

### Table of Contents

Introduction .....	3
Your wellbeing during exams.....	3
Further help .....	3
A    Information relating to all modes of assessment .....	4
A.1.    Timetable .....	4
A.2.    Illness .....	4
A.2.1.    COVID and other cold symptoms.....	5
A.3.    Policy on Corrections during an examination.....	5
A.4.    Submission of examinable materials .....	5
A.5.    Exam arrangements .....	6
A.6.    Institution-wide technical failure of systems or WiFi .....	6
A.7.    Academic misconduct.....	6
A.8.    Mitigating circumstances.....	7
B    In-person examinations .....	8
B.1    Safety measures taken at each exam venue.....	8
B.2    Venue information.....	8
B.2.1    Timings and safety measures.....	8
B.2.2    Sitting an in-person exam remotely.....	9
B.3.    Attending an in-person exam .....	9
B.3.1.    Arriving at the exam venue.....	9
B.3.2    What to take to the exam .....	9
B.3.3    Illness .....	10
B.3.4    Before you enter the room .....	10
B.4    During the exam.....	10
B.4.1    Getting seated.....	10
B.4.2    Reading time .....	11
B.4.3    Toilet breaks.....	11
B.4.4    Managing errors in the exam paper .....	11
B.5    At the end of the exam .....	11
B.6    Leaving the exam venue .....	11
B.7    Exam arrangements .....	12

C	Online examinations .....	13
1	Types of online exam .....	13
1.1	Remote online exams (via Moodle, no invigilation) <b>Updated 2 May 2022</b> .....	13
1.2	In-person online exams (via Inspira) <b>Updated 23 April 2022</b> .....	13
1.3	Remote online exams (via Inspira).....	13
1.4	Invigilation to support students approved for Remote Study .....	13
C.1	Before the exam.....	14
C.1.1	Creating your exam venue .....	14
C.1.2	Online preparation <b>Updated 25 April 2022</b> .....	14
C.1.3	Illness .....	15
C.2	During the exam.....	16
C.2.1	Exam materials.....	16
C.2.2	Timing <b>Text in red font added 2 May 2022</b> .....	16
C.2.2.1	Exams in a 5 hour window .....	17
C.2.2.2	Exams in a 24 hour window .....	17
C.2.3	Taking online exams outside the UK.....	17
C.2.4	Taking the exam .....	17
C.2.5	Managing errors in the exam paper .....	18
C.2.6	Finishing and submitting your exam script .....	18
C.2.7	Script retention .....	18
C.2.8	Assessment Moodle.....	18
C.2.9	Technical support and difficulties .....	19
C.3	After the exam .....	21
C.3.1	Post-exam celebrations.....	21
C.3.2	Mitigation.....	21
C.3.3	Exam results.....	21
D	Information and Support .....	21

## Introduction

The University is undertaking a programme of diversification of assessment which allows Departments and Faculties to move away from the traditional 3 hour written, in person exam where appropriate. The University's arrangements for assessment reflect its responsibility to ensure fairness, maintain academic rigour, and to take account of the needs of all students.

While the content and academic effort will be the same as exams you may have previously taken, the way you prepare for and sit these exams may be different. This guide contains essential information so you can prepare – please read the sections that are relevant to you before taking your exams.

## Your wellbeing during exams

Exams and assessment can be a cause of anxiety and there is support available for all students. If you are concerned about your work or assessment, please talk to your Tutor or Senior Tutor. Your college is there to support you in all respects: looking after its students is an essential part of the work every college does.

The [student wellbeing website](#) contains a wealth of guidance for students on how to protect and improve wellbeing. Specific advice on managing exam stress can be found at <https://www.studentwellbeing.admin.cam.ac.uk/support-particular-issues/exam-stress>.

## Further help

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

## A Information relating to all modes of assessment

### A.1. Timetable

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

The start times of online exams will be shown in British Summer Time (Greenwich Mean Time +1). Students who have been given permission to study remotely and are based in other time zones may be required to take an exam at an unsociable hour. If you are studying remotely and cannot take the exam at the prescribed time due to medical or other reason, you should contact your College Tutor well in advance of your exams.

