



Student Registry Bulletin

March 2014

This bulletin focusses on:

- Examinations;
- HESA: Student Finance;
- Graduate Student Funding;
- Your feedback

1. Examinations

Some facts & figures about Easter term examinations

- Examinations occur within early exam period (21 April 2014 – 9 May 2014) & main exam period (19 May 2014 – 13 June 2014);
- Examination timetable takes 3 months to draft;
- Timetable includes 2000 +papers for 12,000+ student;
- ET examinations occur over 16 examination sites plus 15 department sites;
- Anticipate busiest day will be Wednesday 4 June with 5801 candidatures;
- Sports Hall will be the busiest site, operating over 18 days for 12,513 candidatures;
- Student Registry hires c250 casual staff to support examinations.

1.1. List of candidates

For information & new feature

Before the start of Easter Term, colleges and departments will receive the final list of candidates for tripos examinations in the 'main period' (19 May – 13 June).

New feature: if you wish to obtain a list of candidates in advance of the final list, you can now do this through CamSIS Search. E-mail recordsandexams@admin.cam.ac.uk to request the search name. If you are not familiar with this facility, CamSIS offers search training, see www.camsis.cam.ac.uk/cam-only/support_and_training/training_courses/

1.2. Verification and corrections

For information & action

Students are currently verifying their tripos enrolment through CamSIS. The system will trigger any request for corrections. The Student Registry must receive these corrections before Friday 14 March 2014.

You can send the corrections by emailing recordsandexams@admin.cam.ac.uk or by completing and attaching the 'Examination Entry Correction Form' (found under Examinations Overview - www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/#dates).

1.3. Timetable

For information & action

Departments have received the draft timetable for the Easter term examinations, and must raise queries via recordsandexams@admin.cam.ac.uk, by Friday 28 March 2014.

Since the draft timetable is subject to (and liable to) change, we do not advise sharing this with students. Students will see the final timetable when published w/c 21 April 2014.

1.4. Venues

For information & action

As mentioned in the previous Bulletin, this year sees a change to venues in response to concerns raised about some central venues and the need to find alternative space due to building work around the estate. We mentioned that the University Sports Hall is an exciting large new venue for examinations this year.

New feature: We shall hold two open days **on 22 and 23 April from 1100 – 1400** for staff and students to familiarise themselves with the facility at the start of the Easter term. Please promote these, along with information on all the examination venues and locations (detailed here: www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/ExamSites.html)

If students time the amount taken to travel to these sites from College, please let us know and we will add this to our web information.

1.5. Question papers

For information & action

Please note that the following:

- Deadlines for departments to submit question papers to reprographics for printing are as follows:
 - Monday 07 April 2014: for those requiring a proof
 - Tuesday 22 April 2014: for those submitting camera-ready copy
- Please make an appointment with Reprographics to view a proof copy of a question paper – it is not possible to arrive unannounced
- If you are adding date and time to your question paper, use the information in the draft timetable, unless you raise a query.
- Guidance notes for question papers and a specimen paper is available at www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html

1.6. Script distribution

For information & advanced notice

Departments will soon receive an email asking completion of online form for the Easter term examinations. Here you will specify:

- the stationery requirements, per paper;
- any special stationery requirements e.g. specialised graph paper, formulae booklets;
- which examiners are attending for the first 20 minutes; and
- where to send answer scripts after the exams

You will understand that we need to receive such detail by the given deadline so that we can ensure that we have what you require, on site, for the examinations. If you have any problems completing the form, or queries, please e-mail recordsandexams@admin.cam.ac.uk.

1.7. Script collection

For information

Examiners are welcome to collect scripts from the examination site and should liaise with the Supervisor on the day.

1.8. Grade Rosters

For information

Departments are aware that by the end of 2014/15, you will need to use CamSIS to upload tripos marks and classes into CamSIS. To facilitate the transition, we held four sessions in December 2013/January 2104, which offered an overview of the process and the system. Following these, a number of departments signed up to run this process for 2013/14 and will receive further training materials prior to the start of the examination period.

There will also be an opportunity for refresher training for those departments who already use the functionality.

1.9. Class Lists

For information

We will contact departments in April to confirm the planned submission date of the Class List to the Student Registry.

