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1. Introduction

This Guide is designed to support Colleges in the management of students who may require examination arrangements. The Guide covers both graduate and undergraduate processes outlining the similarities and differences between the two. It is written in conjunction with several other guides and information and a list of these is provided at the end and via links in the appropriate places below.

The Guide will be updated annually and any information or good practice advice that Colleges would like to include should be emailed to recordsandexams@admin.cam.ac.uk by the division of Lent Term in any year.

2. Role of Boards and teams

2.1 Applications Committee (A/C)

The Standing Committee on Applications (commonly known as the Applications Committee) deals generally with outcomes of examinations and changes in student circumstances, such as intermission. They do not consider examination arrangements.

2.2 Board of Examinations (BoE)

The Board of Examinations has the following objectives:

- to relieve a student of any substantial disadvantage that might arise as a result of their disability if the examination were to be conducted under standard conditions;

- to ensure fairness to other candidates: individual arrangements should not give one student an advantage over others;
- to preserve the integrity of the examination for the full cohort;
- to ensure timely publication of the final Class List for the benefit of all students.

The BoE considers requests for students on courses with a taught element: Tripos and taught Masters Courses. The Board of Graduate Studies considers research students' requests.

2.3 Board of Graduate Studies (BoGs)

The Board of Graduate Studies considers requests for examination arrangements for research students.

2.4 College

The College will have direct contact with the student, and be responsible for making an application for that student to the BoE, via the Student Registry. The College is also responsible for implementing those decisions made by the BoE which involves making arrangements for students to sit the examination in College.

2.5 Counselling Service

The Counselling Service can offer support to students throughout the year. The Service also works with the Student Registry and the Disability Resource Centre to develop self-help provision for students suffering with anxiety.

2.6 Disability Resource Centre (DRC)

The Disability Resource Centre works with students to produce the student support document (SSD), the basis on which many applications for examination arrangements are made by Colleges.

The Secretary of the Board of Examinations works closely with the DRC to monitor trends and ensure that operational outcomes are in line with policy.

2.7 General Board's Education Committee (GBEC)

The BoE approves any applications for candidates receiving alternative modes of assessment. The Secretary to the BoE will work with the student's College and Department to compile and approve a recommendation that is then reported to GBEC.

2.8 Student Registry (SR)

The Student Registry is the administrative office that manages applications for examination arrangements made by Colleges and implements decisions made by the BoE and BoGS.

3. Process for Colleges – examination arrangements for Tripos and some postgraduate examinations

The following information relates to examination arrangements for students on undergraduate and certain postgraduate courses. The postgraduate courses include (but

are not limited to) the Master of Business Administration, Master of Finance, Master of Law, Master of Corporate Law, and the Master of Advanced Study.

3.1 How and when to apply

It is the responsibility of the Tutorial office to apply on behalf of the student. Applications should be made as early as possible in the academic year, and no later than the **division of the Lent Term, 13th February**, where the examination occurs in the Easter Term. For examinations in the Michaelmas and Lent Terms applications need to be received ideally at least one week prior to the examination.

Following a discussion with the student the applications are made by College staff using CamSIS. To make an application go to **Main Menu>Records and Enrolment>Special Conditions>Examinations at College request**

Applications need to include:

- reference to medical evidence;
- recommendations from student support documentation (SSD).

The application is then approved by the Student Registry on behalf of the Board of Examinations. An application should be approved once the application has been submitted and met the requirements. This allows Colleges to feed back to students in a timely manner, and allows them to start practising for their examination(s).

3.2 Timeline for Tripos examinations in the Easter Term

- *Michaelmas Term or before* – the student should speak to the DRC so an SSD may be produced.
- *Michaelmas Term* – The student needs to speak with the College to consider their examination arrangements or alternative modes of assessment.
- *13 February* – Deadline for Colleges to submit their applications for examination arrangements.
- *13 March* – Deadline for all outstanding supporting evidence to be submitted.
- *February to April/May* – Students should practice their examinations with the approved adjustment(s).
- *Following examinations* – the student should review the arrangement with their College.

There are, of course, circumstances where the need for arrangements may not be known until later in the Lent term. Applications received after the deadline will be considered by the Board of Examinations on a case-by-case basis. However, students should be aware that it may not be possible to accommodate the request, especially where it requires an adjustment that must be practised.

3.3 Medical evidence and student support documents (SSDs)

Students need to hold either a student support document (SSD) which is an internal document issued by the Disability Resource Centre, or provide medical evidence or a diagnostic report if they have not visited the DRC to be given examination arrangements.

To create an SSD, the DRC consolidates the information available from the student's evidence, usually based on medical reports and any assessments. Once received by the College, it should be used for discussions with the student on the examination arrangement request. The SSD itself does not constitute a request for examination arrangements.

If an SSD has been produced, and it contains an examination recommendation and a record of the evidence which the DRC is holding on file, then the College does not need to send any further evidence to the Board of Examinations for them to consider the request. There are a number of circumstances when production or distribution of an SSD may be delayed – in these circumstances Colleges should not delay in making a request for examination arrangements, and may still be required to submit the evidence directly to the Board of Examinations.