### A.2. Illness

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

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

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

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

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

It is not usually possible to accommodate students who are unwell in College or other locations.

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

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

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

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

### A.2.1. COVID and other cold symptoms

As per the [message to students on 14 April from Professor Virgo](#), the UK Government guidance on living safely with COVID-19 and other respiratory infections advises everyone to manage COVID in the same way as other respiratory infections.

In the case of exams:

- if you have respiratory symptoms **and** a high temperature, or have a positive COVID test, or do not feel well enough to take an exam, you should stay at home and contact your College Tutorial Office **immediately**. Your College will discuss what mitigations may be appropriate.
- if you have other symptoms, but are well enough to take the exam, then you should proceed. Details can be found in [Section A.2](#) above.

### A.3. Policy on Corrections during an examination

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

Key points to note from that policy:

1. If students taking in-person exams are co-located in a single venue or a small number of venues (including Colleges), details of the correction will be communicated to students via invigilators and College staff.  
Where students from that cohort are taking the exam online under remote invigilation, they will be notified.  
Where students from that cohort are taking the exam online but without invigilation (remote or otherwise), they will not be notified. The department will be informed of those students who have not had access to the correction and instructed to take that into account when marking.
2. For students taking online exams which are not invigilated, no corrections will be circulated. Students should raise concerns with their Tutor once the exam is concluded. The Tutor should raise it with the central Exams team, or the Chair of Examiners in the first instance.
3. Where the exam is online with remote invigilation, corrections will be circulated

### A.4. Submission of examinable materials

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

Key points to note from that policy:

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

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

1. Students are responsible for ensuring that the work left on a desk for an in-person exam, tied or in a booklet, is their complete work for marking. Any parts of that script that are not tied for submission or that are placed in the waste bin or removed from the room will not be considered for marking retrospectively.

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

#### A.5. Exam arrangements

Exam Access Arrangements must be applied for via your College and you should speak to the Tutorial Office in your College about those arrangements and how they apply to the different types and lengths of exams.

#### A.6. Institution-wide technical failure of systems or WiFi

The University has recovery plans in place should there be significant technical failure affecting Raven, WiFi, Moodle, Inspera, ProctorExam or Zoom.

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

If, due to technical difficulties, you are unable to access your blind grading number (BGN) from CamSIS, please **do not** replace that with any personal details. Continue to submit your assessment as required, with no BGN included and the Exams team will ensure your submissions are associated with your correct BGN prior to marking.

#### A.7. Academic misconduct

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

All work you submit must be your own work.

Where you are under invigilated conditions via Inspera, Zoom or ProctorExam, you are not permitted to have any contact with any other person during the exam, including any other candidate for the exam. The only exception to this is if you experience an emergency or become unwell. In these circumstances you should alert the invigilator and then contact your College Tutorial Office who can advise you on what to do. If anyone, including another candidate for the exam, attempts to contact you during the exam you must not respond.

When you submit your responses, you will be prompted to confirm that the work submitted is your own.

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

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

#### A.8. Mitigating circumstances

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

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

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

## B In-person examinations

Some Departments and Faculties have chosen to retain in-person exams and these have been timetabled to occur throughout the Easter Term. Students are required to attend the exam venue in person, unless approval has been given to sit the exam elsewhere. Any application to sit the exam other than the venue must be made by your College and approval is required before any exam can begin.

A small number of exams will be held online but with students attending exam venues (in-person online exams). In these instances, you should follow the guidance in this Section. The only difference is that you will be permitted to take one electronic device into the exam venue, which should be a laptop, on which you will take the exam.

If you have been approved to take your exams in the **Titan Teaching Rooms**, you will be sent specific guidance on how this venue runs and what items will be permitted.

You are not permitted to take the exam on a mobile phone.

