**APPLICATION FORM FOR AN ADJUSTED MODE OF ASSESSMENT**

Before completing this application form, you should read the AMA and AMS Guidance Notes 2025-26 for changes made to it, which are available here: <https://universityofcambridgecloud.sharepoint.com/sites/AD_ExamOperationsandMitigatingCircumstances/SitePages/Adjusted-Mode-of-Assessment-(AMA).aspx>

You should also refer to the Code of Practice: Access and Inclusion for Disabled Students

<https://www.educationalpolicy.admin.cam.ac.uk/supporting-students/supporting-disabled-students>

This form must not be used for Adjusted Mode of Study (1 year over 2) applications.

**Unless indicated, all fields are compulsory. Incomplete application forms will be returned.**

1. **Student details:**

|  |  |  |  |
| --- | --- | --- | --- |
| USN |  |  |  |
| Surname |  | | |
| First name (s) |  | | |
| College |  | | |
| Tutor |  | | |
| Tutor’s email |  | | |
| Tutor’s signature |  | | |
| Senior Tutor |  | | |
| Senior Tutor’s emails |  | | |
| Senior Tutor signature |  | | |
| ADRC Adviser (if known) |  | | |
| ADRC Adviser email  (if known) |  | | |
| Month/year student registered with the ADRC |  | | |
| Date |  | | |

1. **Student’s record to date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic year** | **Tripos and Part, e.g. MAT0** | **Exam result** | **Under AMA/AMS (Y/N)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Course application details**

**Please indicate what is being applied for:**

|  |  |
| --- | --- |
| Student’s course/Tripos  e.g. BA, MPhil |  |
| Year of course / Tripos Part AMA being applied for |  |
| Current reasonable adjustments/AMA/AMS in place for study and assessment/exams. |  |

1. **Threshold and evidence**

**Does the application meet the threshold for an AMA to be granted?**

Based on the evidence provided, the student would be caused substantial disadvantage in relation to their assessment, as a result of their disability; and such disadvantage cannot be sufficiently mitigated by standard or enhanced reasonable adjustments. Further information can be found online here: <https://universityofcambridgecloud.sharepoint.com/sites/AD_ExamOperationsandMitigatingCircumstances/SitePages/Adjusted-Mode-of-Assessment-(AMA).aspx>

Please indicate that the following necessary medical or specialist evidence has been included in the application.

|  |  |  |
| --- | --- | --- |
| **Type of disability/ condition** | **Evidence required** | **Please tick** |
| Physical disability | From specialist practitioner or GP:   * confirmation of the disability; and * relevant details on any limitations to the student’s ability to undertake assessments |  |
| Specific Learning Difficulty (SpLD) | From a practitioner psychologist or a qualified specialist teacher holding an SpLD Assessment Practising Certificate:   * Diagnostic assessment report * evidence of the student’s abilities to undertake assessments |  |
| Chronic or relapsing/ remitting condition | From a consultant or qualified specialist:   * Diagnosis by a consultant or specialist * a treatment plan (where appropriate) * relevant details on any limitations to the student’s ability to undertake assessments |  |
| Mental health condition |  |

1. **Explanation of the reasons for the AMA**

|  |
| --- |
| In the box below, please indicate why [standard or enhanced reasonable adjustments](https://universityofcambridgecloud.sharepoint.com/sites/AD_ExamOperationsandMitigatingCircumstances/SitePages/Adjusted-Mode-of-Assessment-(AMA).aspx) do not alleviate the disadvantage caused by the student’s disability. This should include evidence and an explanation of when these have been applied and why they are suitable or sufficient. This may include that they have been attempted and failed; or where there is medical evidence confirming these would be insufficient to alleviate the disadvantage. |
|  |

|  |  |
| --- | --- |
| **Has the student previously been awarded an AMA?** | **Y / N** |
| If Yes, outline below the AMA previously awarded and detail what worked well and what did not work well. | |

1. **Consideration of the AMA’s available**

It is expected that the student and Tutor have considered and discussed the different types of AMA available. There is no guarantee that the AMA that is requested, is the AMA that will be granted; the competence standards of an academic award may limit an AMA. For more information about the AMA examples, please refer to the AMA guidance notes found here: <https://universityofcambridgecloud.sharepoint.com/sites/AD_ExamOperationsandMitigatingCircumstances/SitePages/Adjusted-Mode-of-Assessment-(AMA).aspx>

The table below indicates examples of the different types of AMA. Please complete **each field** in the table.

