

# 2025-26 Exam Allowances Guidance Notes (Undergraduate and Postgraduate students)

## For students and Colleges

These guidance notes explain the exam allowances system, for circumstances where serious, unanticipated illness or grave cause has impacted a student's exams and a remedy is required.

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](#).

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### Key changes for 2025-2026 guidance notes

There have been significant changes to this year's exam allowances system and it is critical that students and Colleges familiarise themselves with the new guidance.

- Timeframes for applications
- Criteria for permitting exam allowances
- Exam allowances available to students

## Summary of changes to exam allowances for 2025-26

### The process ([Section 3](#))

1. Students are responsible for initiating exam allowance applications to their College  
→ A student must send the initiation form to their College by the deadline
2. Students must initiate the exam allowance application within **7 days** of the exam/ assessment (or the final exam within an exam period);  
→ This is before the exam results are known.
3. If students' circumstances have affected their studies, then they must apply to intermit **before** their first Easter Term exam:  
→ Students should not attempt the exams to 'see how they do'.
4. Retrospective intermission will only be granted to students with contemporaneous evidence of lacking capacity to decide not to sit exams, who have failed overall:  
→ Applications need to be made within 14 days of the exam result;  
→ Student will be permitted to repeat the 1-3 terms and re-sit exams.

### The criteria ([Section 1](#))

5. The illness or grave cause must be **so serious** that it:  
→ prevents the student from attending the exam;  
→ requires them to leave part-way through;  
→ removed the decision-making capacity of the student; or  
→ prevented them from completing an assessment and submitting an extension request.

### The allowances ([Section 2](#))

#### *Tripes students*

First and second years:

- get to progress to the next year if they would have otherwise failed;
- receive a statement on their academic transcript that confirms "these results were impacted by illness or grave cause";
- where applicable, all second year marks are discounted from the [Overall Degree Classification](#).

Final years (third and fourth years of integrated Masters:

- 25% or less of assessments impacted - disregard and recalculate degree results;
- More than 25%:
  - sit reassessment in the Long Vacation/first half of Michaelmas Term to receive an Overall Degree Classification;
  - sit reassessment with next year's cohort, to receive new marks on the transcript and reclassification of the Part, ranking and Degree.

#### *Postgraduate students*

- 25% or less of assessments impacted, if permitted by the Degree Committee, disregard and recalculate award results;
- More than 25%, or where the Degree Committee do not permit disregarding:
  - Sit reassessment within 3 months – may result in updated transcript, will enable Examiners to determine whether to give the academic award;
  - Sit alongside next year's cohort, to receive new marks on a transcript and full results.

