Guide to the Examination Enrolment Process
2018/2019

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Introduction


This guide is designed to support colleges through the stages of the annual examination enrolment process with a particular focus on the peak enrolment period in October – November.

This guide will be updated annually and any information that colleges would like included, or good practice tips they would like to share, should be emailed to recordsandexams@admin.cam.ac.uk by 1st September in any year.
Timeline/Overview 2018-2019

- **1 October – 1 November 2018** – The main Enrolment Window is Open, allowing students to use CamSIS to select the subjects and the papers within the subject they wish to offer.

- **1 October – 8 November 2018** – Directors of Study/College Tutorial Staff approve the enrolments made during the window, allowing for an additional period of 6 days for approvals (2-8 November) after the window closes.

- **1 October – 26 October 2018** – Student Registry bulk enrols students taking Tripos subjects with solely compulsory papers.

- **1 October – 26 October 2018** – Student Registry uses the bulk enrolment process to enrol students not entered for an Examination, e.g. ED00 – Education Students not entered for an examination, for the purposes of HESES reporting. This is referred to as a dummy or no exam enrolment.

- **1 October – 7 December 2018** – Student Registry uses the bulk enrolment process to enrol students taking the following examinations – EDC1, VTE1, VTE2, VTE3, Master of Education, MDB4, MDB2, MDB3, 2nd MB Subjects (both Lent Term and Easter Term enrolments), 2nd Veterinary MB Subjects (both Lent Term and Easter Term enrolments), MBA, EMBA, M.Fin.

- **26 November 2018** – First lists of candidates are available to download by colleges to check the enrolments made by their students are correct.

- **29 October – 23 November 2018** – MPhil administrators enrol students onto MPhil courses scheduled in the Lent term and Easter terms.

- **29 October – 21 December 2018** – MPhil administrators enrol students onto MPhil courses scheduled in the Easter term.

- **14 January – 12 February 2019** – MPhil administrators for a small number of MPhil courses, enrol students onto their MPhil courses scheduled in the Easter term.

- **Week commencing 24 January – 11 February 2019** – The Enrolment Window Reopens for some subjects, allowing students taking Chemical Engineering Part IIB, Part II Physics, Master of Advanced Study Degree in Physics, Part III Physics, Part III Earth Sciences, Master of Advanced Study Degree in Earth Sciences, Part III Astrophysics, Master of Advanced Study Degree in Astrophysics, to use CamSIS to select the subjects and the papers within the subject they wish to offer.

- **Week commencing 24 January – 15 February 2019** – Directors of Study, College Tutorial Staff approve the enrolments made during the reopened window, allowing for an additional period of time for approvals after the window closes.

- **18 February – 5 March 2019** - Enrolment Verification Window is open, during this time students are expected to check the enrolments in place on CamSIS and to either verify these papers or request changes be made via their Tutorial College office.

- **15 March 2019** - Deadline for the majority of final examination corrections for Easter term – this date does vary but for the vast majority of Easter term subjects this date is the last day of Lent term, the Table of Dates show the dates applicable for each subject for the current year.
• **11 March onwards** – Final Lists of candidates are available and Exam Confirmation forms are issued for the subjects being examined in the early Easter Term exam period
• **22 April onwards** – Final Lists of candidates are available and Exam Confirmation forms are issued for the subjects being examined in the main Easter Term exam period

The dates given above are applicable to the majority of exam subjects to provide an overview of key events. Please use the TABLE OF DATES to discover the exact dates relating to each subject.

**Table of Dates**

The Table of Dates provides a comprehensive listing of the key dates for each Tripos subject, including:

• Deadline for Enrolments – Students
• Deadline for enrolment approval – Director of Studies
• If a subject is Bulk Enrolled by a Third party (Student Registry or Faculty)
• Date of availability of First List of Candidates for download
• Date Enrolment Verification Window Opens/Closes
• Final Date for Corrections to Enrolments
• Date of publication for Final List of Candidates and Entry Confirmation Forms

The Table of Dates is published each September on the Student Registry Website:
http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-entry-procedures

**Bulk Enrolments/ Dummy Enrolments and Placeholders and Faculty/Department Enrolment**

**Bulk Enrolment** - The Student Registry will enrol students taking subjects that have only compulsory papers/modules through the bulk enrolment process during October. The Table of Dates outlines which subjects/papers these are. Therefore colleges do not need to chase enrolments for these papers.

