) (old regs)	November
Master of Finance (MFin)	October
Master of Law & Master of Corporate Law (LLM and MCL)	June
Master of Music (MusM)	July
Master of Philosophy (MPhil) (no lists published)	June - October
MML certificates and diplomas	June
Postgraduate Certificate in Education (PGCE)	June
Tripes end of year result	June

Terminology and coding

Phrase	Explanation
Class List	<p>A published list of students outcome, broken down by class, usually Class I, Class II (divided between division i and division ii) and Class III.</p> <p>The type of list (Classed, pass etc) is determined by the regulations for each examination.</p> <p>The phrase is also used when a list is pass/fail only, or honours pass in the case of lists such as Engineering IIB.</p> <p>This phrase is used for all exams where a list is published at the Senate-House.</p>
Grade Roster	<p>This is a table in CamSIS where mark data is loaded prior to publication via a Class List and posted to the student record.</p> <p>A grade roster is created for every paper where enrolments exist, irrespective of the type of assessment (this means that grade rosters exist for coursework and practicals etc, not just where there is a written exam).</p> <p>For every paper / module enrolment, there will also be an automatically created RESULT component enrolment. This RESULT component is where the overall class / pass is attached, alongside the overall mark where supplied.</p> <p>Departments download the grade roster into excel to populate with marks, then upload it back into CamSIS.</p>
List of Successful Candidates	<p>Used where a list is published, but is pass / fail and not broken down into Class. Not commonly used, these are usually referred to as class lists.</p>
Class List Opt Out	<p>Examination results, for all but graduate students, are printed on class lists each year. The class lists are displayed on the boards at the Senate House and published in the University's journal, The Reporter (in print and online). Graduate students have approval of their award published in the Reporter only. Students can choose to have their name removed from such lists. Students review and amend their publication choice via CamSIS.</p>

Classes in CamSIS are displayed using coding. A full set of codes and their meaning is contained in the CamSIS coding manual here - http://www.camsis.cam.ac.uk/cam-only/current_users/student_codes/

For reference, a compendium of Grades found on CamSIS and their corresponding description is as follows:

CamSIS Code	Description
00	Not Classed (by papers taken)
*1	Class I with Distinction
1	Class I
2	Class II

21	Class II, division 1
22	Class II, division 2
3	Class III
31	Deserved honours
32	Deserved honours (Council)
36	One Ordinary Exam (Council)
38	Two Ordinary Exams (Council)
40	Allowed the Examination
46	Given leave to repeat an exam
47	Excused or exempted from exam
*5	Honours Pass with distinction
5	Honours Pass
50	Declared passed (Examiners)
55	Satisfied Examiners but no Diploma awarded
56	Allowance to the Ordinary B.A. (not for honours)
57	Allowance to the Ordinary B.A.
58	Attained the honours standard
*6	Distinction standard (not for honours)
6	Satisfied Examiners (not for honours)
60	Deemed to have obtained honours following study at MIT
61	Deemed to have obtained honours: Law Paris II
62	Ordinary Pass
63	Deemed to have obtained honours following study at Ecole Centrale Paris
64	Deemed to have obtained honours following study at National University of Singapore
65	Ordinary Pass (not for honours)
66	Deemed to have obtained honours following study at Technical University of Munich
*7	Commendation with Distinction
73	Not Classed (by papers taken) This is awarded by the Examination Access and Mitigation Committee and not examiners
*8	Pass with Distinction
#8	Pass with Merit
+8	Pass with Credit
8	Pass
9	Not Classed/No allowance/Failed
99	Cancelled by Court of Discipline
ALP	Allowed to Progress
IP	In Progress
WD	Withdrawn from Examination

Procedure

Below is the Student Registry procedure detailing how results is added to CamSIS. This work is undertaken after the Class List Publication Choice (Opting Out) has been attributed to each student.