When there is no SSD, the student's medical evidence or a full diagnostic report written by an Educational Psychologist or Specialist Teacher will need to accompany the application submitted to the Board of Examinations using the exam.arrangements@admin.cam.ac.uk email address.

3.4 Specific Learning Disabilities (SpLDs)/other disabilities

Specific Learning Disability (SpLD) is an umbrella term which is generally accepted to include the following:

- Dyscalculia
- Dyslexia
- Dysgraphia
- Dyspraxia
- Attention Deficit Disorder or Attention Deficit Hyperactivity Disorder (ADD or ADHD)

These learning difficulties typically affect students' motor skills, information processing and memory and often produce high levels of anxiety. These difficulties are likely to be more acute in the examination/assessment situation.

If candidates have been diagnosed with a Specific Learning Difficulty they may be granted extra time in written examinations. Candidates will be required to provide a full assessment report from an Educational Psychologist conducted within five years prior to the start of their course. It is recommended that this report is based on diagnostic tests undertaken in the candidate's first language because testing undertaken in English may not be conclusive in terms of diagnosis and recommendations for examination purposes. Please note that this assessment report cannot just be the *pro forma* used for examinations. Detailed information is required in order to meet actual needs. Any recommendations need to be clear and explicit, for example, 25% extra time for sit-down examinations, additional minutes per hour and/or the exact type of equipment prescribed. Therefore, the amount of additional time and any other arrangements will be determined on the basis of the recommendations of the educational assessment.

If candidates have not been assessed within the five years leading up to the start of the course, they should ask their Educational Psychologist to contact the Disability Adviser (SpLD) at the Disability Resource Centre (DRC) directly for the current guidelines on assessment of students with SpLDs. This can take some time so please make arrangements as soon as possible.

Students diagnosed with SpLDs are normally awarded up to a maximum of 25% extra time. They may also be permitted the use of a computer if their diagnosis explicitly states that this should be provided. Students diagnosed with SpLDs normally sit their examinations in designated University examination sites (see Section 6). However, each of these arrangements may vary in particular cases.

3.5 How to manage re-applications

After the examinations have finished, students need to review the arrangements with their College and discuss whether to apply for the same arrangements the following year or seek alternative ones or a different mode of assessment.

Applications for examination arrangements do not carry over from year to year. Re-applications are to be made in the same manner as the initial application.

3.6 Late Fallers

Late fallers are candidates who, due to a change in circumstances, need to be moved into College at a very late stage. This may be due to an illness or accident or something more significant that will affect the rest of the examinations in the season. The College and student will make the joint decision as to whether to move the student into College for examinations or withdraw them. If the decision is made for a College sitting at a later time, then this must occur within a reasonable time period and certainly within 24 hours, otherwise the student could be considered to have had an unfair advantage over other students taking the same paper. The decision will need to be approved by the Secretary to the Board of Examinations.

See the *Guide to In College Examinations* for the full process on withdrawing a student or moving them into College.

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges>

3.7 Candidates returning to College from the main site to finish their examination

If a student becomes unwell or distressed during an examination and is causing a disturbance to others, the Supervisor or Examinations Office will call the College to ask for the student to be collected. When this happens the clock will stop for that student and the answer booklet, question paper and other examination materials will be placed in an envelope. The envelope will also indicate how much time is left on the examination. The College should then determine when the student is ready to complete the examination and if they need to make future arrangements for their remaining examinations.

3.8 Faith-provision for all examinations except those assessed by thesis and oral examination

This allows candidates to apply for reasonable alternative examination arrangements to be made where the scheduled examination period coincides with a student's religious observance. Students must submit a completed self-declaration form to the Student

Registry, by published deadlines, countersigned by the College. The Student Registry will consider the application and try to amend the timetable or, where this is not possible, discuss alternative arrangements with the College. Where Faculties and Departments prepare their own timetable, we shall pass the information on for them to consider in accordance with the policy.

University Examination Period	Deadline for receipt of form
Lent term 2017	Monday 17 October 2016
Easter term 2017	Monday 7 November 2016
Medical and Veterinary re-sits (September 2017)	Monday 12 June 2017

Further information can be found here:

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements>

4. Examination arrangements for graduate examinations

The following information on Examination Arrangements for Graduate Students only relates to examinations undertaken by Graduate Students for graduate qualifications; that is, the PhD, MSc, MLitt, MPhil, MRes, MSt, Certificate of Postgraduate Study (CPGS) and Graduate Diplomas in Economics, Legal Studies and International Law.

4.1 How and when to apply (Graduate students)

It is the College Tutor's responsibility to apply, on behalf of the candidate, for examination arrangements to the Secretary of the Board of Graduate Studies with medical evidence if appropriate. College Tutors are required to submit all applications by **13 February** preceding the examination. It is important that sufficient time is allowed to discuss requirements with the College Tutor prior to this deadline.

