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This guidance relates to standard examinations only.

Following the emergency changes made to the format of assessments in Easter term 2020, any changes regarding the 2020/21 academic year will be communicated.

1. Introduction

This Guide is designed to support Colleges in the management of students who may require examination arrangements. The Guide covers both postgraduate 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 exam.arrangements@admin.cam.ac.uk by the division of Lent Term in any year.

2. Role of the Examination Access and Mitigation Committee

2.1 Examination Access and Mitigation Committee (EAMC)

The Examination Access and Mitigation Committee (EAMC) reports to the Exams and Assessment Committee.

The EAMC considers requests for students on courses with a taught element: Tripos and taught Postgraduate programmes.

2.2 Postgraduate Committee

Following the dissolution of the Board of Graduate Studies from 1 October 2020, the Postgraduate Committee considers requests for examination arrangements for Postgraduate students on research programmes.

2.3 College

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

2.4 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.

2.5 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 EAMC works closely with the DRC to monitor trends and ensure that operational outcomes are in line with policy.

2.6 General Board's Education Committee (GBEC)

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

2.7 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 EAMC and Postgraduate Committee.

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.

Following the dissolution of the Board of Graduate Studies from 1 October 2020, the EAMC will also consider applications for the following postgraduate courses: MPhil by Advanced Study; MRes, MEd and MSt degrees and the Certificate of Postgraduate Study (CPGS) and Postgraduate Diplomas in Economics, Legal Studies and International Law.

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, 13 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, applications are made by College staff using CamSIS. To make an application, login to **CamSIS** and navigate to the **Exams** tile. In the **Exam Navigations bar**, click on **Exam Access Arrangements** and then **Requests**.

Applications need to include:

- reference to uploaded medical evidence;
- and/or recommendations from student support documentation (SSD)

The application is then approved by the Student Registry. 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 adjusted modes of assessment (AMA).
- *13 February* – Deadline for Colleges to submit their applications for examination arrangements.
- *Last day of Lent Term* – 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 and decide if an alternative arrangements is required for the following year.

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 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)

Student Support Documents should be uploaded to the repository on CamSIS when applying for an Examination Arrangement. Any subsequent versions of the student SSD should also be uploaded so that the application can be reviewed in accordance with the SSD.

Students need to hold either a student support document (SSD) 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 provide any further evidence to their application. 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 upload the evidence at a later stage.

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 and be uploaded into the repository of the student's application via CamSIS.

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. 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 a candidate feels that their report from an Educational Psychologists is no longer suitable, or there has been a change in their diagnosis, they should 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 may 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.

3.4 How to manage students with recurring conditions

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 and subsequent applications will need to be made.

Applications which have been approved previously for a student and feature a condition which is recurring, the condition will be pre-populated when any future applications are made.

3.5 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 Examination Access and Mitigation Committee

See the [Guide to In College Examinations](#) for the full process on withdrawing a student or moving them into College.

3.6 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.

3.7 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 will discuss alternative arrangements with the College. Please note, however, that this is not always possible (e.g. wet practicals). 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 2021	Monday 19 October 2020
Easter term 2021	Monday 2 November 2020
Medical and Veterinary re-sits (September 2021)	Monday 7 June 2021

Further information can be found here:

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

4. Examination arrangements for postgraduate examinations

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

4.1 How and when to apply (Postgraduate students)

It is the College Tutor's responsibility to apply, on behalf of the candidate, for examination arrangements to the Student Registry, on behalf of the Postgraduate Committee, 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, login to **CamSIS** and navigate to the **Exams** tile. In the **Exam Navigations bar**, click on **Exam Access Arrangements** and then **Requests**.

4.2 Timeline for Postgraduate 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 an adjusted mode of assessment.
- *13 February* – Deadline for college to submit their applications for exam arrangements.

- *Last day of Lent Term* – 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
- Faith-provision for all examinations except those assessed by thesis and oral

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 the Postgraduate Committee 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 Examination Access and Mitigation Committee 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?

The EAMC 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 EAMC 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 EAMC will refer the case for independent adjudication by a relevant expert external to the University. In the case of postgraduate 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:

<https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/extending-your-end-registration-date>

5.3 Management of rest breaks

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

For more information see the Rest Break Guidelines here:

<https://www.student-registry.admin.cam.ac.uk/about-us/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.

Students must also apply if they have other requirements such as needing to take medication into the examination room or sitting near a door. To apply, login to **CamSIS** and navigate to the

Exams tile. In the **Exam Navigations bar**, click on **Exam Access Arrangements** and then **Requests**, select the application for **Food, Seating and Meds**.