### B.1 Safety measures taken at each exam venue.

Student safety and that of our invigilators, examiners, and exams staff is key to the planning for in-person exams. Full risk assessments have been undertaken in conjunction with the University's safety experts, covering every aspect of the exam day. Some of those steps are as follows:

- **Ventilation** in rooms. Where possible, windows will be opened to encourage ventilation around the room. You should ensure that you have enough layers of clothing to keep warm.
- **Desk hygiene.** Desks will be cleaned between each exam and exam rooms are laid out to provide space between exam candidates. You can find your desk by checking the seating plan which is on display outside the venue before your exam starts. You should only sit at the desk that is allocated to you on that seating plan.
- **Face coverings and sanitizer in exams:** face coverings are optional during your exam and when moving around the exam venue. Hand sanitizer will be available on each site, however you may wish to bring your own if desired.

### B.2 Venue information

#### B.2.1 Timings and safety measures

Exams have mainly been scheduled to start between 9.00am to 2.00pm and some will run over the lunch period. You should plan any meal requirements accordingly.

Some exams run over multiple sites and you may be sitting in a different venue than others taking the same exam. You may be in venues in which you have not previously taken exams.

Students with exam access arrangements will be in a different venue. This will be shown on your personal timetable within CamSIS.

The examination timetable is published online [here](#) and your personal exam timetable can be found by logging into [CamSIS](#) self-service and selecting 'Examination timetable' from the



choices in the 'Examinations' box in the bottom left of the screen. Once you have selected the term, you will see the date, time, and location for each of your papers. Your candidate number (known as [blind grading number](#)) for each paper will also be shown.

You are responsible for getting to the correct exam venue and you should ensure that you know the location of the exam venue and how you will travel to it. Details of most exam sites and what to expect can be found [here](#).

### B.2.2 [Sitting an in-person exam remotely](#)

If your exam is to run as an in-person exam but you have permission exceptionally to sit the remotely, you should follow the guidance for online exams in [Section C](#).

## B.3. [Attending an in-person exam](#)

### B.3.1. [Arriving at the exam venue](#)

Unless otherwise instructed, aim to arrive at the exam venue around 20 minutes before the start of the exam. Depending on the exam venue, you may be asked to wait outside until you are called in by an exam officer.

### B.3.2 [What to take to the exam](#)

You should only bring essential items to the exam. Places to leave bags, coats and other items are very limited and may not be available at all.

You are **not** permitted to bring bags, rucksacks, electronic devices (including mobile phones and smart watches) into the exam room and you should leave these items at home.

**Possession of such items may be result in a fine or disciplinary action.**

You **must** bring the following items (we will not be able to provide you with spares):

- Your University ID card
- Pens and pencils to write with
- Calculator (if your exam permits one)

You **may also wish** to bring:

- Small transparent bag in which to store your exam belongings
- A non-carbonated drink in a small bottle, provided no disturbance is caused to other candidates
- Keys and wallet/purse
- A face covering, if desired.

You will be required to take all belongings away from the exam venue. There will be no facilities at the exam venue for disposing of any belongings.

You **must not** bring:

- Bags or rucksacks
- Electronic devices (including mobile phones and smart watches)

- Refreshments other than a drink as mentioned above (unless you have been given prior approval for these)

A full list of what is required, permitted and disallowed can be found online [here](#).

There are some exceptions permitted for students with medical conditions:

- students with diabetes may bring silent blood testing kits, insulin and/or glucose supplies
- students with asthma may bring inhalers
- students with allergies may bring an epi-pen
- other medical conditions may require other necessary medication or equipment.

If this applies to you, please bring a letter from your College Tutorial Office confirming that such items should be permitted into the exam venue. These items should be contained within a clear plastic bag and placed on the desk or under the chair. Further information can be found online [here](#).

### B.3.3 Illness

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

If you become unwell during the exam, you should alert the Invigilator in the exam room who will be able to take appropriate action. If you leave the examination venue before the end of the exam, your College Tutorial Office will be alerted and you should follow up with them immediately.

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

It is not usually possible to accommodate students who are unwell in College or other locations.

### B.3.4 Before you enter the room

When you arrive at the exam venue, you should locate the seating plan. This will show you which room and where in that room you will be sitting.

