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2025-26 Exam Allowances Guidance notes (Undergraduate and Postgraduate students) For Departments and Faculties

These guidance notes provide detail to Departments and Faculties on how to implement exam allowances that require Examiner (and/or Degree Committee) action.

Exam allowances are specifically for circumstances where serious, unanticipated illness or grave cause has impacted examinations and a remedy is required. Action required may include disregarding assessment and recalculating results, or running reassessment

The exam allowances system is for **all** undergraduate and postgraduate students **except** those on the following professional/research courses that are **not included**:

- Medical students and Veterinary Medical students during the last three clinical years of the course;
- Bachelor of Divinity Degree, Doctor of Medicine Degree, Doctor of Veterinary Medicine Degree, Ph.D. Degree (including by special regulations), Cert. PG study, Doctor of Business Degree, Doctor of Engineering Degree, Masters of Letters Degree (M.Litt and M.Sc.), M.Phil by Thesis

Students on the Foundation Year Programme have [different exam allowances available](#).

These guidance notes are for applications relating to the academic year 2025-26. The guidance notes complement the relevant [Ordinances](#).

These guidance notes are not intended to be for students or those supporting students and therefore, do not include information relevant to these groups. Instead, access the [Exam Allowances Guidance Notes for Students and Colleges](#).

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1. Criteria for granting an exam allowance

1.1 What is an exam allowance?

An exam allowance is a remedy for a student whose assessment(s) (exam, coursework or other formal assessment where the marks contribute to the student's formal examination result) is impacted by serious illness or grave cause that prevented them from taking the assessment. In such circumstances, the University can grant an exam allowance so that the student is not substantively disadvantaged by the illness or grave cause.

Exam allowances are only for unanticipated illness or grave cause. Where the circumstances begin before the exam/assessment then different action will need to be taken:

- If the illness or grave cause has impacted studies, then a break in studies, called [intermission](#) must be applied for, before the student's exam(s) begins.
- If the illness or grave cause has impacted coursework or a dissertation then an [extension to the submission deadline](#) must be applied for prior to the submission deadline (and following any self-certified extension available via the department).
- For disabled students, or students with short-term conditions that will impact the exams then [reasonable adjustments or examination access arrangements](#) must be applied for and put in place in advance of the exam – an exam allowance is not provided as an alternative to this process.

1.2 Who can receive an exam allowance?

The exam allowances described in this guidance are available for **all undergraduate students and postgraduate students, except** those on the following professional or research only degrees.

- Medical students and Veterinary Medical students during the last three clinical years of the course;
- Bachelor of Divinity Degree, Doctor of Medicine Degree, Doctor of Veterinary Medicine Degree, Ph.D. Degree (including by special regulations), Cert. PG study, Doctor of Business Degree, Doctor of Engineering Degree, Masters of Letters Degree (M.Litt and M.Sc.), M.Phil by Thesis

Students on the Foundation Year Programme have different exam allowances available to them, for which there is different [Foundation Year Exam Allowance Guidance notes](#).

1.3 What is illness or grave cause?

An exam allowance can only be granted where the illness or grave cause is:

- a) so serious that it prevented the student from:
 - i attending the exam; or
 - ii completing a substantive part of the exam; or
 - iii having the decision-making capacity to determine they were not fit to sit the exam.
- b) unanticipated;
- c) entirely beyond the student's control;
- d) close in time to the assessment;
- e) evidenced by contemporaneous evidence from an independent, appropriately qualified source; and
- f) accompanied by academic evidence that the student would have otherwise been expected to pass the exam. If the student attended the exam, the academic evidence must demonstrate that the student was expected to achieve a significantly higher mark than was received.

