Applications for an Adjusted Mode of Assessment

Guidance Notes for Faculties and Departments for 2022-23

This guide is designed to enhance the detail of the operational process as laid out in the Code of Practice: Access and Inclusion for Disabled Students found online here and in the Guide to the AMA process found here. It is expected that the Code of Practice and the Guide have been considered.

This additional guidance is targeted at Faculties and Departments to help them navigate through the process.

1. How to prepare for a case conference:

- Consult with paper organisers and identify the competence standards for the current mode of assessment, specifically what is being measured and how.
- Discuss the request, but not the student or sensitive information relating to their disability with those paper organisers. You may also wish to consult the Chair of Faculty Board / Exam Board.
- Consider who else may need to attend the case conference to gather further information or to explain competency standards for specific parts of the course – this may include administrative colleagues who will be making the local arrangements, a Director of Education or a previous Chair. If this is the case, please be advised to contact exam.arrangements@admin.cam.ac.uk with the request and the doodle poll and accompanying email will be sent to the requested colleague(s).
- Consider the timeline – who / how will this need to be approved within your department. Could there be any restrictions which would delay or impact the process of implementing an AMA?
- Consider the request – if it is for an extended period of study, are any of the papers restricted in the following year? Are papers borrowed from other subjects – if so, you may wish to consult with that department?
- If you would like to discuss the request with Student Registry, please email exam.arrangements@admin.cam.ac.uk.

2. At the case conference

- The purpose of the case conference is fact finding only. The case conference is an opportunity to better understand what may or may not be possible by the student due to their disability. No decision or commitment to deliver assessment in a certain way is made at the case conference.
- Share timelines and what approval mechanism is needed so that the process is transparent. For instance, the recommendation may be required to go through a Faculty's governance process (such as a full meeting of the Faculty Board).
- Suggest what other adjustments may be viable – the AMA as requested may form the basis of the case conference but may not be necessarily what you recommend. Use the opportunity to consider other methods of assessment which may be more suitable to your subject and the competence standards being tested. Discuss what that might be with the stakeholders to understand if there are any barriers to those adjustments.

3. After the case conference

- Meeting notes will be circulated by the Student Registry.
- Consult as needed, such as with the Chair of Faculty Board / Exam Board on the request made, and what, if any, AMA would be recommended for each module being requested. The recommendation may not match the original request, or a recommendation may be made which was not discussed at the case conference.
- Complete the Examiners Recommendation Form (template sent from the Student Registry) and send to exam.arrangements@admin.cam.ac.uk.
- Once approved, put in place any operational requirements within the department. This may include the delivery of bespoke papers or similar.
- Ensure all parties within the department are aware of this adjustment. This may include admin staff managing markbooks, IT staff assisting with upload of Grade Rosters, lab staff managing practical space etc.

Please note that approved AMAs 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. Also, cases previously considered will not set any precedent for a particular disability or adjusted mode.