Seating plans are published by [blind grading number](#). This is a unique five-digit code that is allocated to you for each paper in the form of 1234X (four numbers followed by a letter). In most cases, that code will be the same for each exam you sit, however there may be cases, particularly if you are sitting papers from more than one Tripos, or taking a re-sit exam, where there are different codes for each paper.

You can find your [blind grading number](#) by logging into CamSIS self-service and it is with your [timetable](#) information, by paper.

## B.4 During the exam

### B.4.1 Getting seated

Once you arrive at your desk, place your permitted exam belongings on your desk and place your University ID card face up on your desk.

Laid out on your desk will be:

- A copy of the question paper
- Loose writing paper and cover sheets or an answer booklet,
- Rough paper for notes,

- A desk ticket with your name and blind grading number
- Other stationery authorised for that exam (e.g. graph paper).

Listen carefully to any announcements made by the examiner or invigilator. You should check that you have the correct question paper on your desk and alert the invigilator immediately if you have concerns.

You **cannot** start writing or turn over the question paper until you are instructed to do so by the invigilator. This includes the completion of any cover sheets.

#### B.4.2 Reading time

Some exams have reading time at the start of the exam. For these exams, you may read the question paper (when instructed to do so by the invigilator), but you cannot make notes or start writing until the reading time is over and instructed to do so by the invigilator.

#### B.4.3 Toilet breaks

If you wish to use the toilet during the exam, raise your hand to gain the attention of an invigilator. If the invigilator indicates that you may leave the room, please follow the signs to the nearest toilet and then return to your desk as soon as possible. If there are several candidates who wish to use the toilet at the same time, the invigilator may indicate that you should wait for a few minutes before leaving the exam room.

#### B.4.4 Managing errors in the exam paper

If you are taking the exam in an exam venue you will be notified by the examiner or invigilator if an error is discovered in the paper. If you think that there is an error or mistake in your exam paper, you should raise your hand to gain the attention of the invigilator and provide details of the error by writing it on your rough pad and passing it to them. This will be checked with the examiner and if there is a correction, an announcement made to the rest of the candidates.

If you have exam access arrangements that means you are sitting in a different location, corrections will be sent to those venues and will be passed to you.

Details on the policy on corrections can be found [here](#) and in [Section A](#).

#### B.5 At the end of the exam

At the end of the exam, you should gather together your examination script and complete any cover sheets. Some exams require multiple cover sheets and you should take care to label all of your work appropriately.

The policy on submission of examinable materials available online [here](#) and in [Section A](#), indicates that students are responsible for ensuring that work left on a desk is the complete work. Any parts of the script that are not tied for submission, or that are placed in the waste bin or removed from the room, will not be considered for marking retrospectively.

#### B.6 Leaving the exam venue

You will be asked to remain in your seat until the invigilator indicates that you can leave. Do not talk to any other candidates while you are waiting to leave.

Once you have gathered your belongings, please exit the exam venue as quickly as possible to allow the exam staff to prepare the site for the next exam.

## B.7 Exam arrangements

Arrangements will be made for students with disabilities who receive additional time and/or rest breaks. If you receive additional time, you will be located in a different exam venue to minimise the disruption to you.

Your College will have submitted requests for exam access arrangements and reasonable adjustments. Your College can liaise with the Exams Office if further arrangements are required.

## C Online examinations

Online exams will be taken remotely across different platforms –

- [Assessment Moodle](#) (note – this is a different Moodle instance than the standard teaching one you may have accessed through the year for teaching).
- [Inspera](#) – this is being piloted in 2021-22 by the School of Biological Sciences for Medics, Vets, 1<sup>st</sup> and 2<sup>nd</sup> year NatSci (bio subjects only) and 1<sup>st</sup> and 2<sup>nd</sup> year PBS core papers. Further information is available online [here](#).
- ProctorExam – a small number of students may be using ProctorExam for certain subjects in the Physical Sciences and School of Technology. Only those students approved to take their exam this way will have access to this platform and Colleges are responsible for applications being made.

For the purposes of this document, remote is defined as not in a centrally prepared exam venue with the rest of the cohort. It is recognised that most students will be taking the exam in their own space in Cambridge.