1.4 Exam allowances cannot be granted where academic misconduct has been found

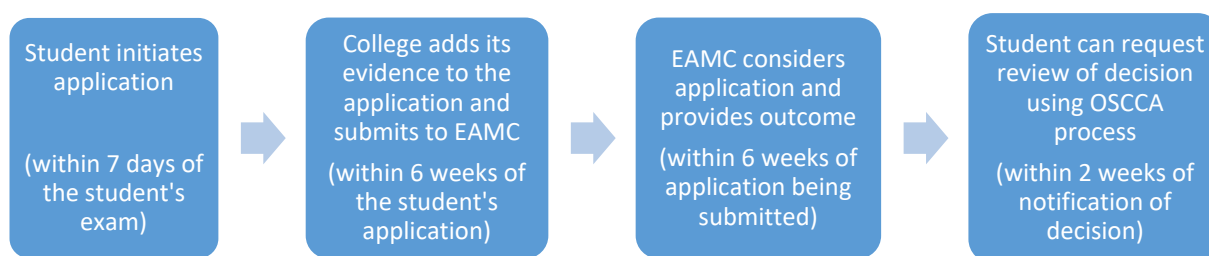
Exam allowances cannot be granted where academic misconduct has been found. The student can provide mitigation, including circumstances that amount to illness or grave cause as part of the academic misconduct process. Where the student considers that the outcome of this process is unreasonable or that there has been insufficient consideration of the mitigation then the student can appeal the academic misconduct outcome.

1.5 How is an exam allowance granted?

Applications for exam allowances are made to the Examination Access and Mitigation Committee (EAMC), granted authority by the General Board to grant exam allowances.

The EAMC will consider the application and will decide whether or not the circumstances meet the criteria for illness or grave cause as outlined above. Where the circumstances meet the criteria, the relevant exam allowance will be granted.

Flow chart of process and timings



Where the student or College submits a late application, this will only be accepted by the Secretary of the EAMC exceptionally where there is valid and evidenced reason for doing so. If a late application is sent to a Department or Faculty, it has already been accepted for consideration.

1.6 Changing the EAMC's decision to grant an exam allowance

The EAMC's authority is granted by General Board within Ordinances. Any decision made by EAMC may be reviewed by a student within 14 days under the [Procedure for the Review of Decisions of University Bodies](#). There is no mechanism for other parts of the University, or a College, to review or appeal an EAMC decision or the exam allowance granted.

1.7 Communicating the EAMC's decision to a Department or Faculty

The Chair of Examiners and/or Senior Examiner, along with the relevant administrator, will receive an email confirming the student's details and the exam allowance granted where it has a substantive impact on, or it requires further action from the Department or Faculty. This email will be received at the same time the information is provided to the College/student.

Further information about what action to take following receipt of this email is available in section 2, set out under each exam allowance.

1.8 Can coursework ever be eligible for an exam allowance?

Where students are unable to submit coursework by the deadline then an extension should be requested. There may be some extreme circumstances where a student's coursework submission is impacted by a lack of decision-making capacity, normally this would result in an intermission request. However, if the student's study is already complete, but the circumstances affected the submission and would be ongoing (and therefore an extension is not suitable) then an application for an exam allowance will be considered by the EAMC.

2. Types of Exam Allowances

Where a student's circumstances meet the criteria of illness or grave cause, the student shall be eligible for the most relevant exam allowance, as set out in [Statutes and Ordinances](#). When granting an exam allowance, conditions may be imposed, for example, requiring medical evidence of fitness to resume and sustain study before the student can continue on the course.

Summary of the exam allowances available

Impact of illness or grave cause	Exam allowance	Impact of Exam allowance All allowances include an Exam Allowance statement on the student's transcript (section 2.1)
Tripes students undertaking the first or second year of a BA degree		
Overall fail – cannot continue with the course	<i>Allowance to progress</i> section 2.2	• progression to the next Tripes Part • where applicable, disregard the Part results from the Overall Degree Classification
Overall pass – will continue onto the next Tripes Part	<i>Allowance on transcript</i> Section 2.3	• where applicable, disregard the Part results from the Overall Degree Classification
All other students (Tripes students undertaking the third year of a BA Degree, integrated Masters students undertaking the fourth year of Tripes, or postgraduate students)		
25% or less of the exam components in the Tripes Part or course affected	<i>Disregard and recalculate results</i> Section 2.4	• Examiners disregard the affected assessment components and recalculate the award, Class/result, rank etc • Degree Committees, where applicable, have authority to recommend reassessment instead of disregard for postgraduate students
More than 25% of the exam components in the Tripes Part or course affected	<i>Reassessment for Classed Degree</i> (Tripes only) section 2.5	• Bespoke reassessment by division of Michaelmas Term resulting in a revised Overall Degree Class
	<i>Bespoke reassessment</i> (postgraduate only) Section 2.6	• Bespoke re-assessment either in-year (for in course assessment) or within 3 months
	<i>Reassessment at the next planned opportunity</i> Section 2.7	• Reassessment alongside the next cohort • Reassessment results will be used to award, class and produce final transcript
	<i>Unclassed Honours Degree or Ordinary BA Degree</i> (Tripes Only) Section 2.8	• No reassessment required for student to be awarded either of the awards but the academic criteria must be met

