

Examination Access and Mitigation Committee

Annual Report, 2021-22

This is the fourth annual report of the Examination Access and Mitigation Committee for presentation to the Examination and Assessment Committee and other interested bodies.

This report also includes data on Adjusted Modes of Assessment and has been drafted by the Committee's administrative support team using data held within the University's student information system (CamSIS), and data held locally by the Exams team.

Unless displayed, percentages have been rounded.

Examination Access and Mitigation Committee

February 2023

CONTENTS

A: Introduction	2
B: Summary of Activity 2021-2022	4
C: Examination Access Arrangements	5
D: Adjusted Modes of Assessment (AMA)	10
E: Committee work: Overview	18
F: Committee work: Allowances	24
G: Committee work: Postgraduate Allowances	27
H: Committee work: Other	29
I: Disregard terms and Resume Study	32
J: Post Committee decisions	34
K: Membership and Guidance Notes	36
L: Looking to 2022-23	37
APPENDIX A	39
APPENDIX B	41

A: Introduction

REMIT OF THE COMMITTEE

The Examination Access and Mitigation Committee (EAMC) reports to the Examination and Assessment Committee, which in turn reports to the General Board's Education Committee.

The Committee (or its Officers under delegated authority) deal with applications for:

- Adjusted Modes of Assessments (prior to examinations)
- Examination Access arrangements (prior to examinations)
- Examination allowances (post examinations)
- Dissertation and Coursework extensions
- Disregarding terms, intermission and resuming study
- Consideration of non-standard combinations of papers
- Remission of University Composition Fees;
- Non-member leave to attend lectures;

The bulk of business concerns the implementation of the Ordinances governing Allowances to Candidates for Examinations ([Statutes and Ordinances, 2021 edition, p. 249](#)). Whilst much of its work is concerned with candidates for Honours Examinations, the Committee also has responsibility for considering allowances to candidates for other qualifications (e.g. the LLM and the MBA) which fall outside the remit of the Postgraduate Committee.

Since 1 October 2020, matters relating to applications for Examination Allowances and Adjusted Modes of Assessments for certain Postgraduate courses which includes Master of Philosophy (MPhil) by Advanced Study, Master of Education (MEd), Master of Research (MRes), Master of Studies (MSt), Certificate of Postgraduate Study (CPGS) and Advanced and Postgraduate Diplomas have also been considered by the EAMC.

AIMS OF THE COMMITTEE

The EAMC has the following overarching aims:

- To endeavour to ensure parity of treatment between applicants to the Committee who share similar circumstances, whilst recognising that each case is individual.
- To be mindful of the interests of students taking the same examination but who are not applicants to the Committee.
- To ensure that, particularly in relation to disregarding terms and repeating a period of study, an applicant is neither advantaged nor disadvantaged in comparison with other students.

[Guidance notes](#) to support students and staff submitting applications are reviewed and published annually.

BUSINESS 2021-22

In the Academic years 2019-20 and 2020-21, the EAMC was required to respond to the impact of the COVID-19 global pandemic. This included implementing safeguards to ensure that student cases could still be considered if the Medical Advisers were not available and adjusting its guidance notes to adapt to the changes in assessment in the Easter Terms 2020 and 2021. Furthermore, as a result of the assessment mitigation measures that were put in place in each year, the data reported for those Academic years was non-standard.

In the Academic year 2021-22, no assessment mitigation was offered as the University largely returned to normalcy with regards residency requirements and students attending teaching in-person, although existing mitigation measures were available to individual students who experienced very significant disadvantage in their preparation for and participation in exams. This included Exam warnings, Exam allowances and the Examination Review and Representations to Examiners procedures. Further guidance was available at <https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation>.

At the start of Easter term 2022, Senior Tutors were reminded of the position on remote study, and in particular implications for remote assessment for students. Residency requirements remained in place for students whose degrees are subject to 'keeping term'. Colleges had discretion to allow students to be out of residence in exceptional circumstance during the pandemic but as the University moved back to normal arrangements; Senior Tutors were advised to revert to normal in this respect, and to be very cautious in using their discretion to waive residency requirements.

It was suggested that remote study should normally be considered and approved by a College only where the student is unable to physically get to Cambridge due to local lockdowns. At the time, this was likely thought to be restricted to students in Asia where there were small pockets of lockdowns still occurring.

Remote study should not have been considered when a student:

- Was generally unwilling to return for a term.
- Wished to remain at home or somewhere else.
- Claimed financial hardship.
- Cannot return into residence due to medical issues is expected to intermit.

With the lifting of restrictions nationally, provision for remote assessment and 'plan B' for in-person examinations was significantly scaled back, however, several other adjustments were required as demonstrated in [section H](#) of the report.

B: Summary of Activity 2021-2022

EXAMINATION NUMBERS

- The University scheduled 2,444 examinations in 2021-22, compared to 2,140 in 2020-21, an increase of 14%, suggesting a move back to timed assessment, from coursework. The most recent like for like year was 2018-19 where 2,310 examinations were scheduled. This shows an increase in 2021-22 of 6%, suggesting an overall increasing pattern.
- There were 68,031 candidatures for summative assessment in 2021-22, compared to 62,137 in 2020-21 showing an increase of 9%. Comparing to the most recent like for like year, 2018-19 where there were 66,451 candidatures, shows an increase of only 2%.
- Online assessment continued throughout 2021-22, but on a smaller scale than in 2020-21 with only 45% taking place as online remote assessment, compared to 82% in 2020-21.

EXAMINATION ACCESS ARRANGEMENTS (EAA)

- 2,075 candidates were approved for examination access arrangements, although some would not have needed them due to certain modes of assessment, i.e. Online Assessments.
- 53 applications were received, and 35 applications were approved for an Adjusted Mode of Assessment.

EXAMINATION ALLOWANCES

- 2,049 applications received in 2021-22, of those:
 - 1,818 applications approved: 1,215 under delegated authority, 603 by Committee.
 - 141 applications declined: 127 by Committee, 14 under delegated authority.
 - 39 applications submitted were subsequently withdrawn due to reasons of the allowance not being required, the student seeking an alternative allowance or withdrawing from their course.
 - 28 applications were delayed to a subsequent meeting of the EAMC due to missing information.
 - 23 applications were received which the Committee offered an opinion on whether the student encountered mitigating circumstances, which would warrant reconsideration of the case by the relevant University academic authority for a Part III course.
 - 53% of cases considered by the Committee or under delegated authority were for reasons of Mental Health.

C: Examination Access Arrangements

EXAMINATION ACCESS ARRANGEMENTS (EAA)

Examination Access Arrangements are considered under the [Code of Practice: Access and Inclusion for Disabled Students](#).

Colleges submit applications for standard reasonable adjustments on behalf of students using the student information system, CamSIS. There are published guidelines and well-established processes for managing and approving these applications.

Examples of applications for EAA may include allowing a student:

- Extra time (written)
- Rest breaks
- Use of a PC

Decisions on applications are made by delegated authority using the agreed framework. Cases for exceptional EAA are referred to the Secretary, and in specific cases, to the Committee. Table 1 below shows the number of applications for EAA over a 5-year period.

TABLE 1	2021-22	2020-21	2019-20	2018-19	2017-18
Number of students receiving EAA	2,075	1,421	1,467	1,660	1,615

There was an increase of 46% in the number of EAA applications that were submitted and approved on behalf of students in 2021-22 compared to 2020-21. Moreover, there was an increase of 25% in the number of students receiving EAA (reasonable adjustments) in 2021-22 compared to the last like for like year of 2018-19. This is a significant increase given that some subjects remain using an Online Assessment where some standard reasonable adjustments (such as the use of a PC) are already built in.

