

**Lent 2017 Bulletin**

This bulletin focusses on:

1. Examination Guide
2. Examinations and Assessment
  - 2.1. Summary of key dates
  - 2.2. Examination Stationery
  - 2.3. Easter Term Examination Period & Timetables
  - 2.4. Grade Rosters
  - 2.5. Examination arrangements
  - 2.6. Deadline for corrections
  - 2.7. Question papers & Reprographics
  - 2.8. List of candidates
  - 2.9. Class Lists
  - 2.10. Examination Office
3. Degree Ceremonies
4. Educational and Student Policy
  - 4.1. PTES and PRES
  - 4.2. Master's Self-Evaluation
  - 4.3. Timetable listings, 2017-18
  - 4.4. Teaching Forum 2017
  - 4.5. Consultation on coursework rubric
5. Lecture Room Booking 2017/18

**1. Examination Guide****New publication**

The Examination Review, chaired by the Pro-Vice-Chancellor (Education), determined it would be beneficial to produce a transparent, comprehensive and singular guidance on the University of Cambridge's Tripos examinations that would be available to staff and students.

Academic colleagues, familiar with examinations, are currently editing the Guide for release for the academic year 2017-18. Each College, Faculty, Department, and Student Union Sabbatical Officers will receive a hard copy of the Guide. A PDF will also be available on line.

The Examination Guide will contain summaries of each of the stages in the journey towards, through, and after an examination. The summaries are to be accompanied by links to guidance that is more detailed.

This Guide will enable Faculties and Departments to focus on providing students with the detail relevant to their Tripos.

**Contact:** Catherine Fage (Secretary to the Examination Review)

**Queries:** [catherinefage@admin.cam.ac.uk](mailto:catherinefage@admin.cam.ac.uk)

## 2. Examinations and Assessment

### 2.1 Summary of key dates

Dates for your diary

#### Key deadline dates

Date	Deadline for....
Friday 24 February	submission of stationery needs for early and main exam period
Friday 3 March	queries relating to draft timetable
Friday 3 March	registration for grade roster training
Friday 10 March	submission camera ready examination papers requiring proof ( <b>early period</b> )
Monday 13 March	outstanding supporting evidence for examination arrangements
Friday 17 March	corrections to enrolments for the main Easter term exam period
Tuesday 28 March	submission camera ready examination papers not requiring proof ( <b>early period</b> )
w/c 4 April	publication of final examination timetable
Friday 7 April	Submission camera ready examination papers requiring proof ( <b>main period</b> )
Friday 21 April	Submission camera ready examination papers not requiring proof ( <b>main period</b> )

#### Examination period:

- Early examination period runs from Monday 24 April to Friday 12 May
- Main examination period commences Monday 22 May and ends on Friday 16 June

**Contacts:** Jenny Green, Jo Overhill, Craig Belcher, Karen Morris

**Queries:** [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)

### 2.2 Examination Stationery

Date for your diary

At the start of January, we issued Departments with a pre-populated list of anticipated examination stationery requirements for the Easter term examinations. This also contained details relating to script delivery and contact details. We asked Departments to check that data and add:

- any special stationery requirements e.g. specialised graph paper, formulae booklets and
- where known, which examiners are attending for the first 20 minutes.

The deadline for receipt of this information is **Friday 24 February**. It is important that we receive such detail by the deadline to ensure that we have what you require, on site, for the examinations.

Please send your return, and e-mail any queries to [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)

### 2.3 Easter Term Examination Period & Timetables

Dates for your diary

The **Early Easter Term Examination Timetable** is available online here:

[www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable](http://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable).

At the end of January, Departments received an email containing the draft Easter term examination timetable (main period). Departments were asked to respond by **Friday 3 March 2017**.

We strongly advise against sharing the draft timetable with students; as it is subject to, and liable to, change. Students will be able to view the final published timetable during the week commencing **4 April 2017**.

## 2.4 Grade Rosters

## Training date

Departments and Faculties now use the Grade Roster facility in CamSIS to upload directly the results and marks awarded to students. To offer you continued support, there will be **demonstrations of the process** in the Mill Lane Lecture Rooms, 8 Mill Lane 11.00am – 12:00pm on **Tuesday 4 April**. These demonstrations are for colleagues who will be uploading classes and marks for the first time as well as for colleagues who wish to have a refresher. To book a place, email [grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk) by **Friday 3 March**.

## 2.5 Examination arrangements

## Date for your diary

Information regarding exam arrangements, including the deadlines for 2017 is available at: [www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements)

The deadline for applications into CamSIS has passed (**Monday 13 February**). All supporting must be received by **Monday 13 March**.

**Contact:** Karen Morris

**Queries:** [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk)

**Late fallers Procedure:** Colleges are reminded that the procedure for late fallers is in the 'Guide to In College Exams', available [here](#). Please contact the Strong Room at Reprographics (ext. 65034) for late fallers in the main examination period only. For any late fallers not in the main period, please contact the Registry on ext. 38389 / 64694.

## 2.6 Deadline for corrections

## Date for your diary

Requests for changes to enrolments in the Main Easter term exam period must be submitted by **Friday 17 March**.