Courses with exceptions to this list are described in section 3.

2.1 Changes on transcripts for all exam allowances

Action for Examiners: no action

For each exam allowance the student's original papers, marks, Class and results etc will be recorded on their transcript. Following being granted an exam allowance this information will not change, as it is a factual record of what took place. However, a statement will be added to the original transcript "*These results have been impacted by illness or grave cause*" and confirmation of the allowance where applicable. Any new results will be recorded on a new transcript.

2.2 Allowance to progress

Only for Tripos students undertaking the first or second year of a three-year BA Degree

Action for Examiners: if applicable, remove the affected Part from the student's Overall Degree Classification, when calculating the classification in the final year.

Where a student receives an overall 'fail' in the Tripos Part (each Part covers an academic year) the student would otherwise be prevented from continuing onto the next Part of the Tripos. An 'allowance to progress' permits a student to continue onto the next Part of the Tripos.

A temporary 'allowance to progress' may be granted where a student is prevented from continuing onto the next part of the course because the Examiners have not yet determined the marks for the Tripos Part because of an ongoing procedure, for example relating to academic misconduct and therefore, impacting the marking process. A temporary allowance will not infer the outcome of the ongoing procedure. A student may prefer to intermit rather than to continue onto the next year of a course of study where they may be withdrawn partway through as a result of the ongoing procedure. The temporary 'allowance to progress' will not result in an exam allowance statement on the student's transcript.

Where the Tripos Part results would normally be used to calculate the student's Overall Degree Classification (ODC) at the end of the Tripos, the Part impacted by the allowance will be removed entirely from this ODC calculation.

Fourth year courses – confirmation of illness or grave cause

'Allowance to progress' is unavailable for students undertaking their third year of Tripos and wanting to move into an integrated fourth year course, as entry to the course requires evidence of particular levels of previous academic performance. Students in this position should request an 'Opinion to Progress', a letter confirming whether or not the student's circumstances were impacted by illness or grave cause. This letter can be presented to the relevant academic body, who will then determine whether to admit the student onto the into the fourth year.

The fourth year courses affected are:

- Chemical Engineering Tripos Part IIB
- Computer Sciences Tripos, Part III*
- Engineering Tripos Part IIB
- Management Studies Tripos
- Manufacturing Engineering Part IIB
- Mathematical Tripos Part III
- Natural Sciences Tripos, Part III

*See section 3 where Part II students have missed more than 25% of their assessments and may be progressed

2.3 Allowance on transcript

Only for Tripos students undertaking the first or second year of a three-year BA Degree

Action for Examiners: if applicable, remove the affected Part from the student's Overall Degree Classification, when calculating the classification in the final year.

Where students have received an overall pass in the Tripos Part (the examinations for the academic year) so they remain able to continue onto the next Part (year) of the Tripos (undergraduate course).

Where the Tripos Part results would normally be used to calculate the student's Overall Degree Classification (ODC) at the end of the Tripos, the Part impacted by the allowance will be removed entirely from this ODC calculation.

