

*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.*

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### 1. Rationale

This guide is intended to be a helpful reference for Chairs of Examiners and Examiners in undertaking their duties for those Honours examinations, Preliminary examinations and any other examinations for which written papers are set (except for those covered by the regulations for PhD, MSc, MLitt and MPhil degrees).

Although 'Chair of Examiners' is referenced throughout, this document also relates to Senior Examiners in the Medical Sciences, Veterinary Sciences and the Natural Sciences Tripos who undertake these duties.

The guide is also a useful reference for those with associated administrative responsibilities. Additionally, a copy of related procedural documents may be viewed on the Student Registry's website:

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

<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>

It is unlikely that Examiners and administrators will need to refer to all the information provided but individual sections may be relevant at particular stages of the examination process.

Any queries regarding the guide or views on how it may be improved can be forwarded to the Secretary to the Examination and Assessment Committee.

[Jane.Clare@admin.cam.ac.uk](mailto:Jane.Clare@admin.cam.ac.uk).

## 2. Appointment of Examiners and Assessors

Examiners and Assessors are nominated by the relevant Faculty Board or other authority for undergraduate examinations and formally appointed by the General Board via the [Educational Quality and Policy Office](#)

### 2.1 Letter of appointment

Educational Quality and Policy (EQPO) send out the letters of appointment to Examiners which are signed and returned. Assessors are appointed by the relevant Faculty Board or Degree Committee. It is expected that all Examiners and Assessors check that they have been appointed for the correct examination(s) before confirming their acceptance. Any queries relating to appointments should be directed to the Faculty/ Departmental Office in the first instance.

### 2.2 Useful documentation

The Chair of Examiners, where appropriate, will call a meeting of all Examiners to outline and discuss local procedures and duties. The following information should be provided at the meeting:

- contact details of relevant officers (e.g. the Chair of Examiners, Faculty Administrator and Examinations Officer);
- the University Regulations for the examination and any published Form and Conduct Notice;
- examples of any examination papers (usually the previous year's);
- the marking and classing criteria agreed by the Faculty Board (or other authority);
- the Faculty or Departmental Examinations Data Retention Policy on script retention and writing on scripts; and any policies on the writing and submission of Examiners' Reports;
- the dates of future and the Final meetings.

The date of the Final Meeting is normally known in advance but it is not the end of the process. Examiners need to inform the Chair of Examiners of their whereabouts and availability for the succeeding month for possible involvement in an Examination Review Procedure.

**Please note:** Examiners should contact the Faculty Board Office or other authority if the above details are not provided routinely.

### 2.3 Conflict of interest

Examiners should be aware of any potential conflicts of interest arising during the tenure of their appointment (such as being a Director of Studies or supervisor in any area relating to an examination) and inform the Chair of Examiners.

### 2.4 Attendance at meetings

Examiners should attend all meetings relating to the examination and this is particularly important for the Final Meeting when the Class List is agreed; ALL Examiners are required to attend and sign the Class List. Dispensation must be sought from the Vice Chancellor, via EQPO, if an Examiner cannot attend the Final Meeting and it is only granted in exceptional circumstances. A form for such a request is available [here](#).

### 3. Roles and responsibilities

#### 3.1 Examiners

Examiners are responsible collectively for the following:

- setting question papers;
- notifying Student Registry of any special requirements (such as data books, graph paper or semi-log paper which will need to be placed on candidates' desks);
- attending examinations for the first 20 minutes to answer queries from candidates and being available by telephone for the remainder of their examination in case of a subsequent query.
- marking formal examination papers and other forms of assessment in accordance with the relevant marking scheme or criteria agreed between the team of Examiners;
- attending Examiners' meetings;
- determining the Class List;
- when required, interviewing candidates for the purpose of an oral examination or interview where agreed by the Chair of Examiners;
- reviewing candidates' scripts as instructed by the Chair in relation to those cases submitted under the Examination Review Procedure.

#### 3.2 Chair of Examiners and Senior Examiners

Additionally, the Chair is responsible for:

- briefing new Examiners, External Examiners and Assessors on their remit and procedures to be followed;
- convening meetings of Examiners;
- delivering the final copy of question papers to the Reprographics Centre in the Old Schools by the required date for printing. Where papers are printed in the Department, they need to be delivered to the Student Registry;
- co-ordinating the business of Examiners and liaising with and submitting information required by Student Registry (such as confirming the final timetable, special stationery requirements and supplying script distribution details);
- ensuring that all Examiners receive information on candidates with Specific Learning Difficulties (SpLDs);
- confirming the Examiners responsible for attending the first 20 minutes of each examination paper;
- delivering the signed Class List and mark book to the Student Registry for processing and publication;
- uploading mark information onto CamSIS for official University transcripts or by returning the 'Grade Roster' via email to the Student Registry ([grade.rosters@admin.cam.ac.uk](mailto:grade.rosters@admin.cam.ac.uk)) as agreed;
- the Chair must be available for up to one month following the publication of the Class List to deal with representations made under the Examination Review Procedure which will also involve two more Examiners from the Board. There is a further stage of the Appeal process, Regulation 7 which will also require the attention of the Chair and perhaps the full Examiners' Board;

