Reasonable Adjustments and Mitigating Circumstances Bulletin
Easter term 2023

In preparation for the Easter term 2023, this bulletin aims to provide information and guidance to Colleges in relation to delivering reasonable adjustments and supporting mitigating circumstances following examinations.

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

1. Reasonable Adjustments
2. The Exams Office
3. Late Fallers for in person exams
4. Examination Warnings
5. Examination Access and Mitigation Committee
6. Contact details during exams

1.   Reasonable Adjustments

1.1   Venue codes in CamSIS

As a reminder, below is a table that lists the codes, descriptions and meaning of each of the venues available to select via CamSIS when applications are made for reasonable adjustments.

CamSIS code	Description	Detail
COLI	College – Inspera	Student will sit the exam on Inspera, in College, under invigilation
COLM	College – Moodle	Student will sit the exam on Moodle, in College, under invigilation
COLW	College – Writing	Student will write the exam in College, under invigilation
CTRL	Exams Hall, SSC Building	Student will write the exam in the Exams Hall, under invigilation
DEPI	Department – Inspera	Student will complete the exam on Inspera, in Department, under invigilation
DEPT	Department	Student will complete the exam in Department, under invigilation
ONLI	Online Assessment	Student will sit the exam on Moodle, in their room, without invigilation
ORAL	PBS7 oral assessment	Student will sit the oral assessment in Department, under invigilation
TTRI	Titan Teaching Rooms - Inspera	Student will sit the exam on Inspera, in the Titan Teaching Rooms, under invigilation
TTRM	Titan Teaching Rooms - Moodle	Student will sit the exam on Moodle, in the Titan Teaching Rooms, under invigilation

1.2   Students with reasonable adjustments using Moodle in College

Not to be confused with students who are taking remote (online) exams, the following information relates to students who have reasonable adjustments and are under invigilation in College.

Accessing Moodle

Students using Moodle must 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/

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. Information available includes how to download question papers and how to upload scanned scripts at the end of the exam (if required).

Students must also bring:

- A device (laptop) to complete the examination on and a power cable.
- The device that they use for multi-factor authentication, this may be a mobile phone, which must be turned off and placed elsewhere once the student has logged into Moodle.

Students must ensure their Blind Grading Number (BGN) and the questions answered are indicated on each page of their work uploaded to Moodle.

During the exam

Invigilators should be placed behind students and be able to view their screen at all times. Students should not be accessing any other materials on their device whilst completing the exam.

At the end of the examination

At the end of the examination, the student must save and submit **all** their work to Moodle, this includes any work completed by hand. Packs are not required to be returned to the Exams Office and any that are, will not be sent forward for marking as all work should be uploaded to Moodle.

Candidate responsibility

Candidates are responsible for ensuring that any work submitted is complete. Further information can be found in the policy on late submission of examinable material available here: https://www.educationalpolicy.admin.cam.ac.uk/files/policy_on_late_submission_of_examinable_material.pdf

1.3 Students with reasonable adjustments using Inspera in College

Accessing Inspera

Students using Inspera must have downloaded the most recent version of the Inpsera portal to use and access. Unlike last year, students sitting in a central venue or College will not be using the Browser, they must use the Portal.

Prior to their exam(s), students must have attended the Bootcamps run by the Department. Further Bootcamps are running from 2nd – 12th May. Students must also engage with the content published on the Inspera Moodle site, which is available here: https://www.vle.cam.ac.uk/course/view.php?id=235891

Students must also bring:

- A device (laptop) to complete the examination on and a power cable.
- The device that they use for multi-factor authentication, this may be a mobile phone, which must be turned off and placed elsewhere once the student has logged into Inspera.

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 reasonable adjustments (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.

During the exam

Invigilators should be placed behind students and be able to view their screen at all times. Students should not be accessing any other materials on their device whilst completing the exam.

Problems with Inspera

Should any problems be encountered on the day with an Inspera exam, please contact Annabel Curd on (01223) (3)32308.