There are different types of online exam: the next section offers information for each type.

### 1 Types of online exam

#### 1.1 Remote online exams (via Moodle, no invigilation) **Updated 2 May 2022**

The majority of exams taken online will use [Assessment Moodle](#)<sup>1</sup> to release the question paper and allow submission. These exams are shown on the timetable as ‘Online Assessment Test’.

These exams may be strictly timed exams of around three hours, or exams that have a longer window, usually five or 24 hours. **Exams that are in the five or 24 hour window are not subject to penalties for late submission but are subject to the [‘late submission of examinable material’](#) policy.**

#### 1.2 In-person online exams (via Inspera) **Updated 23 April 2022**

**A number of exams in the School of Biological Sciences will be held online but with students attending exam venues (in-person online exams). These are in the Medical Sciences Tripos, Veterinary Sciences Tripos and Natural Sciences Tripos (Bio papers). In these instances, you should follow the guidance in [Section A](#) above. The only difference is that for the Medical Sciences and Veterinary Sciences Tripos, you will be required to take one electronic device into the exam venue, in most cases, a laptop. For the Natural Sciences Tripos (Bio papers), you can take multiple devices into the exam room.**

#### 1.3 Remote online exams (via Inspera)

Other exams in the School of Biological Sciences (PBS Tripos) will be held online using the Inspera platform but held remotely (i.e. not in person). For these exams, you should follow the guidance in this Section. Guidance on the use of Inspera as well as IT requirements can be found on Moodle [here](#).

#### 1.4 Invigilation to support students approved for Remote Study

For exceptional reasons, a student may have been approved to take their exam remotely (where the rest of the cohort is in person, invigilated). Such applications have to be made by a student’s College and remote invigilation may be used to ensure the academic integrity of those exams. There are two platforms used to support to this:

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<sup>1</sup> Note – this is a different instance of Moodle to the standard one used to support teaching.

1. ProctorExam for certain subjects in the Physical Sciences and School of Technology
2. Exam taken via Moodle, invigilation via Zoom for Clinical Veterinary Students.

Individual guidance will be issued as applications are made and approved.

## C.1 Before the exam

### C.1.1 Creating your exam venue

You are responsible for ensuring you have an appropriate space to take the exam and alerting your College immediately of any concerns. Appropriate space may include:

- a private room that is quiet and free from interruptions.
- a desk and chair
- adequate lighting, heating and cooling
- a clock or watch, or other way to monitor your time
- details of your exam – log on instructions and your [blind grading number](#)
- stationery for notes and hand-written responses (if required)

If you live in a shared or busy household, you should inform your housemates of the date and times of your exams. You may also wish to attach a notice to the outside of your room door reminding your housemates that you are sitting an exam.

You should consider any drinks you have in the vicinity of your workspace, especially where you are handwriting exams. Spillages that spoil completed work are not viewed as a reason for mitigation.

If you encounter difficulties in creating a suitable exam space, contact your College Tutorial office as soon as possible to discuss what support and assistance is available to you.

**Taking your exam in an inappropriate space will not normally be considered reasons for mitigation, allowance or Exam Review.**

### C.1.2 Online preparation Updated 25 April 2022

You should prepare for taking your exam online by making sure that you are familiar with the process and the technology involved.

#### **For those exams using Moodle**

You will be enrolled on a new course in Moodle for each exam that you are sitting, and you will receive information from your department confirming the date, start time, and assessment window for each paper. They will also provide a link to the course in Moodle.

The course will become active **72 hours before** the assessment is scheduled to start. You should access it via the link provided by your department *before* the exam to make sure you can see the page and ensure the dates and times match your timetable.

Where you have been approved for remote study (and the rest of the cohort are taking the exam in person), you will not receive a link, but instead should log into [Moodle](#) **72 hours before** to check that you can see the course. If you have any problems accessing the course, you should email [moodlehelp@uis.cam.ac.uk](mailto:moodlehelp@uis.cam.ac.uk)

On the day of the exam, you should log in via the link and the question paper will become visible at the start time and you can begin.