Inspira, a new in-person format of assessment, was introduced in the Lent term 2022 and used in the Easter term 2022. A significant number of students received their reasonable adjustments via this format and whilst this was new for 2021-22, Inspira is recognised as a format that can accommodate various reasonable adjustments, such as extra time and rest breaks, and will again be used in the Academic year 2022-23.

The data for 2021-22 demonstrates significant growth when comparing the trend for students receiving reasonable adjustments over the past four Academic years. However, this is not overly surprising given the response to COVID-19 during 2020-21 and 2019-20, which affected the true representation of data in those years because:

- In 2020-21, it was likely that applications were not submitted, though they were requested, even when the format negated the need for reasonable adjustments.
- In 2019-20, the move to online assessments in the Easter Term 2020 negated the need for many students to need reasonable adjustments such as the use of a PC.

Colleges use CamSIS to make applications for students to receive EAA, which since 2018-19, allows Colleges to record more than one reason for applications.

The data has shown us that:	2021-22	2020-21	2019-20
Maximum number of disabilities listed for one student	6	7	4
Number of candidates who have more than one disability listed	572	340	241
Number of candidates who have more than two disabilities listed	159	79	51

Table 2 – Exam Access Arrangements awarded by reason, year and term

	2021-22			2020-21			2019-20			2018-19			2017-18		
Reason	MT	LT	ET												
Accident	2	2	27	1	2	19		2	2	1	3	37	1	4	30
Anxiety	23	26	473	7	23	266	7	19	252		9	271	3	7	159
Asperger’s Syndrome / Autism	3	9	149	2	9	104	1	4	101	2	7	90	1	2	50
Attention Deficit Disorder	11	29	320	6	23	172	9	6	105	1	9	93	3	6	47
Back / joint or other pain		1	22								5	96			
Blind/Visual Impairment	1	3	43	1	4	33	2	4	27		1	22	1	1	22
Cough/Cold	1		16			1						5		1	
Coronavirus	2		5		1	8									
Isolating (due to coronavirus)		1	1			33									
Long coronavirus		3	19												
Deaf/Hearing Impairment	1	3	18	3	2	19		2	23		1	18		1	11
Epileptic		1	15									5			5
Grave cause			11												
Headache/Migraine	1	1	37				1		19			12			20
IBS/Colitis	8	9	50	2	8	44	5	5	45		3	46		1	26
Long-Term Illness										4		6	2	4	71
ME/Chronic Fatigue	1	1	34		3	22			17			20			18
MH issues / Depression / Eating disorder	20	35	400		15	221	9	12	247	5	13	265	2	5	123
OCD	3	6	52	2	5	25	3	2	27		3	25	1	3	22
Other & Short-term illness	10	19	341	5	34	458	2	4	15	5	11	64	4	2	220
Physical disability / Mobility	6	13	72	3	11	73	4	8	68	2	7	101	3	4	59

Pregnancy	1	1	3			1				1	1	1	1		
Social impairment disorder			10												
SpLD (Dyslexia, Dysgraphia or Dyspraxia)	38	62	605	11	62	431	31	39	540	26	38	547	21	34	507
Stomach Bug	1		6									19			12
Tendonitis/RSI	1	5	38		3	37	2	1	63	1	2	75	1	2	67
Unseen Disability (e.g. diabetes)	1	3	32			36	10	14	194	2	3	151	1	2	22
Admin issues (Late changes, timetable clash)	1	2	11									14			
Total per term	136	235	2,810	43	211	2,003	86	123	1,745	48	116	1,983	45	79	1,491
Total adjustments per year	3,181 ¹			2,257 ²			1,954 ²			2,147 ²			1,615		
Year on year change	+924 (+41%)			+303 (+16%)			-193 (-9%) ²			+532 (33%) ³			+117 (8%)		

As occurred in 2020-21, many Exam Access Arrangements were requested for the reason of 'Other & Short-term illness' in 2021-22. Despite guidance issued to Colleges to choose a specific reason, this has not always been the case. Further analysis was carried out and where 'other' was chosen as the reason for an application, where possible, it has been reported in the most relevant reason category based on the evidence presented. However, given that 341 applications still remain with the reason of 'Other & Short-term illness' for the Easter term 2022, a further review will take place and the categories and conditions available for Colleges to select will be amended to ensure data can be more accurately captured and presented, reflective of student circumstances to allow the University to identify trends.

¹ Students will have been counted more than once.

² Based on number of students recorded in Table 2 (differs from figures recorded in 2020-21 version of annual report).

Table 3 below shows number of candidates with exam access arrangements in an Easter Term and their spread across locations.

Table 3	2022	2021	2020	2019	2018	2017	2016
College	639	110	590	879	847	826	780
Dept.	207	69	118	59	77	53	64
Central venue	276	127	339	314	243	196	239
PC in central location	283		369	346	300	247	182
Early venue	2		17	27	24	26	12
Online assessment	1,024	1,035					
ProctorExam	4	162					
Total	2,436³	1,503⁴	1,433⁵	1,625	1,491	1,396	1,277
% increase	+62.1%	+5%	-11%	+9%	+6.8%	+8.5%	+6.2%

Following the ongoing response to COVID-19 in the Easter term 2021 and changes to the format of assessments, which resulted in a hybrid assessment model in that same term, diversification of assessment remains and exams in the Easter term 2022 consisted of a near balanced mixture of being held online and in-person. Similarly, the number of EAA students that received their adjustments online and in-person reflects this. There is a noticeable difference between the numbers of students that were accommodated in Department in 2022, compared to the Easter term in the last like for like year of 2019. Departments that require to accommodate students with reasonable adjustments due to the format of assessment which cannot be completed elsewhere, for instance, the School of Clinical Medicine on behalf of those students studying the Bachelor of Medicine & Surgery programme, have experienced an increase because of the rise in the number of students receiving reasonable adjustments since that year.

The data shown in Table 3 only represents those students that required adjustments because of a disability and does not demonstrate those students who moved to a Plan B format following approval to study remotely or circumstances relating to COVID-19.

Data regarding students that were approved to study remotely and therefore move to the Plan B format and other circumstances managed by the Administrators on behalf of the Committee is presented in [section H](#).

³ Students will have been counted more than once due to sitting exams in multiple locations.

⁴ Students will have been counted more than once due to sitting exams in multiple locations.

⁵ Applications made before COVID-19 / changes to assessments and therefore not representative.

D: Adjusted Modes of Assessment (AMA)

BACKGROUND

The Adjusted Mode of Assessment (AMA) process is applied under the [Code of Practice: Access and Inclusion for Disabled Students](#), where examination access arrangements to the standard mode of assessment do not adequately address the specific, substantial disadvantage experienced by a disabled student. Applications are considered on a case-by-case basis, and this will, in most cases, entail setting aside the regulations for examination and determining an adjustment where to do so is an effective and reasonable means of avoiding or offsetting the disadvantage. Any AMA should meet the competence standards being measured through the current assessment method. There is no requirement to adjust the competence standards of the course.

The number of approved AMA applications over the past 5 years is demonstrated in Table 4.

Table 4	2021-22	2020-21	2019-20	2018-19	2017-18
Adjusted Modes of Assessment (received)	53	74	45	46	29
Adjusted Modes of Assessment (approved)	35	52	37	40	20

A fewer number of AMAs were received and approved in 2021-22, compared to in 2020-21. This was possibly because students felt more settled with summative exams and experienced less uncertainty and difficulty, as opposed to in 2020-21, when students may have experienced this following the pandemic and changes to examinations which were not expected at the time.

In 2021-22, 53 applications were made, of which 35 were approved. Of those remaining 18:

- One was withdrawn as the student withdrew from their studies.
- One was withdrawn due to a change in the student's circumstances.
- One was withdrawn as papers were not scheduled on consecutive days.
- Two were managed through an allowance awarded by the EAMC.
- Thirteen were managed through the provision of enhanced exam access arrangements.