Email your corrections to [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk) or attach a completed 'Examination Entry Correction Form'

## 2.7 Question papers & Reprographics

## Guidance & dates for your diary

Guidance notes for the production of examination question papers are available [here](#) together with a Specimen Question Paper. The Board of Examinations is monitoring adherence to this guidance.

You must **explicitly articulate reading time** in the rubric of each examination paper and this should be in addition to the total length of the paper. Following some confusion of reading time in previous years, the General Board's Education Committee determined that students are **not** permitted to write during this reading time.

If you are **adding a date and time to your question paper**, use the information in the draft timetable, unless you raise a query.

You must **submit question papers** to reprographics for printing by:

<b>Friday 10 March</b>	Camera ready examination papers requiring proof ( <b>early period</b> )
<b>Tuesday 28 March</b>	Camera ready examination papers not requiring proof to Reprographics ( <b>early period</b> )
<b>Friday 7 April</b>	Camera ready examination papers requiring proof ( <b>main period</b> )
<b>Friday 21 April</b>	Camera ready examination papers not requiring proof to Reprographics ( <b>main period</b> )

If you require a proof copy of your questions paper, you must contact Reprographics to make an appointment – it is not possible to arrive unannounced. Their location and contact details are [here](#).

## 2.8 List of candidates

For information

Departments and Colleges can run Lists of Candidates from CamSIS at any time using the guidance found here: [www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges)

Final Lists of Candidates will be circulated from the Student Registry at the start of the Easter term.

## 2.9 Class Lists

Advanced notice

Faculties and Departments will be contacted later in the Lent term to confirm the publication dates for Class Lists. The Student Registry will then make the timetable available online.

## 2.10 Examination Office

Dates and contact details

This year, the Examination Office will be located at the Pitt Building. The office will:

- be a first point of contact for all aspects of the administration of examinations;
- coordinate delivery of examination stationery to exam venues;
- arrange for the collections and subsequent distribution of examination question papers; and
- distribute the completed examination scripts to examiners.

The Examination Office will be open as follows

Monday 24 <sup>th</sup> April – Friday 12 <sup>th</sup> May <b>Includes</b> Bank Holiday Monday 1 May <b>closed</b> Saturdays.	12.30pm – 5.00pm
Monday 22 <sup>nd</sup> May – Friday 16 <sup>th</sup> June <b>Includes</b> Saturdays and Bank Holiday Monday 29 May.	7.30am - 6.30pm

**Contacts:** Jo Overhill & Craig Belcher

**Examination Office telephone:** (3) 34488 or (7) 64995

**Queries:** [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)

## 3. Degree Ceremonies 2017

For information

The dates for degree ceremonies for 2016/17 and 2017/18 can be found online [here](#).

Colleges should note that the two March sessions fall on 25 March and 1 April in 2017. College allocation between the dates is the same as for 2015/16, and a reminder email will be circulated.

**Contact:** Nicolas Watkins-Wright

**Queries:** [student.registry@admin.cam.ac.uk](mailto:student.registry@admin.cam.ac.uk)

## 4. Educational and Student Policy (ESP)

Key contacts

Every faculty and department has a liaison officer in the ESP team. The liaison is organised at a School level, with a few exceptions and as follows:

School of Arts and Humanities	<a href="mailto:Alison.Burgess@admin.cam.ac.uk">Alison.Burgess@admin.cam.ac.uk</a>
School of the Biological Sciences	<a href="mailto:Jane.Clare@admin.cam.ac.uk">Jane.Clare@admin.cam.ac.uk</a>
School of Clinical Medicine	<a href="mailto:Vikki.Forsyth@admin.cam.ac.uk">Vikki.Forsyth@admin.cam.ac.uk</a>
Faculty of Education	<a href="mailto:Vikki.Forsyth@admin.cam.ac.uk">Vikki.Forsyth@admin.cam.ac.uk</a>
Department of History & Philosophy of Science	<a href="mailto:Jane.Clare@admin.cam.ac.uk">Jane.Clare@admin.cam.ac.uk</a>
School of Humanities and Social Sciences (except HPS & Education)	<a href="mailto:Marianna.Kaimaki@admin.cam.ac.uk">Marianna.Kaimaki@admin.cam.ac.uk</a>
Institute of Continuing Education	<a href="mailto:Holly.Tilbrook@admin.cam.ac.uk">Holly.Tilbrook@admin.cam.ac.uk</a>

#### 4.1. PTES and PRES

#### Reminder

This year, the University will run two Postgraduate surveys: the Postgraduate Taught Experience Survey (PTES), which also ran last year, and the Postgraduate Research Experience Survey (PRES), which runs every two years (last time it ran in 2015).

##### **PRES:**

The University will send an email with a personalised link to students currently registered on a postgraduate research programme (including MPhils by dissertation and PhD students) **on 2 March 2017. The survey will close on 18 May 2017.**

##### **PTES:**

The University will send an email with a personalised link to students currently registered on a postgraduate taught programme (including MPhils by advanced study, MSt, postgraduate diplomas, PGCE) **on 27 April 2017. The survey will close on 16 June 2017.**

For both surveys, targeted reminders will be sent to students who have not completed the surveys throughout the survey period. Faculties and departments will receive response rate report updates and their support in encouraging students to complete the survey is greatly appreciated.

