

Adjusted Mode of Study (AMS)

Guidance Notes for Faculties and Departments 2025-26

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BACKGROUND

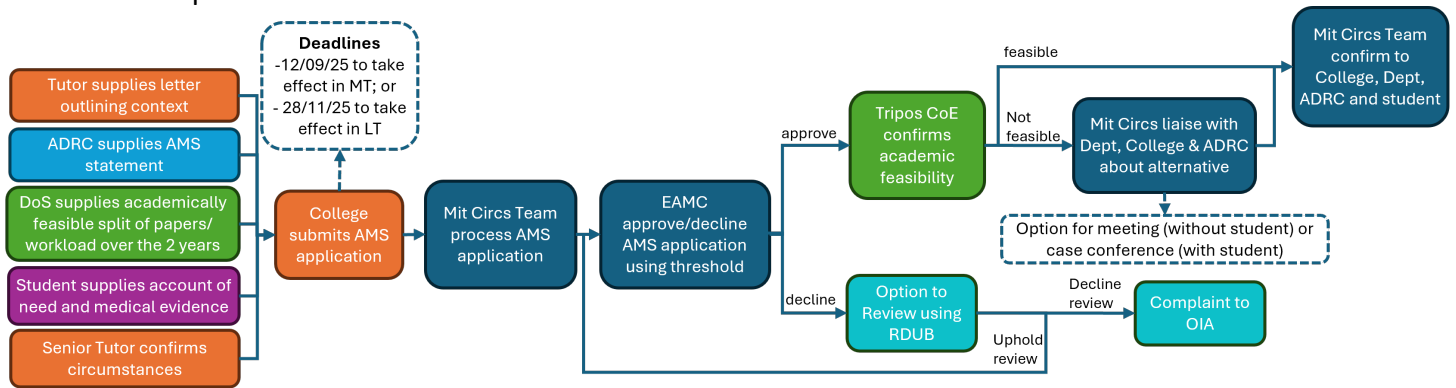
This guide is designed to provide detail of the operational process as mentioned in the [Code of Practice: Access and Inclusion for Disabled Students](#) and in the [AMS Guidance Notes for Staff and Students 2025-26](#). It does not replicate the information or background available in the Code, and it 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.
- Case conferences will not be required for Adjusted Mode of Study applications. However, an internal meeting between the College, Examiners and Mitigating Circumstances Team may be necessary when dealing with complex cases.
- The addition of a statement from the Director of Studies on the proposed split of papers across the two years, following communication with the relevant Department contact to ensure the requested split of papers would be academically feasible will be required, so that EAMC approval of the threshold and recommendation can take place at the same time.
- A statement for the Accessibility and Disability Resource Centre will be required, to ensure consistency across all applications.
- 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.

- Once the EAMC have approved that an AMS application, the Mitigating Circumstances team will contact the Department/Faculty, with the request and paper split to confirm that it is academically feasible. Approval of the request will be requested within 10 working days. If a Chair of Examiners or Senior Examiner is not yet appointed, or is absent, then the Director of Undergraduate Teaching (or equivalent role) will be asked to review and approve the request. Following confirmation of the academic feasibility, the Mitigating Circumstances Team will then confirm the formal outcome.

The new AMS process is as follows:



1. THE CIRCULATION PROCESS

The Department is asked to engage in the AMS process in the following steps:

1. The Department/Faculty (Chair of Examiners/Senior Examiner or where the post is absent, the Director of Undergraduate or Postgraduate teaching) will receive a copy of the AMS application and an AMS Examiners Recommendation form template, where an application has been approved, with a request to confirm the accuracy and academic feasibility of the recommendation within 10 working days.
 - a. All examinations and assessments must be included within the AMA Recommendation (i.e. practical assessments, coursework, projects, year abroad etc)
 - b. If there are any concerns, then the Department/Faculty must make the Mitigating Circumstances team aware as soon as possible.
 - c. Where confirmation cannot be provided within the 10 day framework, the Department/Faculty must inform the Mitigating Circumstances team as this is likely to have a material impact on the initiation of the reasonable adjustment, which the University may be legally obliged to implement.
2. The Department/Faculty should liaise as appropriate with paper organisers, other Examiners or the Faculty Board etc to ensure the proposed split is academically feasible. This includes liaising with other Departments/Faculties where borrowed papers are involved.
3. The Department/Faculty should note on the recommendation where there are complications e.g. papers in the second year of the 'one year over two' that are already known to be unavailable, papers that cannot be taken in combination, where required papers are missing.
4. The Department/Faculty will need to review, amend and complete the AMS Examiners Recommendation Form (as provided to them) and send this to the examarrangements@admin.cam.ac.uk.

The Mitigating Circumstances team will liaise with the relevant Department/Faculty as appropriate and respond to queries or request further information.

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

Should the Department/Faculty feel that an internal meeting would be helpful to discuss the application made, the Mitigating Circumstances team will arrange this. This may include the College and the Accessibility and Disability Resource Centre (ADRC).

2. FOLLOWING SUBMISSION OF THE AMS EXAMINERS RECOMMENDATION FORM HAS BEEN SUBMITTED TO THE MITIGATING CIRCSTANCES TEAM

- Following receiving a completed recommendation, providing that it is academically feasible to split the year of full-time study over two years, the Mitigating Circumstances team will share this outcome with the College, ADRC and student, copying in the Department.
- It is expected that the Department/Faculty will put in place any operational requirements and ensure that all parties within the department or Faculty are aware of this adjustment. This may include administrative staff managing mark books, IT staff assisting with upload of Grade Rosters, lab staff managing practical space etc.
- If the student withdraws from the AMS, it is expected that the College will inform the Mitigating Circumstances team and the Department/Faculty.

3. THE ADJUSTED MODE OF ASSESSMENT PROCESS

PRINCIPLES

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

Please note that approved AMS only apply for the approved Part/year of full-time study. A new application is required for each part of a Tripos. This is due to the changes with the modes of assessment between each year of study and the availability of papers. Also, cases previously considered will not set any precedent for a particular disability or adjusted mode of study.

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

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POSTGRADUATE APPLICATIONS

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

Where the course of study is overseen by the Postgraduate Committee, this Committee will be responsible for the final approval of the AMS, 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