## **1. Criteria for granting an exam allowance**

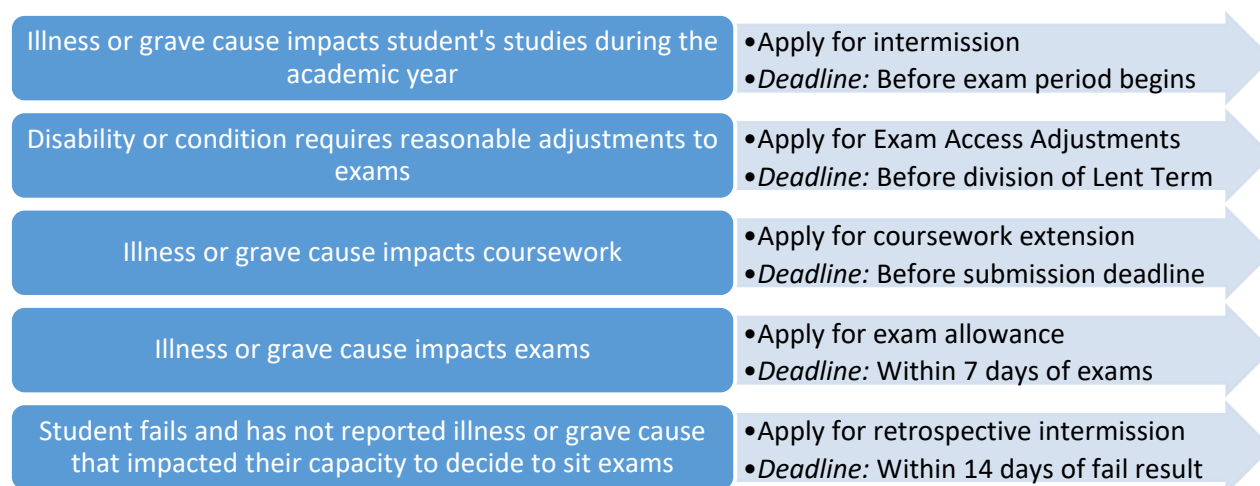
### **1.1 What is an exam allowance?**

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) has been impacted by serious illness or grave cause that prevented them from completing 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 circumstances that are likely to impact a student's performance 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. Students then return to study once no longer impacted by the illness or grave cause, or reasonable adjustments have been put in place. In exceptional circumstances or where it is not academically feasible to return to the same term, students may repeat terms already completed.
- 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 are expected to 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.

*Illness or grave cause processes listed by chronological order*



### **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. See the separate [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; or
  - iv completing the assessment by the deadline and applying for an extension.
- 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 Examples of illness or grave cause

Where the circumstances meet the criteria set out at 1.3 a)-f) above, and not otherwise, the following is a non-exhaustive list of examples that are **likely** to be accepted:

- short-term illness e.g. a viral illness that prevented the student attending the exam;
- worsening of an ongoing illness or disability, including mental health conditions, e.g. a chronic migraine condition that despite ongoing medical treatment fluctuates, and the student had a migraine on the day of the exam, the symptoms of which prevented them from attending the exam;
- necessary hospitalisation for a physical or mental illness at the time of the exam;
- symptoms of an infectious disease that may be harmful if passed on to others, where medical advice requires isolation at the time of the exam, and the exam cannot be undertaken remotely;
- significant illness or death of a close family member (for example, parents or siblings) or friend shortly before the exam;
- illness of a family member or dependent that leads to unexpected caring responsibilities on the day of the exam that cannot be performed by anyone else because of their sudden nature, for example taking a child to A&E;
- the impact of witnessing or experiencing a traumatic incident and/or crime shortly before the exam that is so substantial, it prevents the student from attending the exam;
- involvement in a criminal or court process required by the state, that cannot be reasonably moved. Students called for jury duty are expected to use the exceptions process and undertake the duty during the vacation period.

The following list are examples of circumstances **unlikely** to be accepted:

- holidays, house moves or other planned or expected events;
- minor illness such as common colds or hay fever, or minor illnesses that did not have a substantial impact on the exam on the day e.g. a vomiting bug the day before the exam;
- events that are serious but took place prior to the exam in question, and therefore, the event did not prevent the student from attending the exam;

- assessments that are scheduled close together;
- misreading the exam timetable;
- forgetting or otherwise accidentally not attending exams or submitting the assessment at the correct time, including because the student was unintentionally sleeping;
- poor time management;
- transport disruption;
- computer or IT issues including printer failure where the student should have backed up their work
- exam stress or mental ill health that has been caused or exacerbated by a lack of engagement in studies or exam revision;
- minor life events;
- the death or funeral of someone who is not an immediate family member or partner, without additional evidence of the substantial impact on the student's mental health;
- the impact of a University sanction, including an academic penalty, as a result of academic misconduct or another breach of the University's Rules of Behaviour.

### **1.5 Evidencing illness or grave cause**

The criteria in section 1.3, requires contemporaneous evidence from an independent, appropriately qualified source to be provided in order to be granted an exam allowance.

Evidence should include the nature, severity and impact of the illness or grave cause; it should state how the condition is likely to have affected the student's examination preparation and/or performance. The evidence should be precise, self-explanatory and where relevant, should offer a clear diagnosis from a medical professional. Bereavement requires evidence in the form of a death certificate or equivalent.

Evidence should be obtained as close to the date of the examination as possible, students are expected to make use of College Nurses, Tutors and welfare staff, in addition to GP services. Evidence obtained after the impact of the illness or grave cause that states the student 'reported' they were impacted by illness or grave cause is unlikely to be sufficient. Where an existing or long-term condition is relevant to the circumstances, pre-existing evidence can be used to confirm the condition, alongside contemporaneous evidence documenting the circumstances affecting the relevant assessments.

Where a student is aware of a long-term condition that affects their day-to-day activities, it is their responsibility to seek reasonable adjustments in advance of the examination taking place. Only unanticipated worsening or changing of the condition shall be considered to meet the illness or grave cause criteria and this will need to be sufficiently evidenced.