Appropriate consultation should take place between the candidate, their College tutor, and the DRC or a specialist professional (for example, an Educational Psychologist or GP as appropriate) prior to submitting an application. The Student Registry may need to liaise with relevant parties if the examination to be taken is managed centrally (this will usually be a formal 'sit-down' examination).

To apply via CamSIS go to **Main Menu>Records and Enrolment>Special Conditions>Examinations at College request**

4.2 Timeline for Graduate Students

- *Michaelmas Term or before* – the student should speak to the DRC so an SSD may be produced.
- *Michaelmas Term* – The student needs to speak with the College to consider their examination arrangements or alternative mode of assessment.

- *13 February* – Deadline for college to submit their applications for exam arrangements.
- *13 March* – Deadline for all outstanding supporting evidence to be submitted.
- *Approvals will be sent via email once all the requirements are met.*
- *February to April/May* – Students should practice their examinations with the approved adjustment(s).
- *Following examinations* – the student should review the arrangement with their College.

For more information on the areas below please see the corresponding sections in Section 3 on the Process for Tripos Examinations.

- Medical evidence and Student Support Documents (SSDs)
- Specific Learning Disabilities (SpLDs/other disabilities)
- How to manage re-applications
- Late Fallers
- Examination warnings
- Faith-provision for all examinations except those assessed by thesis and oral examination

4.3 Examination arrangements for research degrees examined by thesis and oral examination only

This section refers to arrangements for the oral examination and to examinations for the MPhil degree (by thesis and oral only), MLitt degree, MSc degree, PhD degree and the Certificate of Postgraduate Study.

The Disability Resource Centre (DRC) will make recommendations for examination arrangements (also referred to as 'access arrangements') where requested by Degree Committees for students who have disclosed a disability via existing mechanisms, i.e. [the Research-only Examinations Student Disclosure Form](#) or via disclosure directly to the DRC (normally as a result of initial application disclosure). Where a Degree Committee requires advice or recommendations from the DRC in relation to appropriate examination access arrangements, a request should be emailed to the DRC.

- The Degree Committee should email any requests to the main DRC email: disability@admin.cam.ac.uk and it should be headed '*Request for research-only examination access arrangement recommendations*', with the name of the student/students clearly identified in the email header. The name of the individual to whom the recommendations are to be sent should be clearly identifiable within the email.
- The appropriate DRC Disability Adviser will then send the recommendations by email to the Degree Committee within the existing Student Support Document template which contains a section for examination recommendations.

- It should be noted that sufficient time should be allocated to allow the appropriate recommendation to be considered and communicated. A minimum of three weeks should be allowed.

It should be noted that recommendations from the DRC are advisory. The Degree Committee or Board of Graduate Studies may decide whether recommendations are appropriate and reasonable.

5. During and after the examinations

5.1 How are arrangements decided?

There is a misconception that the DRC makes the examination arrangement recommendations when actually in most cases they arise from the recommendations within the evidence provided. In exceptional cases where the DRC does need to make a recommendation, it will be sent to the Senior Tutor in writing with reasoning and/or evidence. The Board of Examinations also has the right to overrule any recommendations they disagree with. Finally, Colleges should, together with the student, re-visit recommendation(s) annually to ensure that their needs are being met, or to discuss reasonable alternatives.

5.2 How is extra time calculated?

Normally an overall maximum of up to 25% additional time is agreed. The BoE may prescribe how the time is used, for example by recommending supervised rest breaks away from the examination; where writing is not permitted; or it might allow the student to use the time as they wish, for example to work or rest or move around. A central examination site is provided specifically for students with additional time. Additional time is provided at the end of the examination, not the beginning, so a student allowed 25% additional time for a three-hour examination will finish 45 minutes later than the rest of the cohort. This may lead to having only a short break if the student has two examinations in one day.

Allowances in excess of 25% are unusual in the UK. If the student submits evidence, obtained either from the UK or overseas, that indicates a recommendation for an allowance in excess of 25%, the BoE will consult the DRC to determine the needs of that individual, taking into account normal practice in the UK. If a student is not satisfied with the decision, the BoE will refer the case for independent adjudication by a relevant expert external to the University.

In the case of graduate students - if extra time is required to defer a submission deadline then they may apply via their self-service page to extend their 'end of registration date'.

Further details may be found here:

<http://www.admin.cam.ac.uk/students/studentregistry/examinations/submission/phd/preparing.html#extend>

5.3 Management of rest breaks

Some students are allowed breaks during the examination, agreed by the BoE. During these breaks, the clock stops until the end of that break.

For more information see the Rest Break Guidelines here - <http://www.student-registry.admin.cam.ac.uk/%3Cfront%3E/board-examinations/examination-guidance>

5.4 Medication/food and drink/other requirements during examinations

In the main sites only a small bottle of non-carbonated drink for consumption during an examination session is permitted provided that no disturbance is thereby caused to other candidates. Students need to apply for any food in addition. Food is only permitted when the candidate has a medical condition that requires them to consume food at regular intervals.