2.4 Disregard and recalculate results – 25% or less of the assessments on the Tripos Part or Course are impacted by illness or grave cause

*For all undergraduate and postgraduate students **except** Tripos students undertaking the first or second year of a three-year BA Degree*

Action for Examiners: disregard and recalculate results, as instructed, Degree Committee approval required for relevant postgraduate courses

Where the illness or grave cause has only affected a single or small part of the assessments undertaken up to 25% of the Tripos Part or all course assessments.

For Tripos students, where the allowance is granted then the Examiners will always disregard the affected assessments. For postgraduate students, if the allowance is granted, the Degree Committee, where applicable, must also agree that the award can still be granted with the assessment components missing. If the Degree Committee do not grant this allowance then the student will be offered a reassessment instead.

Where the Examiners are disregarding and recalculating results, only whole assessments can be removed – e.g. not individual questions. However, where a Paper mark is a combined mark from coursework and an exam, just the impacted component can be removed (e.g. just the coursework or just the exam).

2.4.1. Action for Examiners to take for Tripos Students

Before the EAMC meeting

The Chair of Examiners/administrator may be contacted in advance of the EAMC meeting to confirm the relevant assessments impacted account for 25% or less of the assessments in the Tripos. The percentage relates to the weighted impact of the assessment.

Following the EAMC meeting where the exam allowance is granted

The Mitigating Circumstances Team will email the Chair of Examiners/Senior Examiner and Examiner to confirm the details of the student and the assessments to be disregarded.

The Chair of Examiners/Senior Examiner will then consult with at least one other Examiner when determining the recalculation of the student's results by disregarding the affected assessment(s). This may or may not result in a change of award, class, or ranking.

The Chair of Examiners/Senior Examiner will confirm any changes within 10 working days to:

1. the paper marks displayed on the transcript
2. the Part Class or ranking (the student will end up with the same ranking as another student)
3. the academic award
4. the Overall Degree Class

These changes will be updated on the student's record by the central Examination Operations team and the student will be notified formally once their record is updated.

2.4.2 Action for Examiners to take For Postgraduate students

Before the EAMC meeting

Where the Postgraduate course is overseen by a Degree Committee, the Degree Committee may be contacted in advance of the EAMC meeting to confirm whether it is possible to disregard the requested assessments and still meet the learning outcomes of the course (up

to 25%), where assessments cannot be disregarded, a reassessment will be offered as an exam allowance, if the circumstances meet the criteria.

Following the EAMC meeting where the exam allowance is granted

Where the Degree Committee has been unable to confirm whether disregarding is possible in advance of the meeting, this will now be confirmed. Where disregarding is possible, the actions listed for Examiners to take for Tripos students should be followed.

The Chair of Examiners/Senior Examiner will confirm any changes within 10 working days to:

1. the paper marks displayed on the transcript
2. the ranking (the student will end up with the same ranking as another student)
3. the academic award
4. any additional classification/award (e.g. Merit or Distinction)

2.5 Reassessment for Classed Degree

For final year Tripos students in their final year of a 3 year or 4 year full-time course

Action for Examiners: reassess the student in a format that meets the learning outcomes of the course and provides the Examiners with sufficient information to be able to award an Overall Degree Classification, based on the performance in the reassessment and other summative assessment completed by the student.

Where a student has been impacted by illness or grave cause in more than 25% of their assessments, the student will be offered a reassessment(s) either during the long vacation or in the first half of Michaelmas Term.

The reassessment may or may not take the form of the original assessment(s), for example, a single exam may be set in place of multiple exams, or an alternative type of assessment may be set, such as a portfolio of essays in lieu of invigilated exams. This will be entirely at the Examiners' discretion and may be determined following consideration of any assessments that the student has already completed, and therefore, may not be known in advance of the exam allowance application. The reassessment will meet any competence standards and reasonable adjustments will be made to the reassessment.

The reassessment will provide the Examiners with sufficient academic material to be able to assess whether the learning outcomes have been met and if so, to provide the student with a Classed Degree, an Honours Degree with an Overall Degree Classification (1, 2.i, 2.ii or 3).

Students who receive this allowance will not receive any individual marks relating to the reassessment(s) or Class for the Tripos Part, only an Overall Degree Class (ODC). The ODC will be granted taking account of the reassessment, any results from the Tripos Part, and, at the Examiner's discretion, previous Tripos Parts.