Evidence is treated sensitively and confidentially and is seen only by decision-makers and those staff administering the decision-making processes. Consequently, redacted evidence, including redacted medical evidence, is not acceptable and will not be considered.

Evidence must be from an independent source, not family or friends, and the author must be sufficiently qualified to provide the relevant evidence e.g. a doctor is qualified to diagnose illnesses, a nurse is qualified to report medical symptoms, an accredited counsellor is qualified to confirm the engagement they have had with a student; the ADRC (Accessibility and Disability Resource Centre) can provide screening assessments or evidence of engagements regarding a student's disability. Where a student's referral to a specialist medical advisor has been delayed for reasons outside the student's control, this should be made clear.

Evidence must be in English or include an official accredited translation from a third party (not generated or translated by the student, or generated by the student using AI).

The University may check the veracity of any independent evidence that is included in the application. Any evidence that is suspected to have been amended, only partially submitted or falsified in any way will be reported as a suspected breach of the Rules of Behaviour and the consideration of the application will be paused until any investigation has been completed.

#### *Exam warnings system*

Colleges can contemporaneously record circumstances that impact students' exams using the 'exam warnings' system. Previously, 'exam warnings' were used to corroborate evidence in exam allowance applications. However, as a result of the change in timeframes of the exam allowances process, this corroboration is no longer necessary, and the system will not be used for this purpose. Where illness or grave cause impacts upon exams, the original communication trails and notes from College and University colleagues provide the relevant evidence. Colleges may continue to use the exam warnings system for internal purposes, and the system will remain in use to record colour-blindness, and conditions that require examiners to ignore minor spelling and grammatical errors.

### **1.6 Academic evidence**

Academic evidence needs to demonstrate that the student would have otherwise been expected to pass an exam/assessment that they did not complete or, if the student attended the exam/completed the assessment, the academic evidence must demonstrate that the student was expected to achieve a significantly higher mark than was received.

Where possible, the evidence should take the form of supervision reports submitted prior to the event. Other forms of academic monitoring and progress reports are appropriate where supervision reports do not exist. Additional statements should not be sought from academics to complement or add to the academic evidence. Inferences may be drawn where the 'Estimation of work' in a supervision report is 'Not Specified'.

For courses where supervision reports are not routinely available (e.g. the LL.M.), the College should supply whatever testimony of the student's industry and ability it can offer. Where a course does not have any form of academic monitoring during the course then statements can be sought from academic staff involved in the delivery of the academic content of the course to the student.

### **1.7 Exam allowances cannot be granted where academic misconduct has been found**

Exam allowances cannot be granted for exams or assessments where academic misconduct has been found. Where students have engaged or attempted to engage in academic misconduct then circumstances that amount to illness or grave cause should be included as part of the academic misconduct process using the Student Disciplinary Procedure.

Where the student considers that the outcome of this process is unreasonable or that sufficient consideration of the mitigation has not been considered, then the student can appeal the academic misconduct outcome. An exam allowance is not an alternative option to an appeal.

## 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.

### 2.1 A 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 (2.3 below)
<b>Tripes students undertaking the first or second year of a BA degree</b>		
Overall fail – cannot continue with the course	<i>Allowance to progress</i> section 2.4	<ul style="list-style-type: none"> <li>• progression to the next Tripes Part</li> <li>• where applicable, disregard the Part results from the Overall Degree Classification</li> </ul>
Overall pass – will continue onto the next Tripes Part	<i>Allowance on transcript</i> Section 2.5	<ul style="list-style-type: none"> <li>• where applicable, disregard the Part results from the Overall Degree Classification</li> </ul>
<b>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)</b>		
25% or less of the exam components in the Tripes Part or course affected	<i>Disregard and recalculate results</i> Section 2.6	<ul style="list-style-type: none"> <li>• Examiners disregard the affected assessment components and recalculate the award, Class/result, rank etc</li> <li>• Degree Committees, where applicable, have authority to recommend reassessment instead of disregard for postgraduate students</li> </ul>
More than 25% of the exam components in the Tripes Part or course affected	<i>Reassessment for Classed Degree</i> (Tripes only) section 2.7	<ul style="list-style-type: none"> <li>• Bespoke reassessment by division of Michaelmas Term resulting in a revised Overall Degree Class</li> </ul>
	<i>Bespoke reassessment</i> (postgraduate only) Section 2.8	<ul style="list-style-type: none"> <li>• Bespoke re-assessment either in-year (for in course assessment) or within 3 months</li> </ul>
	<i>Reassessment at the next planned opportunity</i> Section 2.9	<ul style="list-style-type: none"> <li>• Reassessment alongside the next cohort</li> <li>• Reassessment results will be used to award, class and produce final transcript</li> </ul>
	<i>Unclassed Honours Degree (DDH) or Ordinary BA Degree</i> (Tripes Only) Section 2.10	<ul style="list-style-type: none"> <li>• No reassessment required for student to be awarded either of the awards but the academic criteria must be met</li> </ul>