**Dummy Enrolment & Placeholders** - In the case of students who cannot be enrolled in October a placeholder or dummy enrolment is added to their record. Place holders will be replaced with the actual enrolments later in the year by the Student Registry for example, Part IIA and IIB Engineering students. Dummy enrolments will replace the enrolment and are required for HESA submission, examples of students who would use this are MML students taking a Year Abroad, The Table of Dates (2nd Tab on the Excel worksheet) lists all the examples of dummy enrolments and the codes that will appear on the student’s records.

**Faculty/ Department Enrolments** – For those students who make their choices via their faculty or department, for example, the MBA, the EMBA, Part IIA and IIB of the Engineering Tripos, PGCE, etc. The Student Registry will make enrolments on behalf of these students.

**Enrolment Windows for Students – main and supplementary Enrolment windows**

For those students who make their own enrolments, the main window opens on 1 October each year and runs until the first week of November. There is also a further enrolment window to make online examination enrolments which occurs in late January – Mid-February, this window is only for students taking Chemical Engineering Part IIB, Part II Physics, Master of Advanced Study Degree in Physics, Part III Physics, Part III Earth Sciences, Master of Advanced Study Degree in Earth Sciences, Part III Astrophysics and Master of Advanced Study Degree in Astrophysics. It is for them to select the subjects and papers within the subject they wish to offer.
Students make an online examination enrolment using their CamSIS self-service page, choosing their subject first, the term second. After choosing the term, this opens up the list of papers/modules available for the particular subject. The student makes their choices by selecting the corresponding Add button, taking care to save their choices at the end.

Details of the process can be found in the College Tutorial Training Guide from page 94 onwards: http://www.camsis.cam.ac.uk/cam-only/support_and_training/user_guides/

The process is also outlined in Appendix A.

**Non-standard Enrolments – Exchange Students, Not for Honours candidates.**

The enrolment window will be open for all current students from 1 October each year, including those who are visiting students on exchange schemes, those taking subjects not for honours, those studying as non-qualification students, etc. These students, taking subjects that require online exam enrolments should use their CamSIS self-service page to make their enrolments in the usual manner. Details of the process can be found in the Guidelines for Maintaining the Student Record held on the Student Registry Moodle site: https://www.vle.cam.ac.uk/login/index.php

The process is also outlined in Appendix A

**Role of Director of Studies and College Tutorial Staff during the Enrolment Window for Students** – including information on maintaining oversight of the enrolments made by students and those still to make enrolments.

The primary role undertaken by Director of Studies and Tutorial staff is that of approving the enrolments made by students at your College. College Tutorial staff also undertake the vital task of monitoring the enrolments made by your students and reminding those students who have yet to enrol to do so.

**Approval**

Following an online enrolment being made by a student, the choices selected need the approval of their Director of Studies or in some instances the College’s tutorial staff. This approval process is explained in detail in the Academic approval of exam enrolments document found on the Student Registry website: https://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/guides-colleges

**Monitoring Enrolment**

The monitoring of the enrolments made by students is undertaken by College tutorial staff, this monitoring uses CamSIS Search. The process is explained in the Monitoring Student Enrolments College Guide, shown in Appendix C. Staff at the Student Registry are each assigned a College for which they are to offer support and assistance during the Enrolment Window. As part of this, they will be sending emails containing details of which students appear to have yet to enrol and also those students who have made enrolments which are awaiting the approval of their Director of Studies or the College’s tutorial staff.

**Enrolment Window for MPhil Administrators**

There are separate Enrolment Windows to allow the administrators of the Master of Philosophy and Master of Research courses to enrol students onto their courses. The first window opens from 29 October – 23 November for Lent and Easter term subjects while the enrolment window opens from 29 October – 21 December for Easter term subjects. There is a further window in January for a small number of Master of Philosophy and Master of Research courses. From a College point of view there is no action needed with regard to enrolling your students taking MPhil or MRes courses, you should direct these students to their department or faculty.
Enrolment Verification Window

The next stage is the verifying of examination enrolments, this verification is undertaken by the students themselves. As with the enrolment window, there are differing exam verification windows, depending on the subject being taken. The windows for students to verify take place from mid-February to early March each year. The Table of Dates show the specific dates applicable for each subject for the current year.

