This bulletin provides further operational information and guidance to Colleges in relation to the management of exam access arrangements (EAA) in the forthcoming ‘main’ exam period.

This bulletin is issued only to Colleges and relates to the following key areas:

1. **EAA codes in CamSIS**
2. **Students with EAAs sitting in College using a device**
3. **Hard copies of Question Papers**
4. **Escorting students between venues**
5. **Medics and Vets with consecutive exams**
6. **Late fallers for in person exams**
7. **Updates to online guidance**
8. **Contacts during exams**

### 1. EAA codes in CamSIS

You will be aware of a proliferation of new codes in CamSIS when submitting requests for EAAs. Below is a table that lists the codes, descriptions and meaning of each of them.

<table>
<thead>
<tr>
<th>CamSIS code</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLI</td>
<td>College – Inspera</td>
<td>Student will sit the exam on Inspera, in College, under invigilation</td>
</tr>
<tr>
<td>COLM</td>
<td>College – Moodle</td>
<td>Student will sit the exam on Moodle, in College, under invigilation</td>
</tr>
<tr>
<td>COLL</td>
<td>College</td>
<td>Student will write or type the exam in College, under invigilation</td>
</tr>
<tr>
<td>CTRL</td>
<td>Exam Hall, SSC Building</td>
<td>Student will write the exam in the Exam Hall, under invigilation</td>
</tr>
<tr>
<td>CTRM</td>
<td>Room A&amp;B (Moodle), SSC Building</td>
<td>(Overspill venue from Titan Teaching Rooms). Student will sit the exam on Moodle, in Room A&amp;B, under invigilation</td>
</tr>
<tr>
<td>CTRW</td>
<td>Room A&amp;B (Word), SSC Building</td>
<td>(Overspill venue from Titan Teaching Rooms). Student will sit the exam on a Word document and upload this to a USB, in Room A&amp;B, under invigilation</td>
</tr>
<tr>
<td>DEPT</td>
<td>Department</td>
<td>Student will complete their exam in Department, under invigilation</td>
</tr>
<tr>
<td>ONLI</td>
<td>Online Assessment</td>
<td>Student will sit the exam on Moodle or Inspera, in their room, without invigilation</td>
</tr>
<tr>
<td>TTRI</td>
<td>Titan Teaching Rooms - Inspera</td>
<td>Student will sit the exam on Inspera, in the Titan Teaching Rooms, under invigilation</td>
</tr>
<tr>
<td>TTRM</td>
<td>Titan Teaching Rooms - Moodle</td>
<td>Student will sit the exam on Moodle, in the Titan Teaching Rooms, under invigilation</td>
</tr>
<tr>
<td>TTRS</td>
<td>Titan Teaching Rooms 1&amp;2</td>
<td>Student will sit the exam on a Word document and upload this to a USB, in the Titan Teaching Rooms, under invigilation</td>
</tr>
</tbody>
</table>
2. **Students with EAAs sitting in College using a device**

Not to be confused with students who are taking remote (online) exams, the following information relates to students who have exam access arrangements and are using their own device. All are under invigilation.

*The label on the student pack will show which mode of assessment each student will be using.*

### 2.1 Students with EAAs using Moodle

**Accessing Moodle**

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

Prior to their exam(s), students must check that they have access to the correct assessment courses. Their Moodle enrolment will be activated 72 hours before the exam is due to start. They must test this link in the Moodle Assessment environment no sooner than 72 hours before their exam starts. They may need to refresh their browser to access the links when the assessment starts. They are required to do this for each exam.

Please advise students to use an alternative Web Browser to Internet Explorer when using Moodle.

Students should review the Moodle training available here: [https://www.vle.cam.ac.uk/mod/page/view.php?id=12846331](https://www.vle.cam.ac.uk/mod/page/view.php?id=12846331). Information available includes how to download question papers and how to upload scanned scripts at the end of the exam (if required).

### 2.2 Students with EAAs using Inspera

**Accessing Inspera**

Students using Inspera should access this via the Browser which can be found here: [https://cantab.inspera.com/](https://cantab.inspera.com/). Students should use the Browser and not the Portal in College.

When a student starts an exam in Inspera, their time remaining will appear in the top left-hand corner of the screen. This time remaining will include the standard exam time, plus any exam access arrangements (including extra time and/or rest breaks) the student has been approved to receive. As this time is a ‘single total’, students approved to receive rest breaks will need to managed accordingly and should be advised of this before the exam starts.

**Difficulties accessing Inspera**

If a student cannot access Inspera, they should access the exam on Moodle instead at [https://www.assessment.vle.cam.ac.uk/](https://www.assessment.vle.cam.ac.uk/)
Guidance about Inspera

Guidance about Inspera has been created by the School of Biological Sciences and can be found here: https://www.vle.cam.ac.uk/course/view.php?id=235891. This includes information on how to use Inspera in the Browser.