**Contact:** Marianna Kaimaki

**Queries:** [Marianna.Kaimaki@admin.cam.ac.uk](mailto:Marianna.Kaimaki@admin.cam.ac.uk)

#### 4.2. Master's Self-Evaluation (MSE)

#### Update

The MSE process has recently closed for MPhil students this year and ran mostly without issue. There was a small technical glitch when the questionnaire first opened but this was resolved within 4 days.

Response rates this year have been good with 848 out of 1671 students having submitted a form (51%). This was encouraging given that MPhil students were asked at the same time to complete the Student Barometer survey that was piloted in November 2016. 95% of students who submitted a form received a response from their Graduate Tutor and 89% received a response from their Principal Supervisor.

As last year, a report will be circulated in the Easter Term summarising any emerging themes and patterns and to capture feedback. Feedback on the process from Faculties/Departments and Colleges is welcomed.

**Contact:** Katherine Springthorpe

**Queries:** [Katherine.springthorpe@admin.cam.ac.uk](mailto:Katherine.springthorpe@admin.cam.ac.uk)

#### 4.3. Timetable listings, 2017-18

#### Advanced notice and reminder

Dates for data entry and release of the 2017-18 Timetable system will shortly be sent to all Faculties and Departments for information; it is anticipated that data entry will open in July with publication in late September.

Courses are reminded that, from **1 October 2017** all undergraduate Triposes must provide a personalised timetable for their students. Those not yet using Timetable should review arrangements and raise any queries as early as possible with the Timetable team.

**Contact:** Melissa Rielly (until mid-March); Timetable team (after mid-March)

**Queries:** [melissa.rielly@admin.cam.ac.uk](mailto:melissa.rielly@admin.cam.ac.uk) ; [service-desk@uis.cam.ac.uk](mailto:service-desk@uis.cam.ac.uk)

#### 4.4. Teaching Forum 2017

Date for the diary

The 2017 Teaching Forum will be held at Churchill College on **Thursday 23 March 2017**. It is open to all colleagues involved in teaching at the Collegiate University. The programme includes:

- Ant Bagshaw, 'What's *right* with the Teaching Excellence Framework?'
- Giovanna Biscontin, 'Using Moodle in learning and assessment'
- Nick Daymond, 'What's coming your way? Perspectives from a secondary head teacher'
- Ange Fitzpatrick, 'Sunny Side Up: How Bloomberg Breakfasts refreshed our financial education programme'
- Dilly Fung, 'Excellent Education in research-intensive universities'
- Sonia Ilie, 'Defining Learning Gain in Higher Education: exploring the student perspective'
- Karen Ottewell, 'Helping (international) graduate students write'
- Michael Ramage, 'Teaching Structural Design: enhancing and extending the classroom'

Lively discussions are anticipated and lunch will be provided. To attend, sign up here:

<https://www.eventbrite.co.uk/e/cctl-teaching-forum-2017-tickets-31634654102>

**Contact:** Vikki Forsyth

**Queries:** [enquiries@cctl.cam.ac.uk](mailto:enquiries@cctl.cam.ac.uk) or [Vikki.Forsyth@admin.cam.ac.uk](mailto:Vikki.Forsyth@admin.cam.ac.uk)

#### 4.5. Consultation on coursework rubric

Advanced notice

The General Board's Education Committee has agreed to carry out a survey of current arrangements for considering extension policies for all taught programmes during 2016-17 to understand better the workload associated with extension requests; the consistency of extensions awarded; the penalties given for late work, and the variety of arrangements made by Faculties and Departments.

To that end, a questionnaire will be circulated to all Secretaries of Faculty Boards and Faculty/Departmental Administrators before the end of the Full Lent Term, with a deadline for completion by the end of the Full Easter Term.

**Contact:** Alison Burgess

**Queries:** [alison.burgess@admin.cam.ac.uk](mailto:alison.burgess@admin.cam.ac.uk)

#### 5. Lecture Room Bookings for 2017/18

Advanced notice

In May, the Student Registry aims to start the annual allocation of lecture rooms for Tripos lectures in 2017/18. As with last year, you will be asked to complete an excel file with your requirements with a return date of 1 July 2017. This is a complex task and our role is to:

- match lecture room requests to centrally bookable rooms (attempting to allocate space based on best / nearest geographical fit alongside most efficient use of space);
- confirm bookings in centrally bookable space; and
- assist in negotiations between departments when clashes for requests for space arise.

It is not always possible to match all user requests against preferences and so we hope you will work with us to find solutions and to manage expectations. We will circulate a list of centrally bookable rooms and their capacity with the request. This list will not include other lecture space available around the University, which are usually within faculties/departments. Since such rooms are not bookable by the Student Registry, if you wish to use such space, you should liaise directly with the faculty/department.

**Contact:** Kimberly Giese

**Queries:** [studentregistryroombookings@admin.cam.ac.uk](mailto:studentregistryroombookings@admin.cam.ac.uk)