



## Guide to exams for students 2022/23

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### Introduction

This document provides information that relates to both in-person and online exams. It should be read in conjunction with the specific detailed guidance on in-person and online exams, depending on the mode of assessment.

If, after reading this guide, you have questions about your forthcoming exams, please contact your College Tutorial Office.

## A. Before the Examination

### A.1. Timetable

Your timetable will be published within your CamSIS self-service and will also be published online [here](#). You are responsible for ensuring you are aware of the dates of your exams and are ready and able to take your exam at the appropriate time. Misreading your timetable or arriving late to an examination, is not normally considered an appropriate reason for an allowance.

Where an exam is in –person, you will only be admitted up to 30 minutes after the start time of the exam. No additional time will be given to make up the time lost.

After 30 minutes you will be deemed to be absent from the exam.

Examinations occur throughout the year, although the majority occur in the Easter Term and Saturdays and Bank Holidays are considered to be normal examination days.

Whilst every effort is made to avoid scheduling two examinations per day, there are some circumstances where it is unavoidable, and this is not in itself reason for allowance or reasonable adjustments.

### A.2. Exam access arrangements (reasonable adjustments)

Exam Access Arrangements must be applied for via your College and you should speak to the Tutorial Office in your College about those arrangements and how they apply to the different types and lengths of exams. There is a deadline for applications and your College will have an earlier deadline than the University deadline.

Guidelines for Exam Access Arrangements can be found online [here](#).

## B. During the Examination

### B.1. Illness

In case of illness, you are responsible for identifying if you are well enough to take an exam.

#### **For in person exams:**

If you are well enough to take the exam, you should proceed to the exam venue.

If you become unwell during the exam, you should alert the Invigilator in the exam room who will be able to take appropriate action. If you leave the examination venue before the end of the exam, your College Tutorial Office will be alerted and you should follow up with them immediately. You should also contact a medical professional (where appropriate) for medical support.

If you are not well enough to attend the exam venue and start the exam, you must inform your College Tutorial Office **immediately**. You will be marked as absent from the exam and your College will discuss what mitigations may be appropriate.

It is not usually possible to accommodate students who are unwell in College or other locations and there will not normally be provision for you to finish the exam once you have recovered.

#### **For online exams:**

If you are well enough to take the exam, you should begin the exam and submit in the required way. If you become unwell during the exam and are unable to continue, you should submit the work you have completed so far and alert your College tutorial office **immediately**. You should also contact any medical professional (where appropriate) for medical support.

If you are not well enough to start the exam, you must inform your College Tutorial Office **immediately**. You will be marked as absent from the exam and your College will discuss what mitigations may be appropriate.

**Any subsequent application for an allowance requires relevant, contemporary and specific evidence of illness. Failure to contact your Tutorial office or College nurse may result in any application for an allowance to be declined if such evidence is not available.**

### B.2. Policy on Corrections during an examination

The Examination and Assessment Committee have approved a policy on the announcement of corrections in examination for in-person and online exams. Details of that policy can be found [here](#).

Key points to note from that policy:

1. For students taking in-person exams (including those on Inspera), co-located in a single venue or a small number of venues (including Colleges), details of the correction will be communicated to students via invigilators and College staff.
2. For students taking online exams (not with the rest of the cohort), no corrections will be circulated. Students should raise concerns with their Tutor once the exam is concluded. The Tutor should raise it with the central Exams team in the first instance.

### B.3. Submission of examinable materials

The Examination and Assessment Committee have approved a policy on the submission of examinable materials for in-person and online exams. Details of that policy can be found [here](#).

Key points to note from that policy:

All students are responsible for ensuring that they are aware of the start and end time of their exams. Students with reasonable adjustments should speak to their College to confirm the end time of their exams.

Students are responsible for their submission for an exam. This includes the following:

1. Students are responsible for ensuring that the work left on a desk for an in-person exam, tied or in a booklet, is their complete work for marking. Any parts of that script that are not tied for submission or that are placed in the waste bin or removed from the room will not be considered for marking retrospectively.
2. Students are responsible for uploading their examination script for open book, online exams by the end time of their exam. Any scripts submitted after the end time of the exam will not be considered for marking.
3. Penalties for late submission of scripts for timed exams will be applied. Any received after the maximum penalty time will not be considered for marking.
4. Students should make use of the practice tests<sup>1</sup> and upload functionality available with online systems prior to their exam so that they are familiar with the functionality.
5. Students are responsible for ensuring that the exam script uploaded is complete. Any parts of a script that are supplied after the end time will not be considered for marking.
6. Examiners or colleagues in departments will not contact students or their College where work is missing.
7. Where an examination script has not been submitted by the end time, or in the case of timed exams, beyond the last penalty point, Examiners will award a mark of zero. Where parts of an exam script are missing, Examiners will only mark the work presented.
8. The EAMC will not consider submission of an exam script beyond the end time, as a reason for an allowance and will not normally consider such applications.
9. The Exam Review process does not consider submission of an exam script beyond the end time, as a reason for a Review and will not normally consider such applications.