Any reassessment will be timetabled without consultation with the student and will not take account of the student's preferences. However, any exceptional circumstances that would prevent a student from sitting a reassessment at a particular date, will be noted in the exam allowance application and the EAMC will inform the Examiners of these, if considered relevant to avoid.

No additional teaching or supervision sessions will be offered to the student by the University or College, as the student's illness or grave cause will have only impacted the assessment itself, and the reassessment will take place within a few months of the original assessment.

More detailed information about setting reassessment is available in section 4 of this guide.

Exceptions

See section 3 for the following Triposes:

- Part II and Part III Mathematical Tripos
- Part III NST Quantitative Climate and Environmental Science
- Part II Computer Sciences Tripos
- Part II Human, Social and Political Sciences (all tracks)
- Part II History and Politics

2.6 Bespoke reassessment

For postgraduate students

Action for Examiners: reassess the student either by providing a bespoke reassessment to replace the impacted assessment, or reassess the student in a format that meets the missed learning outcomes of the course and provides the Examiners with sufficient information to be able to determine whether to provide the academic award, based on the performance in the reassessment and other summative assessment completed by the student.

Where a student has been impacted by illness or grave cause for more than 25% of their assessments, or where the Degree Committee has not approved the disregarding of a lower amount, the student will be offered a bespoke reassessment to take place within 3 months of the Committee decision granting a bespoke assessment.

The reassessment may or may not take the form of the original assessment(s), for example, a single exam may be set in place of multiple exams, or an alternative type of assessment may be set, such as a portfolio of essays in lieu of an exam. This will be entirely at the Examiners' discretion. The reassessment will provide the Examiners with sufficient academic material to be able to determine whether the student has met the learning outcomes to receive the academic award.

Any reassessment will be timetabled without consultation with the student and will not take account of the student's preferences. However, any exceptional circumstances that would prevent a student from sitting a reassessment at a particular date, should be noted in the exam allowance application, e.g. a scheduled required surgery, and these will be considered.

No additional teaching or supervision sessions will be offered to the student by the University or College, as the student's illness or grave cause will have only impacted the assessment itself, and the reassessment will take place within a few months of the original assessment.

Exceptions

See section 3 for the following courses:

- MMath, MAST in Mathematics, Part III NST QCES

2.7 Reassessment at the next planned opportunity

For final year Tripos students and postgraduate students

Action for Examiners: reassess the student alongside the next cohort at the next planned opportunity. The student will only be tested on the content they were taught from the previous year, and therefore the paper may need bespoke questions or adjusted marking. The marks for the reassessment will replace the original marks and be used alongside the student's marks for other summative assessments to determine whether to grant the academic award, and any class, ranking or other elements.

Where students wish to receive a full transcript, rather than an Overall Degree Class (Tripos) or academic award, students can elect to be reassessed at the next planned opportunity, rather than have a Classed Degree or Bespoke Reassessment. This will be alongside the next cohort of students and therefore will normally take place a year from when the original assessment was scheduled.

The student will not receive any further teaching for the reassessment, but may receive one revision supervision from their College. The student will be tested on the content that they were taught in the previous year.

Exceptions

See section 3 for the following courses:

- MMath, MAST in Mathematics, Part III NST QCES

2.8 Unclassed Honours Degree (DDH) ([allowances 3b\(i\) and 3c\(i\)](#)) or Ordinary BA degree ([allowance 3b\(ii\)](#)) – Examiners take no action

For final year Tripos students in their final year of a 3 year or 4 year full-time course

Action for Examiners: no action

This allowance is only for students who have not obtained honours, where more than 25% of the assessments have been impacted and it is not possible for the student to undertake a reassessment, as outlined in section 4.4 or 4.6.

Where there is sufficient academic evidence that the student would have achieved at least a Class III, but for the illness or grave cause, the student can be declared to have deserved honours and receive the award of an honours degree (DDH).

