

The information presented in this document is for Colleges to determine how to manage students sitting exams who may be unwell, isolating, under quarantine or undertaking remote study.

All information relates to those University run exams that are either in person or online. It does not include any department exams being run locally, or coursework, essay submission etc.

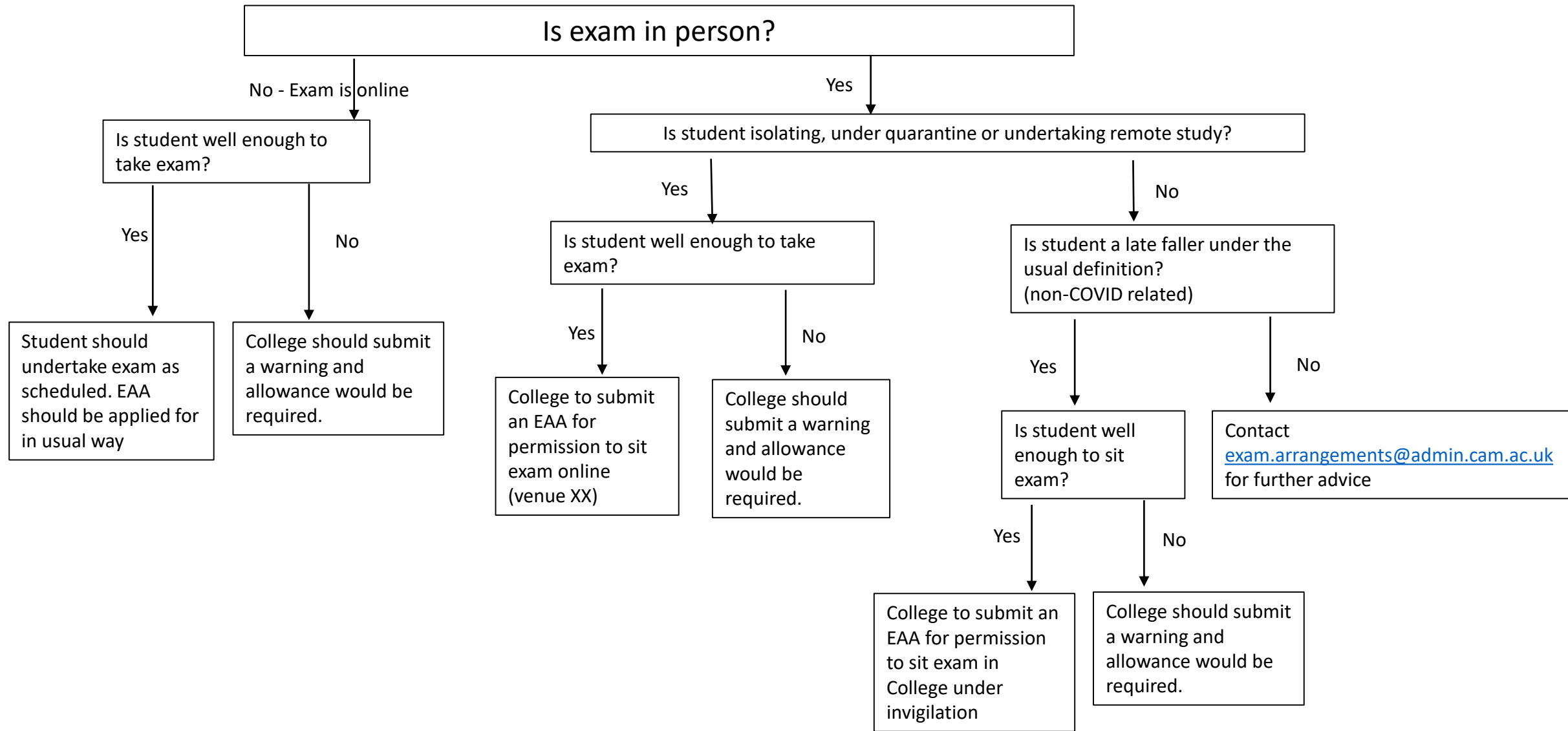
The following information is for Colleges to determine how to manage students sitting exams who may be unwell, isolating, under quarantine or undertaking remote study. The following principles apply:

- Those exams which are just online do not require students to be invigilated. If a student would usually receive exam access arrangements, Colleges should submit requests in the usual way to ensure that extra time taken is not challenged.
- Where an exam is in person and the student cannot attend the venue due to
  - COVID-isolating,
  - Under quarantine
  - Approved remote study

but is well enough to undertake the exam, then they can take the exam online but only with permission sought beforehand. That permission should be obtained by submitting an exam access arrangement in CamSIS, selecting option '**Remote (Exception)**'.

- Where an exam is in person and the student cannot attend the venue due to late illness or circumstance (non-COVID related - a standard 'late faller'), but they are well enough to undertake the exam, then they should sit the exam in person, in College, under invigilation.
- The flowchart overleaf offers direction as to which option to chose in each circumstance.