- the Chair may be required to respond to requests for consideration should an allowance be approved by the [Examination Access and Mitigation Committee](#). This will happen during the period July – October following the examination.
- resolving and ruling on any examination matter where there may be a difference of opinion amongst Examiners;
- submitting a report on the overall examination process to the Secretary of the Examination and Assessment Committee particularly relating to the general conduct of the examination, commending, advising and suggesting improvements for consideration. Comments specific to plagiarism would be particularly relevant;
- ensuring that Form SRUPS2, the Fees and Expenses Claim Form is completed (<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>) by all Examiners eligible to receive payment (NUTO Examiners and Assessors and External Examiners and Assessors).
- finally, it is good practice to facilitate continuity of the examination process by providing informed support to succeeding Chairs of Examiners.

There is additional guidance specifically on the roles and responsibilities of External Examiners on the EQPO website, at <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>

### 3.3 Confidentiality

#### *Prior to the examination*

Examiners should observe absolute confidentiality in the drafting of question papers. *Word processors and printers used for the preparation of question papers must be secured from unauthorised access and if possible, should not be connected to a network.* Copies of draft or final question papers and marking schemes should be stored in a secure, locked filing cabinet and preferably in a room not accessed by students. Full guidance may be found online under 'Information for Examiners' at <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>

Examiners who undertake College supervisions should act with appropriate circumspection in the conduct of supervisions.

#### *Anonymity*

All examination scripts and submitted work are marked anonymously. The Student Registry allocates a spread of numbers (four numerical digits followed by an alphabetic check digit) called a Blind Grade Number to each Final List of Candidates. They are allocated to students in each list randomly and candidates write their Blind Grade Number, not their name or College, on their scripts.

Examiners receive scripts in numerical order and instructions on how to relay marks to the Chair or administrator. The Class List is drawn up at the Final Examiners' Meeting anonymously. Only when the Class List has been finalised may the candidate numbers be replaced with the names and Colleges of students.

### *After the examination*

Examiners should not discuss any aspect of the examination with candidates or others, except in accordance with the regulations for the disclosure of examination marks (Ordinances, 2019, p.256 at <http://www.admin.cam.ac.uk/univ/so/>) only authorised communication between Examiners and candidates is through their Colleges and is confined to examination marks and related information. This principle should be observed with any queries raised by students or their Tutors including any issues relating to individual appeals. Students should be advised to contact their Tutor. Tutors should raise issues with the Secretary of the Examination and Assessment Committee who will communicate with the Chair of Examiners as appropriate.

## **4. Preparation for written examinations**

### 4.1 Setting and preparing examination question papers

Question papers should comply with the relevant examination regulations and the current Form and Conduct Notice.

The Chair convenes meetings of the Examiners to discuss and finalise the question papers to ensure their accuracy prior to final printing. External Examiners should be invited to participate in the final approval of question papers although their detailed involvement is likely to differ according to the Tripos and relevant Faculty Board guidelines.

Guidance notes for Faculties and Departments for the production of examination question papers are available online [here](#) and include information on security, deadlines and checklists. These are circulated to departments annually at the end of the Michaelmas term.

The Examination and Assessment Committee expects question papers to comply with the template found online at <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/information-examiners> (under 'Information for Examiners') and monitors compliance against the template. All University question papers should bear the University crest, examination and paper codes on the cover page, e.g. AAT1/1, and use a sans-serif typeface (e.g. Arial) which is more readable for those with certain disabilities. A full list of codes may be found under H01 (for examination codes) and H03 (for paper codes) [here](#).

Final versions of papers produced entirely in Departments must be delivered by hand to the Student Registry by no later than three weeks before commencement of the examination. If proof copies are required then delivery of camera-ready copy must be made earlier than the designated deadline. The Chair of Examiners can visit Reprographics by arrangement to view final versions of question papers and related materials as appropriate.

### 4.2 List of Candidates and mark books

The List of Candidates includes candidates' names, Blind Grade Numbers and papers taken. Additionally, and of importance, each List contains footnotes, attached to candidates, indicating specific categories of candidature where the Examination and Assessment Committee requires Examiners to take special consideration at the point of classing, for example, 'not for honours' candidates.

Functionality exists that allows Faculty and Departmental Administrators to run First, subsequent and Final Lists of Candidates as lists are no longer sent from the Student Registry. Instructions may be found online [here](#).

#### 4.3 Classing criteria

Examiners are responsible for marking criteria and determining the classification method in accordance with the relevant Faculty Board Scheme (which must be issued by no later than the end of the full Michaelmas Term preceding the examination). The General Board expects marking schemes and classing criteria to be published or otherwise made available to students.

