

Adjusted Modes of Assessment (AMA)

Guidance Notes for Faculties and Departments 2025-26

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BACKGROUND

This guide is designed to provide detail of the operational process as mentioned in the in the [Code of Practice: Access and Inclusion for Disabled Students](#) and in the Guidance Notes for Staff and Students 2025-26 found [here](#). It does not replicate the information or background available in the Code, and it is expected that all users have read the Code of Practice and Guidance Notes before reading this document.

As a result of feedback received from stakeholders and of regular internal review, the Adjusted Mode of Assessment (AMA) application process was amended for 2025-26. The primary changes are:

- The request for an extended period of study (1 year over 2) has been separated from the other Adjusted Modes of Assessment (AMA). This will now be known as the Adjusted Mode of Study (AMS) and have a separate application form and guidance. The rationale for this change is to simplify the process, differentiate these applications from the other AMA's and to decrease timeframes for approvals.
- Students requiring a separate AMA alongside the AMS will need to submit two separate applications, but this can be done at the same time if preferred and using the same evidence.
- The request for a long extension has been amended so that the AMA application is considered only once by the EAMC. The Mitigating Circumstances Team will contact the Department/Faculty upon receipt of the AMA application to see if the request is academically feasible and to agree a new submission date.

The new process can be viewed in [Appendix A](#).

1. THE CIRCULATION PROCESS

- Where a case conference has not been requested by the College, student, EAMC or the Postgraduate Committee, the application will be sent directly to the Department or Faculty to consider.
- Upon receipt of the application, the Department or Faculty is asked to provide an update or AMA recommendation to the Mitigating Circumstances Team at examarrangements@admin.cam.ac.uk within 28 working days.
- The Department or Faculty are asked to share timelines and what approval mechanism is needed so that the process is transparent. For instance, the recommendation may be required to go through a Faculty's governance process (such as a full meeting of the Faculty Board). The Mitigating Circumstances team will then share this information with the College to pass on to the student, so they are kept informed regarding the progress of their application.
- Consult with paper organisers and identify the competence standards for the current mode of assessment, specifically what is being measured and how.
- Discuss the request, but not the student or sensitive information relating to their disability with those paper organisers. You may also wish to consult the Chair of Faculty Board / Exam Board.
- The Department or Faculty may suggest what other adjustments may be viable – the AMA as requested may form the basis of the application but may not necessarily be what you recommend. All other methods of assessment which may be more suitable to your subject and the competence standards being tested may need to be considered. Discuss what that might be with your colleagues to understand if there are any barriers to the proposed adjustments.

The Mitigating Circumstances team will liaise with the relevant Department or Faculty to reach a recommendation regarding the application made. If the application does not contain enough information or there are further queries, the Mitigating Circumstances team will request further information from the student's College at the request of the Department or Faculty.

It is expected that the Department or Faculty will not approach the College directly and will contact the Mitigating Circumstances team in the first instance.

Should the Department or Faculty feel that a case conference would be helpful to discuss the application made, the Mitigating Circumstances team will arrange this.

2. THE CASE CONFERENCE

CASE CONFERENCE PROCESS (WHERE ORGANISED)

2.1. IN PREPARATION FOR THE CASE CONFERENCE

- Consult with paper organisers and identify the competence standards for the current mode of assessment, specifically what is being measured and how.
- Discuss the request, but not the student or sensitive information relating to their disability with those paper organisers. You may also wish to consult the Chair of Faculty Board / Exam Board.
- Consider who else may need to attend the case conference to gather further information or to explain competency standards for specific parts of the course – this may include administrative colleagues who will be making the local arrangements, a Director of Education, or a previous Chair. If this is the case, please be advised to contact examarrangements@admin.cam.ac.uk with the request and the doodle poll and accompanying email will be sent to the requested colleague(s).
- Consider the timeline – who / how will this need to be approved within your department. Could there be any restrictions which would delay or impact the process of implementing an AMA?
- If you would like to discuss the request with the Mitigating Circumstances team, please email examarrangements@admin.cam.ac.uk.

2.2. AFTER THE CASE CONFERENCE

- Meeting notes will be circulated by the Mitigating Circumstances team.
- Consult as needed, such as with the Chair of Faculty Board / Exam Board on the request made, and what, if any, AMA would be recommended for each module being requested. The recommendation may not match the original request, or a recommendation may be made which was not discussed at the case conference.
- Complete the Examiners Recommendation Form (template sent from the Mitigating Circumstances team) and send to examarrangements@admin.cam.ac.uk.
- Once approved, put in place any operational requirements within the department. This may include the delivery of bespoke papers or similar.
- Ensure all parties within the department are aware of this adjustment. This may include admin staff managing markbooks, IT staff assisting with upload of Grade Rosters, lab staff managing practical space etc.