The data demonstrates that whilst a number of applications were submitted for an AMA, the disadvantage caused by the student's disability could be alleviated by the provision of enhanced exam access arrangements instead.

FIRST TIME APPLICATIONS

The number of first time AMA applications over the past 5 years is shown below:

	2021-22	2020-21	2019-20	2018-19	2017-18
1 st year student	7 ⁶	5 ⁷	5 ⁸	5	
2 nd year student	7	14	6	9 ⁹	3
3 rd year student	9	18	9	15	5
4 th year student	2	1	1	3	

Final year students have required an AMA for the first time during their academic career at Cambridge more than any other year group and this has been the trend since data was first recorded. There are various reasons for why a student would need an AMA in their final year and not in their first or second year. For instance, where a student's condition has worsened, and the reasonable adjustments awarded before such as extra time and / or rest breaks no longer alleviates the disadvantage caused by the student's disability, but the student is still able to study. Applications will continue to be considered on a case-by-case basis to ensure fairness and consistency of the process.

DEADLINES

Prior to 2021-22, applications were requested to be submitted by the end of full Michaelmas Term, however, experience has shown that the AMA process can sometimes take several weeks or months to resolve (where the Tripos or application is complex). Therefore, to allow more time for processing and to try to ensure that any teaching and support can be put in place as early in the academic year as possible, and that adjusted modes can be discussed with the Faculty / Department concerned, the deadline for applications was brought forward a week to Friday 26 November 2021. As in previous years, from the start of Michaelmas Term 2021, applications are encouraged to be submitted as soon as possible and not left until the deadline when typically, many applications are received. Despite this, nearly half of the applications received overall were submitted in the week leading up to the deadline:

- 17 applications were received over 22nd, 23rd, 24th and 25th November 2021
- 10 applications were received on 26th November 2021 (deadline)

Where several applications are received at the same time, this naturally causes a delay to each application being processed due to the rigorous checks required to be completed by Administrators, followed by the necessary subsequent processes, which may involve the application being considered at the next meeting of the EAMC. In such instances, it is likely that a case conference, if required, will not take place until the division of Lent Term because of limited availability from attendees following the end of Michaelmas Term and closure of the University

⁶ Includes three students on a one-year Postgraduate course, no prior Undergraduate study at Cambridge.

⁷ Includes a Final Vet Part II student in year 5/6, no application in years 1-3.

⁸ Includes a Final Vet Part I student in year 4/6, no application in years 1-3.

⁹ Includes two Final M.B. Part II students in year 5/6, no application in years 1-3.

between then and the beginning of Lent Term. Similarly, where a case conference is not needed, this could possibly delay an AMA recommendation being reached for a student, further reiterating the need for applications to be submitted as soon as possible in the Michaelmas Term. Requests or evidence submitted after the deadline will not usually be accepted unless there is a valid reason for delay. The number of applications received after the deadline in previous Academic years is stated below:

- In 2021/22, 10 applications were received and processed after the deadline.
- In 2020/21, 21¹⁰ applications were received and processed after the deadline.
- In 2019/20, 4 applications were received and processed after the deadline.
- In 2018/29, 8 applications were received and processed after the deadline.
- In 2017/18, 5 applications were received and processed after the deadline.

Further to the encouragement of applications to be submitted as soon as possible in the Michaelmas Term, this is additionally supported by the fact that there is no guarantee that the AMA requested will be awarded and until the point of an approved recommendation, the student should continue their studies without any changes. Late applications will also limit the student's time to effectively prepare for examinations without knowing their mode of assessment until a recommendation has been approved. Following the exceptional year in 2020-21 with many unprecedented changes, experience continues to demonstrate that applications submitted after the deadline, particularly those received in the Lent Term relating to examinations in the Easter Term, cause extra pressure for those involved in the process to reach a recommendation.

ADMINISTRATION AND PROCESS

The AMA administrator has continued to provide designated support to the process which can be complex and take several weeks or months to resolve. Where completed applications are approved by the Examination Access and Mitigation Committee, the application will either be progressed to case conference or dealt with via circulation. Applications dealt with via circulation are generally those where a student has had an AMA previously and there is no change to their condition or request.

18 case conferences were scheduled in the Academic year 2021-22 and analysis has shown that the average number of working days taken from the date of case conference to a recommendation being received by the respective Department or Faculty was 14 days. This is in comparison to the previous year where the average time taken was 41 days. This could be attributed to a better understanding of the AMA process within the University and because of Administrators meeting with the Department or Faculty before the case conference takes place to ensure they understand the published guidance and their role within the process. Consideration of the Tripos competence standards is also pivotal to this process, as is the appropriate Faculty Board's approval where required and the colleagues with whom the Chair of Examiners or Senior Examiner consults with to determine a recommendation.

¹⁰ Exceptional number of applications following changes to the format of assessments in the Easter Term 2021

Of the 35 AMA applications approved in 2021-22:

- 7 were completed within 1 month of being received.
- 16 were completed within 2 months of being received.
- 9 were completed within 3 months of being received.
- 2 were completed within 4 months of being received (time caused by having to encourage participants to engage with potential case conference dates, seeking a recommendation following this and the Reviews of Decisions of University bodies process).
- 1 was completed within 5 months of being received (time caused by the Reviews of Decisions of University bodies process).

As the above data shows, the AMA process can sometimes take several months which is why applications are encouraged to be submitted as soon as possible.

To preserve the integrity of Cambridge examinations, the AMA process must be rigorous, and this will subsequently mean that the process is sometimes lengthy to achieve this. However, the following steps have been implemented to make this process as effective as possible to enable decisions to be reached quicker:

- The deadline was brought forward in 2021-22 to allow more time for processing.
- The Secretary to the EAMC continues to make decisions on straightforward applications such as extensions to periods of study.
- Case conferences continue to take place online to allow attendees to meet without the need for being in-person.

Following the ongoing increase in numbers, complexity of applications, and resource needed to deliver the AMA process operationally, an additional administrator was appointed in May 2022 to support both the AMA and EAA work streams.

APPLICATIONS BY TRIPOS

Approved applications for AMAs: 2016-17 to 2021-22, by Tripos.

Table 5	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
Archaeology	1	1				
ASNac	1					
AMES				1		
Classics	1	2	1	2		
Computer Science		1			1	
Economics		1	1			2
Education	1		1	1	2	2
Engineering	3	1	3	3	1	1
English	3	10	7	4	2	2
Final M.B. Exam Part II		1		2		
Final M.B. Exam Part III			1			
Final Vet M.B. Part I			1			
Geography	1	4	4	4		
History	1					
History and MML	1					
HSPS	6	3	2	5	4	1
Law	4	3	2	2	1	1
Linguistics	1	1				
Mathematical	1					
MCL						
MRes			1			
MSt			1			
Medical Sciences			2			
MML	1	1	1	3		1
MPhil	1			1	2	
Music	3	4		1		1
Natural Sciences	3	12	2	1	1	1
PhD					1	
Philosophy		2	1	2		
PBS	1	5	4	6	3	4
TRPT	1		2	2	2	1
TOTAL	35	52	37	40	20	17

TYPES OF AMA

The different types of AMA delivered over the past 5 years have included:

- To replace a written examination with an essay or a portfolio of essays
- Bespoke paper to be written and broken up into smaller chunks.
- To reduce the number of questions to be answered and submit an essay.
- Long Extension of Dissertation / coursework / submitted essays.
- Extended period of study

Of the 35 AMA applications approved in 2021-22, 17 students were permitted to complete an extended period of study. The extended period of study adjustment has been the most awarded AMA in the past 4 academic years; however, this will not always be the most suitable adjustment for a disabled student as this will result in additional living costs for the student and their peers will move faster through the Tripos. Students who are approved to complete an extended period of study are expected to be working full time, but on a reduced workload. This adjustment does not offer part-time study.