#### 4.4 Corrections to printed examination papers

Any corrections to question papers identified during an examination should be notified to the Reprographics Centre in the Old Schools building within one week of completion of the examination. Examiners should take a corrected version of the examination question paper together with annotations made to the paper during the examination for incorporation into the bound volumes of papers deposited within College Libraries – see section 6.3.

### **5. Assessment and examinations for students receiving Examination Access Arrangements.**

#### 5.1 Adjustments

The University has established procedures for authorising adjustments for candidates with an illness or disability to take their examinations using 'alternative arrangements'. The Examination Access and Mitigation Committee is responsible for approving and arranging appropriate adjustments to ensure fairness for all candidates. A range of adjustments are available including:

- awarding extra time;
- providing examination papers in accessible or alternative formats such as Braille, large print or with colour overlays;
- using an amanuensis or word processor.

Most adjustments, apart from those required for practical examinations or for candidates with a diagnosed SpLD, are arranged without reference to Examiners. However, there may be instances when an Examiner is asked to advise on requests involving the use of computers and specific software.

#### 5.2 Arrangements for practical examinations

The Examination Access and Mitigation Committee is responsible for authorising adjustments for *written* practical examinations for candidates with an illness or disability. However, non-standard adjustments for other types of practical examinations are usually considered in consultation with the Chair of Examinations. Departments may also seek advice from the Secretary of the Examination Access and Mitigation Committee and the Disability Resource Centre on the appropriateness of the adjustments requested.

Adjustments might include:

- altering the height and layout of laboratory benches or making signage or information accessible by enlarging print or translating into Braille;
- using specialist equipment or modifying existing equipment;
- adjustments to the labelling and use of operating equipment;
- arranging for students to be accompanied by a reader or interpreter.

Examiners intending to set questions involving the use of radioactive materials should consult the relevant Departmental Radiation Officer. A practical examination that might involve a potential risk to health or safety should be discussed with the University Safety Office (33301) and the appropriate Departmental Safety Officer.

### 5.3 Marking and Specific Learning Difficulties (SpLD)

Examiners are required to mark all work in the same way and in accordance with the agreed marking scheme. They are *not* asked to judge how well a candidate might have performed had circumstances been different.

The Examination Access and Mitigation Committee's only exception to this policy relates to candidates with a diagnosed SpLD. The Chair of Examiners will receive a list (issued by Student Registry) of those candidates for whom it has received notification of a diagnosed SpLD. The Chair is responsible for forwarding this information to the relevant Examiner(s). In such instances, the University's policy is to request that minor errors of grammar and spelling are *not* penalised but otherwise Examiners should mark the work normally. (**Please note:** language papers where correct grammar and spelling are essential elements of the assessment are excluded.)

### 5.4 Deferment of deadline for dissertations, theses and extended essays or projects

Examiners should note the deadlines for any assignments submitted outside the written examination and ensure that candidates are aware of the deadlines and know where and to whom to submit their work. Arrangements should be made to record the receipt of each candidate's work.

The General Board is the only body empowered to give leave for an extension for pieces of work for which the submission date is specified in the Ordinances. All applications for extensions should be addressed to the Secretary of the Examination Access and Mitigation Committee who may be contacted on [eamc@admin.cam.ac.uk](mailto:eamc@admin.cam.ac.uk). Notes for guidance can be found online here - <https://www.student-registry.admin.cam.ac.uk/about-us/EAMC>

Where submission dates are not specified in the Ordinances, local arrangements should be in place for handling late submissions of work.

The Chair of Examiners will be notified and consulted about applications for extending submission dates. Extensions are only permitted when there is proven good cause such as illness or other extenuating circumstances.

**In the absence of an extension, Examiners should consult their Examinations or Faculty Board guidance on late submission and penalties that may be applied.**

## **6. Conduct of written examinations**

### 6.1 Examiners' attendance in examination rooms

The Chair of Examiners is responsible for ensuring that an Examiner for the relevant paper is in attendance *promptly* at the beginning of each examination session and at each centre where the paper is held. The Chair should notify the Student Registry at [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk) of the Examiners attending the start of an examination.

The Examiner attending should be dressed suitably and wearing a gown (and a hood may also be worn).

### 6.2 The role of the Examiner in the examination room

Examiners are required to be present for the first 20 minutes of examinations. For those examinations where reading time is available, we suggest that Examiners arrive at the beginning of the reading time and remain in the room until 20 minutes into the written examinations.

The primary purpose of Examiner attendance is in case of certain types of query about the examination paper. Examiners should remain in the designated area near the copy of the question paper, usually at the front of the room, during the 20 minutes.

Examiners should not walk around the room or approach candidates if they raise their hand. The Invigilator will deal with all student queries in the first instance and only raise them with the Examiner if it appears that a correction or clarification on a paper is needed.

