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.

Guidance for Transcribing Illegible Scripts

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The following guidelines are to be used by Examiners and Colleges for transcribing illegible scripts.

The Student Registry makes provision for scripts to be transcribed where the Examiner finds them to be illegible. This policy is based on the underlying principle that candidates are expected to write legibly and other than cases involving a diagnosed disability, candidates are not permitted to type their scripts or have them transcribed from the outset on the basis of poor handwriting. Candidates should be encouraged to practice handwriting under timed conditions as part of their preparation for examinations.

1. Procedure for Examiners

The Chair of Examiners, or the Senior Examiner as appropriate, is required to confirm that a script is illegible before it can be sent for transcription. This is to ensure consistency and fairness in declaring a script illegible.

To manage this as an Examiner, if you receive a script that you believe is illegible; you should undertake the following steps.

1. Gain the agreement of the Chair of Examiners, or Senior Examiner, in writing that the script is illegible;
2. Forward this agreement to exam.arrangements@admin.cam.ac.uk along with candidate details including the candidate number and the examination paper details (e.g., Law Tripos Part IA, paper 1);
3. The Examinations team will then arrange to collect the script from you, or you may wish to deliver it to the Student Services Centre or the Exams Office, to arrange for the paper to be transcribed.

Once the Examinations team have the script, they will contact the college to arrange transcription and for the secure receipt and return of the script to the relevant Examiner.
2. Procedure for Colleges

The College is responsible for collecting the script from the Student Registry (Student Services Centre / or Exams Office) and undertaking the transcription in accordance with the following procedure:

- The transcript should be produced in the presence of the candidate; this may involve the candidate dictating the script in its entirety or asking the candidate to decipher particular sections, or requiring the candidate to type the transcript.

- The candidate is not permitted to amend the original in any way, including grammatical and spelling errors or altering any figures or diagrams.

- The Exam Access and Mitigation Committee (EAMC) does not permit the transcription or other amendment of figures, diagrams or mathematical symbols.

- Where the College allows a candidate to transcribe their own work, it must be done in the presence of an Invigilator or authorised College personnel and the candidate will be instructed not to amend the original in any way.

- Any text that cannot be transcribed (including by the candidate) will be highlighted on the original.

- The candidate will check the document to ensure it has been accurately recorded and sign a declaration confirming its accuracy.

- The candidate’s Tutor will compare the transcript with the original to ensure there are no discrepancies.

- The transcript and original should be returned to the Student Registry (Student Services Centre / or Exams Office) within **48 hours** of receipt by the College if possible. If this is not possible you must email exam.arrangements@admin.cam.ac.uk as soon as possible.

3. Cost

The EAMC will not pay the cost of transcription although the College may choose to pass on the associated costs to the student concerned.