If you are being invigilated via Zoom, you should log into Zoom first.

You should also note the information on Moodle for Assessment [here](#).

To prepare, you should visit the Online Assessments support hub [here](#). Information available includes detail on [getting your blind grading number](#), [setting time zone settings](#) as well as a [practice for uploading scanned scripts](#) at the end of the exam.

You should:

- make sure you know your [blind grading number](#)
- check your exam timetable, including start and end times
- be clear about whether you are allowed to type your exam, or if you are expected to handwrite, scan and upload
- check (at least 24 hours before the exam) that you can navigate to and access the page in Moodle (the course will be active 72 hours before the start time)
- if you are being invigilated via Zoom, ensure you are familiar with Zoom, such as how to join a session and use the chat function

If your exam requires you to draw or write responses, or you choose to hand-write your response rather than type, you should ensure that you have facilities to scan and upload your responses and have viewed the online [practice for uploading scanned scripts](#).

### **For those exams using Inspira**

You should prepare for the exams by visiting the information online [here](#) and engage with those announcements made via the Inspira support team. Information will additionally be communicated via course Moodle sites or directly by email. You should:

- make sure you know your [blind grading number](#)
- check your exam timetable, including start and end times
- be clear about how you access the exam and undertake the appropriate hardware checks well in advance of the exam.

Issues or delays due to lack of preparation that impact your ability to complete the exam on time will not normally be considered reasons for mitigation, allowance or Exam Review. This might include:

- Problems accessing the examination due to checks not completed before the exam.
- Problems uploading your examination script due to practice tests not undertaken.
- Delays finding blind grading number.
- Late starting examination due to timetable error.

#### **C.1.3 Illness**

If you are unwell and unable to start the exam, you should inform your College Tutorial Office **immediately**. You will be marked as absent from the exam and your College will discuss what [mitigations](#) may be appropriate.

If you become unwell during the exam and are unable to continue, you must inform the invigilator via the chat function (if taking an invigilated exam), submit any work if you are able, and then leave the exam. You should inform your College Tutorial Office **immediately**. You should also consider contacting your College nurse for any medical support (where appropriate).

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

## C.2 During the exam

### C.2.1 Exam materials

Any materials required, such as data books, cover sheets etc. will be made available to you online along with the question paper.

Clear information will be provided on the front page of the question paper as part of the rubric. This will include how many questions you should answer and any restrictions on answering questions from certain sections.

If desired, you can print the question paper, but any time taken printing and retrieving the question paper comes out of your allotted time.

You **cannot** print or take copies of examinations that are run as multiple choice quizzes (MCQ's).

### C.2.2 Timing

**Text in red font added 2 May 2022**

There will be strict time limits for each exam. The timetable will be available to view online [here](#) and your own personalised<sup>2</sup> exam timetable will be accessible via your CamSIS self-service. The timing of each exam will also be clearly stated on the front of the exam paper. Times will be given in UK British Summer Time (GMT+1).

Exams have mainly been scheduled to start between 9am to 2.00pm and some will run over the lunch period. You should plan any meal requirements accordingly.

Exams have fixed start and end times and you can access the exam at any point after the start time, but you must finish and upload at the end time. No additional time is awarded if you start late. Your department will have indicated how long they expect you to spend on each exam.

For exams with fixed times, you will incur a penalty if you exceed your permitted time to upload your work<sup>3</sup>. In most cases the penalty will be a reduction of marks. **Exams that are in the five or 24 hour window are not subject to penalties for late submission but are subject to the 'late submission of examinable material' policy.**

**The following has been agreed by the General Board's Education Committee**

Breach	Penalty
Up to ten minutes <sup>4</sup>	None
Up to ten minutes <sup>4</sup> plus up to 10% of permitted time (writing plus uploading time)	10% of marks For ease, this could be rounded up to ten minutes for a 1.5-hour exam and 20 minutes for a three-hour exam
Up to ten minutes <sup>4</sup> plus 10-20% of permitted time writing plus uploading time	20% of marks For ease, this would be rounded up to 20 minutes for a 1.5-hour exam and 40 minutes for a three-hour exam
Up to ten minutes <sup>4</sup> plus over 20% of permitted time	Significant breach with referral to the Office of Student Conduct, Complaints and Appeals as <a href="#">Academic Misconduct</a> .