Also students must apply if they have other requirements such as needing to take medication into the examination room or sitting near a door.

The College will need to email exam.arrangements@admin.cam.ac.uk for approval on the student's behalf. Approval will be in email format and the student should take it to the examination with them.

All food, drink, medication and other needs that are approved will be noted on the student's examination desk ticket so that examination staff are aware. The particular seating requirements of students will be reflected on the seating plan for the examination room where possible. However, Colleges should remind candidates that a specific seating arrangement cannot be guaranteed.

5.5 When is an Amanuensis required?

An amanuensis is a person who writes down a candidate's dictated answers to questions in an examination. The amanuensis should be able to produce an accurate record of the candidate's answers, writing at an average speed. It is also advisable for the amanuensis to be familiar with the same discipline as that of the examination itself.

If the student is using an amanuensis they will need to take their examination in College with 25% extra time (in addition to any extra time given on the grounds of their disability) and be supervised by an Invigilator. Approvals for this type of examination arrangement will also need to be given by the BoE because the student and amanuensis will need to practice together. It is advised that at least one month is allowed for this. If they do not have adequate time to prepare and agree appropriate working methods, the student may actually be disadvantaged by being offered this examination arrangement.

Further Information can be found on the website here - <http://www.student-registry.admin.cam.ac.uk/%3Cfront%3E/board-examinations/examination-guidance>

5.6 When is a separate room required?

When using an amanuensis a separate room is needed. Also, if the student has a disability which would be disruptive to other students or has hay-fever or a cough, they should be in a separate room.

The DRC does not recommend that students sit in a separate room unless it is specified in their evidence that they should have one-to-one invigilation.

5.7 Using a Reader

The duties of a reader are to read the question paper to the candidate. Guidelines can be found here - <http://www.student-registry.admin.cam.ac.uk/%3Cfront%3E/board-examinations/examination-guidance>

5.8 Alternative formats of question papers

The examination question paper may be presented differently, for example in braille or on coloured paper or a student may be allowed to use low vision aids. Where required, a reader may be used in written examinations and sign language may be used in aural examinations.

Apart from the differences in presentation, the examination questions should remain as set and the rubric unchanged. The form of the examination is prescribed in the Ordinances.

5.9 Reading time and 3 and 4 hour plus examinations

Reading time has been defined by the BoE and states:

- *that the amount of reading time should be explicitly articulated in the rubric of each examination paper and should be in addition to the total length of the paper proper;*
- *that the making of notes during reading time [was to] be explicitly debarred.*

And thus reading time is not permitted unless such time is stated explicitly on the front of an examination paper.

Most standard Cambridge written examinations are 3 hours long but there are some exceptions.

The University Centre can only accommodate students whose extra time does not exceed 4hrs 25 minutes.

The Titan Suite can only accommodate students whose extra time does not exceed 3hrs 45 minutes.

If extra time does exceed this, students will need to be in College. This is due to the fact that adequate time is required to prepare rooms for the next session's examinations.

5.10 Illegible examination scripts

If a script proves indecipherable, the Examiner will contact the Student Registry using the exam.arrangements@admin.cam.ac.uk email address. They will try to arrange for it to be transcribed by the College. Examiners are warned that this may take some considerable time.

6. Examination procedures for Examination Arrangement venues

Early Venue – Mill Lane Lecture block, room10 (examinations from 24 April to 12 May)

University Centre – Mill Lane (examinations from 22 May to 16 June)

The same procedures are followed in the above venues. **Please note:** Although room 10 in the Mill Lane Lecture Block is located on the top floor, it is accessible by lift.

The University Centre is located on Mill Lane. The venue has two rooms - the Hicks and the Cormack rooms. The Hicks room is used throughout the examination period and the Cormack room is used only during the extremely busy middle part of the main examination period as an overspill room. There is also a room set aside for rest breaks called the Meade room. All rooms are accessible by lift.

6.1 Which students take examinations in the Early Venue and University Centre?

The Early Venue and University Centre are for those candidates who have **extra time and rest breaks but do not require a computer**.

6.2 Procedures followed in the Early Venue and University Centre

The Supervisor prepares a desk ticket for each candidate with his/her name, start time and adjusted end time on it. Desk tickets and envelopes containing examination papers and any required materials are placed on candidates' desks. Different coloured desk tickets are used for each end time group, to allow the Invigilator to identify each candidate's end time.

The Supervisor prepares a session list for the Invigilator, to guide him/her through the session indicating the start and finish time for each group, the number of candidates in each group, the colour of the group desk tickets and whether the group is allowed reading time.

Candidate's desks are arranged in groups by 'end times', and within groups alphabetically by surname, from the front of the examination room to the back. Those with the latest end time are seated at the front of the room and those finishing earliest are at the back, so that they are able to leave with minimal disturbance to those remaining.

The Supervisor invites students into the examination room 5-10 minutes before the examination start time, or if candidates have reading time, 15 minutes before the examination start time and assists them in finding their desks.