2. The Exams Office

2.1 Opening times and location

The Exams Office is located in the Old Cavendish East Wing building on the New Museums Site, opposite the reception area of the Student Services Centre. A link to the map of this location can be found here: https://map.cam.ac.uk/#52.203741,0.118983,19,52.203714,0.118819

Early period opening hours
- Monday 24th April – Wednesday 17th May: 8:00am – 5:00pm (Closed Saturdays, Open Bank Holiday Monday 1st May, Closed Bank Holiday Monday 8th May)

Main period opening hours
- Monday 22nd May – Friday 16th June:
7:30am – 6:00pm (Open Saturdays and Bank Holiday Monday 29th May)

Exams Office contact numbers: (01223) (3)34488 / (7)64995

2.2	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.

Where the student has completed the exam on Moodle in College, the pack does **not** need to be returned to the Exams Office.

2.3	Collection / delivery of College packs

A courier service will be delivering packs to the below Colleges on the day before the exam is due to take place and collecting completed packs soon after the exam is finished.

- Fitzwilliam
- Murray Edwards
- Churchill
- Lucy Cavendish
- St. Edmunds
- Girton
- Homerton
- Hughes Hall

For any queries regarding the courier service, please email the examops@admin.cam.ac.uk mailbox.

From Monday 24th April, all other Colleges will be able to collect packs on the day of the exam from Room CG09 of the Exams Office at 08:00. From Monday 22nd May, packs will be available to collect from 07:30.

3.   Late Fallers for in person exams

If you have a student who falls on the day of their scheduled exam, please come to the Exams Office and a pack will be made for you. You do not need to phone the Exams Office, 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 Aimee Sykes/Grace Stephens on (01223) (7)64300 after 10.00am (this also applies to students who fall after 09.00am for afternoon exams that same day).

For the full guidance on late fallers, please read the 'Guidelines for Late Fallers'.

4.   Examination Warnings

Colleges should continue to apply Examination Warnings for students where required.

As a reminder, there are two types of Examination Warnings:

1. Those used to notify Examiners of candidates with a Specific Learning Difficulty or who are colour blind.
2. Candidates suffering from unexpected illness or other grave cause who are in danger of failing or underperforming as a consequence.

Group 1: students with a SpLD

The Chair / Senior Examiner will continue to receive notification of those students with a diagnosed SpLD. In these cases, Examiners are requested not to penalise minor spelling or grammatical error unless they form an essential part of the assessment.

Group 2: students with unexpected illness or other grave cause

Such exam warnings will only be reviewed by the Examination Access and Mitigation Committee where an application for an examination allowance is submitted and considered. Colleges should still continue to submit these warnings on-line using CamSIS and normally by no later than the last day of the student's examination.

Further information on the use of warnings can be found online here.

5.   Examination Access and Mitigation Committee (EAMC)

5.1   Meetings

The EAMC continue to meet as scheduled with strict adherence to submission deadlines. As a reminder, it is not possible to table applications or additional information that is received late and therefore, late or incomplete applications will be held until the next meeting. The dates of meetings can be found online here.

Guidance notes and applications forms can be found online here.

5.2 Consideration of cases for overall degree classification

The Committee will exceptionally consider cases from 2022 for allowances where an allowance was either declined as it would not change the Class or had not been made if a student was advised against submitting an application. This extension to deadline of submission is for those subjects where those Tripos results were used to calculate the overall degree classification and will only be considered in the summer 2023, once the overall degree class was known.

Applications for students who qualify, i.e., in their second year in the academic year 2021-22, must be received no later than 1 August 2023. Students in their second year of study in 2022-23 where that Tripos mark will be used to calculate the overall degree class are required to submit their application, with contemporaneous evidence, within the usual deadline of 3 months from publication of results. If the second-year class would not change, the Committee will retain the application until the overall degree classification is calculated at the end of their third year and review the application again.

5.3 EAMC workshop

An EAMC workshop will be held on **Monday 22nd May 2023** in New Wing Seminar Room on the 2nd floor of the [Student Services Centre](). The workshop will offer the opportunity to cover guidance and information relating to applications considered by the Committee.

Please arrive from 09:15 and the session will start at 09:30. We anticipate an end time of 11:00.

The invitation is also extended to Senior Tutors, Tutors and other individuals in College who are involved in the EAMC process or who provide information and advice to students. You are welcome to circulate this information to your colleagues in College.

Please email eamc@admin.cam.ac.uk to indicate your attendance at this workshop.

6. Contact details during exams

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

General Enquiries (EAMC): eamc@admim.cam.ac.uk

General Enquiries (Reasonable Adjustments): exam.arrangements@admin.cam.ac.uk