3. THE ADJUSTED MODE OF ASSESSMENT PROCESS

PRINCIPLES

The Mitigating Circumstances team may meet with the Department or Faculty throughout the process to ensure that it is as efficient as possible.

Please note that approved AMAs do not roll over to future years and a new application is required for each part of assessment. This is due to the changes in the types of assessment between each year of study. Also, cases previously considered will not set any precedent for a particular disability or adjusted mode.

Further information regarding the AMA process can be found in the Guidance Notes available [here](#).

POSTGRADUATE APPLICATIONS

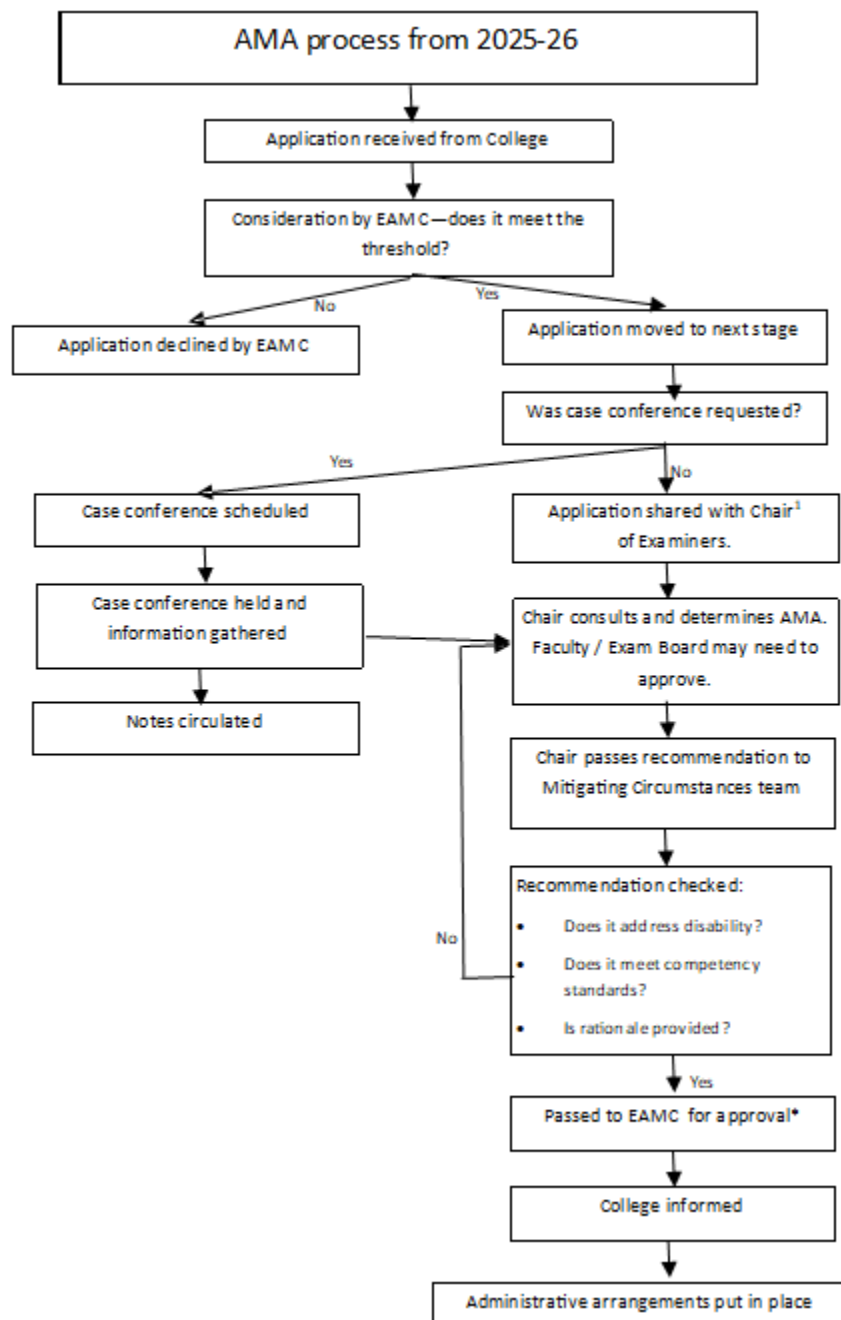
The EAMC initially considers all AMA applications to determine the threshold is met for an Adjusted Mode of Assessment.

Where the course of study is overseen by the Postgraduate Committee, this Committee will be responsible for the final approval of the AMA, following a recommendation from the Degree Committee.

KEY CONTACTS

Complex queries	sarah.d'ambrumenil@admin.cam.ac.uk
General / preliminary queries (to the Mitigating Circumstances team)	examarrangements@admin.cam.ac.uk

APPENDIX A – FLOWCHART OF PROCESS



¹ For these purposes, Chair also includes Senior Examiner where relevant.

* For Postgraduate applications this will be passed to the Postgraduate Committee for approval.