The Invigilator makes the appropriate announcements regarding mobile phones, use of calculators, careful scrutiny of question paper rubrics etc. and tells candidates that in these venues varied start and end times are encountered due to the fact that papers of different lengths and topics are being taken. This means that verbal announcements can usually only be made for the start and the end of the last group to finish. The Invigilator will inform candidates that "You have 30 minutes remaining", "You have 5 minutes remaining", "Stop writing", etc. by showing a printed sign to the appropriate group. If all remaining candidates in the room are finishing at the same time then the Invigilator will make verbal announcements as in the main venues.

If a group has a later start time then the Supervisor briefs the candidates about the examination procedures outside the examination room and escorts them quietly to their desks a few minutes before their start time.

Candidates should note that Examiners are not normally present at these venues. In the event of a query on a question paper, the Invigilator will contact the Supervisor who will take details and obtain clarification from the appropriate Examiner as quickly as possible.

In the event of a correction to a question paper the Supervisor will provide those candidates affected with a written copy of the correction as soon as it is received from the main examination venue.

The candidate follows the appropriate end of examination procedure with guidance from the Supervisor or Invigilator whenever necessary. The Supervisor collects envelopes with the scripts in and checks that candidates have written the correct candidate numbers on the cover sheets before sealing the envelopes.

6.3 Which students take examinations in the Phoenix Building and Titan Suite?

Phoenix – Phoenix Building, New Museums Site (examinations from 24 April to 12 May)

Titan Suite – Cockcroft Building, New Museums Site (examinations from 22 May to 16 June)

The above venues are for those students who need to **use a computer to take examinations and who are allocated extra time and/or rest breaks.**

The Titan Suite is located on the first floor of the Cockcroft building on the New Museums Site and the Phoenix room is in the Phoenix building. The Phoenix holds 25 workstations on the ground floor. The Titan has two rooms, each holding 38 students and they are accessible by lift. Both rooms have a suite of computers and IT staff available on site for any technical issues.

6.4 Preparing students for examinations in the Phoenix Building and Titan Suite

Students are invited to attend training and registration sessions on a date fixed each year by the site organiser. If a student does not attend this session, s/he may not be provided with all the equipment they need.

6.5 Procedures followed in the Phoenix Building and Titan Suite

The Supervisor prepares seating plans with adjusted times on them (see Appendix 1) which are posted at all entrances to the examination rooms and on the walls in the rooms next to where students place their bags etc.

The Supervisor places the envelope containing the examination paper on the candidate's desk together with break (rest) time details (see Appendix 1) and afternoon examination notification (see Appendix 1) where and when appropriate.

The Supervisor will invite students in 10-15 minutes before the start time, telling them where they can find their desks and times from the seating plans.

Invigilators make the announcements (see Appendix 1) and have daily action sheets which have been prepared to guide them through the session. The Invigilators show candidates a card to read when there are 30 minutes remaining, 5 minutes remaining and at the end. At 5 minutes remaining, the Invigilator will place a certificate on the desk, and at the end will give the candidate the end-of-examination procedure to follow (see Appendix 1). The Invigilator may inform the group if students are due to finish at the same time.

Students' work is printed centrally in the room, collected by the Invigilator(s) (and Supervisor and computer staff at times when numbers are high) and delivered to the students' desks. The student follows the end-of-examination procedure with guidance whenever necessary. The Supervisor collects envelopes with the scripts in and the certificates at the end.

7. Colleges

All examinations requiring examination arrangements taken outside of the Easter Term early and main examination period (dates 24 April to 16 June) will need to be accommodated in College.

College question papers are available for collection from the Reprographics Centre at the Old Schools from 8.30 a.m. (8.00 a.m. during the early and main examination periods). College staff collect the question paper and then administer the examination. Once completed the script needs to be returned, as soon as possible, to the Reprographics Centre. The Student Registry staff will then collect it from there and deliver it to the Examiners.

Please ensure that:

- nothing is included in the envelope that can identify the student by name;
- any additional examination materials are handed to the Reprographics Centre separately, e.g. a data book;
- any extra materials that have been provided for that specific student's needs are not included in the envelope, e.g. a yellow question paper.

Please refer to the Guide to In-College examinations for further information:

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges>

8. Language examinations – AV Arrangements for in College sittings

A list of instructions for the MML Tripos IB language examinations is provided by the Chair of the Examiners for those administering the examination in College. Please see Appendix 2.

9. Examination procedures for practical examinations

9.1 How are they identified in CamSIS?

The practical examinations will show as either written practical or practical. A wet practical will be referred to as a practical and a dry practical will be referred to as a written practical so that the two may be distinguished.

9.2 The different types of practical examinations

Wet practicals – These practical examinations can only be taken in the Department therefore when applying for examination arrangements the location needs to be set clearly in the Department because they cannot be taken in the University Centre or Titan Suite.

Please note: *True practicals* are the same as wet practicals and *dry practicals* are another name for written practicals.

