Adjusted Modes of Assessment
Guidance Notes for Faculties and Departments 2023-24

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BACKGROUND

This guide is designed to provide detail of the operational process as mentioned in the Code of Practice: Access and Inclusion for Disabled Students found online here and in the Guidance Notes for Staff and Students 203-23 found here. It does not replicate the information or background available in the Code, and it is expected that all users have read the Code of Practice and Guidance Notes before this document.

As a result of feedback received from stakeholders and of regular internal review, the AMA application process has been amended for 2023-24. The primary changes are:

- Removing the need for a case conference in most cases with the expectation that this will speed up the process.
- Implement deadlines for responses to applications.
- Schedule regular updates to Colleges and students on outstanding applications.

The new process can be viewed in Appendix A.
1. **THE CIRCULATION PROCESS**

- Where a case conference has not been requested by the College, student, or EAMC, the application will be sent directly to the Department or Faculty to consider.

- Upon receipt of the application, the Department or Faculty is asked to provide an update or AMA recommendation to the Mitigating Circumstances Team at exam.arrangements@admin.cam.ac.uk within 28 working days.

- The Department or Faculty are asked to 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). The Mitigating Circumstances team will then share this information with the College to pass on to the student, so they are kept informed regarding the progress of their application.

- 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 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?

- The Department or Faculty may suggest what other adjustments may be viable – the AMA as requested may form the basis of the application but may not necessarily be what you recommend. All other methods of assessment which may be more suitable to your subject and the competence standards being tested may need to be considered. Discuss what that might be with your colleagues to understand if there are any barriers to the proposed adjustments.

The Mitigating Circumstances team will liaise with the relevant Department or Faculty to reach a recommendation regarding the application made. If the application does not contain enough information or there are further queries, the Mitigating Circumstances team will request further information from the student’s College at the request of the Department or Faculty.

It is expected that the Department or Faculty will not approach the College directly and will contact the Mitigating Circumstances team in the first instance.

Should the Department or Faculty feel that a case conference would be helpful to discuss the application made, the Mitigating Circumstances team will arrange this.
2. **THE CASE CONFERENCE**

**CASE CONFERENCE PROCESS (WHERE ORGANISED)**

2.1. **IN PREPARATION FOR THE 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 the Mitigating Circumstances team, please email exam.arrangements@admin.cam.ac.uk.

2.2. **AFTER THE CASE CONFERENCE**

- Meeting notes will be circulated by the Mitigating Circumstances team.
- 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 Mitigating Circumstances team) 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.
3. **THE ADJUSTED MODE OF ASSESSMENT PROCESS**

**PRINCIPLES**

The Mitigating Circumstances team may meet with the Department or Faculty throughout the process to ensure that it is as efficient as possible.

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.

Further information regarding the AMA process can be found in the Guidance Notes available here: [https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements](https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements)

**KEY CONTACTS**

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<thead>
<tr>
<th>Complex queries</th>
<th><a href="mailto:Jenny.green@admin.cam.ac.uk">Jenny.green@admin.cam.ac.uk</a></th>
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<tr>
<td>General / preliminary queries (to the Mitigating Circumstances team)</td>
<td><a href="mailto:exam.arrangements@admin.cam.ac.uk">exam.arrangements@admin.cam.ac.uk</a></td>
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*For these purposes, Chair also includes Senior Examiner where relevant.*