UNIVERSITY OF CAMBRIDGE

Examination and Assessment Committee   December 2021

Guidance notes for Faculties and Departments for the production of examination question papers 2021-22

These guidance notes relate to examination papers for the early and main examination period in Easter Term 2022.

Examinations that occur at other times have different deadlines - please email ExamOps@admin.cam.ac.uk in the first instance to check earlier deadlines.

The Exams and Assessment Committee is responsible for the administration of university examinations, including the management of question papers. This document will identify:

- Deadlines for submission of question papers for examinations
- Format of question papers
- Security issues related to the production of question papers

It is possible that students will be isolating when due to take in person exams. Depending on the contingency plans provided by departments, students will still be allowed to undertake their exams, but online. Similarly, students who have been granted permission to study remotely will also undertake their exams this way.

Key changes for 2022 and Checklist:

- All question papers, irrespective of the mode of delivery (in-person, online), **must** be uploaded into MSTeams by the deadlines shown. This includes those subjects where departments have traditionally printed their own copies.
- The number of contacts that departments can provide for Moodle access has been expanded.

Produced by the Student Registry, December 2021

Submission of question papers to Microsoft Teams

For <u>all</u> assessments (both online and in person examinations), departments are to upload a copy of each question paper to Microsoft Teams. <u>All</u> examinations will be set up as online assessments in Moodle as a precaution to facilitate any students not able to sit those that are due to be in-person exams.[1]

The Exam Office will organise for the printing of question papers for in person exams, including where students will sit an in person exam in-college or extra time venue. **It should be noted that departments are not expected to take their exam papers to Reprographics – any printing requirements will be organised between the Exam Office and Reprographics.**

Question papers are required to be uploaded on an earlier timeframe than in previous years for standard written exams. This is due to the process that needs to be followed in managing online exams. For example, departments will be sent a link 5-7 days before the exam begins, for circulating to students taking that paper. So that the link can be sent, the course needs to be set up, question paper loaded and then a quality assurance check is undertaken. These are steps that did not previously exist but are essential to the successful delivery of these exams. Departments are responsible for loading their question papers by the deadline and any that are loaded after the deadline without prior permission will be subject to delays, irrespective of whether the exam is taking place online or in person.

For exams taking place in the early period 19/4/22 - 16/5/22:
Departments will be able to upload question papers <u>from 14/3/22 and</u> **must be uploaded by 5pm 18/3/22**

For exams taking place in the main period 19/5/22 - 30/5/22:
Departments will be able to upload question papers <u>from 21/3/22 and</u> **must be uploaded by 5pm 25/03/22**

For exams taking place in the main period 31/5/22 - 17/6/22:
Departments will be able to upload question papers <u>from 25/4/22 and</u> **must be uploaded by 5pm 29/4/22**

For medic and vet exams taking place in the main period 24/5/21 – 18/6/21:
Departments will be able to upload question papers from <u>5/4/21 and</u> **must be uploaded by 5pm on 12/4/21**

For any assessments due to take place in early April (before the official start of the early exam period) the Exam Office will be in touch with those affected departments in the New Year.

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[1] This does not include students who receive exam access arrangements who continue to be managed in the usual way.

Produced by the Student Registry, December 2021

Upload of Exam Papers to Microsoft Teams

Details of two departmental contacts (in most cases administrators) will be required for the following responsibilities:

- Upload of question papers to MS Teams, who will be given access to the relevant channel(s) to upload the papers.
- Granted access to the assessments in Moodle (where used) and will be responsible for sending the link to the assessment page on Moodle to students prior to the exam.
- Download from Moodle and distribute answer scripts to relevant examiners for marking.

The contact details for MSTeams upload can be different to the Moodle contacts.

Name / crsid / email is required for both contacts and should be sent to ExamOps@admin.cam.ac.uk **by 28 February 2022**. Please indicate which subject(s) and paper(s) the contacts will be for (including where papers are borrowed), and also which access the contact will require; MS Teams / Moodle / both.

It is possible to add more than two contacts for access to Moodle. This may include additional administrative support or Examiners and Assessors, but be aware that they will have access to the course prior to the examination. The same contact details (name/ crsid and email) are required and these should be clearly highlighted as Moodle only contacts.