Approval will be available to download in letter format from CamSIS 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 EAMC 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, *Using an Amanuensis*:

<https://www.student-registry.admin.cam.ac.uk/about-us/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: <https://www.student-registry.admin.cam.ac.uk/about-us/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 EAMC 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 Titan Suite can only accommodate students whose total amount of time taken to complete an examination (including extra time, rest breaks and reading time where applicable) does not exceed **4hrs**. This is due to the amount of time it takes to print and pack completed scripts, before promptly starting the next examination.

The University Centre can only accommodate students whose total amount of time taken to complete an examination (including extra time, rest breaks and reading time where applicable) does not exceed **4hrs 15 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. Guidelines can be found here: <https://www.student-registry.admin.cam.ac.uk/about-us/board-examinations/examination-guidance>

6. Examination procedures for Examination Arrangement venues

- *Early Venue* – CATAM room, Mill Lane Lecture block (examinations from 26 April to 14 May)
- *Main venue* - University Centre, Mill Lane (examinations from 24 May to 18 June)

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

The University Centre is located on Mill Lane. The venue has two rooms - the Hicks and the Cormack rooms. Both rooms are in use throughout and 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 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 Exams office.

For more information about corrections to examination papers, please refer to the *Guide to In Colleges Exams*, which can be found here:

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

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 Teaching Room and Titan Computer Suite?

- *Phoenix Teaching Room – New Museums Site (examinations from 26 April to 14 May)*
- *Titan Computer Suite – Cockcroft Building, New Museums Site (examinations from 24 May to 18 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.**

Applications for students to undertake their exams in the Phoenix Teaching Room or Titan Computer Suite should only be made for those students who require the ability to type. It is not possible for students to be allocated a space to hand write or 'just in case' they wish to type. If a student cannot confirm if they will write or type (assuming they have evidence that they can use a PC), then they will be required to sit in College where such flexible arrangements can be accommodated.

The Titan Computer Suite is located on the first floor of the Cockcroft building on the New Museums Site and the Phoenix Teaching Room is in the Phoenix building. The Phoenix Teaching Room holds 25 workstations on the ground floor. The Titan Computer Suite has two rooms, each holding 40 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 Teaching Room and Titan Computer 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 Teaching Room and Titan Computer 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 26 April to 18 June) will need to be accommodated in College.

During Michaelmas and Lent term, in college packs can be collected from and returned to Reprographics during the following times: 08:30 – 13:00 & 14:00 – 16:30. 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.

During the early and main examination periods, in college packs can be collected from the Pitt Building. Student Registry staff will provide in college packs for exams taking place in both the morning and afternoon of that day. Over the early examination period, in college packs can be collected from 08.00 and 07.30 in the main examination period.

Please ensure that:

- nothing is included in the envelope that can identify the student by name
- any additional examination materials are handed to the Exams Office, or Student Services Centre Reception 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 Exams* for further information:

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

8. Language examinations – AV Arrangements for in College sittings

The Chair of the Examiners provides a list of instructions for the MML Tripos, Part IA and IB language examinations, 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 (taking place in a lab) – These practical examinations can only be taken in 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 SR sends a list of all Natural Sciences, Medical and Veterinary Sciences students with arrangements to the Secretary of the NST Management Committee and the Department Administrators of the Medical and Veterinary Sciences Tripos for dissemination to Departmental contacts and or Chair of Examiners / Senior Examiners responsible for practical arrangements.

9.4 Preparing students for Natural Sciences (NST) and Medical and Veterinary Sciences (MVST) 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.

Natural Sciences Tripos (NST) Practical Examinations:

Part	Subject	Duration of exam / hrs	Extra time allowed	Practical Contact
IA	Earth Sciences	3	45 mins	Helen Averill hpd20@cam.ac.uk
IB	Earth Sciences A	3 + 1.5	45 mins + 22 mins	Helen Averill hpd20@cam.ac.uk
IB	Earth Sciences B	3 + 1.5	45 mins + 22 mins	Helen Averill hpd20@cam.ac.uk
IB	Neurobiology	1.5	15 mins in total	Howard Davies hgd21@cam.ac.uk
IB	Pathology	2	20 mins in total	Dr Adrian Kelly apk23@cam.ac.uk
IB	Physiology	1hr 20 mins	15 mins in total	Howard Davies hgd21@cam.ac.uk

