

Students missing from an Examination

The following guidelines are to advise students, college staff and departments on the management of students missing from an examination venue.

This guidance has been updated for the **Easter term 2021** taking into account the multiple modes of assessment (in-person, online, remote invigilation via ProctorExam) as well as to manage students who are not in Cambridge but undertaking their assessments remotely.

- a) Colleges will not be informed of students missing from the examination in an examination hall. The obligation should be on the student to arrive on time for their examinations.
Colleges will be informed the following day of any non-attendance at an examination.
- b) A student who arrives at the examination hall within the first 30 minutes of the examination will be allowed to sit the examination in the time remaining.
- c) A student who arrives at their College tutorial office after the start of the examination, but within the first 30 minutes, may be allowed to sit the examination in college, but that 30 minutes should automatically be subtracted from the examination time. The decision on whether to let the student take the examination is at the discretion of the College.
- d) A student with permission to sit an examination in College would not have a time penalty imposed if they arrived within the first 30 minutes of the start of the examination, but would only be allowed to sit the examination in the time remaining.
- e) A student who arrived later than 30 minutes after the start of the examination, either at the examination hall or in College, will not be permitted to take the examination.

The Exams office will circulate information to Colleges once a day, usually for the day previous, which will list students missing from papers that were held in-person, on ProctorExam, or where a student has not submitted via Moodle.

This guidance does not replace existing practice for colleges to report candidates who have fallen ill and will not be able to the examination. In these circumstances, the college should email examops@admin.cam.ac.uk to report their absence from the examination.