|  |  |  |
| --- | --- | --- |
| **Example of AMA**  *Please note this list is not exhaustive.* | **Is this AMA being requested?** | **Explanation of why this AMA is / is not being requested**  *Please include details about why this is or is not considered a reasonable adjustment for the student.* |
| To replace a written examination with an essay or a portfolio of essays | Y / N |  |
| To replace a closed book examination with an open book examination | Y / N |  |
| Bespoke paper to be written and broken up into smaller chunks | Y / N |  |
| To reduce the number of questions to be answered and submit an essay | Y / N |  |
| Long Extension of Dissertation / coursework / submitted essays | Y / N |  |

**If an alternative AMA has been considered as a reasonable adjustment for the student which is not indicated above, please detail this below:**

|  |  |
| --- | --- |
| **Other AMA requested** | **Why is this considered a reasonable adjustment for the student?** |
|  |  |

**7. Papers and other work per module enrolled:**

|  |  |  |
| --- | --- | --- |
| * Include the number of papers necessary to complete the Part (or course, if not Tripos), even if some are optional. * Include all assessments, including coursework, practical assessments or dissertations and confirm if any of these these have already been completed. | | |
| **Paper number / module** | **Current mode of assessment** **(exam, coursework)** | **AMA being requested** |
| *e.g. Paper 1* | *3 hour exam* | *Replace with portfolio of essays* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**8. Long extension of Dissertation/coursework/ submitted essays only**

**If the only AMA being applied for is a** **Long Extension of Dissertation/coursework/ submitted essays, please complete the below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of assessment**  e.g. coursework | **Date submission due** | **Word count / Length of assessment** | **Proposed new submission date** |
|  |  |  |  |

|  |  |
| --- | --- |
| Has the Department/Faculty been contacted to see if the proposed submission date above is reasonable and feasible? | Yes/No |
| If the extension date is past to Final Examiners Meeting, is the student aware that they will not be classed this year and will not graduate with their peers? | Yes/No |

1. **Consideration of applications that meet the threshold for an AMA**

If the EAMC confirms that an application meets the threshold for an AMA, it will be considered in accordance with the process in the AMA guidance notes.

**The process, including any Case Conference, shall consider all possible AMAs, including any requested, within this application, as the approved AMA may differ from what has been requested.**

This process includes an optional Case Conference, which gives the opportunity to the student, College, Faculty/ Department, Degree/Postgraduate Committee and Accessibility and Disability Resource Centre to provide further information to each other.

If a Case Conference does not take place, the application will be sent directly to the relevant Department or Faculty for consideration in relation to competence standards.

Please note if the AMA being requested is a Long Extension of Dissertation / coursework / submitted essays then a Case Conference will not usually be necessary. However, an internal meeting may be held between the Mitigating Circumstances Team and the Faculty/Department.

When considering whether to request a case conference, please refer to the AMA guidance notes found here: <https://universityofcambridgecloud.sharepoint.com/sites/AD_ExamOperationsandMitigatingCircumstances/SitePages/Adjusted-Mode-of-Assessment-(AMA).aspx>

|  |  |
| --- | --- |
| **Does the student and/or College request a Case Conference to be organised?** | **If yes, please indicate below that the student and College have read the AMA guidance notes and explain the reasoning for a case conference:** |
| Yes / No |  |

If a Case Conference has been requested, you must indicate below the individuals that should be invited. Experience shows that it is not always possible to gather all parties to case conferences during term, so you must indicate in the final column whether their attendance is compulsory or desirable.

**College contacts for case conference**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email address or CRSid** | **Relationship to student** | **Attendance Compulsory (c) or Desirable (d)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Would the student like their ADRC adviser to attend the case conference? | **Y / N** |

1. **Checklist**

This application must be accompanied by ALL the relevant information specified below. Incomplete applications will be returned to the College, which will result in a delay in the application being considered.

|  |  |
| --- | --- |
| A letter from the Tutor, setting out the context for the application. |  |
| A letter from the Senior Tutor, confirming the case as laid out in the application. |  |
| Medical evidence as outlined in section 4. |  |
| A statement from the Accessibility and Disability Resource Centre. |  |
| Student Support Document (SSD) (please provide the **most recent** version where possible). If the student’s SSD is being reviewed, do not wait for this to be completed to apply. |  |
| A personal statement from the student that outlines how their disability impacts their daily and academic life (optional) |  |
| A completed student declaration form, confirming the student’s consent for the medical evidence to be submitted and made available as indicated on the form |  |