The following relates to exams that are centrally managed and are in person or online.  
Any exams run locally by a department are not included.

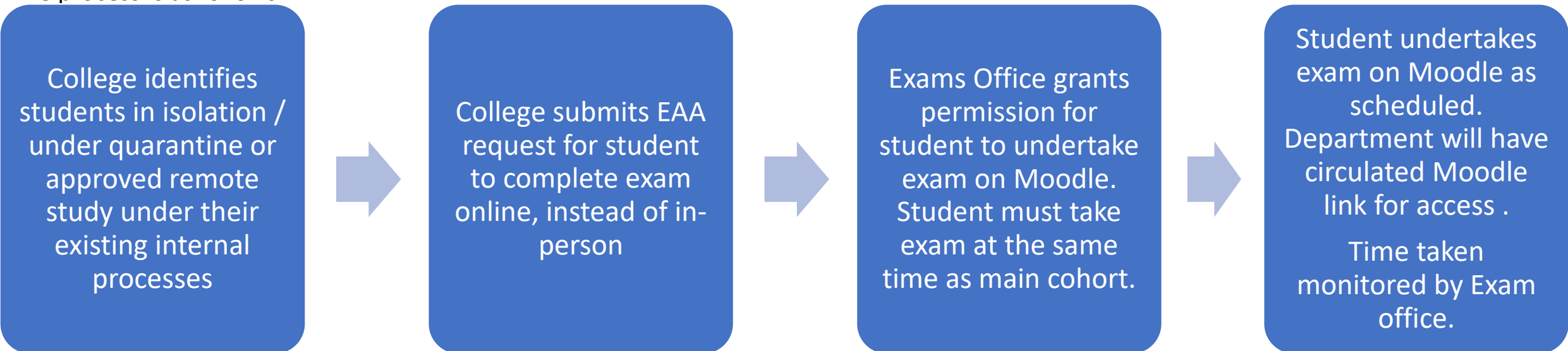


## Process for students who are unable to attend in-person exams due to isolating

In most<sup>1</sup> cases, if a student is isolating/under quarantine/approved for remote study, they will be allowed to undertake their exams online in their rooms, without invigilation. To accommodate this, all exams will be set up in Moodle. As a precaution students will receive a link from their respective Departments to check their access to Moodle, should a move away from in-person exams be necessary. Students should check this link, however, they will still be expected to attend in-person as timetabled. If a student is isolating they must be granted permission to undertake the exam on Moodle. Any students completing the exam in Moodle rather than in-person **without** permission will be subjected to the Academic Misconduct process.

Colleges should request permission from the Exams Office by submitting an Exam Access Arrangements request via CamSIS and selecting '**Remote (exception)**' as the venue option. By submitting this request, the College are confirming that the student is isolating (no further evidence will be required) as well as the papers to be taken online.

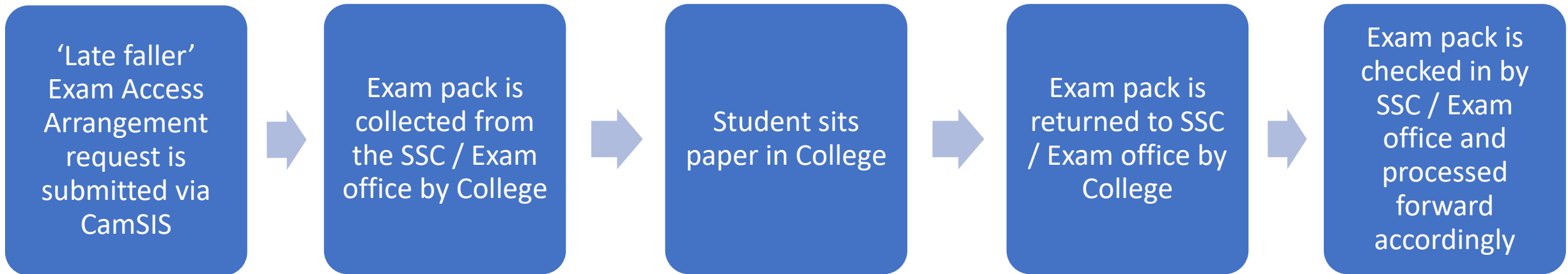
The process is as follows:



<sup>1</sup>Different arrangements are in place for pre-clinical and Clinical Medic and Vet exams.

**Process for students who are unable to attend in-person exams  
because of an accident or passing illness ('late fallers')**

There will always be candidates who become 'late fallers' in that their circumstances change overnight or last minute and they need to be moved into College. These will be non-COVID related and may be because of an accident or passing illness such as a stomach upset or because of something more significant that will affect the rest of their examination season such as panic attacks. Unlike students who are isolating, 'late fallers' will not be permitted to undertake their exams online in their rooms, without invigilation. The process for 'late fallers' in 2020/21 will be the same as in previous academic years, which is outlined below:



Full details can be found online [here](#).