Where there is only sufficient academic evidence that the student would have passed the examination at Part II, IIA or IIB, the student can be granted an Ordinary BA degree.

DDH is not a classed award and may not be acceptable for some professional requirements. Students should consider the long-term implications of a DDH, rather than a reassessment, which requires explanation, for example to prospective employers.

Additional criteria for the exam allowance

- The student must have been resident in Cambridge for the required period of the academic award. For a B.A. degree it is 9 terms (3 years).

What appears on the transcript?

In addition to the information in 2.3:

- 'Declared to have deserved honours' appears on the student's academic transcript as the result for that examination.
- 'Ordinary BA Degree', appears on the student's academic transcript as the result for that examination, the degree awarded on a transcript is titled 'BA Degree (Ordinary)'.

3. Courses with exceptions to the reassessment exam allowances

A small number of courses received permission from the General Board's Education Committee (GBEC) for a variation to the exam allowances above, where logistically the allowance was not possible. GBEC considers variations at its May meeting each year for the following academic year. Consequently, the following alternative allowances apply to these courses:

Course	Exception
Part II Human, Social and Political Sciences (all tracks)	<i>Variation to Classed Degree:</i> The Examiners will consider all summative assessment completed during the Tripos, and supervisors' and Directors of Studies' reports. The Examiners may determine a Classed Degree based on this evidence; or the Examiners may require that student to complete additional assessments i.e. a portfolio of essays or oral exam and then provide a Classed Degree.
Part II History and Politics	
Part II Computer Sciences Tripos	<i>Variation to Classed Degree:</i> Where more than 25% of the Easter Term exams are impacted, the Examiners will award a Classed Degree on the basis of the dissertation and two submitted modules of a fail, 3, 2.ii or 2.i (a 1 Class cannot be awarded but students may progress to Part III with a 2.i at the discretion of the Faculty Board). Students either keep the Classed Degree or choose to be reassessed alongside the next cohort in the following Easter Term. Where a dissertation has not been submitted, an extension can be granted, at most until 1 September, in order to determine the Classed Degree.
Part II Mathematical Tripos	<i>Variation to Classed Degree:</i> Students are permitted to 'disregard and recalculate results' for up to two of the four Easter Term exams. If more than two exams are affected by illness or grave cause, students may still be permitted to progress onto Part III at the discretion of the Faculty Board and receive an unclassified honours degree to do so. <i>Variation to 'Reassessment at the next planned opportunity':</i> the student may be reassessed alongside the next cohort in the following Easter Term, but the assessment will relate to the material taught during the new academic year. The student will receive one revision session per topic to learn any changes in content before taking the same assessments as the next cohort.
Part III Mathematical Tripos - MMath	<i>Variation to Classed Degree/Bespoke reassessment:</i> where more than 25% of the assessments are affected, the student can take a pass/fail reassessment, which will take place either during the long vacation period or in the first half of Michaelmas Term. <i>Variation to 'Reassessment at the next planned opportunity':</i> if a student wishes to receive more than a 'pass', the student may return into residence at the beginning of the Easter Term, alongside the next cohort to sit those exams as a reassessment opportunity. The student will access the Department's revision sessions, alongside the next cohort, as the reassessments will relate to the material taught in the new academic year. The Fee Remission Panel have confirmed that in this circumstance the student will not be charged tuition fees for the repeat of the Easter Term. The College will still need to make a fee remission application.
MASt in Mathematics	
Part III NST Quantitative Climate and Environmental Science	

4. Setting and examining reassessment outside the scheduled timetable

The University devolves responsibility for assessment to Examiners who operate within prescribed Statutes and Ordinances at University and course-level.

Some courses routinely permit re-assessment and currently have planned opportunities for re-assessment. However, for most courses, including Tripos, setting, organising and examining re-assessment is not routine. The responsibility for re-assessment must lie with the Examiners who are ultimately responsible for awarding a degree and any corresponding Class, Result or ranking.