In order to verify, students visit their CamSIS Self Service Page, choosing the ‘Verify Examination Enrolment’ link.

Sending emails via CamSIS to those students still to verify their enrolments is explained in Appendix D.

Making Enrolment Amendments (Examination Corrections)

Whilst the examination Enrolment Window is open, students can revisit their CamSIS Self Service Page and choose the Enrol in an Examination link to adjust as necessary, please note that any alterations from the original enrolments will need the approval of Director of Studies/Tutorial staff via the CamSIS Approval page.

Should a student wish to make an amendment to their paper/module choices or even to change their Tripos subject when the enrolment window is closed, the College Tutorial Office will need to submit an Examination Correction form by email to: RecordsandExams@admin.cam.ac.uk. The official Student Registry Examination Correction form is shown in Appendix E and can be found here http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-entry-procedures

Deadline for Exam Enrolment Amendments

Given the range of subjects that require enrolments and the differing dates when these subjects are assessed and examined, the deadline of changes to enrolments (exam corrections) does vary. For the vast majority of Easter term subjects this date is the last day of Lent term (15 March 19), the Table of Dates shows the dates applicable for each subject for the current year.

The Table of Dates is published on the Student Registry Website: http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-entry-procedures

Exam Enrolment Amendments received after the Deadline

Once the deadline for amending enrolments has passed, staff at the Student Registry will undertake a last check of the enrolments made to ensure they adhere to the regulations laid down in Statutes and Ordinances. Once completed, the candidates are issued with an examination candidate number (Blind Grade Number). Other administrative tasks are also undertaken at this point, such as the printing of desk tickets and the generating of the CamSIS exam attendance rosters, these tables are the method used to record information such as, those students who are taking exams in alternative exam venues, those who have leave given to take food and drink into the exam room, etc.

What this means is that exam enrolment changes requested after the deadline are treated in a different way, the enrolment changes are recorded on the exam attendance rosters either as withdrawals or adding students as additional candidates to a paper. With regard to late withdrawals, the original enrolments remain in place on the student’s record, the withdrawals made to the attendance roster are reflected on the student’s record and so their University Transcript will not include these papers.
Key Contacts

Jo Overhill – Deputy Head of Exams – (7)66548; Jo.Overhill@admin.cam.ac.uk
Craig Belcher – Administrative Officer – (3)31201; Craig.Belcher@admin.cam.ac.uk
Annabel Curd - Mitigating Circumstances Administrator – (3)32308; Annabel.Curd@admin.cam.ac.uk
Karen Morris - Administrative Officer – (3)38389; Karen.Morris@admin.cam.ac.uk
Records and Exams team – general enquiries line – (7)64978; RecordsandExams@admin.cam.ac.uk
Student Registry – general enquiries line – (7)66302; StudentRegistry@admin.cam.ac.uk
Appendix A

Online Examination Enrolment

Navigate to the CamSIS Page: Student Self Service > Enrol in an Examination

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Navigation:</strong>&lt;br&gt;Student Self Service &gt; Enrol in an Examination</td>
</tr>
</tbody>
</table>
Step 2.

Click the **Add New Subject** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Enter the subject code into the <strong>Subject Code (e.g. &quot;LW&quot;)</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>Click the Subject you wish to enrol into.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the 'Easter Term 2019' link. This open the list of papers scheduled in that Tripos subject for the Term selected.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the Add button to choose the papers you wish to enrol in</td>
</tr>
</tbody>
</table>
Step 9. Click the **Save and Return to Student Search** link.
Appendix C

Monitoring Student Enrolments

Set up

1. There is a set up page managed by the Student Registry where Careers / programs /plans and subplans can be added to exclude them from the monitoring. This will be used, for example, for those subjects that are ‘bulk enrolled’, the PGCE, MBA etc.