AMA applications should be carefully considered, taking into account the student circumstances, their disability and course. It is also expected that the student and Tutor have considered and discussed the different types of AMA available, prior to making an application. If the AMA requested cannot meet the competence standards of the course, or effectively alleviate the disadvantage caused by the student's disability, other adjustments have been provided which has further challenged Departments and Faculties in their delivery of teaching and providing an adjustment, which has included replacing an examination with a bespoke paper or a portfolio of essays. Cases previously considered will not set any precedent for a particular type of AMA, disability or course.

REASONS FOR AMAS

As detailed below, the majority of requests for AMAs in 2021-22 were due to reasons of Physical Health. It was noted that many requests included the student having at least 3 disabilities listed, with one student having 9 disabilities listed.

Reason	Number of applications
Mental Health	3
Mental and Physical Health	7
Mental Health, Physical Health and SpLD	3
Mental Health and SpLD	1
Physical Health	16
Physical Health and SpLD	2
SpLD	2
Other	1

AMA / INTERMISSION

An AMA cannot prevent intermission and should not be used as an alternative to intermission where a student is not well enough to study. Where AMAs have been awarded, a student may subsequently need to intermit, despite adjustments being made to their mode of assessment.

The number of students that intermitted after an AMA was put in place and the reason for this is demonstrated below:

Table 6	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
Mental Health	3	1		1	1	
Physical condition	2			4	1	
Mental Health & Physical condition		5	1			1

One student that intermitted due to mental health subsequently withdrew from their studies. Another student that was awarded an AMA did not intermit but also decided to withdraw from studies.

FEE REMISSIONS FOR EXTENDED PERIODS OF STUDY

Students who are approved to extend their period of study (usually undertaking one year over two but other patterns also occur) generally apply for fee remission for the second year. As a result of extended period of study arrangements:

- In 2021-22, 20 AMA students were approved to have their fees remitted in their second year of study (1 of which subsequently withdrew from studies).
- In 2020-21, 8 AMA students were approved to have their fees remitted in their second year of study.
- In 2019-20, 11 AMA students were approved to have their fees remitted in their second year of study (1 of which subsequently intermitted). 1 AMA student was exceptionally approved to have their fees remitted in their first year of study due to complications with funding body)

The number of students that have been approved to have their fees remitted in their second year of study (in 2021-22) follows a number of students that were permitted to complete an extended period of study from 2020-21.

Assuming that the 20 cases are 'Home/EU' students and liable for the fee rate of £9,250, the cost to the University in 2021-22 for these reasonable adjustments is £185,000.

AMA 2022/23

- The deadline to receive AMA applications for the Academic year 2022/23 was again brought forward to the end of Week 7, Friday 25 November 2022 to allow time for processing applications.
- AMA Guidance has been reviewed to remind and make students and Colleges aware that:
 - Different types of AMA should be considered based on the student's disability.
 - The student's College is expected to have discussed with the student what AMA may be appropriate, prior to an application being made.
 - There is no guarantee that the AMA requested, will be approved.
- The AMA application form has been updated and includes the following:
 - A table that indicates examples of AMA previously awarded of which Colleges are required to detail why a certain AMA is or is not being requested.
 - An opportunity for the College to detail an alternative AMA that has been considered as a reasonable adjustment for the student, where this is not included in the table of examples provided.
 - The requirement for the College to indicate agreement with/completion that the student and College understand that the AMA requested may not be awarded and/or an alternative reasonable adjustment may be suggested instead.
 - The requirement for the College to indicate that the student and College have read the published AMA Guidance Notes.
- Colleges have been approached by the team and offered individual visits for support with the AMA process. As of November 2022, 4 Colleges had requested support and the team visited them to discuss the process.
- Faculties and Departments involved with the AMA process continue to be supported through updated guidance and opportunities to meet to discuss AMA at any point in the process.

E: Committee work: Overview

The Committee met 15 times in 2021-22, which included an additional meeting scheduled at the end of September 2022 to consider outstanding cases of students who would ordinarily be progressing to the next part of the Tripos but could not for various reasons.

VOLUME

Applications to the Committee continue to rise as more applications were received in 2021-22 than in the previous academic year of 2020-21. 2,049 applications were received in total and unlike in the previous year where the University offered a package of [Assessment mitigation 2020-21](#) which was hoped would operate as a safety net to safeguard student achievements from the impacts of the pandemic, there were no mitigation measures in place in 2021-22, which may account for this increase.

PREPARATION FOR THE CONSIDERATION OF CASES

The Committee considered changes to the management of casework and volumes for 2021-22 early in the Michaelmas term 2021, and again in the Lent term 2022, in preparation for the consideration of cases over the long vacation period. Because of this consideration, the following actions were agreed:

- Straightforward disregard terms and resume study applications for Michaelmas term 2021 or Lent term 2022 were delegated to the Secretary and / or Assistant Secretary. However, any queries or complex cases were passed to the Medics or taken to a meeting. This was a similar process to the previous mechanism where Administrators determined whether the application could be considered under delegated authority or needed to go to a meeting.
- The Secretary and Assistant Secretary declined applications under delegated authority where the application did not meet the requirements for the allowance. Such requirements were outlined in the guidance notes. Such cases were limited to the following two applications:
 - Reconsideration of an Original Result where the other papers were not at the higher Class.
 - Where the change to the mark would not change the Class.

In any cases of doubt, or where an alternative allowance may be appropriate, those cases were sent to the next meeting of the Committee.

- Members who had previously served the Committee were contacted to see if they could assist the Committee meetings over the long vacation if the frequency increased. Whilst this was not necessary as only one additional meeting was scheduled, the volume received and considered by the Committee in 2021-22 was higher than in any previous Academic year.
- The June meeting, traditionally restricted to finalist applications, was expanded to include any other applications that required consideration to try and reduce the volume of cases needed to be considered at subsequent meetings.

- In preparation for an expected increase in number of applications over the summer meeting dates, the Committee proposed a temporary change to its Term of Reference to allow the Committee to be sub-divided. The Chair and Deputy Chair would Chair separate groups, with the medical advisors and remaining members divided between the two groups. The Committee would reconvene at the end to discuss any complex applications that warranted wider discussion. This would allow all cases to be considered, rather than requiring them to be delayed to a later meeting, ensuring students would receive outcomes as soon as possible.

This was approved by the Examination and Assessment Committee at its meeting on 1 June 2022 and was used for the meeting on 29 July 2022, where 170 cases were presented.

- The deadline was brought forward a day earlier for applications received and considered at the meetings held during June – October to ensure that papers could be compiled and distributed in time. Senior Tutors and Colleges were made aware of this in advance and reminded that only complete applications could be sent to a meeting.