4.1 Types of re-assessment

Where Examiners are reassessing for the purpose of awarding a Classed Degree ([section 2.5](#)) or Bespoke Reassessment for a postgraduate course ([section 2.6](#)), Examiners have two choices:

1. to set a comparable assessment(s) to the original assessment(s) missed, e.g. if a 3-hour, closed book, in person, handwritten exam is missed, then this format of exam is set again for the student;
2. to set a different type of assessment(s), taking into account the assessment(s) the student has missed, their previous summative assessment performance, and the learning outcomes and competence standards of the course. This may include reducing the number or length of assessments (e.g. 3 exams of 3 hours, closed book, in person, handwritten exams could be replaced with a single exam of 5 hour open book exam taken remotely, alongside a portfolio of essays and an oral examination testing for originality of the other reassessments.

4.2 Setting reassessment

Examiners will need to choose when to create reassessments, noting that not every assessment will require a reassessment opportunity, and if setting a different type of assessment, this may take into account the multiple assessments that have been impacted.

Examiners can set a paper for reassessment at the same time as setting a paper for the main cohort. Setting reassessment in advance is particularly suitable if the Examiners wish to always replicate the original assessment type during any form of reassessment. This option will not be suitable for all courses, particularly those with regularly changing curricula, as reassessment opportunities would not be required every year in every paper, and reassessment would be unusable in future years if the course content substantially changes.

The advantage of setting re-assessment at the same time as the original assessment is that it can go through the same quality assessment processes and will not need to be created in a very short space of time if it is determined that reassessment for a Classed Degree or Bespoke Reassessment is needed.

However, where the Examiners wish to consider the student's individual assessment circumstances (and summative assessment history) against the course learning outcomes and determine an individualised alternative re-assessment type, it would be more challenging to prepare for this in advance.

4.3 Setting different assessment types

Reassessment(s) can take the form of written, timed exams, coursework, portfolio of essays, oral examinations, each with or without word counts or time limits. Exams can take place in person, in an invigilated setting, or remotely. Some examples include:

- Written examination (closed book, open book, invigilated or non-invigilated, in-person or remote, within a period of between 3 and 12 hours);
- Essay/portfolio of essays (with or without a word count, timeframe to be determined);
- Oral examination (in front of at least two examiners, with or without a planned presentation, on a single paper or range of papers, primarily to test originality of other forms of re-assessment);

4.4 Oral examinations

Where courses do not otherwise routinely set oral examinations, these should primarily be used as a method to check originality in student's summative written work. Where Examiners wish to use oral examinations as a substitute for other forms of assessment, specific marking criteria (based on existing marking criteria for the course) should be produced, on which to base academic decisions.

Examiners should be aware of the impact of conscious and unconscious bias when undertaking non-anonymous forms of assessment and take precautions to minimise the impact of any bias, this includes having two Examiners present, recording the examination, and where there is substantive disagreement on the knowledge demonstrated in an oral examination, sending the recording to a third Examiner.

4.5 Reasonable adjustments

Students who require reassessment may also require reasonable adjustments to those assessments. Any recommendations on an SSD relating to assessment should also apply to reassessments, unless to do so would impact written, published competence standards for the course. Where students have a new or worsened health condition or disability that may require (different) reasonable adjustments, advice should be sought from the Accessibility and Disability Resource Centre (ADRC), who may need to meet with the student prior to the re-assessment; and/or the Mitigating Circumstances team who undertake the implementation of reasonable adjustments in University-run assessments.

Common adjustments (where competence standards are not impacted) may include additional time for the assessment or ignoring minor spelling and grammatical errors.

4.6 Timeframes for sitting re-assessment

When running 'Reassessment for a Classed Degree' ([section 2.5](#)) or 'Bespoke Reassessment' for a postgraduate course ([section 2.6](#)), the reassessment will take place shortly after the exam allowance is granted (note the exceptions in [section 3](#)).

For Tripos students this will be in the Long Vacation period or, where this is not possible, by the division of Michaelmas Term. Students may be reliant on the reassessment outcome for further study or employment offers. Therefore, where it is possible to complete reassessment within the Long Vacation period this is preferable.