1. **College declaration**

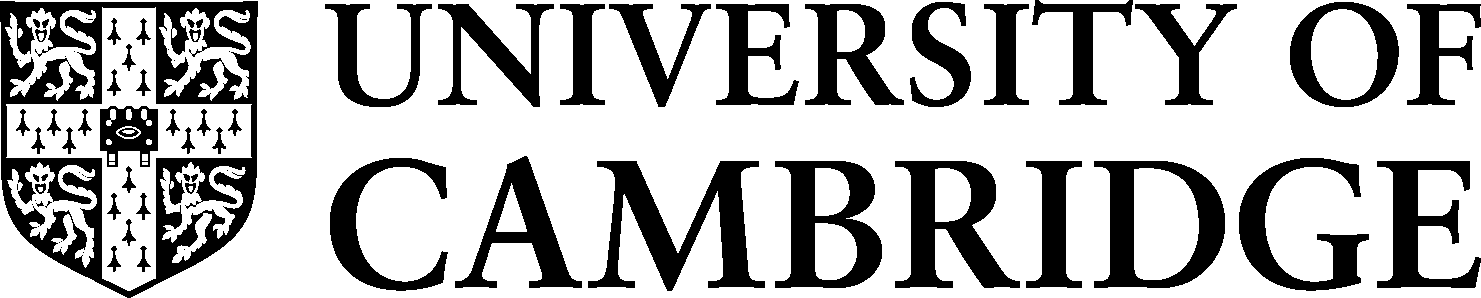
**Please tick to indicate agreement with/completion of the following:**

|  |  |
| --- | --- |
| The College understands that the AMA requested may not be granted and/or an alternative reasonable adjustment may be offered instead. |  |
| The College has read the published [AMA Guidance Notes](https://universityofcambridgecloud.sharepoint.com/sites/UoC_CambridgeStudentsExams/SitePages/Reasonable-Adjustments.aspx) |  |
| The College believes the application meets the threshold for an AMA:  *Based on the evidence provided, the student would be caused substantial disadvantage in relation to their assessment, as a result of their disability; and such disadvantage cannot be sufficiently mitigated by standard or enhanced reasonable adjustments* |  |

1. **AMA applications received after the deadline**

The deadline for applications is the **Friday 7th November 2025** and applications received after this time will not be accepted unless there is a valid reason for the delay.

If this application is submitted after the deadline, please include reasons for the delay in the box below.

**ADJUSTED MODE OF ASSESSMENT STUDENT DECLARATION FORM**

Contact: [examarrangements@admin.cam.ac.uk](mailto:examarrangements@admin.cam.ac.uk)

# STUDENT DECLARATION

# You should complete and return this form to your College/Postgraduate Tutor who will send it, on your behalf together with a copy of the application and supporting medical and / or specialist evidence.

I consent for the enclosed supporting medical and / or specialist evidence to be submitted by my College, and made available, on a confidential basis, to those persons considering applications for an Adjusted Mode of Assessment as described in the guidance notes for staff and students. I understand that the medical and / or specialist evidence will form my application for an adjusted mode of assessment.

**Please tick to indicate understanding/agreement to the following**:

|  |  |
| --- | --- |
| I have read the published [AMA Guidance Notes](https://universityofcambridgecloud.sharepoint.com/sites/UoC_CambridgeStudentsExams/SitePages/Reasonable-Adjustments.aspx) |  |
| I am aware of the full contents of this application and can confirm it is an accurate and correct account of the situation, to the best of my understanding. |  |
| I believe the application meets the threshold for an AMA, set out in the Guidance Notes and in section 4 of the form. |  |
| I am aware that I can provide a brief statement outlining the impact of my disability and the necessity of an AMA. |  |
| I understand that the AMA requested may not be granted and an alternative reasonable adjustment may be provided, as determined by the University. |  |
| I understand that the evidence will form part of the record for any future applications to the University’s Examination Access and Mitigation Committee. |  |
| I understand that I must continue to work towards the standard mode of assessment until such time, if any, that the AMA application is approved. |  |
| (Optional)  I understand that the College will submit this application and I will receive an outcome directly from the University (with the College copied into it).  *By ticking this box, you have* ***opted-in*** *to receive your outcome directly from the EAMC team administrators. If you leave the box blank, the outcome will only be* sent your College, who will ensure you are made aware of the outcome. |  |

|  |  |
| --- | --- |
| Name (Block Caps or typed) |  |
| College |  |
| Signature (Signed or typed) |  |
| Date |  |

The University shall handle this information [in accordance with the](https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data) [requirements of data protection legislation and will not div](https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data)ulge its contents to any third party or use it for any other purpose without your further consent. General details about the University’s use of personal information are published at <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data-protection-regulation>.