Medical and Veterinary Sciences Tripos (MVST) Practical Examinations:

The table below sets out the maximum extra time that may be allowed in certain sections of some MVST1 exams, for students with specific learning difficulties:

EXAM	SECTION	MAXIMUM TOTAL EXTRA TIME
MedST IA - FAB	Combined section I and II MCQ/steplechase	22.5 minutes
VetST IA - VAP	Section II steplechase	30 minutes
MedST / VetST IA - HOM	Section II steplechase	15 minutes
VetST IB - CVB	Combined section I and II MCQ/steplechase	22.5 minutes
MedST / VetST IB - BOD	Section II (plates, photos, problem solving)	15 minutes
VetST IB - VRB	Combined section I and II MCQ/steplechase	22.5 minutes
MedST IB - HR	Section II steplechase	15 minutes
VetST IB - NAB MedST IB - NHB	Section II	15 minutes
MedST IB - HNA	Combined section I and II steplechase	11.25 minutes

Please note that the times given above are the **maximum total extra time** allowed for the whole exam, not the allowance per hour of an exam.

10. Adjusted Modes of Assessment

10.1 What is an Adjusted Mode of Assessment?

The Adjusted Mode of Assessment (AMA) process is for students where the examination access arrangements to the standard mode of assessment do not adequately address the specific, substantial disadvantage experienced by a disabled student. This will, in most cases, entail setting aside the regulations for examination and determining an adjustment where to do so is an effective and reasonable means of avoiding or offsetting the disadvantage.

Any AMA should meet the competence standards being measured through the current assessment method. There is no requirement to adjust the competence standards of the course.

Full guidance on the AMA process can be found here, along with the application and student declaration form –

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

Guidance on competence standards is available in the General Board's Code of Practice: reasonable adjustments for disabled students

http://www.admin.cam.ac.uk/offices/education/support/reasonable_adjustments.pdf.

10.2 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.

10.3 How and when are they applied for?

Applications **must** be received by the end of full Michaelmas term in any year. This is to ensure that any teaching and support can be put in place and that adjusted modes can be discussed with the Faculty / Department concerned.

The process can be lengthy - cases can take weeks or months to resolve, and until the point of approval, the student should continue their study without any changes.

Requests or evidence submitted later than the end of full Michaelmas term will not be accepted unless there is a valid reason for delay, which will be judged on a case-by-case basis by the Secretary, as appropriate.

Approved AMA's do not roll over to future years and a new application is required for each part of assessment. This is due to the changes in the types of assessment between each year of study.

Applications will only be considered when made through the College on the student's behalf, except in the most exceptional circumstances, for example where the relationship between the student and the College has broken down. Prior to the request being made, the student is expected to have discussed their request with their Tutor.

The College must submit a formal request that includes a completed application form together with current and comprehensive medical evidence and / or an assessment from the appropriate expert. If applications are incomplete, they will be returned, which will delay any progress on that application.

Additionally, each application must include examples of previous study and arrangements that have previously been awarded, and evidence of where the standard exam access arrangements available have not been or would not be successful. In all cases, a letter from the Senior Tutor must be included with the application.

The Committee regards it as good practice that the student should be fully aware of all the documentation being submitted by the College.

Completed applications should be sent to the Secretary of the EAMC at exam.arrangements@admin.cam.ac.uk.

10.4 Who looks at the applications and makes decisions?

Once a completed application has been received, it is passed to the Medical Advisers of the EAMC for consideration. The Advisers will consider the application and the medical evidence provided, and if content, approve the application to move to case conference.

If the application does not contain enough or appropriate medical evidence, then the adviser will request further information.

Until the medical advisers approve the application, no further action is taken.

If a medical adviser declines an application, then the student can request a review of a decision of a University Body under the procedure [here](#).

Once an application has been approved to move to the next stage, administrators will circulate proposed dates to hold the case conference to discuss the application. There may be some circumstances where it may not be necessary to hold a case conference. This may include where a student has had an AMA previously and there is no change to their condition or their request, and that request maps onto the next year's modules. It may also not be necessary to hold a case conference if a student is looking to extend their period of study, with no further adjustments

After the case conference, it is expected that the Chair will consult colleagues on their Exam or Faculty Board on the request made, and what, if any, AMA would be recommended for each module being requested.

Once a recommendation has been received, the Secretary performs a check to ensure that each enrolled module is considered. Once complete, this recommendation is consolidated with the original application and prepares a paper for the next meeting of the EAMC.