The exceptions to this are where Examiners might be asked to help check additional materials that students can bring into the examinations, such as calculators or reference texts. These checks will start once the examination has begun and Invigilators may ask for assistance with these checks.

Examiners should only communicate with candidates where the matter concerns a correction. Any other queries raised by students will be managed by Invigilators.



### 6.3 Announcements of corrections

If there is an error in the question paper, the Examiner should:

- i. announce the correction to all the candidates in the main examination room and arrange for the announcement to be made in any other rooms where candidates are sitting the examination (for example, the University Centre or Titan Suite);
- ii. ensure that the correction to the question paper is communicated to the Examination Office (via the Supervisor) who will inform all the Colleges who have a student sitting that paper in College.
- iii. annotate and sign a copy of the corrected question paper and return it to the Supervisor or Invigilator. An annotated version should be returned to the Reprographics Centre for incorporation into the bound volumes of question papers;

Some candidates may have completed the question to which there is a correction; if there are queries from candidates as to how they should proceed, the advice is not to go back and redo the question but to continue and report it to their College Tutorial Office which will be familiar with the procedures available.

### 6.4 Queries other than corrections

Examiners are not allowed to interact with candidates in the examination venue unless requested to by an Invigilator. Common queries that are raised might be concerned with:

- explanation/clarification of a word (either an English one or a word in a foreign language) – in these cases Examiners should not assist candidates with terminology; their only role in the examination room is to deal with errors;
- a query where a candidate raises an expectation that a certain question or topic would be covered when no such question appears. If this occurs, the Examiner should indicate that the question paper has been approved and that any queries should be raised with the candidate's Tutor on their return to College.

### 6.5 Withdrawal through illness of an Examiner or Assessor

If an Examiner or Assessor is taken ill and the examination cannot be completed without a replacement, please contact the Examinations Office on (7)64995 or (3)34488.

### 6.6 Incidents

If it is necessary to report an unusual incident during the main examination period in May/June, please telephone the Examinations Office which is open from 7.30 a.m. to 6.30 p.m., Monday-Saturday including Bank Holidays on (7)64995 or (3)34488.

Any critical incidents which may affect the integrity of the examination should be reported to Jenny Green, Head of Exams, Assessment and Mitigating Circumstances on ext (7) 64694.

### 6.7 Procedure for dealing with suspected unfair practice (including suspected cheating or plagiarism)

The use of unfair means is treated with utmost seriousness by the University. The Invigilator will have reported the matter in most instances where a candidate is suspected of using unfair means. When an Examiner suspects a candidate of cheating they should consult the University's guidance at <http://www.admin.cam.ac.uk/univ/plagiarism/index.html>.

## 6.8 Interviews and vivas (excluding suspected cheating and plagiarism)

Examiners may need a candidate to attend an interview to clarify an aspect of the candidate's work and the process may be used for any written work examined including:

- an examination script;
- a dissertation;
- a thesis;
- an essay submitted in substitution for or in addition to a written paper;
- a project report;
- a laboratory notebook.

Some examples of the circumstances in which Examiners may wish to seek clarification include:

- ensuring that the work is complete and that sections have not been omitted in error;
- enabling the candidate to decipher an illegible passage when it would be excessive to require the whole assignment to be typed or rewritten legibly;
- determining which written paper is being substituted when there is any doubt.

Examiners are advised to summon a candidate for interview via the relevant Senior Tutor.

In certain subjects, it may be customary to conduct a *viva* for all candidates or in circumstances such as borderline candidates or sampling. If this is the case, no specific authorisation is required although the Examination and Assessment Committee would normally expect candidates to have been made aware of such practice.

## 7. Arrangements after the examination

### 7.1 Examination scripts

#### *How scripts are received*

Scripts should be delivered by the internal examination messenger within a day of the examination in question (Saturdays and Bank Holidays may interfere with script delivery). Also, Examiners may arrange to collect their scripts from the examination room by prior arrangement with the Examinations Officer or the Examination Room Supervisor. From 2019/20, it is no longer possible to collect scripts from the Examinations Office. This is due to the volume and complexity of script management in the Examinations Office. Please ensure all staff are aware of this change in practice.

**Please note:** Scripts will only be delivered to a Department on a Saturday or Bank Holiday if the Examinations Office has been informed that the Department is open and able to receive such a delivery.

### *Candidates taking examinations under alternative arrangements (usually in College)*

Examiners will receive the scripts of candidates who took their examinations under alternative arrangements *later* than the main batch from the primary venue (the first markers will be advised of these scripts). The scripts can be delayed for several reasons: they have a longer route; there are some instances when a student has taken the examination at a different time; and other instances where a student has been taken ill during the examination. All scripts taken under these arrangements, as stated previously, must be marked in the same way as scripts written under normal conditions except for those identified as SpLD ones. Please refer back to section 5.3 – ‘marking and Specific Learning Difficulty’.

