

This guidance relates to examination warnings. Queries regarding this should be sent to [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk).

## **Guidance for Tutors about Examination Warnings**

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### **Basic Principles**

This guidance outlines the system of Examination Warnings which apply to all examination candidates for the awards of:

- The Foundation Year
- Bachelor of Arts and Bachelor of Theology
- LLM, Diplomas and Certificates
- Certain Postgraduate taught programmes such as the MPhil by Advanced Study

**The examination warning guidance does not cover the profession medical and veterinary examinations or Preliminary examinations for which there is no system of Examination Allowances.**

If you are not sure if this guidance applies to you or have queries with regards to examination warnings please email [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk) for further advice and guidance.

The University's policy distinguishes very clearly between the role of Examiners in marking and classing candidates and the procedure for dealing with cases relating to illness or extenuating circumstances. In accordance with that policy, Examiners are not authorised, except in cases where an examination warning has been submitted for a candidate with an SpLD (Specific Learning Difficulty), to take account of any personal or individual circumstances when marking or classing the work of candidates or to adjust marks as a consequence.

## **Examination Warnings**

There are two types of Examination Warnings:

- Those used to notify Examiners of candidates with a Specific Learning Difficulty (SpLD) or who are colour blind. *Notification of a candidate with a diagnosed SpLD or who is colour blind should be submitted as soon as possible.*
- Candidates suffering from unexpected illness or other unexpected grave cause who are in danger of failing or underperforming as a consequence. **It should not be used for students with a long term illness with no change in diagnosis.** *Warnings relating to illness or grave cause should be submitted as soon as is practical or as soon as a diagnosis has been provided.*

The College is responsible for submitting the relevant Examination Warning.

## **How to submit an Examination Warning**

To submit an Examination Warning you should log in to CamSIS:

- Go to Main Menu > Records and Enrolment > Special Conditions > Examination Warnings.
- You will arrive at the landing screen for Examination Warnings and will need to insert the necessary details for the student you are submitting a warning for including the term that it applies to.
- Click the Search option and you will then be able to complete the warning as necessary. We would encourage you to add a comment in addition to selecting the warning options as this provides clarity and it may subsequently be used as supplementary evidence if an application for an Examination Allowance is submitted.

If you have any queries please contact [exam.arrangements@admin.cam.ac.uk](mailto:exam.arrangements@admin.cam.ac.uk).

## **Procedure for dealing with Examination Warnings for candidates with a Specific Learning Difficulty (SpLD)**

The Examination Access and Mitigation Committee (EAMC) will notify the Chair of Examiners of any candidates with a diagnosed SpLD, where an examination warning has been submitted or where an Exam Access Arrangement application is approved for an SpLD.

Examiners are requested not to penalise minor, spelling or grammatical errors unless they form an essential part of the assessment. In all other respects, 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. The Chair/Senior Examiner is responsible for notifying the relevant Examiner or Assessor marking the candidate's scripts.

### **Procedure for dealing with Examination Warnings for candidates who are colour blind**

The Examination Access and Mitigation Committee (EAMC) will notify the Chair of Examiners of any candidates who are colour blind. **However, if you think a student may require adjustments to their practical or written examinations as a consequence please email [exam.arrangments@admin.cam.ac.uk](mailto:exam.arrangments@admin.cam.ac.uk) as soon as possible.**

In such instances, the Chair of Examiners is authorised to identify appropriate adjustments in consultation with the College Director of Studies and the relevant technician responsible for setting up the practical.

### **Procedure for dealing with Examination Warnings relating to illness or other grave cause**

Examination Warnings relating to illness or other grave cause will not be referred to the Examiners' Final Meeting but will be viewed by the Examination Access and Mitigation Committee if an application for an examination allowance is submitted.

Unless an application is submitted, the warning will not be reviewed. Colleges should still continue to submit these warnings on-line using CamSIS and normally by no later than the last day of the student's examination.

Tutors are reminded that the Examination Warning is intended to be a mechanism whereby the College considers there is a danger of failure or underperformance as a consequence of illness or other grave cause and therefore constitutes sufficient grounds for referral to the Examination Access and Mitigation Committee (EAMC).

### **Cases referred to the Examination Access and Mitigation Committee**

If a student fails, the Examiners will leave the candidate's name off the Class List but will list them separately for the attention of the Secretary of the Examination Access and Mitigation Committee. The College is then responsible for making an application to the Examination Access and Mitigation Committee for an Examination Allowance.

In some cases a student may have been classed already by the Examiners – a class which could be misrepresentative - in which case the College is responsible for submitting an

application to the Examination Access and Mitigation Committee for an Examination Allowance providing there is tangible evidence demonstrating that the candidate was ill or suffered from other grave cause, there may be grounds for an Examination Allowance.

The Examination Access and Mitigation Committee meeting on **23<sup>rd</sup> June 2023** is reserved for finalists who would otherwise not be eligible to proceed at General Admission. All other applications including non-finalists and any further applications to raise a student's class will be referred to the July meeting.

Any successful applications will be referred to the Chair of Examiners although it may take several weeks before these cases are resolved because of the need to confer with other Examiners. The Secretary of the Examination Access and Mitigation Committee will notify the College of the outcome as soon as possible.

Further information on this type of allowance can be found in the Guidance notes for Examination Allowances: <https://www.student-registry.admin.cam.ac.uk/about-us/EAMC>