Written practicals are treated in the same way as all written examinations and extra time is awarded in the same way.

9.3 How to make an application for a practical examination arrangement

All applications for practicals must be submitted in the usual way through CamSIS. As stated, wet practicals must be listed to take place in the Department. They cannot be taken elsewhere. When the practical has two parts, candidates can take the written part in the University Centre, Titan Suite or College and then be escorted to the Department to take the wet part. Separate examination arrangement requests should be made for practical examinations.

The BoE sends a list of all Natural Sciences students with arrangements to the Secretary of the NST Management Committee for dissemination to Departmental contacts responsible for practical arrangements.

9.4 Preparing students for Natural Sciences (NST) practical examinations

For wet practicals the Management Committee has agreed fixed time allowances for candidates' entitled to extra time. The amount of fixed time agreed for each practical is

outlined in the table below. This ensures consistency and transparency. Candidates who would normally have access to a computer in an examination should not expect this in a wet practical examination. Candidates entitled to rest breaks should expect to receive these in their practical examination and the normal procedure for these will apply.

The examination will start at the same time for all candidates with extra time allocated at the end for those with the appropriate arrangements.

Part	Subject	Duration of exam/hrs	Extra time allowed	Practical Contact
IA	Earth Sciences	3	45 mins	Morag Hunter mah1003@cam.ac.uk
IB	Geological Sciences A	3 + 1.5	45 mins + 22 mins	Morag Hunter mah1003@cam.ac.uk
IB	Geological Sciences B	3 + 1.5	45 mins + 22 mins	Morag Hunter mah1003@cam.ac.uk
IB	Neurobiology	1.5	15 mins in total	Howard Davies hgd21@cam.ac.uk
IB	Pathology	3	30 mins in total	Dr Paul Edwards pawe1@cam.ac.uk
IB	Physiology	1hr 20 mins	15 mins in total	Howard Davies hgd21@cam.ac.uk

10. Alternative modes of assessment

These are arrangements which go beyond standard adjustments. They are required when a standard arrangement cannot alleviate the substantial disadvantage experienced by types of disability.

Examples include:

- a student who may substitute submitted work in place of written papers;
- for alternative shorter unseen papers to be set;
- the length of the course being extended to allow an examination to be taken over more than one year.

10.1 Who is eligible?

Disabled students for whom the standard modes of assessment - adjusted in accordance with the arrangements described above - would not alleviate the substantial disadvantage they experience because of their disability, and would not allow them to demonstrate achievement of the competence standard required to be met.

10.2 How and when are they applied for?

To ensure that appropriate teaching and alternative modes of assessment can be discussed with the Faculty / Department concerned and suitable arrangements put in place, requests must be made in a timely fashion, as early in the academic year as possible.

Please note: It might not be possible to accommodate requests made after the end of the Michaelmas term.

After initial informal consultation has taken place, including consultation with the Degree Committee, a formal request should be made to the Secretary of the Board of Examinations, through the College, and should be accompanied by medical evidence and / or an assessment from an appropriate expert. The request should clearly state the preferred alternative method of assessment.

10.3 Who looks at the applications and makes decisions?

A student requesting an alternative mode of assessment must discuss it with their College Tutor. If the College Tutor agrees that there are grounds for a request they should contact the Head of Records and Examinations via email in the first instance (Jenny.Green@admin.cam.ac.uk) who will consult the College, appropriate academic representatives from the Faculty / Department (to include the Chair or Senior Examiner) and the Disability Adviser to discuss possible options, and, if necessary, will arrange a case conference involving the student.

Before the BoE can approve any request for an alternative mode of assessment, it must be approved by the Chair of Examiners on behalf of the Faculty Board or Degree Committee (as appropriate) which will be guided by the competence standards for the award. There is no legal requirement to adjust competence standards on the grounds of disability. Guidance on competence standards is available in the General Board's *Code of Practice: reasonable adjustments for disabled students*. Please see <http://www.educationalpolicy.admin.cam.ac.uk/supporting-students-learning-and-teaching>

Competence standards will vary between subjects, but the Programme Specification for the course in question should in all cases provide a basis for determining them.

If it is necessary, the Secretary of the Board may also arrange for the matter to be reviewed by a medically qualified member of staff and / or a Senior Tutor.

After the consultation period the College will make the application. The BoE will then seek formal approval from the Chair of Examiners for the alternative mode of assessment. At this stage, the Chair of Examiners might request that specific conditions such as a deadline or word limit are set. The request will then be considered by the Education Committee, which will in turn advise the BoE. The BoE's decision is final.

10.4 How are alternative modes of assessment put into practice and overseen?

As the Faculty/ Department will have been involved in the discussions it is their responsibility to implement the alternative modes that have been agreed. The Board of Examinations will oversee the process. Colleges should contact the Board of Examinations with any concerns.