### *Retention of scripts*

Scripts are normally retained for **six months** after the examination in case they are needed as evidence in any challenge of a result. However, Examiners should consult any additional guidance from their Faculty. The scripts and other materials of any candidate must be retained until Examiners are informed otherwise by the Examination and Assessment Committee. Additionally, the Chair of Examiners will require the return of the scripts of any candidate who submitted representations under the Regulations for the Examination Review Procedure (see S&O, page 256 ‘General Regulations for Examiners and Assessors’ - <http://www.admin.cam.ac.uk/univ/so/> ) on completion of this process. All such scripts together with any submitted essays, dissertations or project work contributing to the assessment of the candidate in question will be returned to the Examinations Office for secure storage in case there is a further, final appeal.

Scripts should be disposed of in accordance with the Faculty Board’s *Examinations Data Retention Policy*. The Student Registry can arrange for the disposal of scripts six months after the examination and all Departments will be contacted to arrange for collection.

### 7.2 Withdrawn students

Where a student withdraws from some or all written papers, they will appear on the report that accompanies the main examination scripts from the primary site. Work submitted, whether it is written examinations or project work prior to the written examinations should still be marked and those marks transmitted to the Student Registry. This information may be used by Colleges to determine representations to the Examination Access and Mitigation Committee.

### 7.3 Extenuating circumstances and examination allowances

The University has an established procedure for considering medical and other extenuating circumstances. **Examiners are not empowered to consider the extenuating circumstances of candidates and must mark the work as presented.** Such cases are referred to the Examination Access and Mitigation Committee. Details of the Allowances available can be found online [here](#).

## 7.4 Examination Warnings

There are two types of Examination Warnings relating to a) disability and b) illness or grave cause. They are used to:

- notify Examiners of candidates with Specific Learning Difficulties. Examiners are asked to not penalise minor spelling or grammatical errors unless they form an essential element of the assessment (such as in language assessments) or for candidates who are colour blind;
- inform Examiners about candidates suffering from illness or other grave cause who are in danger of failing or underperforming.

### *Procedure for dealing with Examination Warnings for candidates with SpLDs*

The Chair will receive a report notifying them of candidates with SpLDs which they should use to inform Examiners before the commencement of marking. Apart from not penalising spelling and grammatical errors, Examiners are expected to mark the work in the same way as other candidates and in accordance with the relevant marking scheme and classing criteria.

### *Procedure for dealing with Examination Warnings for candidates with colour blindness*

The Chair will receive a report notifying them of any candidates with colour blindness who may require adjustments to their practical examination. In such instances, the Chair is authorised to make appropriate adjustments in consultation with the Director of Studies and any relevant technical staff.

### *Procedure for dealing with Application Warning Letters relating to illness or other grave cause*

The Chair will not receive a list of Warnings issued for candidates on the basis of illness or grave cause. Instead, these Warnings together with the supporting evidence will be referred to the Examination Access and Mitigation Committee if an application is made for the student by their College. This affects those students who have only taken part of the examination and who would otherwise be declared to have deserved honours by the Examiners or where the overall class is misrepresentative. In both instances, the Examinations Board should treat the candidate in the same way as other candidates and then their case can be referred to the Examination Access and Mitigation Committee by their College as needed. The Committee may grant the relevant examination allowance or refer the matter to the Chair of Examiners for further review after the Class List has been issued.

## 7.5 Final Examiners' Meeting

All Examiners must be present at the final meeting unless special dispensation has been authorised by the Vice-Chancellor's Office via the Educational Quality Policy Office and this is only given in exceptional circumstances. It should be noted that it is possible for examiners (internal and external) to join the meeting via Skype if attendance in person is impossible. If an Examiner is absent the proceedings should continue and their absence or late arrival recorded in the minutes of the meeting. The name of any Examiner not present at the meeting should be excluded from the Class List.

The Examiners' Final Meeting must be conducted in accordance with its agreed procedures and only consider those matters it is empowered to deal with. Prior to the meeting the Chair should ensure that all marks have been transposed correctly into the mark book and that University Student Numbers (USNs) have been reconciled with candidate examination numbers. Also, the Chair should have received the following information:

- any representations relating to the conduct of the examination for consideration at the meeting;
- relevant Faculty/Departmental guidelines relating to the presentation of marks and mark books and the conduct of the meeting.

The Chair is responsible for arrangements to record formally the proceedings of the meeting which should include:

- i. the attendance of all Examiners, noting any dispensations for absence;
- ii. the arrangements for marking and classing to agreed criteria;
- iii. any exceptions and the reasons;
- iv. discussion of marginal candidates;
- v. the decisions relating to any representations relating to the conduct of the examination. A brief note explaining the reasons for the decision should be included;
- vi. confirmation of the mark book and Class List.

Examiners should refer to the General Board's good practice guidelines for the conduct and recording of Examiners' meetings [here](#).