<sup>2</sup> Personal timetables do not include any extra time awarded as an exam access arrangements. End times will need to be calculated on an individual basis.

<sup>3</sup> If you receive extra time as an exam access arrangement, penalties will be applied if you exceed your revised end time (after extra time has been applied).

<sup>4</sup> Time over writing and upload times



The time limits include time for scanning and uploading exam responses. You should set up timed reminders for yourself during the exam to allow you to read the exam paper, plan your answers and prepare your response.

Do not wait until the very end of your exam time to start submitting your response as you may go over your permitted time. You will be able to upload your response into Moodle up to an hour after the finish time, but you may incur a penalty.

The University policy on late submission of examinable material can be found at the bottom of the page [here](#) and details can be found in [Section A](#).

#### C.2.2.1 Exams in a 5 hour window

Some departments have chosen to run open book exams in a 5 hour window. Students can choose to use the 5 hour window as they wish, including taking any breaks. It is expected that word limits will be set by the Exam Board. Students with disabilities who have had extra time approved, have that time added to the 5 hour window. It is likely that 5 hour examination windows will run on consecutive days.

#### C.2.2.2 Exams in a 24 hour window

Some departments have chosen to run open book exams in a 24 hour window. The Examination and Assessment Committee have approved a policy on the use and expectations of a 24 hour window and it can be found at the bottom of the page [here](#).

Exams in a 24 hour window are not 24 hour exams and students are responsible for managing their time appropriately in these windows.

It is likely that 24 hour examination windows will run in consecutive periods and that is not reason for examination adjustment or allowance.

### C.2.3 Taking online exams outside the UK

The start times of online exams will be shown in British Summer Time (Greenwich Mean Time +1). Students who have been given permission to study remotely and are based in other time zones may prefer to calculate the start time (and in some cases start date) of the exam to their local time. This may mean that you have to take an exam at an unsociable hour. If you are studying remotely and cannot take the exam at the prescribed time due to medical or other reasons, you should contact your College well in advance of your exams.

### C.2.4 Taking the exam

Allow yourself plenty of time before the scheduled start time to prepare for the exam. It is your responsibility to ensure that you are ready and able to take the exam on the date and at the time specified.

At the start time, or (for exams in a time-window) when you are ready to take the exam, access the question paper. If you start the examination late, additional time will not be awarded.

In most cases, you can choose to type or handwrite your response, however some exams may require a handwritten response. If you need to upload handwritten responses, you must ensure that you have the means to scan and upload your response.

In most cases (see next paragraph) during the exam, there is no barrier to you moving around during the exam. This may include using the bathroom or having a snack or a meal. However, this does come out of your time and additional time will not be awarded for these activities.

If you are being invigilated via Zoom or ProctorExam, you can only leave your work station to use the toilet or if you become unwell. In both cases, you should alert the invigilator using the chat function.

### C.2.5 Managing errors in the exam paper

It is not possible to circulate corrections or to raise queries with Examiners for exams using Moodle as there is no guaranteed mechanism of ensuring corrections are received without requiring you to continually check email (for example). If you think that there is an error or mistake in your exam paper, then you should consider answering an alternative question (if possible). If it is not possible, or the question is mandatory, then you should state what you consider the error or mistake to be at the start of your answer for that question and if necessary, you should state your understanding of the question. You should then try to complete the question as best you can.

Once the exam has finished, you should alert your tutor to the query.

The policy on Corrections during an examination can be found online at the bottom of the page [here](#) and in [Section A](#).

### C.2.6 Finishing and submitting your exam script

Your department will provide instructions on how they would like you to format, name and upload your response files, but remember to use **only** your [blind grading number](#) and do not include your name or any other personal details.

Allow for the time that it will take to scan (for Moodle) and upload your files and check your response thoroughly before submitting it. Once you have submitted it you cannot resubmit it or submit any further or additional work.