Table 7 details the types of allowances and mitigation awarded with comparison data for the previous years:

TABLE 7	2021-22	2020-21	2019-20	2018-19	2017-18
Allowances					
Allowed the Examination (medical)	1	1	2	1	5
Allowed the Examination (non-medical)	1	1	0	0	0
Allowed to Proceed (medical) ¹¹	83	49	N/A COVID	72	19
Allowed to Proceed (non-medical) ¹²	25	6		34	64
Declared to have deserved honours (medical)	30	26	5	24	72
Declared to have deserved honours (non-medical)	4	1	4	4	9
Reconsideration of a result (medical)	98	48	18	98	97
Reconsideration of a result (non-medical)	17	15	20	29	12
Reconsideration of Original Result where the Safety Net could not be applied (2019-20 only)			3		
Re-sit Opportunity	4				
Ordinary BA (medical)	14	5	0	1	2
Ordinary BA (non-medical)	0	0	0	0	1
Disregard terms and resume study					
Leave to have terms disregarded (medical)	462	341	235	297	260
Leave to have terms disregarded (non-medical)	60	49	69	40	47
Resume study following disregard (medical)	358	266	184	242	236
Resume study following disregard (non-medical)	27	35	25	27	24
Postgraduate Allowances					
Postgraduate Allowance – Approved for the qualification	8	3	Not reported – previously BGS		
Postgraduate Allowance – Allowed to be examined or re-examined	36	12			
Other Business					
Adjusted Modes of Assessment	46 ¹³				
Allowance of a term	15	2	11	25	8
Candidate Not for Honours	21				
Dissertation and Coursework extensions	429	156	116	149	131
Exemption from Oral examination (exceptional)	19				
Illegal combinations of papers	1	4	8	3	
Leave to attend courses (non-member leave)	6	11	18	3	16
Rescind allowance	0	0	0	0	1
University Composition fee remission	53	38	39	35	20
TOTAL	1,818	1,069	779	1,084	1,024

The number of allowances and mitigation awarded in 2021-22 may not align with others figures stated in the annual report because of such allowances or mitigation being offered as an alternative to what was initially requested or following the review process.

¹¹ Despite mitigation measures in place

¹² Despite mitigation measures in place

¹³ Includes AMA applications approved for 2021-22 and 2022-23

REASONS FOR ALLOWANCES AND OTHER CASEWORK

The cases received this year again reflect an increased pattern seen pre-COVID-19 and the number of applications for allowances and mitigation based on medical reasons continue to grow. As detailed in table 8, cases for reasons of Mental Health / Anxiety / Depression continue to rise steadily. It is also noted that the reason of long-term illness has also significantly increased over the past year. Whilst 2021-22 saw less impact of the global pandemic in comparison to the previous two years, this has still affected some students, either directly or indirectly.

The Secretary and Assistant Secretary or the Chair of Examiners as appropriate for an extension to a dissertation or coursework, dealt with 63% of this casework under delegated authority. This is slightly higher than last year, which is possibly due to no mitigation measures being in place in 2021-22.

The increase in allowances and other casework may also be attributed to the fact that for some students, these were the first summative exams taken for several years or they had been 'Allowed to Progress' previously and were now taking high stakes exams for the first time.

Table 8 breaks the reasons for the various forms of allowances and mitigation awarded:

Table 8	2021-22	2020-21	2019-20	2018-19	2017-18
Mental Health / Anxiety / Depression	1,045	640	385	509	487
Grave cause	172				
Physical Health affecting any part of body	130	81	62	205	141
Virus	83	17	20	17	41
Long term illness	192	91	58	0	14
Eating Disorder	36	12	8	10	8
COVID-19	73	15	4		
Long COVID-19	21				
Technical Difficulties	12	10			
TOTAL	1,764	866	537	741	691

THE OIA: GOOD PRACTICE FRAMEWORK

In December 2020, the Office of the Independent Adjudicator published its Good Practice Framework: Requests for Additional Consideration for HEI providers, noting that they would be using the framework when considering complaints relating to mitigating circumstances from the academic year 2021-22.

In the Cambridge and EAMC context, this Good Practice Framework (GPF) relates to the business of examination allowances (DDH, Ordinary, Allowed to Progress, Allowed the Exam and Reconsideration of an Original Result and the PG allowances) and coursework extensions. Other business of the EAMC such as disregarding terms, illegal combinations of papers and fee remissions etc. are unaffected.

The GPF is aimed at all HEIs and does not take into account the collegiate system at Cambridge, and that link with pastoral care.

Analysis of the GPF in 2020-21 indicated that the University was already broadly in line with the expectations of the OIA. It was noted that some areas could be enhanced to further support students and offer clarity of process. This included Point 22 of the GPF which determined that 'It should be up to the student to decide whether to ask for additional consideration and what information to include in their request' and 'The student should not need permission or approval from their personal tutor (or other member of staff) for their request to be considered'.

Since January 2022, applications for certain examination allowances could be made to the Committee from a College (via Tutor or wellbeing advisor) or via direct application from a student. The EAMC website was updated to reflect this change in practice and details those allowances for which students may apply directly. Guidance notes must be read and understood prior to applying and students are encouraged to seek guidance from their College Tutor, welfare advisor or tutorial office, all of which have extensive experience in gathering the evidence required, compiling, and submitting applications.

From January to September 2022, 24 applications were directly received from students.

The requests of those 24 applications were as follows:

- 10 applications requested the allowance of Allowed to Progress.
- 7 applications requested the allowance of Reconsideration of Original Result.
- 3 applications requested the Postgraduate allowance to be allowed the opportunity to be examined or re-examined.
- 2 applications requested a re-sit.
- 2 applications requested an opinion to progress to a Part III course.

Of those 24 applications:

- 13 were declined.
- 6 were approved.
- 3 applications were considered and approved for an alternative allowance.
- 1 application was withdrawn by the student.

- 1 application requested an opinion to progress to a Part III course (neither approved nor declined).

Of the 13 applications that were declined, this outcome was reached because:

- 5 applications had no supporting academic evidence.
- 3 applications would not change the outcome even if the allowance was awarded.
- 2 applications had no supporting medical evidence.
- 2 applications contained redacted medical evidence and therefore the Committee could not consider these cases.
- 1 application was received after the deadline with no valid reason for this.

UNRESERVED BUSINESS

The Committee deals primarily with reserved business, however there is occasional unreserved business when the Committee's consideration is sought. A table showing the unreserved business can be found in [Appendix B](#).

EAMC: WORKSHOPS

Workshops were held with Colleges early in the Lent term concerning the work of the Committee and important changes, which included the [Good Practice Framework: Requests for Additional Consideration](#) provided by the Office of the Independent Adjudicator for HEI providers and receiving direct student applications for certain allowances from January 2022 onwards. The Student Advice Service was also invited to these workshops.

Colleges were reminded of the support available with applications, which included reference to the various guidance notes available on the EAMC [website](#) and key contacts of those supporting the work of the Committee.

LINK WITH THE CAMBRIDGE STUDENT UNION

The administrative support team contacted the Student Union Sabbatical Officer for Disabled Students at the start of the academic year with the aim to meet and build a relationship with them, sharing details of existing practice and proposed changes to processes. Regrettably, the DSO was unable to engage due to their own circumstances.

F: Committee work: Allowances

OVERVIEW

As demonstrated in the table below, a higher number of examination allowances were awarded by the Committee in 2021-22 than in the previous year and the number of allowances approved was similar compared to the number of allowances awarded in the last like for last year of 2018-19 (pre-COVID-19).

Table 9	2021-22	2020-21	2019-20	2018-19	2017-18
Allowed the Examination (medical)	1	1	2	1	5
Allowed the Examination (non-medical)	1	1	0	0	0
Allowed to Proceed (medical) ¹⁴	83	49	N/A	72	19
Allowed to Proceed (non-medical) ¹⁵	25	6	COVID	34	64
Declared to have deserved honours (medical)	30	26	5	24	72
Declared to have deserved honours (non-medical)	4	1	4	4	9
Reconsideration of a result (medical)	98	48	18	98	97
Reconsideration of a result (non-medical)	17	15	20	29	12
Reconsideration of Original Result where the Safety Net could not be applied (2019-20 only)			3		
Re-sit Opportunity	4				
Ordinary BA (medical)	14	5	0	1	2
Ordinary BA (non-medical)	0	0	0	0	1
Total	277	152	52	263	281

DEVELOPMENTS

One of the most noticeable differences is the number of Ordinary BA degree allowances awarded in 2021-22 compared to previous years. The Ordinary degree is only available to students who are candidates for the B.A. degree and have kept the required number of terms for the B.A. An Ordinary may be awarded to a student who has previously achieved honours, but has failed at Part II, IIA or IIB. An Ordinary BA may be the appropriate outcome in instances where the student has, in the Committee's opinion, made a reasonable attempt at a Part II examination and has received reasonable supervision reports but, in both aspects, below the standard that would justify a Declared to have deserved honours (DDH). Of the 14 applications that were approved for the allowance of the Ordinary BA degree in 2021-22, 10 applications had requested the allowance of DDH instead.