## 7.6 Borrowed papers

Many examinations borrow question papers from another examination. Candidates who sit borrowed papers are classed by the Board of Examiners based on the marks obtained for each paper including those marked by Examiners from the other Tripos.

The Chair of the examination providing the borrowed papers should send the agreed final mark of each candidate to the relevant Chair of borrowing examination together with any other relevant details including an explanation of any codes or marking conventions before the Examiners' classing meeting. The respective Chairs will need to liaise regarding the dates of their Examiners' meetings and, in the event of queries and appeals, the availability of scripts. The Chair of the Tripos providing the borrowed paper may be asked to comment on representations relating to those papers.

Those candidates taking borrowed papers should only be included in the final Class List and mark book of the examination they have entered and not the examination providing the borrowed papers.

## 7.7 Approved exchange schemes

The University has the following exchange schemes enabling Cambridge undergraduate students to study at a partner university for an academic year and for students from the partner university to study at Cambridge:

- Erasmus
- National University of Singapore (NUS) Exchange
- Ecole Centrale (ECP) Exchange

The academic work undertaken by the students is assessed at the host university and students obtain appropriate credit back at their home university.

Examiners will receive the names of the candidates with the list of candidates for their examination; they will be tagged with an appropriate footnote and will be entered as 'not for honours'. **Please note: exchange students may take an irregular combination or number of papers.**

**The marks obtained by exchange students in Cambridge should be recorded in the College mark book** regardless of whether the student has taken the same number of examination papers as a Tripos student. This will enable the administrators of the exchange to prepare a transcript of the students' marks to report back to their home university thus enabling the students to obtain the appropriate credit for the year.

In a few cases, it may have been agreed by the Faculty or College that an exchange student may answer fewer questions on a paper than the rubric requires for Tripos students. In such cases, Examiners are asked to notify the administrator of the exchange so that the marks reported back to the home university are known to be, for example, out of a possible 80 rather than out of a possible 100.

### *Contacts*

Erasmus: International Students Office [exchanges@admin.cam.ac.uk]

NUS Exchange: Dr. Stuart Haigh, Department of Engineering [skh20@cam.ac.uk]

ECP Exchange: Dr Guillaume Hennequin, Department of Engineering [ggeh2@cam.ac.uk]

**Exchange students' names should not appear on the Class Lists** since they are not candidates for honours. Instead, the students' names should appear on the separate list of candidates not included in the Class List.

## 8. After the Final Examiners' Meeting

### 8.1 Class Lists and mark books

The Chair is responsible for compiling the final Class List and supporting information. This is submitted to the Student Registry to produce:

- the formal Class List to be posted outside Senate House;
- information required to produce transcripts;
- the Grade Roster.

Further information is given in the Guidance Notes on drawing up the Class List and mark book available online [here](#) and circulated each April.

This process is a separate exercise from the production of mark books for Colleges which often provide more detailed information on the performance of candidates than required for the University transcripts. The Chair should arrange for College mark books to be circulated to Colleges with copies given to the Examination and Assessment Committee.

All Departments upload their classes and marks directly onto CamSIS. This allows students and College tutorial staff to view this information immediately without waiting for the mark books to be circulated. Further information may be found [here](#).

### 8.2 Candidates who have failed

Where a candidate has failed, it is good practice that the Chair of Examiners informs the Senior Tutor of the student's College before the fail is seen by the student on CamSIS or it is published at Senate House. The Examination and Assessment Committee encourages all Chairs of Examiners to include the practice in their schedule of activities immediately after the Final Examiners' Meeting.

### 8.3 Publication of Class Lists

The Student Registry will arrange for the formal Class List to be published at Senate House and communicated to the Colleges.

The Student Registry may omit names from the Class List (General Data Protection Regulation) and so it is important that only the Class List produced by the Student Registry is disseminated. Examination results are released to candidates via CamSIS before the Class Lists are published at Senate House. **Class Lists must not be posted in Departments until Examiners have received confirmation from the Student Registry.**

Class Lists are only posted outside Senate House from 4.30 p.m. each day.

Detailed information on the production of Class Lists and the provision of marks for University transcripts can be found [here](#).

## 8.4 Mark checks

Following publication of Classes and marks, some students will have queries relating to the marks obtained and may request an informal mark check. This would usually be limited to a check that the examination has been marked properly and the marks recorded accurately. Departments should have processes in place to allow students to request such a check, and respond in a timely manner.

## 8.5 Corrections to Class Lists

Examiners should contact Jenny Green, Head of Exams, Assessment and Mitigating Circumstances if they become aware of any errors in the Class List. The Secretary **must be informed of any substantive change involving a classing decision**. Before publication in the Reporter, providing the change is not substantive, all that is usually necessary is to submit a corrected list to the Student Registry and to provide details of any changes required to the Grade Roster. The Chair of Examiners will be notified of any corrections prior to reissuing the Class List.