1. In faculty/department:
 - a. Final Examiners meeting occurs, Class List and mark book signed off;
 - b. Class and mark information uploaded into CamSIS by Administrator or Chairman via a mechanism called a Grade Roster;
 - c. Signed copy of Class List brought to the Student Registry.
2. Student Registry then performs the following checks:
 - a. Checks against data uploaded and hard copy list for consistency;
 - b. Checks made against student data such as candidates who withdrew, any lists as fails and footnotes applied to record;
 - c. Produces Reporter style Class List and checks against the original, student by student.
 - d. Counts number done against each class within each list;
 - e. Checks Examiners who have signed against those appointed;
 - f. Undertakes final check on similar names in different classes (Smith, Brown etc).
 - g. Removes the names of those students who have opted out of having their results published.
3. Once data confirmed, Student Registry
 - a. Posts classes to student record. This occurs at least 30 minutes prior to publication at the Senate-House to allow students to see their results in private;
 - b. Copies printed ready for Senate-House publishing of the list exclude the names of one or more candidates who opted out of having their names included in the published Class List/List of Successful Candidates;
 - c. Updates date of publication in CamSIS, to allow following query to be run:
COL_ALL_REC_EXAM_RESULTS
 - d. Runs CamSIS process to email file to college
4. College receives file (showing USN and result code) and is a trigger for colleges to see what classes are now available in CamSIS.
5. Student Registry then:
 - a. Posts the name excluded Class List at Senate-House. Class Lists are generally published at 4.30pm each day, but depending on the time of posting to the student record in step 3a, this may be delayed;
 - b. Checks mark data for completeness and ensures grade boundary information has been supplied;
 - c. Once satisfied, marks are posted to student record;
 - d. Publishes via email copies of the Class Lists (both the full lists and also the name excluded Class Lists) published each day to Colleges
 - e. Circulates weekly email to colleges indicating which marks have been posted to student records.

The timeframe for publication is as follows;

If Class List is delivered to Student Registry before 2pm, assuming no queries on list, classes will be posted to student record that day and Class List will be published at Senate-House the same day.

If Class List is delivered to Student Registry after 2pm, if it was scheduled to be published that day, then every effort will be made to post results to student record that day and Class List published at Senate-House the same day. If it is scheduled for publication on a subsequent day, then classes will be posted to student record and published at the Senate-House that subsequent day.

Publication of Class Lists

Publication of Class Lists (Result data) occurs in three phases.

1. Publication to the student record on CamSIS; viewable only by students and authorised staff in CamSIS;
2. Posted at the Senate-House for general display;
3. Published in the university Reporter. Some lists are published here twice. Those lists published September – April may be published in the weekly ordinary Reporter, as well as included in the complete list of Class Lists published annually in a Special Reporter, published in the Michaelmas term each year.

Where a student has been approved to not be named on the list displayed at the Senate-House (step 2), they will still be able to view their result in CamSIS under step 1, and their name will appear on the list published in the Reporter under step 3.

Further information on this process is available under 'Withholding names from Class Lists' - <http://www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/exams.html>

Viewing and reporting exam result data

It is possible to view exam result data for a student in CamSIS in a several ways. Below are the two most common ways – screenshots of each are shown in Appendix A;

Option 1:

- (i) Navigate to 360 Degree View (from main page, top right)
- (ii) Insert student USN / CRS-id / name and search to find your student
- (iii) Click on the 'Student Records' tab and scroll down the page until you come to the 'Term Summary'.
- (iv) Click on the term you want to see exam results for and they will be displayed under the 'Exams' box.

Option 2:

- (i) Navigate to College Undergrad tutorial (from Main Menu)>Exams>Results/Degrees (this page can also be found under Records & Enrolment>Career and Program Information>Results/Degrees)
- (ii) Insert student USN or name and search to find the student.
- (iii) The first tab (Results) shows Classes by term only
- (iv) The second tab (Marks) shows paper marks by term
- (v) The third tab (Prizes) shows any university prizes awarded
- (vi) The fourth tab shows degrees that have been awarded
- (vii) Navigate through these tabs to retrieve the information you need.

It is possible to extract exam result information from CamSIS in a number of ways. The following is a short list of queries that colleges may find useful.

Query name	Prompt on	What's shown
SRS_EXAM_RSLTS	Exam term code and Exam code (eg ELT1)	Name, Class, Exam code and College
COL_ALL_REC_EXAM_RESULTS	Exam term code and actual publication date	USN, name, initials, college, exam code and Class for those subjects published on a specific date
COL_ALL_REC_EXAM_RESULTS_ALL	College	All exam results, all terms, all students (not just current)
COL_ALL_REC_EXAM_MARKS	Institution (this is always UCAMB); Exam code; exam term and college code	Per student and exam, class and mark breakdown by exam and term. Multiple rows per student.
COL_UGD_REC_EXAM_MARKS_ALL	Institution (this is always UCAMB) and exam term	All students exam class and mark breakdown by term. Multiple rows per student.
SR_GRADE_BOUNDARIES	Exam term and Exam code	The grade boundaries for that examination.

The Student Registry is aware that where marks are scaled or weighted, some colleges choose to make calculations on the mark information provided to provide percentages etc.

The Student Registry does not endorse this – the information on the student record is that which has been supplied by the Examiners as the final mark set. If colleges choose to make calculations on the marks, then they would not be endorsed by the Student Registry should a third party ask for verification.

