

Late fallers for Examinations: Easter term 2021

Given the multiple methods of assessment in the Easter term 2021, the following scenarios are offered to Colleges and Departments to clarify how 'late fallers' will be managed.

SCENARIO 1: HOUSEHOLD ISOLATION

If a household goes into isolation but the student is well enough to undertake the exam, the College should alert the exams office as soon as possible (do not wait until the day of the exam).

An application in CamSIS for the student to take the exam via ProctorExam will also be required.

It is possible to manage a small number of students into ProctorExam on the day of the exam, and Colleges are asked to alert the Exams office via exam.arrangements@admin.cam.ac.uk as soon as possible. Please add **'Urgent - exam today'** in the email subject

It is not expected that applications for the student to use ProctorExam will be made once the exam has started.

Role	Task
Student	Informs College that they are in isolation and have an in-person exam.
College	Confirms isolation. Emails details to exam.arrangements@admin.cam.ac.uk and makes application in CamSIS
Exams team	Authorises ProctorExam sitting. If student has EAA, makes arrangement and sends link to student. If student does not have EAA, informs department admin
Department admin	Makes provision for student (where no EAA)

SCENARIO 2: STUDENT IS ILL ON THE DAY OF THE EXAM

If the student has started the exam but unable to finish, the work completed so far should be submitted and College should submit an exam warning. An allowance may be required.

If the student has not started the exam and is not able to within the exam window, there is no provision for student to take the exam later. The College should submit an exam warning and an allowance may be required.

If the student has not started the exam but is able to start now, but will be too late to the exam venue, see scenario 3.

SCENARIO 3: STUDENT WILL NOT MAKE THE IN-PERSON VENUE IN TIME

The policy on students missing from an exam has been reviewed for Easter term 2021 to take into account online provision. The details can be found online [here](#).

For in-person exams, students will be admitted to an exam venue up to 30 minutes after the start time of the exam.

If a student presents themselves in the tutorial office within the first 30 minutes of the exam indicating that they will not get to site in time to take the exam, the College could arrange for the student to take the exam in-person, in College, invigilated. The Exams office would email the question paper to the tutorial office.

Whether or not to accommodate students in this way is a **college decision**. Point c of the policy should be implemented.

If a student presents themselves in the tutorial office (or at the exam venue) after the first 30 minutes of the exam, there is no mechanism to allow them to take the exam.

It is not possible to move these students into ProctorExam.

SCENARIO 4: STUDENT FALLS ILL DURING AN IN-PERSON EXAM

If a student falls ill during an in-person exam, the site will call the College tutorial office to inform them as would usually happen. However, the student will not then be able to continue the exam in College. Instead, the work completed by the student up to that point will be submitted.

It will be for the College to determine if they offer support in getting the student home, for example by sending a taxi, or if the student should make their own arrangements.