2. Students must be term activated in order to be monitored using this functionality

Process

Once the enrolment window is opened, the monitoring can begin. This is managed by CamSIS search. The student enrolment process is managed at each stage by different status.
The process is shown below:
At each step, a status is applied:

<table>
<thead>
<tr>
<th>Status code</th>
<th>Description</th>
<th>Usage</th>
<th>Available in CamSIS search?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON</td>
<td>Not tracking enrolment</td>
<td>This is attached to those students who have subplans / plans / careers etc. that are in the excluded list. This means that they are not ‘trackable’ via CamSIS search.</td>
<td>N</td>
</tr>
<tr>
<td>NEX</td>
<td>No exams yet</td>
<td>The initial status for all students</td>
<td>Y*</td>
</tr>
<tr>
<td>PAP</td>
<td>Pending Approval</td>
<td>Student has enrolled – awaiting DoS approval</td>
<td>Y*</td>
</tr>
<tr>
<td>PVL</td>
<td>Pending Validation</td>
<td>DoS has approved – awaiting loading by the Registry</td>
<td>Y</td>
</tr>
<tr>
<td>VCP</td>
<td>Validation Complete</td>
<td>Attached to enrolment after Registry have successfully loaded enrolments</td>
<td>Y*</td>
</tr>
<tr>
<td>VER</td>
<td>Validation Error</td>
<td>Attached to enrolment after Registry have loaded enrolments, but standing error identified</td>
<td>Y</td>
</tr>
</tbody>
</table>

Those status that show a ‘*’ are available as additional criteria in CamSIS Search. All other ‘Y’ are available as fields to display.

**College use**

Colleges will also be using CamSIS search to monitor their student’s enrolments. In order to monitor your students, you will need to set up a CamSIS search to return data. The flexibility of CamSIS search allows you to customise it to your college needs, adding in DoS, Tutor and anything else that you need in your college. To monitor the enrolments, you will need to check students at each of the different statuses outlined above. You will be chasing those who are set to ‘no exams yet’ and also those who are awaiting DoS approval at status ‘Pending Approval’. It’s up to you in college as to whether you do this through one or several different searches.

There is also an additional page for view that can be found; Records and Enrolment>Monitoring Student Enrolments>Exam Enrolment Status

This page allows you to view enrolment status on a student by student basis. It also shows an audit history.

**Other points to note**

- Previous queries will no longer reflect the accurate position of a student’s enrolment status so should not be used.
- When students change their enrolments during the open window and the new enrolments have to be approved by DoS, these will show within the tracking. The CamSIS values to monitor these are in a separate section under ‘fields to display’ called ‘Monitoring Enrolments’. They also exist as additional criteria.
- The fields are as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.E. Academic Year</td>
<td>Enrolments are attached to a year as well as a term. To check for enrolments in 2018-19, the Academic year is 2018-19 (CamSIS Code 3360)</td>
<td>Enrolments 2018-19</td>
</tr>
<tr>
<td>M.E. Catalogue Nbr</td>
<td>Catalogue number from schedule of classes. E.g. ‘1’</td>
<td>Catalogue number</td>
</tr>
<tr>
<td>M.E. Comments</td>
<td>Any system attached comment (you can’t add to this) relating to status</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>M.E. Exam Enrolment Status</td>
<td>Status as shown in table above, e.g. ‘No Exams Yet’</td>
<td></td>
</tr>
<tr>
<td>M.E. Last update CRSID</td>
<td>Shows the CRSID of the person who last updated the enrolment</td>
<td></td>
</tr>
<tr>
<td>M.E. Last update date / time</td>
<td>Shows the date and time that the enrolment was last updated.</td>
<td></td>
</tr>
<tr>
<td>M.E. Last update Name</td>
<td>Shows the name of the person who last updated the enrolment</td>
<td></td>
</tr>
<tr>
<td>M.E. Paper enrolment status</td>
<td>Status attached to a paper. Useful if a student has dropped an enrolment and is re-enrolling.</td>
<td></td>
</tr>
<tr>
<td>M.E. Subject Area</td>
<td>Exam code, e.g. ELT1</td>
<td></td>
</tr>
<tr>
<td>M.E. Subject Description</td>
<td>Exam description, e.g. English Tripos Part I</td>
<td></td>
</tr>
<tr>
<td>M.E. Term</td>
<td>Exam term e.g. 3371 for Easter 2019</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix D