### 2.2 Courses with exceptions to the reassessment exam allowances

A small number of courses are unable to create bespoke reassessments within the required timeframe. Consequently, the following alternative allowances apply to these courses:

Course	Exception
Part II Human, Social and Political Sciences (all tracks)	<i>Variation to Reassessment Classed Degree</i> : The Examiners will consider all summative assessment completed during the Tripes, 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	<p><i>Variation to Reassessment for 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.</p> <p>Where a dissertation has not been submitted, an extension can be granted, at most until 1 September, in order to determine the Classed Degree.</p>
Part II Mathematical Tripos	<p><i>Variation to Reassessment for 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. Otherwise, the student can choose to either receive an unclassified honours degree, or to return to be reassessed alongside the next cohort in the following Easter Term, receiving one revision session per subject, as the reassessment will relate to the material taught in the new academic year.</p>
Part III Mathematical Tripos – MMath	<p><i>Variation to Reassessment for 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.</p>
MASt in Mathematics	
Part III NST Quantitative Climate and Environmental Science	

*Variation to 'Reassessment at the next planned opportunity':* 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. 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.

## 2.3 Changes on transcripts for all exam allowances

For each exam allowance the student's original papers, marks, Class and results etc will be recorded on their transcript. Following receipt of 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.

## 2.4 Allowance to progress

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

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 is independent of the ongoing procedure and is not indicative of the outcome. A student may prefer to intermit rather than to continue onto the next year of a course of study with a risk of being withdrawn partway 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.

#### *Additional criteria for the exam allowance*

- For a temporary 'allowance to progress': the decision-maker in the ongoing process, for example the Student Discipline Officer, considers such an allowance to be appropriate in all the circumstances.

#### *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 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 2.2 where Part II students who have missed more than 25% of their assessments may be progressed

## **2.5 Allowance on transcript**

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

Where students have received an overall pass in the Tripos Part (the exams for the academic year) and therefore can continue onto the next Part (year) of the Tripos (undergraduate course).

The student receives the statement outlined in section 2.3 and if the Tripos Part results would normally be used to calculate the student's Overall Degree Classification (ODC), these will be removed entirely from this ODC calculation and it will be based on the final Tripos Part only.

## **2.6 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*

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 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). The Chair of Examiners or Senior

Examiner will be consult with at least one other Examiner when determining the recalculation of the student's results by disregarding the affected assessments. This may or may not result in a change of award, class, or ranking.

## **2.7 Reassessment for Classed Degree**

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

Where a student has been impacted by illness or grave cause in more than 25% of their assessments, the student will be offered 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. This will be entirely at the Examiners' discretion. 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, 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 2.2 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

## **2.8 Bespoke reassessment**

*For postgraduate students*

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. 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.

Reassessments will be timetabled without student consultation 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 2.2 for the following courses:

- MAST in Mathematics

## **2.9 Reassessment at the next planned opportunity**

*For final year Tripos students and postgraduate students*

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, usually remotely. The student will be tested on the content that they were taught in the previous year.

## **2.10 Unclassed Honours Degree (DDH) ([allowances 3b\(i\) and 3c\(i\)](#)) or Ordinary BA degree ([allowance 3b\(ii\)](#))**

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

This allowance is only for students who have failed, where more than 25% of the assessments have been impacted and the student cannot undertake a reassessment (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*

- Residency requirements for the degree e.g. a B.A. degree is 9 terms (3 years).