Updating contact details once examinations have begun is difficult and to be avoided as it becomes a manual process and the resource needed to make the changes are involved in other parts of the examination process. Therefore, it is vital that accurate contact details are provided by the deadline as it may take up to 5 working days to action late changes.

Borrowed papers: where papers are borrowed, the contact(s) for the parent paper(s) is responsible for uploading the question paper(s) to the relevant channels and will be given the necessary access to these.

Question papers should be uploaded to the files section in the relevant channel within MS Teams.

Security

The initial preparation, editing and copying of question papers needs to be undertaken under strict confidentiality. All versions of draft and final copy must be typed, copied and stored securely.

Following an audit of Examinations and Assessment, the University has revised its guidance on the securing storage and sharing of questions and question papers for departments and faculties, working with UIS to determine the most appropriate technical solution.

Therefore, the Examination and Assessment Committee recommend that OneDrive or MS Teams be used to share questions and question papers within Faculties and Departments. These tools allow departments and exam boards to control who has access to those sites.

Information on OneDrive can be found online here - https://help.uis.cam.ac.uk/service/storage/onedrive/getting-started and MS Teams found here - https://universityofcambridgecloud.sharepoint.com/sites/MicrosoftTeamsHub/SitePages/Home.aspx. Further help and support should be available from your local IT support.

The Committee acknowledge that other online tools are available, such as SharePoint, and are content for these to be used, if the setup and risks are known and understood.

Use of Email

Exam questions must not be entrusted to unencrypted email. Encryption can be used to reduce the risk to an acceptable level but it is important that the limitations of the method being used are clearly understood so that the residual risk can be properly assessed. This assessment should be made with the assumption that the message could fall into the wrong hands and that an attempt may be made to decrypt the contents especially if it is possible to guess from the unencrypted part of the message that this may be worth the effort e.g. the subject is *Computer Science Tripos Exam Paper*. It is clearly important to be able to be sure that the risk of the key(s) leaking or being guessed is negligible.

Format of examination question papers

All University examination papers are produced in A4 size, and to a standard style. Faculties and Departments are requested to conform as closely as possible to the following guidance. A specimen question paper is attached for reference at Appendix A (p 9).

A degree of detail and common sense will be required, depending on whether the exam is running in person or online. Departments need to think carefully about the information provided on the rubric (front page), as this may well differ slightly for those exams happening in person and where the same exam is sat online.

Question papers need to be uploaded to MS Teams in **PDF format** using the file name *SUBJECT CODE – PAPER CODE.* Questions papers are not required to be *password protected* as access to each Teams channel is restricted to the administrators the department has identified and staff within the Exam team and UIS. However, if you do wish to password protect your question paper, then please send the password to examops@admin.cam.ac.uk with the subject code and paper as the email subject. Do not include the word 'password' in this email.

Where papers are borrowed, please rename the file to the borrowed subject code and paper code. Any additional documents that may be required for the online examination (coversheets, data books, etc.) should be uploaded alongside the question paper.

The front page should contain the following:

The subject code	e.g. ACT1 *or* NST2CH
The long description	e.g. Archaeology Part I *or* Natural Sciences Part II Chemistry
The paper code	e.g. Paper A1
The paper title	e.g. World Archaeology
Date and time of examination	
Rubric	The date and time of the examination may not be known at the time of producing the question paper so it is not compulsory to include the date / time. Easter 2022 or May 2022 are examples of what can be used as an alternative.
Stationery	e.g. 8 page answer book x3; rough pad; graph paper *(for in-person examinations)*
Special requirements	e.g. calculator, graph paper, data books
Instruction:	e.g. you may not start to read the questions printed on the subsequent pages of this question paper until instructed to do so

It is recommended that the question paper uses a *sans serif* font for the purpose of improving accessibility.

All papers containing more than three pages should carry the instruction (TURN OVER). This should be set in capitals on a new line after the last question on the third page and then on subsequent right-hand pages only. The front page containing the title and rubrics only (page 1) and the last page of the paper should **not** carry a turnover instruction.