### B.4. Institution-wide technical failure of systems or WiFi

The University has recovery plans in place should there be significant technical failure affecting Raven, WiFi, Moodle or Inspira for those exams being taken online.

Should there be an institution-wide failure, you will receive information by email notifying you of any steps you need to take, or changes in how you will receive or submit your exam.

If, due to technical difficulties, you are unable to access your blind grading number (BGN) from CamSIS, please **do not** replace that with any personal details. Continue to submit your assessment as required, with no BGN

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<sup>1</sup> Moodle - [Course: Moodle Support Hub for Online Assessments \(cam.ac.uk\)](#),

Inspira - [Course: Inspira for SBS 2022-23 \(cam.ac.uk\)](#)

included and the Exams team will ensure your submissions are associated with your correct BGN prior to marking.

### B.5. Academic misconduct

It is important that you only submit work that is your own, and to do otherwise may find you in breach of University regulations on academic misconduct. For open book exams, you may refer to your own notes, course notes, textbooks and any journals during the exam – you must not access them for those closed book / timed exams.

All work you submit must be your own work.

Where you are under invigilated conditions in-person, you are not permitted to have any contact with any other person during the exam, including any other candidate for the exam. The only exception to this is if you experience an emergency or become unwell. In these circumstances you should alert the invigilator who will alert the relevant Supervisors on site.

If anyone, including another candidate for the exam, attempts to contact you during the exam you must not respond.

Where you are submitting your work online using Moodle, you will be prompted to confirm that the work submitted is your own at the point of submission.

You should ensure that you are familiar with the University's rules about academic conduct and be aware of the disciplinary action that could be taken if you break them. Guidance is available at <https://www.plagiarism.admin.cam.ac.uk/what-plagiarism/students-responsibilities>.

The University reserves the right to use plagiarism detection software, such as Turnitin, to screen submitted work. Handwritten work may be typed up in order to be screened.

### B.6. Mitigating circumstances

If you believe that your performance in an exam was impacted by illness or other grave cause, you should refer to the mitigating circumstances guidance available [here](#).

Bear in mind that if you are not well enough to start or continue with an exam once started, then you should not attempt it and instead, inform your College Tutorial Office **immediately**.

**Applications for allowances require relevant, contemporary and specific evidence. Failure to contact your Tutorial office may result in any application for an allowance to be declined if such evidence is not available.**

## C. After the Examination

### C.1. Post-exam celebrations

Finishing your exams is a reason to celebrate, however you should ensure that any post-exam celebrations consider those environments around you. Be aware of students still taking exams in surrounding areas who may be disrupted by noise; of those buildings and vehicles close by that may be damaged by food and drink; or highways that have traffic passing through. All sites have somewhere close by where you can celebrate and you are encouraged to move to them to ensure that you, and those around you, are safe.

### C.2. Mitigation

Information on the various forms of mitigation can be found online [here](#). If you have any concerns, please contact your tutor, or tutorial office in the first instance. They have a significant amount of experience in the various routes available to support you and can help you navigate through them. Alternatively, you may wish to contact the [Student Advice Service](#) who can also advise.

### C.3. Exam results

Your Class will be published to your student record and is visible to you via CamSIS self-service. Class Lists are no longer published at the Senate-House or in the *Reporter*.

Classes and marks are usually uploaded and released together, but there are some subjects where classes are uploaded first with marks following later, within 48 hours.

A list showing the expected dates of release to CamSIS can be found online [here](#) and is published in May.

## D Useful links

The following table offers links to further information or email addresses for assistance.

Email address for submitting work if unable to upload Moodle assessments	<a href="mailto:onlineexams@admin.cam.ac.uk">onlineexams@admin.cam.ac.uk</a> You will receive an automated response which should be taken as receipt. Queries sent to this email address will not be responded to.
Exam timetable	<a href="#">All students timetable   Cambridge students</a>
Finding your blind grading number (candidate number)	<a href="#">Course: CamSIS for Students</a>
Inspera helpdesk	<a href="mailto:Inspera@bio.cam.ac.uk">Inspera@bio.cam.ac.uk</a>
Inspera information	<a href="#">Course: Inspera for SBS 2022-23 (cam.ac.uk)</a>
Mitigation information	<a href="#">Mitigation   Cambridge students</a>
Moodle helpdesk	<a href="mailto:moodlehelp@uis.cam.ac.uk">moodlehelp@uis.cam.ac.uk</a>
Moodle Support Hub	<a href="#">Moodle Support Hub for Online Assessments: Guidance for students (cam.ac.uk)</a>