Appendix 1

Exam result view in 360

Term Summary Maintain Term Data

UCAMB - University of Cambridge
UGRD - Undergraduate
3291 - Easter Term 2015
3286 - Lent Term 2015
3284 - Michaelmas Term 2014
3271 - Easter Term 2014
3266 - Lent Term 2014
3261 - Michaelmas Term 2013
3251 - Easter Term 2013
3246 - Lent Term 2013
3241 - Michaelmas Term 2012

Easter Term 2014
Primary Programme: UGRD Undergraduate

Exams

Exam	Description	Grade 1	Marks	Out Of	Rank	Rank Out Of
NST1 RESULT-001	Natural Sciences Tripos, Part IB (Result)	Class I			113	564
NST1 CHA-185R	Chemistry A (Subj Rslt)		71.80	100		
NST1 CHA/01-187	Chemistry A (Class) (Subj Rslt)		CLASS I			
NST1 CHA/02-188	Chemistry A (Rank) (Subj Rslt)		22.00	125		
NST1 CHA/1-190	Chemistry A (Paper 1) (Exam)		31.20	40		
NST1 CHA/2-195	Chemistry A (Paper 2) (Exam)		24.70	40		
NST1 CHA/R-200	Chemistry A (Records of practical work) (Prac Ex)		15.90	20		
NST1 MATH-395R	Mathematics (Subj Rslt)		76.40	100		
NST1 MATH/-396	Mathematics (Class) (Subj Rslt)		CLASS I			
NST1 MATH/0-398	Mathematics (Rank) (Subj Rslt)		22.00	166		
NST1 MATH/1-400	Mathematics (Paper 1) (Exam)		33.60	45.45		
NST1 MATH/2-405	Mathematics (Paper 2) (Exam)		34.70	45.45		
NST1 MATH/R-410	Mathematics (Records of practical work) (Prac Ex)		8.10	9.1		

This shows exam term selected

Exam Result (Class)

Paper entries and results

Exam result view in Results / Degrees

(Note, name and college have been erased)

The screenshot shows a web interface for viewing exam results. At the top, there are tabs for 'Results', 'Marks', 'Prizes', and 'Degrees'. The 'Results' tab is selected. Below the tabs, the user's USN is 302081231 and the career is 'Undergrad'. The institution is 'University of Cambridge'. A table titled 'Results' displays exam details. A red box highlights the first two rows of the table, which include the exam term, subject, catalogue, and grade. Below the table are navigation buttons: 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'. A box on the left points to the 'Results' tab, and a box at the bottom points to the first two rows of the table. A box on the right points to the 'Total Mark' and 'Rank' columns of the table.

Note; 'Results' tab

Results

Details	Term	Subject	Catalogue	Grade	FTC Note (1)	FTC Note (2)	FTC Note (3)	Grade 2	FTC Note (4)	FTC Note (5)	FTC Note (6)	Total Mark	Out Of	Rank	Out Of
Details	ET 2014	NST1	RESULT	1										113	564
Details	ET 2013	NST0	RESULT	1								301.000	375.000		

Return to Search | Notify | Previous tab | Next tab

Results | Marks | Prizes | Degrees

Shows Exam term, Exam entry and Class

Total mark and rank where supplied is displayed

Note; Marks tab

Career: Undergrad **Institution:** University of Cambridge

Details	Term	Subject Area	Catalogue Nbr	Grade Base	Grade Input	Total Mark	Out Of
Details	ET 2014	NST1	CHA	FRE	71.80		100.000
Details	ET 2014	NST1	CHA/01	FRE	CLASS I		
Details	ET 2014	NST1	CHA/02	FRE	22.00		125.000
Details	ET 2014	NST1	CHA/1	FRE	31.20		40.000
Details	ET 2014	NST1	CHA/2	FRE	24.70		40.000
Details	ET 2014	NST1	CHA/R	FRE	15.90		20.000
Details	ET 2014	NST1	MATH	FRE	76.40		100.000
Details	ET 2014	NST1	MATH//	FRE	CLASS I		
Details	ET 2014	NST1	MATH/0	FRE	22.00		166.000
Details	ET 2014	NST1	MATH/1	FRE	33.60		45.450
Details	ET 2014	NST1	MATH/2	FRE	34.70		45.450
Details	ET 2014	NST1	MATH/R	FRE	8.10		9.100
Details	ET 2014	NST1	PSA	FRE	67.70		100.000
Details	ET 2014	NST1	PSA/01	FRE	CLASS 2:1		
Details	ET 2014	NST1	PSA/02	FRE	96.00		201.000

Shows paper entry, marks and marks out of by term and exam part.