### *What appears on the transcript?*

In addition to the information in 2.3:

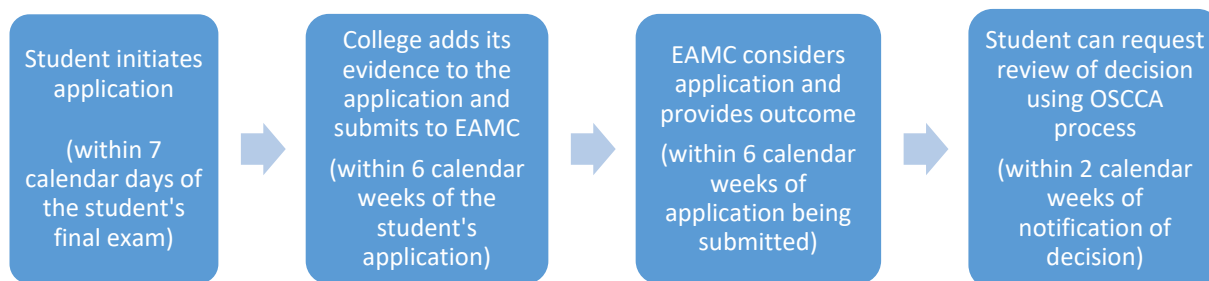
- 'Declared to have deserved honours' appears on the student's academic transcript as the result for that examination.
- 'Ordinary BA Degree', appears on the student's academic transcript as the result for that examination, the degree awarded on a transcript is titled 'BA Degree (Ordinary)'.

### **3. How to make an application**

#### **3.1 General information**

Applications for exam allowances are submitted by email to [EAMC@admin.cam.ac.uk](mailto:EAMC@admin.cam.ac.uk) by a College on the student's behalf (via their Tutor) or via direct application from a student.

#### *Flow chart of process and timings*



#### *Student action – within 7 days of the exam*

The student has 7 days to submit the Student Exam Allowance Form to the College from the date of the exam impacted or, where there are multiple exams, 7 days of the final exam for that period.

#### *College action – within 6 weeks of receiving the Student Exam Allowance Form*

The College then has 6 weeks to submit the application and all accompanying evidence to [EAMC@admin.cam.ac.uk](mailto:EAMC@admin.cam.ac.uk).

The application must be complete at the time of submission and the email must include all of the following:

- a completed and signed Student Exam Allowance Form
- a completed and signed Application form;
- a statement(s) from the College and/or student outlining the circumstances;
- evidence of the illness or other grave cause (outlined in [section 1.5](#));
- the full student support document (SSD), where appropriate, to include all disability information and document sections
- academic evidence (outlined in [section 1.6](#)). Academic evidence should be provided in chronological order, **most recent first**.

#### *Direct applications from the student – made to the University within 7 days of the exam*

All students are encouraged to submit an allowance application through their College, so that the College can provide administrative support and factual information relating to the application. However, it is possible for a student to make a direct application to the University (without engagement with the College), for example, if the student does not wish to communicate with their College. In such a circumstance, the student will need to submit the application and evidence within 7 days of the exam directly to [EAMC@admin.cam.ac.uk](mailto:EAMC@admin.cam.ac.uk).

Where a direct application is received from a student, the student's College will be informed of the application and the allowance requested, as well as the outcome in due course. The College will be asked to supply further information for the application where relevant, e.g. all supervision reports, or confirmation of relevant College action. The impact of this further stage is likely to result to an extension of the normal six week turnaround time.

Students are also encouraged to seek support and make their College aware of any direct application submitted. Failure to keep the College informed, including where the Review procedure is initiated, may affect future provision (e.g. accommodation) should the exam allowance be granted.

### **3.2 College and student statements**

Where an application is made from a College on the student's behalf, it is expected that the student's Senior Tutor or Tutor shall provide a statement. This statement may draw attention to any matters which the College would like to be taken into consideration. There may be instances in which an additional statement by a DoS is helpful. The Committee pays close attention to the care with which College statements are prepared.

Students may also wish to provide a brief statement outlining the impact of the illness or grave cause. Any statement should be concise, factual and linked to the relevant criteria. Statements will not normally exceed one side of A4.

Where the student's illness or grave cause will affect the next year of their studies, an application for intermission may also be required, see [Guidance notes on intermission](#).