In some circumstances, it may be possible to approve recommendations outside of a full meeting of the EAMC, via delegated authority.

10.5 How are adjusted 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 adjusted modes that have been agreed. The Examination Access and Mitigation Committee will oversee the process. Colleges should contact the Examination Access and Mitigation Committee with any concerns.

11. Contact details

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

Examination Access and Mitigation Committee queries:

Tel: (3) 38389 or eamc@admin.cam.ac.uk

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

Adjusted Mode of Assessments:

Teresa Timlett, Tel: (3)39276 or Exam.Arrangements@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:

<https://www.student-registry.admin.cam.ac.uk/about-us/board-examinations/examination-guidance>

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*
- *Transcription of illegible scripts*
- *Guide to In-College examinations*
- *Guide to Standing*
- *Guide to enrolment*

Examination Arrangements Guides for staff and students

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

Other useful links

Disability Resource Centre - <http://www.admin.cam.ac.uk/univ/disability/students/exam.html>

Cambridge University Students' Union - <https://www.cambridgesu.co.uk/>

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 QUESTIONNUMBER.

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 IA

GEA1C - German listening test: procedures

Instructions for examiner present for first 20 minutes (2-7) and invigilator (8-9).

The actual examination lasts for **sixty minutes**.

During the sixty-five minutes timetabled for the exam the sequence of procedures is as follows:

1. The technician plays a sample item in order to ensure that all equipment is functioning normally and that the playback volume in the exam room is correctly adjusted. This usually takes only 2-3 minutes.
2. Read out the following rubric, which appears on the examination paper:
*“The examination lasts for **sixty minutes**. When the exam starts, you will have **two** minutes in which to read the questions, which are printed on the reverse of the exam paper. After that, the exam audio clip will be played **twice**. There will be a five-minute pause in between each playing of the exam audio clip. You may take notes throughout. After the second playing of the audio clip, I will tell you the exact time at which the exam will end and you may then begin to write your answers.”*
3. Say: *“You may now turn over the exam paper; you now have two minutes to look at the questions before the first playing of the audio clip. The exam will now commence.”* Time sixty minutes from this moment, and note the time when the exam will finish.
4. After two minutes, say: *“The audio clip will now be played,”* and signal to the technician that the first playing of the audio clip should begin.
5. When the first play-through is complete, say: *“There will now be five minutes before the second playing of the audio clip.”*
6. After five minutes, say: *“The audio clip will now be played for a second time.”*
7. When the second play-through is complete, say: *“You now have until [time when the exam will finish] to write out your answers. In this exam 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).
8. Ten minutes before the time when the exam will finish, tell the candidates: *“You have ten minutes left.”*
9. Before collecting in the answer books, check whether the question sheet also needs to be handed in.

Dr Hugo Azérad, Chair of MML Part IA Examiners 2019

MML Tripos, Part IB

Audio Visual Test: Procedures

Instructions for examiner present for first 20 minutes (Points 2-7)

Instructions for invigilator (Points 8-9)

The actual examination lasts for **ninety minutes**.

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

1. The technician plays a sample item in order to ensure that all equipment is functioning normally and that the playback volume in the exam hall is correctly adjusted. 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**. When the exam starts, you will have **two minutes** in which to read the questions, which are printed on the reverse of the exam paper. After that, the exam clip will be played **twice**. There will be a five- minute pause in between each playing of the exam clip. You may take notes throughout. After the second playing of the clip, I will tell you the exact time at which the exam will end and you may then begin to write your answers.”*
3. Say: *“You may now turn over the exam paper; you now have two minutes to look at the questions before the first playing of the clip. The exam will now commence.”* Time ninety minutes from this moment, and note the time when the exam will finish.
4. After two minutes, say: *“The clip will now be played,”* and signal to the technician that the first playing of the clip should begin.
5. When the first play-through is complete, say: *“There will now be five minutes before the second playing of the clip.”*
6. After five minutes, say: *“The clip will now be played for a second time.”*
7. When the second play-through is complete, say: *“You now have until [time when the exam will finish] to write out your answers. In this exam 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).
8. Ten minutes before the time when the exam will finish, tell the candidates: *“You have ten minutes left.”*
9. Before collecting in the answer books, check whether the question sheet also needs to be handed in.¹

Mark Darlow, Chair of MML IB Examiners 2019

¹In the case of the French AV exam, candidates are required to answer some questions on the question sheet itself which will need to be handed in.