Open-book examinations

Students completing examinations from the Natural Sciences Tripos on Inspera are open-book. The following guidance applies to students completing open book examinations and the Invigilator should be made aware of this:

An 'open-book, timed examination' is an assessment method designed to allow students to have access to your own textbooks, notes, and other resources, while answering questions under controlled conditions.

a) During open-book exams you will have access to your own notes and other offline/online resources (e.g. textbooks, online journals). However, it’s important to note that referring to accessible resources during the exam is unlikely to be the best use of your time. Instead, it’s best to prepare for open book exams in a similar way as you would for other exams.

b) It is not acceptable to copy and paste any material into your exam answers. This includes content from a website, textbook, or other source, including material you have prepared yourself in advance. Such behaviour is likely to be interpreted as academic misconduct. In addition, remember that your examiners expect you to do more than reproduce the information from your notes or textbooks – it’s important to interpret and apply the material to answer the questions appropriately.

c) Figures submitted should be hand-drawn, original work. You must complete any hand-drawn figures within the exam time itself; you are not permitted to prepare diagrams or figures in advance and paste these into your answer. Hand-drawn figures or calculations can be scanned (or photographed) and uploaded to Inspera.

d) The exams must be completed independently. Collusion of any type, either directly or indirectly, is not acceptable.

This includes:

- conferring with others during the exam
- posting or accessing exam questions/answers on shared drives or social media.
- using the ideas or words from previously prepared collaborative coursework without acknowledgment.

Colleges may wish to remind students to access the information on Moodle regarding open-book examinations prior to the exams starting. The Moodle course is available to all, including Colleges, should you wish to view it.
2.3 Students with EAAs standard typing (where the QP is not available on Moodle)

Where it is a traditional in person, written examination and the student is typing as an exam access arrangement (and the QP is not available in Moodle), you will receive a pack in the usual way and the College will need to arrange for the student to be able to print their examination script at the end of the exam and return it to the exams office in the pack.

3 Hard copies of Question papers

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

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

Exceptionally, hard copies of question papers will be provided in packs for students sitting the following exams:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Paper code</th>
<th>Date of exam</th>
<th>Time of exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTE2</td>
<td>Paper 1</td>
<td>30 May 2022</td>
<td>13.30 – 15.30</td>
</tr>
<tr>
<td>VTE2</td>
<td>Paper 2</td>
<td>1 June 2022</td>
<td>13.30 – 15.30</td>
</tr>
<tr>
<td>VTE2</td>
<td>PR</td>
<td>3 June 2022</td>
<td>9.00 – 11.00</td>
</tr>
<tr>
<td>VTE1</td>
<td>EXAM 5</td>
<td>15 June 2022</td>
<td>10.00 – 12.00</td>
</tr>
<tr>
<td>VTE1</td>
<td>EXAM 6</td>
<td>17 June 2022</td>
<td>10.00 – 12.00</td>
</tr>
</tbody>
</table>

However, these should only be given to students where technical difficulties are encountered. If question papers are not used, they should be destroyed in College and not returned to the Exams office. The hard copy question papers should not leave the room.

4 Escorting students between venues

As pre-COVID, there is a Veterinary Tripos, Part IB examination where the practical element can only be taken in the department, but students may be taking the previous paper in College. In these circumstances, the College will need to make arrangements to escort the students to the Department of Physiology, Development and Neuroscience immediately after they have finished the exam. The detail of the exam is:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Exam</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 June 2022</td>
<td>09.00 – 10.30</td>
<td>VTE1 Comparative Vertebrate Biology Section III (CVB3)</td>
<td>In College</td>
</tr>
<tr>
<td>10 June 2022</td>
<td>10.40 – 14.00*</td>
<td>VTE1 Comparative Vertebrate Biology Sections I &amp; II (CVB I and CVB2)</td>
<td>In Department of Physiology, Development and Neuroscience (arrow 2 on the map)</td>
</tr>
</tbody>
</table>

* start and end time will be adjusted to accommodate late arrival, following extra time in College.
Therefore, if you have any students taking VTE1 paper CVB3 in College, you must make arrangements to escort them at end of their exam, under exam conditions, to the department.

The Student Registry will make the appropriate arrangements for those students taking the CVB3 paper in the Titan Teaching Rooms.

The Department will be aware of those students arriving later because of sitting in another location/having exam access arrangements.