After the last question, the instruction END OF PAPER should appear in capitals centered on a new line. If a page deliberately does not have anything on it, please insert the information THIS PAGE IS BLANK.

Signs and symbols, hand-written equations or simple diagrams must be of fine black ink lines. Ball-point pens are not suitable for reproduction.

The total area covered by text must not exceed 6" x 9" / 150 mm x 230 mm. This includes diagrams, illustrations and extracts. Otherwise, text could be lost during production of the bound volumes of examination papers. A template showing the position of the margins is attached for reference.

Stationery and special material requirements

In person exams

The front page of the question paper is the definitive source of information about what stationery and other material is required in the examination and this is used to set up for each examination. Supplying this information is **not** optional as it is used to prepare the examination room for students and to prepare the papers for candidates sitting in other locations. The Exam Office, in preparing these examination packs, adheres strictly to whatever you have written on the question paper. Whatever is identified on the question paper will be supplied in the examination site. **Anything not included on the question paper will not be provided on the day.**

Online exams

Any additional materials e.g. coversheets, data books etc. should be uploaded alongside the question paper onto Microsoft Teams – **the Exam Office will not be providing these.** Any coversheets students need to complete should be either an editable PDF or Word document.

Proof reading and the formal approval of question papers

All question papers must comply with the Form and Conduct Notice issued by the Faculty. Any variation from this, for example in the content, scope and / or rubric of the question paper must have been formally authorised by [Education Quality and Policy Office](#).

Question papers should be thoroughly proof read and formally approved prior to submission. Once papers have been uploaded to MS Teams, no changes can be made unless there are extenuating circumstances, such as: if the exam paper is compromised, for example, the wrong paper has been uploaded or the paper uploaded includes the answers by mistake.

Departmental contacts will be sent the links to relevant assessments in Moodle 5-7 days before the examination is due to take place. At this point, it should be checked that the correct question paper has been uploaded, however no other changes will be able to be made.

Each year some errors in question papers are identified during the examination and these are reported to the Examination and Assessment Committee. The Board of Examiners may wish to delegate some aspects of the detailed scrutiny of question papers but at least two designated examiners should be responsible for undertaking detailed proof-reading of the whole paper prior to finalising a copy. The Chairman is responsible for determining an appropriate timetable for the submission of draft question papers so that examiners may consider and approve proposed question papers in time to comply with the deadline for submission to Microsoft Teams.

Corrections to question papers during the exam

The Examination and Assessment Committee considered and approved a policy on management of corrections in the Michaelmas term 2021, taking into account the multiple modes of assessment. That policy can be found online [here](#).

Publication of examination question papers

Following the examination period, the Reprographics Centre will prepare the bound volumes of examination papers.

If you have exemption from publishing your papers in the bound volumes then please inform the Exam Office. For enquiries about exemptions, please contact Examops@admin.cam.ac.uk in the first instance

Any queries arising from these guidance notes should be directed in the first instance to:

Jenny Green, Student Registry, Student Services Centre, Bene't Street
Tel: 01223 (7) 64694
E-mail: ExamOps@admin.cam.ac.uk

ACT1[2]
Archaeology Tripos Part I

Monday 28 May 2018   9 to 12.00 pm

Paper A1[2]

World Archaeology

*You should answer five questions in total. Answer **three** questions from Section A and two more from Sections B and / or C.*

*Answers from **each Section** must be written in a separate booklet.*

*Booklets from **each** Section must be tied up in separate bundles, with the letter of the Section written on each cover-sheet.*

*Write your number **not** your name on the cover sheet of **each** Section booklet.*

STATIONERY REQUIREMENTS
8 page answer booklet x 3
Rough Work Pad
Graph Paper x 2 sheets

SPECIAL REQUIREMENTS TO BE SUPPLIED FOR THIS EXAMINATION
Calculator – students are permitted to bring an approved calculator
Data Book (specify reference number or title or colour etc as necessary)
Dictionary (specify reference number or title or colour etc as necessary)

You may not start to read the questions printed on the subsequent pages of this question paper until instructed to do so.

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[2]This is the Subject Code
[2] This is the Paper code