### Sending emails via CamSIS to those students still to verify their enrolments

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Navigation:</strong>&lt;br&gt;Records and Enrolments &gt; Enrol Students &gt; Exam Verification Email Gen&lt;br&gt;&lt;br&gt;<strong>Scenario:</strong>&lt;br&gt;You will run the process to send a reminder email to those Undergraduate students studying Architecture Tripos part II, who are taking their exams in Easter 2019 and have not yet validated their exams.</td>
</tr>
</tbody>
</table>

![Screenshot of CamSIS interface](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Enter the desired information into the <strong>Run Control ID</strong> field. Enter <strong>&quot;examverification&quot;</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
</tbody>
</table>

4. Click the **Look up Academic Career** button.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>UGRD</strong> link.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Look up Enrolment Term</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>3371</strong> link.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>All Subjects</strong> option.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Look up Subject Area</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>ART2</strong> link.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>12.</td>
<td>Click in the <strong>Email Subject</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the desired information into the <strong>Email Subject</strong> field. Enter &quot;Please Verify your Exam Enrolments&quot;.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Email Address Verified</strong> option.</td>
</tr>
<tr>
<td>15.</td>
<td>Click in the <strong>Email Text</strong> field.</td>
</tr>
<tr>
<td>16.</td>
<td>Enter the desired information into the <strong>Email Text</strong> field. For example: &quot;It's time to verify your exam enrolments&quot;</td>
</tr>
<tr>
<td>17.</td>
<td>Click the Run button.</td>
</tr>
</tbody>
</table>
Step 18.
Click the **OK** button.
Step | Action
--- | ---
19. | Click the **Process Monitor** link.
20. | You should click the **Refresh** button until the two Status fields say "Success" and "Posted".
Step 21. Click the **Refresh** button.

22. The process has successfully run and the emails have now been sent.
   
   If you wish, you can now view a CSV file listing all of the students who have been sent the email.

23. Click the **Details** link.
Process Detail

- **Instance:** 8565
- **Name:** UCPRG024
- **Run Status:** Success
- **Type:** Application Engine
- **Description:** Exam Verification Email
- **Distribution Status:** Posted

Run Control ID: examverifaction
Location: Server
Server: PSUNIX
Recurrent: No

**DateTime**
- Request Created On: 06/02/2012 10:37:04 GMT
- Run Anytime After: 06/02/2012 10:36:58 GMT
- Began Process At: 06/02/2012 10:37:27 GMT
- Ended Process At: 06/02/2012 10:37:41 GMT

**Access**
- Parameters
- Messages Log
- View Log/Trace

---

**Step** | **Action**
---|---
24. | Click the **View Log/Trace** link.
Step 25. Click the .csv link. Click the Open button.
Appendix E

Student Registry Examination Correction Form

EXAMINATION ENTRY CORRECTION FORM

The last day for corrections for each examination is listed on the table of dates found here - http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/index.html

If a student is going out of residence, please ensure that you have updated the program/plan stack in CamSIS as per the issued guidelines. If you require assistance, please email recordsandexams@admin.cam.ac.uk

Some example corrections are shown below.

<table>
<thead>
<tr>
<th>USN</th>
<th>Name</th>
<th>Exam code</th>
<th>Nature of correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000000</td>
<td>Smith, M</td>
<td>ART0</td>
<td>Please withdraw student from paper 1 and add an entry to paper 2.</td>
</tr>
<tr>
<td>1111111111</td>
<td>Jones, S</td>
<td>ART1</td>
<td>Student is degrading. Please withdraw from all papers.</td>
</tr>
</tbody>
</table>

Please complete the grid below, indicating the correction required (withdrawing from papers, adding papers etc), and then sign below, adding in your college name and date.

<table>
<thead>
<tr>
<th>USN</th>
<th>Name</th>
<th>Exam code</th>
<th>Nature of correction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tutor / Tutorial office

________________________________________________________________________

College

________________________________________________________________________

Date

________________________________________________________________________

Please email the form to recordsandexams@admin.cam.ac.uk or send to: Student Registry, 4 Mill Lane, Cambridge, CB2 1RZ.