This arrangement should not be required for students sitting the Veterinary Reproductive Biology Section III paper in College on Tuesday 7 June as the Veterinary Reproductive Biology Section I and II Combined Practicals do not start until that afternoon. However, the College should make similar arrangements, should a student not be able to be at the Department of Zoology for the 13:00 start time.

5 Medics and Vets with consecutive exams

The timetable for the Medical Sciences Tripos Parts IA and IB and the Veterinary Sciences Tripos Parts IA and IB has multiple occurrences where papers run consecutively with a short (10 minute) break in between. This affects the following papers:

<table>
<thead>
<tr>
<th>Subject(s)</th>
<th>Paper code</th>
<th>Exam date</th>
<th>Exam time</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET0</td>
<td>VAP1 / VAP3</td>
<td>27 May 2022</td>
<td>13.30 – 14.30 then 14.40 – 16.40</td>
</tr>
<tr>
<td>MEDT1 and VET1</td>
<td>BOD1 / BOD3</td>
<td>28 May 2022</td>
<td>09.00 – 10.30 then 10.40 – 12.40</td>
</tr>
<tr>
<td>MEDT0 and VET0</td>
<td>HOM1 / HOM3</td>
<td>30 May 2022</td>
<td>09.00 – 10.00 then 10.10 – 12.10</td>
</tr>
<tr>
<td>MEDT1</td>
<td>HR1 / HR3</td>
<td>31 May 2022</td>
<td>09.00 – 10.00 then 10.10 – 11.40</td>
</tr>
<tr>
<td>MEDT1 and VET1</td>
<td>MIMS1 / MIMS2</td>
<td>2 June 2022</td>
<td>09.00 – 10.00 then 10.10 – 12.10</td>
</tr>
</tbody>
</table>

Students with exam access arrangements will not be able to start the second exam at the scheduled start time. The Inspera team are aware of those students and will schedule their second exam to start 10 minutes after the students have finished their first exam (with extra time and/or rest breaks having been applied).

For example, if a student completing the VAP1 – Veterinary Anatomy and Physiology Section I paper on Friday 27 May had 25% extra time and 10-minute rest breaks per hour, their end time would be 14.55. They therefore will be scheduled to start the VAP3 – Veterinary Anatomy and Physiology Section III paper at 15.05 and will not be able to access or start the exam before this time (even if they finish Section I early). The calculations will be made on the maximum amount of time the student has available to them, so if they don’t use it all in Section I, they will have a longer wait time until they can start Section III. During this time, they must be held under exam conditions.
6 Late Fallers for in person exams

6.1 Students with COVID symptoms

Candidates will only be permitted to use the Plan B format (Moodle, ProctorExam or Zoom) where available, where they are either:

i. Approved for remote study
ii. A positive COVID test
iii. High temperature and respiratory symptoms

If a candidate has such circumstances but is well enough to undertake the exam, they can move to the Plan B format but only with permission sought before. That permission should be obtained by the candidate’s College submitting an Exam Access Arrangement application via CamSIS. Any students completing the exam in Moodle, ProctorExam or via Zoom rather than in-person without permission will be subjected to the Academic Misconduct process. To establish whether the Plan B format is Moodle, ProctorExam or Zoom, please refer to the EAA spreadsheet which was circulated to College Tutorial offices.

6.2 Standard ‘late fallers’

As outlined in the April ‘interim’ bulletin, the contingency / plan B format is not available by candidates considered as ‘late fallers’. There will always be candidates who become ‘late fallers’ in that their circumstances change overnight or last minute and they need to be moved into College. These will be non-COVID related and may be because of an accident or passing illness such as a stomach upset or because of something more significant that will affect the rest of their examination season such as panic attacks. ‘Late fallers’ will not be permitted to undertake their exams on the Plan B format and they should sit the exam, in College, under invigilation.

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

If you have a student who requires to sit an exam in college which is scheduled for the following day or later, please contact Lucy Drysdale (3)39276 after 10.00am (this also applies to students who fall after 9am for afternoon exams that same day).

For the full guidance on late fallers, please read the section in the ‘Guide to In College Exams’.
7. Updates to online guidance

The following guides available online here and here have recently been updated to ensure consistency.

- Guide to In College Exams (updated to reflect changes in students who fall ill during an exam)
- Guide to Exam Arrangements (updated to reflect changes in students who fall ill during an exam)
- Holding Students incommunicado (updated to reflect changes in students who fall ill during an exam)
- EAA student guidelines for the Titan Teaching Rooms
- Guidelines for use of a Reader and Guidelines for use of an Amanuensis.

8. Contact details during exams

Mailboxes are being monitored throughout the day and so please contact us by email.

General Enquiries (operations) examops@admin.cam.ac.uk

General Enquiries (Exam access arrangements) exam.arrangements@admin.cam.ac.uk