Four re-sit opportunities were also awarded in 2021-22. As explained in the [guidance notes](#), only in very exceptional circumstances will students be allowed to re-sit an examination. The availability of 'disregarding terms' and the allowances of 'allowed the exam' or 'reconsideration of original result (disregard a paper)' allows students who have been affected by illness or grave

¹⁴ Despite mitigation measures in place

¹⁵ Despite mitigation measures in place

cause to receive mitigation and therefore a re-sit is not necessary. As a result, applications for an assessment re-sit will only be considered where these allowances would not be possible, and the student would be academically disadvantaged by continuing without the re-sit. Of the three re-sit opportunities that were awarded, two were awarded to Postgraduate students.

CONSIDER FOR PUT IN STANDING FOR PART III

The Committee cannot put a student in standing for a Part III course as entry to these requires particular levels of previous academic performance. All it can do is to offer, if the Committee so agrees, the relevant University academic authority an opinion on whether there are mitigating circumstances which would warrant reconsideration of the case by that authority. As the Committee is only offering an opinion, these are not captured as awards and therefore are not included in the data presented in table 7.

The table below shows the number of applications received over the past five Academic years:

Table 10	2021-22	2020-21	2019-20	2018-19	2017-18
Consider for Put in Standing for Part III (medical & non-medical)	23	17	N/A COVID	9	5

Whilst the Committee do not provide an outcome such cases, each application is carefully considered on a case-by-case basis and an opinion is offered as to whether mitigating circumstances were encountered by the student based on the evidence presented.

APPLICATIONS TO INVITE EXAMINERS TO RECONSIDER THEIR ORIGINAL RESULT

In 2021-22, a total of 171 applications were received for the allowance of ‘Reconsideration of Original Result’. Each year the Committee receives a number of applications requesting that the Examiners be invited to reconsider their original result by disregarding papers, under Regulation 3(d).

Of those 171 applications received in 2021-22:

- 104 applications were approved.
- 50 applications were declined.
- 9 applications were withdrawn as the allowance was no longer required.
- 6 applications were delayed to a subsequent meeting.
- 2 applications were offered an alternative allowance instead of Reconsideration of Original Result.

In addition, 4 applications were considered by the Committee which requested a different allowance but were awarded the allowance of Reconsideration of Original Result which allowed the student to either continue their studies or be Classed and complete the course. Furthermore, 7 applications following the review process were awarded Reconsideration of Original Result. In total, 115 instances of Reconsideration of Original Result were awarded in 2021-22.

As experienced in the previous year, the Committee again declined a number of applications for the following reasons:

- Application submitted before results were known.
- Under the regulation for allowances, disregarding a particular paper would not move the candidate's name to a higher class.
- Insufficient academic evidence that the student would have been likely to have attained a higher class.
- Remaining papers were not all at the higher class.
- No clear evidence of under-performance being confined to just a small part of the examination.
- Committee unable to act where lack of student responsibility resulted in incomplete papers uploaded to Moodle.

Upon reviewing approved applications from the Committee, the Examiners can decide not to amend their original decision.

Data showing the breakdown of these applications is shown by subject in Appendix A.

G: Committee work: Postgraduate Allowances

POSTGRADUATE EXAMINATION ALLOWANCES

There are two examination allowances available to Postgraduate students:

- To be approved for the qualification for which they are registered without further examination.
- To be allowed the opportunity to be examined or re-examined.

In 2021-22, 60 applications were received for a Postgraduate allowance, of which 3 applications were directly submitted by students.

38 applications were received for the allowance to be allowed the opportunity to be examined or re-examined:

- 26 applications were approved.
- 8 applications were declined.
- 2 applications were cancelled as the allowance was no longer required.
- 1 application was offered the alternative allowance to be approved for the qualification.
- 1 application was requested to be re-submitted once the student had completed the course and all their marks were released.

22 applications were received for the allowance to be approved for the qualification for which they are registered without further examination:

- 7 applications were approved.
- 9 applications were offered an alternative allowance.
- 4 applications were cancelled as the allowance was no longer required.
- 2 applications were declined.

For the Postgraduate allowance to be approved for the qualification for which the student is registered without further examination, this is only possible where the student has not been awarded the Degree and if the Degree Committee concerned judge the student to have performed with credit in a substantial part of the examination. Where this is not the case, but there is evidence of medical or other grave cause reason, which prevented the student from taking examinations, missing part of an examination or failing or underperforming in an examination, the Committee will consider offering an alternative allowance if reasonable. This happened on nine occasions in 2021-22 and the Committee offered the Postgraduate allowance to be allowed the opportunity to be examined or re-examined instead.

Where applications for Postgraduate allowances were declined, this was for the following reasons:

- no contemporaneous evidence to support the request being sought.
- reasonable adjustments were in place and no evidence to support the request being sought.
- submitted after the deadline without a valid reason for lateness.

- under the regulation for allowances, student had not performed with credit in a substantial part of the examination.
- the allowance would not change the outcome for the student.

H: Committee work: Other

OVERVIEW

This section of the annual report includes information and data on the following work also undertaken by the Committee:

- Extensions to coursework and dissertations.
- Fee remission.
- Exam related.

EXTENSIONS TO COURSEWORK AND DISSERTATIONS

Regulation 7 for Allowances to Candidates for Examinations allows the Committee to consider applications for extensions to coursework and dissertation submission. The regulation references a 'brief' extension, and the guidance notes indicate that only in exceptional circumstances would a deadline of more than seven days be granted.

Unlike in 2019-20 and 2020-21 where extensions up to 14-days to coursework and dissertations etc. were considered directly by departments in the respective Easter term, no such adjustments were made in 2021-22. All applications for extensions should have been submitted in the usual way to the Committee. Due to the timing of applications and submission, extensions are rarely considered by the Committee and instead managed via delegated authority between the Secretary and the Chair or Senior Examiner.

The data presented below only shows applications received via the Committee over the past 5 Academic years.

Table 11	2021-22	2020-21	2019-20	2018-19	2017-18
Extension requests (received)	445	175	116	149	131

The Number of extension requests received in 2021-22 has increased by 199% since the last like for like year of 2018-19. This is a significant increase, and it is not possible to know whether similar amounts of applications were received in the previous two years as this was delegated to departments for certain terms.

Most requests for extensions in 2021-22 were for reasons of Physical Health, instead of Mental Health, which was the main reason for extension requests in 2020-21. Similarly, Physical Health was the reason stated for the majority of Adjusted Modes of Assessment applications received in 2021-22.

Reason	Number	% of total
Mental Health	162	36.5%
Physical Health	176	39.5%
SpLD	9	2%

Grave Cause	70	15.5%
Technical difficulties	7	1.5%
Indirectly affected by COVID-19	4	1%
Other	17	4%

FEE REMISSION

Calls for fee remission are primarily linked to requests for disregarding terms and fee liability on students' return to study or where students are taking a course over an extended period of study. The Committee received 60 applications for fee remissions in 2021-22 for a multiple of reasons including grave cause, an increase on the year previous (44). Of the 60 applications for fee remission, 52 were approved (21 were AMA related), 6 were declined and 2 were withdrawn. An additional fee remission was awarded following the approval of disregard terms.