11. Contact details

Examination arrangement queries: Exam.Arrangements@admin.cam.ac.uk

Applications Committee queries: applications.committee@admin.cam.ac.uk

Karen Morris, Tel: (3)32312

General Examination queries: Craig.Belcher@admin.cam.ac.uk

Tel: (7)66548 or (3)31202

Alternative Mode of Assessment: Karen.Morris@admin.cam.ac.uk

Jenny.Green@admin.cam.ac.uk

12. Links to useful information

Examination web pages for staff:

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff>

Examination web pages for students:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations>

Support Guides for Colleges:

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges> including sections on:

Code of Practice - Reasonable adjustments for disabled students

Reader guidelines

Rest break guidelines

Running lists of candidates

Tabs in Law Statute Books guidelines

Using an amanuensis

Voice activated software guidelines

Transcription of illegible scripts

Guide to In-College examinations

Guide to Standing

Guide to enrolment

Board of Examinations – Examination Arrangements Guides for staff and students

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements>

Other useful links

DRC <http://www.admin.cam.ac.uk/univ/disability/students/exam.html>

CUSU <http://www.cusu.cam.ac.uk/info/>

Appendix 1

Titan Rooms – Invigilator Announcements

Remember it is the candidates' responsibility to attend at the correct time. You should start the announcement to leave sufficient time to complete it to ensure the examination can begin on schedule. **DO NOT** wait, or repeat, for late comers but let the **Supervisor** know of any absentees immediately after the examination has started.

Make an announcement along the following lines:

GOOD MORNING (AFTERNOON) LADIES AND GENTLEMEN. ARE YOU ALL LOGGED INTO YOUR PCs, READY TO GO AND CAN YOU ALL HEAR ME CLEARLY? (PAUSE)

IF YOU EXPERIENCE A PROBLEM WITH YOUR COMPUTER PLEASE RAISE YOUR HAND. BE CAREFUL WHEN YOU HIGHLIGHT TEXT THAT YOU DO NOT ACCIDENTLY HIT THE BACKSPACE BUTTON, IF YOU DO THEN "UNDO" SHOULD RESTORE YOUR WORK – IF IT DOES NOT, DO NOTHING ELSE AND ASK FOR HELP. REMEMBER IT IS EXTREMELY IMPORTANT TO SAVE YOUR WORK REGULARLY TO ENSURE ALL WORK IS RECOVERABLE SHOULD AN UNLIKELY COMPUTER BREAKDOWN HAPPEN (THIS IS IMPORTANT. MAKE SURE YOU SAY IT). ENTER YOUR DESK NUMBER ON THE FIRST PAGE OF YOUR SCRIPT AND BEGIN EACH NEW QUESTION ON A NEW PAGE BEGINNING WITH YOUR PAPER TITLE/NUMBER AND QUESTION NUMBER.

YOU MUST NOT HAVE A MOBILE PHONE OR ANY OTHER ELECTRONIC DEVICE IN YOUR POSSESSION. IF YOU DO HAND IT TO ME NOW, YOU MAY RETRIEVE IT AT THE END. IF YOU HAVE A PHONE IN YOUR BAG AT THE FRONT OF THE ROOM AND IT IS TURNED ON THEN PLEASE GO AND TURN IT OFF NOW. (ALLOW TIME FOR THIS TO HAPPEN) I MUST WARN YOU THAT SHOULD A MOBILE PHONE RING AND DISTURB THE ROOM A FINE OF £50 WILL BE LEVIED.

IF YOU HAVE BROUGHT A SMALL BOTTLE PLEASE PLACE IT ON THE FLOOR. WE NEED TO AVOID SPILLAGES AROUND THE COMPUTERS.

PLEASE PUT YOUR UNIVERSITY CARD (PHOTO ID CARD) ON YOUR DESK WHERE THE INVIGILATOR CAN CLEARLY SEE IT.

YOU MAY NOW OPEN YOUR ENVELOPES. DO NOT TURN THE PAGES OF THE QUESTION PAPER UNTIL I INSTRUCT YOU TO START YOUR EXAMINATION; HOWEVER, DO CHECK THE COVER PAGE TO ENSURE YOU HAVE BEEN GIVEN THE CORRECT PAPER. YOU SHOULD HAVE SUFFICIENT ROUGH PAPER ETC IN YOUR ENVELOPE BUT THERE IS ADDITIONAL PAPER AVAILABLE AT THE FRONT OF THE ROOM.

THIS EXAMINATION WILL BEGIN AT 9 AM (1.30PM) (Adjust times if late or early for any reason). BECAUSE YOU ARE ALL ON DIFFERENT TIMINGS, 30 MINUTES TO GO, 5 MINUTES TO GO AND TO STOP WRITING WILL BE INDICATED TO YOU BY A CARD. AT THE END YOU WILL BE GIVEN INSTRUCTIONS ON HOW TO FINISH AND A DECLARATION FOR YOU TO SIGN SAYING YOU HAVE SUBMITTED ALL YOUR WORK.

ARE THERE ANY QUESTIONS?

(At the correct time) PLEASE READ AND FOLLOW THE INSTRUCTIONS ON THE EXAMINATION PAPER. YOU MAY NOW BEGIN WRITING YOUR EXAMINATION HAS STARTED.