Find further details on Class List submission here -

www.admin.cam.ac.uk/students/studentregistry/staff/exams/class/information/index.html

Examinations: Summary of Key Information

Contact: Jenny Green (Head of Records and Examinations)

Queries: e-mail recordsandexams@admin.cam.ac.uk

Deadlines:

Friday 14 March 2014: corrections to tripos entries to Student Registry

Friday 28 March 2014: queries relating to draft timetable to Student Registry

Monday 07 April 2014: examination papers requiring proof to Reprographics

Tuesday 22 April 2014: examination papers, camera-ready format, to Reprographics

W/c 21 April 2014: publication of final examination timetable

Web Information:

Exam information for students:

www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/index.html

Exam information for examiners:

www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html

2. HESA: Student Finance

Requires input from across the collegiate University

In the last Bulletin, we advised that HESA requires us to record and report information related to the financial support provided to undergraduate students starting in the student return 2013-2014.

We emailed detailed information to departments and central offices on 16 January 2014 and colleges on 27 January 2014.

Many of you signed up for updates through CamTools, and took up the offer to receive a list of students whom we expect you to return. These options remain open and available by emailing reporting&compliance@admin.cam.ac.uk.

You will be aware that we are working with Student Information Systems to find a simple means for you to record and send the information to us in a format that could then be included in the HESA return. After investigation, there is no single solution to record and send the information to us. Instead, you can choose to record and send the data by one of three ways, as follows.

1. Upload the data into CamTools, in your chosen package, and containing the required fields, i.e.,
 - CRSid or USN (to provide a unique identifier);
 - Last name, first name;
 - College;
 - Amount (££.pp);
 - Type of funding category (cash, near cash, accommodation, other)

Tip: Total the transaction if the student received more than one payment for one category, and Create multiple lines if the student received support over more than one category; as shown in example below

Unique identifier	Last name	First name	College	Amount	category
<i>caf28</i>	<i>Fage</i>	<i>Catherine</i>	<i>SR</i>	<i>£150.00</i>	<i>Near cash</i>
<i>caf28</i>	<i>Fage</i>	<i>Catherine</i>	<i>SR</i>	<i>£10.00</i>	<i>Cash</i>

2. Download a template spreadsheet from CamTools; or
3. Extract your data from Honours and Awards (in CamSIS) using a new query titled COL_ALL_REC_AWARDS_RESIDENCY

All three options require you to upload information into a secure area of CamTools. The security means that other users cannot see your return. Your return is visible only to Student Registry staff engaged in this project.

The CamTools is being finalised and so we will place an announcement on CamTools when this is live.

We also need to determine when we are able to start collecting the data, and the deadline for receipt of the information. This is because whilst the HESA Student return covers the reporting period 1 August 2013 to 31 July 2014, we shall be working on the data into August and need to include financial support provided up to and including 31 July 2014.

What can you do now?

- Ensure you understand what might be required of you (refer to detailed notes on CamTools);
- Identify any of your students who need returning;
- Consider how to gather the information;
- Determine which option to provide the data to us

Once we have all the data, we will understand how much support is offered and by whom. This will help Student Information Systems develop a better tool for future years.

Contact: Catherine Fage (Head of Student Registry)

4. Graduate Student Funding

For information only

The CHESS Newton MPhil Scholarship scheme will provide payment of fees and a maintenance stipend for UK MPhil students using funds from the University, Colleges and the Isaac Newton Trust. This is a pilot project established in recognition of the need to support MPhil students by providing funded places.

Applicants who have applied for CHESS funding will be considered for the awards. Awards will be confirmed at the end of March. Colleges will be given the opportunity to accept applicants in early April and offers will be made to students during April and May. Due to the nature of the funding, some applicants may be offered funding which will require them to transfer Colleges. Applicants can decide whether or not to accept the funding and transfer to another College.

Contact: [Kerri Gardiner](#) (Acting Head of Fees and Graduate Funding) (7)64970

5. The ambition of the Student Registry

For information only

The previous Bulletin shared the ambition of the Student Registry, and we sought your views on that ambition and what stops us achieving that now and what we need to do to achieve this (in both short and longer term).

We have valued the response, and the opportunities to meet and discuss both general and specific matters with you. Your views have reaffirmed that the ambition is appropriate, and supported current priorities, particularly the review of communication (including the web).

There is much activity occurring and in future editions, we shall focus on a team or area of work to explain more about what we do, for whom, and when. We hope to share

We hope this engagement continues and the invitation to discuss the work of the Student Registry remains open.

Contact: [Catherine Fage](#) (Head of Student Registry) (3)32303