If the Class List has already been published in the Reporter, it constitutes an amendment requiring the publication of a Notice in the subsequent edition of the Reporter.

## 8.6 Amendments to Class Lists

Any change to a student's class constitutes an amendment to the Class List approved by the Examiners. Amendments are only made in the following circumstances:

- as a consequence of the Examinations Review Procedure where the Chair and two other Examiners have agreed to raise the student's class;
- as a consequence of a recommendation by the Examination Access and Mitigation Committee authorising the Chair of Examiners to raise a student's class;
- as a consequence of an error in calculating or recording marks when classing a candidate.

In case of query, contact Jenny Green, Head of Exams (7) 6494 or email [jenny.green@admin.cam.ac.uk](mailto:jenny.green@admin.cam.ac.uk)

## 8.7 Examination Review Procedure for undergraduate examinations

There is an Examination Review procedure for all Tripos and Diploma examinations which is administered by the Office for Student Conduct, Complaints and Appeals (OSCCA) (stage iii). Further information can be found [here](#):

## 8.8 Disclosure of marks, the General Data Protection Regulation and data retention

The General Data Protection Regulation entitles individuals to gain access to information recorded about them including details of their examination performance. This includes marks awarded to candidates; any interim/transitional marks allocated by individual Examiners and Assessors; and any comments recorded on the examination scripts or other pieces of submitted work. The University is not, however, obliged to return examination scripts to students and the current policy is that requests from individual students to receive their examination scripts should be refused. A Faculty may request permission from the General Board to allow students to receive copies of their examination scripts by submitting a case which should include a pedagogical rationale.



The Faculty Board or comparable authority is responsible for determining the nature and format of the marks and other information regarding examination performance that may be disclosed to students. Each Faculty has a formal *Examinations Data Retention Policy* which provides guidelines on the range of examination data routinely retained, the duration of the retention period and the named contact for submitting data requests. Examiners should familiarise themselves with the Faculty Board's Examinations Data Retention Policy.

Further information is included in the General Board Guidance on examination data and scripts at <http://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/retention-examination-data> and at <http://www.information-compliance.admin.cam.ac.uk/data-protection>.

## 8.9 Payment of Examiners' fees and expenses

All External Examiners are entitled to claim fees for their work. Some Internal Examiners and Assessors (NUTOs) are also eligible to receive fees for undertaking their duties. Fee rates are set down in [Statutes and Ordinances](#), page 257 'Payments to Examiners and Assessors'.

External Examiners are also eligible to claim reimbursement of reasonable expenses including the cost of overnight accommodation where necessary. Internal Examiners required to travel from Cambridge, in instances where the examination is held elsewhere may also claim travel expenses. Expenses claims are subject to the following conditions:

### *Travel expenses*

*Rail:* External Examiners travelling for an examination may claim travelling expenses not exceeding the return fare at the best pre-booked standard rate available between the Examiner's normal place of residence and Cambridge (or the location of the examination if held elsewhere). Tickets should be for second-class travel only.

*Car:* travel expenses may be claimed at the rate of 45p per mile up to 10,000 miles and 25p per mile thereafter.

*Taxi:* long distance taxi fares from airports (e.g. Stansted, Heathrow) cannot be claimed in full from central resources.

*Air:* External Examiners from outside the UK may claim return airfares at the most economical rate available. In certain instances, External Examiners from some parts of the UK may claim a return airfare at the most economical rate available if air travel is more convenient. A faculty or department wishing to nominate an external examiner from outside the UK must put in a request to the General Board in advance (via [examiners@admin.cam.ac.uk](mailto:examiners@admin.cam.ac.uk)). The request should explain why it is not possible to nominate an appropriate expert from within the UK.'

### *Subsistence*

Examiners may claim subsistence expenses at the rates published on the forms [here](#), if the Examiner was absent from their normal place of residence. No payment may be made in respect of a day or night on which an Examiner's absence from their normal place of residence was unnecessary.

External Examiners requiring overnight accommodation are advised to consult the Internal Examiner or the Head of the appropriate Department/Faculty as it may be possible to arrange accommodation in a College or at certain hotels at which the University has negotiated a preferential rate. Accommodation costs should not exceed one night in normal circumstances. Prior approval should be obtained if it is necessary to exceed the subsistence allowance.

#### *Other expenses*

Claims may be made for any reasonable expenses incurred by an External Examiner in the undertaking of their duties, e.g. costs of postage, printing and the typing of reports.

The Student Registry administers the payments of such fees and the reimbursement of expenses. Chairs of Examiners are responsible for completing and returning the Claim Forms (available from <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/appointment-examiners-and-assessors>) to the Departmental Administrator/Secretary who will in turn pass it to the Student Registry so that payments can proceed. External Examiners' payments are dependent on the receipt of their report.

Chairs of Examiners may delegate the duty of completing and submitting Claim Forms to a Faculty/Departmental Administrator.