Titan Room Break procedure

You ***MUST*** indicate to the Invigilator when starting and ending a rest period. A single rest period can be taken at any time during the examination and can be of any length (subject to 5 minutes minimum) as long as the total rest time taken during the examination does not exceed your allowed maximum.

You can remain seated or you may exit the examination room but you ***MUST*** remain in the company of the attendant. In either case, you cannot continue writing or reading whilst taking a rest or talk to any person other than examination staff.

You do not have to take any or all of your rest time.

The Invigilator will keep a running total of your rest time, and therefore a note of your new examination finish time. You will be informed of 30 minutes remaining before the latest new examination finish time. If you take a rest period after so being informed then the 5 minute warning time will be adjusted accordingly. No rest period will be permitted after the 5 minute warning has been given.

Titan Rooms - Afternoon Examination Notification

You have an examination this afternoon.

This will start at 14.00 (2pm) to give you an additional 30 minutes break.

Please be outside the examination room near the lift no later than 10 minutes before this time. You will then be briefed and escorted into the room

Titan Suite – Examination End Procedure

WHEN YOU HAVE BEEN INFORMED THAT YOUR EXAMINATION IS OVER PLEASE AS QUICKLY AND QUIETLY AS POSSIBLE:

1. **SAVE** YOUR DOCUMENT
2. **PRINT** YOUR DOCUMENT **ONE COPY ONLY**

YOUR DOCUMENT WILL BE PRINTED AT THE FRONT OF THE ROOM.

REMAIN SEATED AND IT WILL BE DELIVERED TO YOU

3. **CHECK** THAT YOU HAVE ALL YOUR SCRIPT PRINTED AND **INSERT** ANY EXTERNAL PAPERS YOU HAVE PRODUCED (SUCH AS GRAPHS, DRAWINGS ETC) AT THE APPROPRIATE POINT

4. **FOLLOW THE INSTRUCTIONS ON YOUR EXAMINATION PAPER ON HOW TO ORGANISE YOUR SCRIPT AND SECURE APPROPRIATELY WITH A TREASURY TAG(S)**

5. **PLACE THE SCRIPT IN THE ENVELOPE YOUR EXAMINATION PAPER CAME IN, SEAL THE ENVELOPE AND LEAVE IT ON YOUR DESK TO BE COLLECTED BY THE INVIGILATOR**

6. **DO NOT INCLUDE ANY OTHER PAPERS WITH YOUR SCRIPT UNLESS INSTRUCTED TO DO SO ON YOUR EXAMINATION PAPER**

7. **CHECK AND SIGN THE DECLARATION GIVEN TO YOU AND LEAVE IT ON YOUR DESK**

8. **LEAVE YOUR DOCUMENT VISIBLE ON THE SCREEN**

9. **LEAVE UNUSED PAPERS ON YOUR DESK AND DEPOSIT ANY WASTE USED PAPER IN THE SACK BY THE DOOR AS YOU LEAVE**

PLEASE LEAVE QUICKLY AND QUIETLY SO AS NOT TO DISTURB OTHER CANDIDATES.

Appendix 2

MML Tripos, Part IB

Audio-Visual Test: Procedures

Instructions for Examiner present for first 20 minutes (2-6) and Invigilator (7-8).

The actual examination lasts for **ninety minutes**, starting from the beginning of the first play-through of the passage for comprehension.

During the one hour and thirty-five minutes timetabled for the examination, the sequence of procedures is as follows:

1. The technician, if present, plays a sample item in order to ensure that all equipment is functioning normally. This usually takes only 2-3 minutes.
2. Read out the following rubric, which appears on the examination paper:

*“The examination lasts for **ninety minutes**, starting from the beginning of the first play-through of the DVD/CD. The test passage will be played **twice**. You may take notes during the playing of the test passage, but you may **not** look at the questions until after the first playing. I will tell you when you are allowed to look at the questions, which are printed on the reverse of the exam paper. **Five** minutes will then be allowed. The passage will then be played for a second time, after which I will tell you the exact time at which the exam will end and you may then begin to write your answers.”*
3. Say: *“The examination will now commence,”* and signal to the technician, if present, that the first playing of the passage should begin. Time ninety minutes from this moment, and note the time when the examination will finish.
4. When the first play-through is complete, say: *“You may now turn over the examination paper; you now have five minutes to look at the questions and to continue to make notes before the second playing of the passage.”*
5. After five minutes, say: *“The passage will now be played for a second time.”*
6. When the second play-through is complete, say: *“You now have until [time when the examination will finish] to write out your answers. In this examination you do **not** have to start each answer on a fresh page.”*

The finish time of the examination should be displayed prominently in the examination room (e.g. on a whiteboard).

7. Ten minutes before the time when the examination will finish, tell the candidates: *“You have ten minutes left.”*
8. Before collecting in the answer books, check whether the question sheet also needs to be handed in.

Michael Minden, Chairman of Examiners 2016