EXAMS IN 2021-22

In 2021-22, all students in residence were expected to attend the exam venue in person, unless they were a traditional 'late faller', for example, if they had a short illness and had to be moved to College, they had a high temperature or had tested positive COVID-19 or were approved for remote study.

The General Boards Education Committee agreed in February 2022 that ProctorExam could be used as a contingency examination format (Plan B), should the student not be able to attend the exam venue in-person, where they had been approved for remote study or were isolating (due to COVID-19). An Online Assessment (via Moodle) was also a plan B format available for the same reasons, however, both Plan B formats were only possible for certain subjects.

PROCTOREXAM

In the Easter term 2022, 17 students completed examinations on ProctorExam. This resulted in 43 occurrences of ProctorExam being used. Of those 17 students:

- 10 students were permitted to use ProctorExam due to having COVID-19.
- 5 students were permitted to use ProctorExam due to remote study arrangements.
- 1 student was exceptionally permitted to use ProctorExam due to debilitating health.
- 1 student was exceptionally permitted to use ProctorExam due to awaiting a negative COVID-19 test.

In addition, of those 17 students, four also required reasonable examination adjustments. Where ProctorExam was used, the Exams team managed those students that required reasonable adjustments and the respective Department managed those students that did not.

REMOTE STUDY

Colleges were asked to provide details of any students who had been granted permission to study remotely for part or all of the Easter term by completion of a form. Following that response from Colleges, the forms that were received confirmed that 27 students were formally permitted to study remotely in the Easter term 2022. Due to the manual process of recording remote study students and comparing that with the data of students who completed an Online Assessment, it is not possible to report how many students moved to an Online Assessment due to reasons of remote study. However, where this did occur and for certain subjects where no Plan B format was available, further work was required to ensure the academic integrity of the exam. As a result, the Exams team arranged invigilation via Microsoft Teams for 6 students, which required the organisation of 19 examination sessions in total.

RELIGIOUS OBSERVANCE

The Exams team managed ten students in the Easter term 2022 where adjustments were required due to Religious Observance reasons. Arrangements were made for students to complete an exam at an alternative time as per the faith provision for University exam policy.

Acknowledging the student's desire to practice their faith, there was no requirement to hold them incommunicado during the Sabbath or Shavuot and instead, they were able to observe the festival as they desired. It was assumed that they would be observant and therefore would not be communicating using devices during this time and would respect the trust given to them that they should not discuss the exam with anyone. With College involvement, exam packs were created and provided at these agreed alternative times to allow student to practice their faith.

I: Disregard terms and Resume Study

OVERVIEW

As explained in the [guidance notes](#), disregarding terms is primarily for two reasons:

- i. to allow students to intermit their studies and be away from Cambridge for a period of time for reasons of medical or grave cause, or
- ii. to put a student in standing for examinations. Where disregarding terms has been awarded to allow the student to be in standing for an examination, this does not negate fact, i.e. that a student was in residence, kept terms and paid fees.

Permission to disregard terms is normally granted for an academical year, however, in certain circumstances, it may be granted for a calendar year or for another period. A period of disregarded terms will not normally exceed three terms or one year.

When the period of disregarding terms is drawing to a close and the student is ready to resume their studies, the college is required to apply to the Committee for permission for the student to return (a student may not resume without obtaining this permission).

An application to resume study may also be required where a student has been Allowed to Progress and the Committee have required certain conditions as where the reason for intermission is medical, often students will be asked to provide evidence of fitness to resume and sustain study.

DISREGARD TERMS

The table below demonstrates the number of applications approved to disregard terms over the past five Academic years, for reasons of medical and non-medical.

Table 12	2021-22	2020-21	2019-20	2018-19	2017-18
Leave to have terms disregarded (medical)	462	341	235	297	260
Leave to have terms disregarded (non-medical)	60	49	69	40	47
Total	522	390	304	337	307

Since 2020-21, there has been a 36% increase in the number of applications approved to disregard terms and the majority of these applications approved were for medical reasons. Evidence suggests that Mental Health is the main medical reason for such application.

The Committee work closely with the Student Wellbeing Team and are supportive of the changes to the Mental Health Services that are being implemented.

RESUME STUDY

In line with the data presented above, where there is an increase in applications received to disregard terms, this will similarly be reflected in an increased number of applications received for students to resume study. Not all students that disregard terms will return, as they may decide to withdraw permanently.

Table 13	2021-22	2020-21	2019-20	2018-19	2017-18
Resume study following disregard (medical)	358	266	184	242	236
Resume study following disregard (non-medical)	27	35	25	27	24
Total	385	301	209	269	260

J: Post Committee decisions

REVIEW PROCEDURE

The Committee may be required to review a decision made where a case has been made to the Office of Student Conduct, Complaints and Appeals (OSCCA) and after consideration by an independent reviewer, the application is upheld, or new evidence is presented.

Following a review completed and shared by OSCCA, 91 applications were received by that office in 2021-22 relating to an Examination Allowance decision, or a decision relating to disregarding terms or returning to study issued by the Committee. Of those 91 applications, 77 were investigated and following this, 23 were upheld. The reason for these applications being upheld was as follows:

- 14 cases were upheld on the ground of *'The availability of new evidence, which materially impacts on the outcome and which, for valid reasons, could not have been submitted at an earlier stage'*.
- 4 cases were upheld on the ground that the original decision *'is unreasonable, in that no reasonable person or body could have reached the same decision on the available evidence'*.
- 3 cases were upheld on the grounds of *'procedural irregularities that occurred during the decision-making process, which were material or potentially material to the decision reached'* and *'The availability of new evidence, which materially impacts on the outcome and which, for valid reasons, could not have been submitted at an earlier stage'*.
- 2 cases were upheld on the grounds of *'The availability of new evidence, which materially impacts on the outcome and which, for valid reasons, could not have been submitted at an earlier stage'* and that that original decision *'is unreasonable, in that no reasonable person or body could have reached the same decision on the available evidence'*.

Of those 23 cases reconsidered by the Committee:

- 11 cases were subsequently approved, predominantly because of the availability of new evidence.
- 8 cases upheld the original decision made.
- 2 cases were offered an alternative allowance instead of the allowance requested, due to the availability of new evidence.
- 1 case was delayed to a subsequent meeting of the Committee.
- 1 case was withdrawn.

The Committee also reconsidered a further 14 cases in 2021-22 following the review process which was initiated in the previous year of 2020-21. The reason for these 14 applications being upheld was as follows:

- 5 cases were upheld on the ground of *'The availability of new evidence, which materially impacts on the outcome and which, for valid reasons, could not have been submitted at an earlier stage'*.

- 6 cases were upheld on the ground that the original decision *'is unreasonable, in that no reasonable person or body could have reached the same decision on the available evidence'*.
- 3 cases were upheld on the grounds of *'The availability of new evidence, which materially impacts on the outcome and which, for valid reasons, could not have been submitted at an earlier stage'* and that that original decision *'is unreasonable, in that no reasonable person or body could have reached the same decision on the available evidence'*.

Of those 14 cases reconsidered by the Committee:

- 7 cases were subsequently approved, predominantly because of the availability of new evidence.
- 6 cases upheld the original decision made.
- 1 case was offered an alternative allowance instead of the allowance requested, due to the availability of new evidence.

OFFICE OF THE INDEPENDENT ADJUDICATOR

Where students are dissatisfied with the outcome of a Review of a decision of a University Body, they can raise a complaint with the Office of the Independent Adjudicator (OIA), the external Ombudsman. The OIA will consider whether the University has followed its own procedures and whether the actions taken are reasonable in all circumstances.

Students have one year from the end of the University process to raise a complaint with the OIA, so cases upheld by the OIA and referred back to the University for consideration do not usually relate to the current year of activity.