**The Student Registry is unable to process requests for payments from Internal Examiners or Departments relating to costs incurred when entertaining External Examiners.**

#### 8.10 Home Office (UK visas and immigration)

HMRC requirements mean that the University has an obligation to ensure that all examiners of undergraduate level courses have the right to work in the UK; this includes External Examiners as well as Internal Examiners who are not employed by the University. **Faculties and Departments are therefore asked to request that all Examiners for *undergraduate* courses bring proof of their right to work when they arrive for the Examiners' meeting, and that a photocopy is made of the evidence provided and that it is countersigned to confirm that it is a 'true copy'.** This evidence should be retained for as long as someone is working with the University and for audit purposes, for at least seven years.

A list of documents acceptable as proof of the right to work can be found at: <http://www.jobs.cam.ac.uk/right/>.

Under HMRC requirements, all undergraduate Examiners and Assessors will have to provide proof of the right to work **regardless of their nationality** but employees of the University are exempt. Please note that CTOs and JRFs are not employees of the University.

These checks only need to be completed once – including for External Examiners – unless the Examiner has a limited period visa, in which case their right to work will need to be checked again when the visa expires.

Examiners and Assessors of graduate-level degrees fall under the ‘self-employed’ category which does not require right to work checks.

If an Examiner has been appointed from an overseas institution, they will have one of three entry route options:

- the ‘visitor carrying out a permitted paid engagement’ route;
- the business visitor route;
- through Tier 5.

The most appropriate route will depend on the arrangement the Examiner has with the University. For further information see <http://www.hr.admin.cam.ac.uk/hr-services/immigration>.

## 9. Contacts

Disability Resource Centre	<a href="mailto:disability@admin.cam.ac.uk">disability@admin.cam.ac.uk</a>	(3) 32301
Examination Officers	<a href="mailto:Jenny.green@admin.cam.ac.uk">Jenny.green@admin.cam.ac.uk</a> <a href="mailto:Jo.Overhill@admin.cam.ac.uk">Jo.Overhill@admin.cam.ac.uk</a> <a href="mailto:Craig.Belcher@admin.cam.ac.uk">Craig.Belcher@admin.cam.ac.uk</a>	(7) 64694 (7) 66548 (3) 31201
Secretary to the Examination and Assessment Committee	<a href="mailto:Jane.Clare@admin.cam.ac.uk">Jane.Clare@admin.cam.ac.uk</a>	(7) 64853
Student Registry	<a href="mailto:Student.registry@admin.cam.ac.uk">Student.registry@admin.cam.ac.uk</a>	(7) 66302
University Safety Office	<a href="mailto:safety@admin.cam.ac.uk">safety@admin.cam.ac.uk</a>	(3) 33301

## Appendix

The following Examiner Guidelines are on display in each examination venue as a reminder of Examiners' duties. Any queries should be directed to the Supervisor of the examination venue on the day or emailed to [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk).

### **Examiner Guidelines**

#### **Arriving at the exam venue, inform the Supervisor:**

- That you are the examiner for your exam and provide your contact details for the exam period.
- Indicate if you intend to return to the exam venue at the end of the exam to collect your scripts, and the supervisor will indicate what time your scripts might be ready for collection. We endeavour to have the papers ready for you to collect at the time agreed with the Supervisor. However, sometimes there is a delay as we collect the papers in candidate order to ensure that all papers are collected for each examination.

#### **Start of the exam:**

- Once the exam has started please wait for 20 minutes in case there are any immediate questions.
- You should position yourself in the designated area near the copy of the question paper.
- You should communicate with students only where there are matters of correction – the invigilator will deal with all other queries.
- The exceptions to this are where you might be asked to help check additional material that students can bring into the examination, such as calculators or reference texts. In these instances, the Invigilator may ask you to assist with the checks at the start of the examination.

#### **During the exam:**

- Keep your phone turned on and be alert to any calls from the Exam venue.
- The supervisor of the exam venue will ask you to return to the venue if there are queries or corrections to your paper, which need explaining.
- If there are corrections - at the exam venue, announce the correction and write the correction on a board visible to candidates.
- Annotate and sign a copy of the corrected question paper and return to the supervisor or invigilator. You should also return an annotated version to the Reprographics Centre to incorporate in the bound volumes of question papers.

#### **If you are collecting scripts from the venue:**

- Return to the exam venue at the time agreed with the Supervisor.
- If the papers are ready, complete the examiner collection form before taking the scripts.
- If the papers are not ready then please wait quietly while the papers are collected or agree to collect them later from either the exam office or the exam venue after signing the examiner collection form.

#### **If you are expecting your scripts to be delivered:**

- If you have opted to have your scripts delivered, the venue will pass them to the exam office, who will send these to the named person.

#### **Collecting and distributing scripts from other venues:**

- The Exam Office receives the scripts for students who took the exam in alternative venues and posts these within a day of their arrival in the exam office. These are sent in separate batches so as not to cause any delays to marking.