### **3.3 Action following the submission of an application**

Exceptionally, where the sender becomes aware of an error in the application before it has been considered, the application must be re-submitted in full, with an explanation for the re-submission in the covering email. The date of re-submission will be used in determining at which meeting of the Committee the application will be considered.

Students and Colleges can expect an application to be considered at the Committee meeting following the relevant meeting deadline, with an outcome being sent within ten working days of the meeting date. Details of meetings and submission deadlines can be found [here](#).

### **3.4 Applications where the student or College deadline has been missed**

Applications received outside of this timeframe are highly unlikely to be accepted. It is expected that where a student is unable to make their own application in the timeframe (e.g. they are in hospital) that the College will make an application on their behalf within the permitted timeframe.

Where the student or College considers there is a truly exceptional and valid reason for late submission of an application that is independently evidenced, an application can be submitted with the explanation and evidence attached. It will be considered by the Secretary of the Committee in the first instance and the allowance will only be considered where the late submission has been accepted. Otherwise, the confirmed decision will be that the application is out of time. The student will have an opportunity to seek a review of this decision.

## **4. The consideration process for exam allowance applications**

### **4.1 The Examination Access and Mitigation Committee (the Committee)**

The Examination Access and Mitigation Committee (the Committee) is a committee of the General Board, which meets at least monthly throughout the year to consider applications for exam allowances and related matters. Its membership includes representatives from across the Collegiate University and medically qualified members. There is also a large volume of student casework undertaken under delegated authority, much of which involves the expert opinion of its medically qualified members.

The Committee may only consider cases and make decisions within the bounds of the authority granted within Statutes & Ordinance and in accordance with this Guidance. Applications that fall outside these parameters shall be declined.

The Committee has the following overarching aims:

- To grant remedy where students would otherwise be substantively disadvantaged by illness or grave cause in relation to their assessments;
- To endeavour to ensure parity of treatment between applicants to the Committee who share similar circumstances, while recognising that each case is individual.
- To be mindful of the interests of students undertaking the same course but who are not applicants to the Committee.

Correspondence relating to exam allowances must take place using [EAMC@admin.cam.ac.uk](mailto:EAMC@admin.cam.ac.uk). There must be no attempt to correspond with individual EAMC members, Examiners or the Degree Committee regarding the details of applications.

### **4.2 General overview**

The Committee receives copies of applications a week before the meeting. Prior to the meeting, the Secretary may contact the Department or Faculty for further information, e.g. information on grade boundaries.

In considering the application, the Committee shall consider the application presented, any additional information received from the Department, Faculty or relevant University office, and any previous applications that have been made to the Committee.

Where the criteria of a requested examination allowance have not been met, the Committee may grant a different exam allowance to the student.

Where a student who has already been granted one exam allowance applies for a second or further allowance, each application will be considered on its own merits. In awarding multiple allowances, the Committee will have particular regard for maintaining equality of educational outcomes between students in different circumstances.

### **4.3 Matters dealt with by delegated authority**

Some matters may be dealt with by authority delegated to the Chair and/or Secretary. Typically, this includes straightforward applications to disregard terms (known as intermission) or resume study.

In very exceptional circumstances i.e. where a decision cannot reasonably wait until the next scheduled meeting of the Committee and where the case is not straightforward, the Committee may be prepared to consider an application by circulation. If, however, in such

circumstances any member of the Committee wishes the application to be considered at a scheduled meeting, then the application will need to await that meeting.

#### **4.4 Outcomes**

Once the Committee has made a decision, an outcome letter will be sent to the College and the student via email.

Outcome letters will normally be issued within ten working days of the Committee meeting at which the application was considered.

#### **5. Reviewing exam allowance decisions**

Where a student is dissatisfied with the decision in relation to the exam allowance application, a review can be submitted within 14 days of receiving the decision in line with the [Procedure for the Review of Decisions of University Bodies](#).

Requests for review can only be made on set grounds: procedural irregularities; new evidence that for good reason could not be submitted with the original application; or a belief that the decision is wholly unreasonable. If the student remains dissatisfied following the review outcome, the student may take their case to the Office of the Independent Adjudicator.

#### **6. Questions and further information**

Any queries regarding exam allowances should be directed to [eamc@admin.cam.ac.uk](mailto:eamc@admin.cam.ac.uk).