In 2021-22, the OIA upheld six cases that the Committee had reviewed. Five were cases in relation to allowances and the sixth was a decision on disregard terms. For each, the original process was re-initiated, with members of the Committee that had no prior knowledge of the original application. Of the six cases reviewed, five were approved due to evidence included in the complaint to the OIA which was not available at the time the Committee originally considered the cases or because of further information that the Committee felt was exceptional to award the allowance. The Committee upheld its original decision with one case for an allowance as the outcome achieved was as predicted in the academic evidence presented and there was no evidence supplied to the contrary that the other adjustments in place were not appropriate.

K: Membership and Guidance Notes

MEMBERSHIP OF THE COMMITTEE 2021-22

All Members are appointed by the General Board and continue to be essential to the operation of the Committee. 2021-22 saw fewer changes to membership, however, a fifth medic has recently been recruited and their tenure will start in 2022-23.

GUIDANCE NOTES

To make their policies and processes clearer, to both staff and students, the Committee issues Notes of Guidance and application forms continue to be reviewed annually and are available online¹⁶. Whilst they do not have the formal status of Ordinances, they are listed in the Notice attached to the Allowances Regulations and are required in relation to requests for a Review of a decision by the Committee, and to cases that reach the Office of the Independent Adjudicator.

The Administrators understand the need for processes and guidance to be easily accessible, easy to follow and well-advertised and have made further improvements to the website and guidance notes for 2022-23.

¹⁶ <https://www.student-registry.admin.cam.ac.uk/about-us/EAMC>

L: Looking to 2022-23

REVIEW OF THE UNIVERSITY'S APPROACH TO EXAMINATION AND ASSESSMENT ADJUSTMENTS, ALLOWANCES AND MITIGATION

The University has directed SUMS consulting to undertake an independent review of the examination and assessment adjustments, allowances and mitigation which covers a significant amount of the work that the EAMC does. The Committee welcomes the review, having requested such a review for several years and looks forward to contributing to the evidence gathering and the subsequent report of the review.

THE GOOD PRACTICE FRAMEWORK: REQUESTS FOR ADDITIONAL CONSIDERATION

This framework published by the Office of the Independent Adjudicator in December 2020 for HEI providers featured a recommendation related to self-certification (GPF points 49-54). Point 49 of the GPF acknowledges the pressures on the NHS and the difficulties there can be in getting appointments and follow up documentation as evidence. Furthermore, they raised concerns about the cost of obtaining evidence and say, 'Generally, providers should not be expecting students to see their GP or other healthcare provider unless they have (or suspect they might have) a health condition that requires medical treatment'.

The GPF does recognise that any self-certification process should be limited to a number of days (or assessments), after which further evidence would be required. Given the additional support that is available to students via their College Nurse, Tutor, Dean etc, it is assumed that students would be able to receive support and advice without going to their GP.

Following this, actions were taken over the long vacation in 2022 to introduce self-certification for coursework and dissertation extensions sought in the Academic year 2022-23. However, this was not approved and therefore further action will continue take place to try to introduce this in the Academic year 2023-24 instead.

CAMBRIDGE FOUNDATION YEAR PROGRAMME

In October 2022, the first Foundation Year programme commenced, and the Committee is preparing separate guidance notes and application forms for the cohort who may require a re-sit or alternative allowance in the long vacation period 2023. Applications will be monitored throughout 2022-23 and the Committee will be kept informed of such activity.

STUDENT WELLBEING

The creation of the University's wellbeing team offers the Committee new opportunities to engage and 'join up' with other relevant parts of the University. Natalie Action and Eva Seinsche from the Student Wellbeing Team attended a meeting of the Committee in May 2022 to discuss the changes to the Mental Health Services in the University.

The Secretary and Deputy Head of Mitigating Circumstances meet termly with the Student Wellbeing Team and work is also underway regarding the training provided to casual staff recruited for the running of examinations to support students.

COMMITTEE WORKSHOPS AND ONGOING SUPPORT

Workshops will be held again with Colleges prior to the Easter term 2023 and offered support with applications and / or queries regarding processes which will include reference to the various guidance notes available on the EAMC website. The Student Advice Service will also be invited to such workshops.

LINK WITH THE CAMBRIDGE STUDENT UNION

The Deputy Head of Mitigating Circumstances will reach out to the Students Union again to meet and build a relationship with the Disabled Students' Officer, working with them to provide an overview regarding the work overseen by the Committee and any other relevant activities that they may be interested in.

APPENDIX A

Applications for Reconsideration of an original Result, 2017-18 to 2021-22, by Tripos.

	2021-22		2020-21		2019-20		2018-19		2017-18	
	Nbr received	Nbr declined								
ASNaC	1		1	1			1	1		
Archaeology	1	1								
Architecture	1	1	1							
AMES	1		1	1						
Chemical Engineering	2		2	2			3		3	1
Classics	5	1	3	2	4	3			2	1
Computer Science	2		7	6	3	1	2	2		
Economics	7	2	4	3	2	2	4	1	8	1
Education	1		3	1	2				6	1
Engineering	11	6	10	7			4	1	8	5
English	4	2	12	11			12	4	4	2
Geography	3	2	2	2			3			
History of Art			1		1	1	2	1	1	
HSPS	14	2	2	1			8	1	6	1
History	9	1	3	2	1		5	1	3	
History & MML			2	2			1		1	
History & Politics	2		2	1			2			
Land Economy	3	1							2	
Linguistics	3	2			2				1	
LLM & MCL	3	1	4	1	1	1	3	2	1	1
Law	17		9	5	4	1	12	6	1	3

MASt: (Astrophysics, Physics and Maths)			2	1			2	1	1	
Mathematical	9	5	8	1	3	2	3		4	3
Manufacturing Engineering					1				1	1
MBA & EMBA	3		4	1					1	
Management Studies	2	1	1	1	4	1				
MFin	3		3	3						
MVST	15	5	7	3			8		2	
MML	4	2	4	2			5	1	7	2
Music	1		6	5	1	1	6	1	3	
NST	29	11	40	22	8	6	26	7	2	4
PBS	10	3	2		2	2	3			
Philosophy	2	1	6	3	1		2		5	4
Theology & Religious Studies	3		1		1		2		6	1
TOTAL	171	50	153	90	41	21	119	30	106	31

APPENDIX B

Paper title	Brief description
Terms of Reference for the Committee	The Committee are required to review the Terms of Reference annually.
Membership of the Committee	The committee reviewed its membership for 2021-22.
Review of OIA Good Practice Framework: Requests for Additional Consideration	Paper that detailed the change required to allow students to apply directly for certain examination allowances.
Response to the increase in volume and management of casework received by the Committee	The Secretary presented this paper in preparation for applications received in the Lent and Easter terms 2022 and over the long vacation period.
Annual Report 2020-21	Annual report of the EAMC for the academic year 2020-21.
OSCCA Annual Report 2020-21	The annual report for the Office of Student Conduct, Complaints and Appeals was presented by the Deputy Head of OSCCA.
Cambridge Foundation Year and the Committee	The Committee welcomed Corrinne Roughley from the Foundation Year Programme who presented their paper on the impact on the Committee.
Dates for 2022-23	The Committee considered the paper presented by the Secretary regarding meeting dates for 2022-23.
Student wellbeing	The Committee welcome Natalie Acton, Head of the Student Wellbeing, to discuss the forthcoming changes to the Mental Health service.
Planning for summer consideration of cases	Preparation for further increase in volume of applications received over the long vacation 2022.
Review of University's approach to examination and assessment adjustments, allowances, and mitigation	The Committee considered the paper which discussed a review to ensure the University's adjustments and allowances, and how they are put in place, are effective and fit for purpose.