For postgraduate students this will be within the 3-month period following the decision to grant re-assessment. For postgraduate students, there may also be opportunity to undertake reassessment 'in-year' within the course timetable and Examiners should advise students accordingly. This is more likely to be necessary/appropriate where the Degree Committee will not permit the disregarding of a single missed assessment. Otherwise, reassessment of any kind would only be relevant where multiple assessments were missed (above 25% or a lesser amount if the Degree Committee would not permit 25%).

4.7 Marking and examining reassessment

The results of the reassessment will determine the academic award and therefore, it is recommended that external examiners are involved in some way in the setting and/or marking processes for re-assessment.

Examiners should follow the normal practice and procedures for setting and examining the reassessment. This may require Examiners from each of the relevant papers requiring involvement in the decision to award a Classed Degree, or alternatively, and similarly to re-examination following a procedural irregularity, this may require the Chair of Examiners and two other Examiners to consider and determine the outcome.

For a Classed Degree, marking reassessments will not include providing a numerical score or Class per assessment, instead academic judgement of the reassessments will be considered alongside the marks of other summative assessments to determine an Overall Degree Class. Consequently, depending on the specialisms within the Tripos, a number of Examiners may need to judge the reassessment.

4.8 Result of reassessment

Following re-assessment for a Classed Degree, students will receive an Overall Degree Class (1, 2.i, 2.ii, 3, fail). No marks for the reassessment(s) shall be recorded, except for an Overall Degree Class. The Overall Degree Class shall be determined by taking into account previous summative assessment marks (including from previous Parts where these are used to calculate an Overall Degree Class) and the outcome of the re-assessment. The student shall retain this Class as their Overall Degree Classification in perpetuity.

For postgraduate students, reassessment may take the form of the original assessment, in such a format that it is possible to mark in accordance with the requirements of the rest of the cohort. Where this takes place, a numerical mark may be assigned to the reassessment and recorded on the transcript, and a ranking or result average obtained in line with normal processes. Where a different form of reassessment takes place, this may be used to determine whether the student is able to receive the degree and for any result (e.g. Pass, Merit, Distinction). In this case, individual marks will not be assigned to the re-assessment.

5. Setting and examining reassessment alongside the next cohort

This section applies to all courses, except for the Mathematical Tripos, MAST in Mathematics and Part III NST Quantitative Climate and Environmental Science.

5.1 Student preparation for reassessment

Students may have up to one supervision per paper, provided to them by the College. The supervision is expected to be delivered remotely. Students will have access to the VLE for one term prior to the reassessment taking place (this timeframe takes into account additional time for reasonable adjustments), e.g. if a student is undertaking reassessment in Easter Term, the student requires access to the VLE from the beginning of Lent Term. The student will have access to the VLE content for the year of their studies they attended teaching. The content that they will be assessed upon in the reassessment.

5.2 Designing the reassessment

It is hoped that in many cases, the assessment being run for the next cohort will be suitable for the student being reassessed. However, where the content in a paper has been updated, questions must be suitable for the student based on the content taught to them (as they will

be marked based on the content). Where the paper is no longer being run, or the changes to the content are substantial, then a bespoke reassessment will need to be set. This can be run at the same or a different time to the rest of the cohort. The assessment format should normally replicate the missed assessment in the previous year.

Where multiple reassessments are taking place for a student and the logistics of setting reassessment for a single paper are challenging, e.g. the sole examiner with subject expertise is no longer employed by the University, it may be possible to disregard a single assessment. Examiners should contact EAMC@admin.cam.ac.uk as soon as possible to discuss.

5.3 Marking and examining reassessment

The external examiners involved with the next cohort may appropriately be involved in the reassessment process.

Examiners should follow the normal practice and procedures for setting and examining the reassessment. It is likely that the student's results will be considered at the main Examining Board of the next cohort, where ranking occurs, it is at the discretion of the examiners whether the student will be ranked alongside the previous cohort or the new cohort and this may be dependent on the proportion of reassessment undertaken across the two years.

6. Questions and further information

Any queries regarding exam allowances should be directed to eamc@admin.cam.ac.uk.