Do not wait until the very end of your exam time to start submitting your response as you may go over your permitted time.

### C.2.7 Script retention

You should retain your answer script at the end of the exam in case of query or if there are problems with the uploaded file.

If you have handwritten your answers, retain the physical copy as well as the scans you have uploaded. If you have typed your answers, save the file on your local hard drive.

### C.2.8 Assessment Moodle

Exams via Moodle are using a different platform designed solely for the online centrally timetabled exams delivered in the Easter Term 2022. It is cloud based and is separate from the University's main Moodle VLE.

The overall experience will be the same. Setup, access and communications will be the same, but there are some key differences including:

- It will have its own web address so the links in the messages to access the course will be different to those received previously.
- It will look slightly different, the main change being a purple colour scheme
- It will have its own user-defined settings for time zone.

In case of query, please email [moodlehelp@uis.cam.ac.uk](mailto:moodlehelp@uis.cam.ac.uk)

## C.2.9 Technical support and difficulties

### Moodle

If you are unable to download the question paper or experience other forms of technical difficulty accessing the course, contact the Moodle helpdesk at [moodlehelp@uis.cam.ac.uk](mailto:moodlehelp@uis.cam.ac.uk). The helpdesk is monitored Monday to Friday, 9am to 5pm BST, and 9am to 5pm BST on Saturdays.

If the query is urgent before 9am, please do not wait until 9am to inform the helpdesk of urgent issues but rather email them at any time so that the helpdesk will be aware when it opens.

The Moodle helpdesk will provide helpdesk support for queries about *live ongoing assessments* during exams that fall on the Saturdays and Bank Holidays during the exam period.

If you have difficulties submitting your work at the end of the exam, email your file to [onlineexams@admin.cam.ac.uk](mailto:onlineexams@admin.cam.ac.uk). You will receive an automated response which you should consider as confirmation of receipt. Queries should not be sent to this mailbox and will not be responded to.

### Inspira

If you encounter difficulties accessing the exam via Inspira, you should take the following actions: *(If using the portal, start from step 1, if using the browser, go straight to step 3 or 4)*

1. Immediately move to the browser version of Inspira (<https://cantab.inspera.com/>). In this case, you will use an alternative exam instance that has 'Inspira Browser' included in the exam title.
2. When completed, email [inspera@bio.cam.ac.uk](mailto:inspera@bio.cam.ac.uk) indicating that you were unable to access the exam via the Inspira Exam Portal and have completed it using the browser. Ensure you include your exam code (e.g. PBT0), paper code (e.g. PBS1) and your blind grading number.
3. If it is not possible to continue your exam in the browser, you can continue your exam by typing/handwriting. Answers can then be typed (or handwritten) and then uploaded to Inspira. If you are unable to access the exam paper online, you will be provided with a hard copy of the exam paper.
4. In some instances, you may be advised to switch to the [Assessment Moodle](#) site where the exam has been set up and take the exam. When complete, upload in the usual way.
5. When completed, email [inspera@bio.cam.ac.uk](mailto:inspera@bio.cam.ac.uk) indicating that you were unable to access the exam via Inspira and you have completed it in Moodle instead. Ensure you include your exam code (e.g. PBT0), paper code (e.g. PBS1) and your blind grading number.
6. Inform your College Tutor and/or Tutorial office of the difficulties faced and action you have taken.

**Zoom** (Invigilation via Zoom is only for some of the clinical veterinary exams.)

1. There is no technical support for Zoom other than that which may be available online. If you encounter difficulties and are unable to access Zoom, alert your College Tutor immediately via email.
2. If you undertake the exam without being invigilated via Zoom, the exam may be discounted and a further attempt will be required.

**ProctorExam** (only available for certain subjects)

Once approved, students will be given contact details in case of query and to report any technical issues.

You should also alert your College Tutorial Office via email of technical difficulties and actions you have taken.

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

## Interruptions to WIFI

### Moodle - difficulties sustaining a connection whilst loading your exam

If you have interruptions to your internet connection whilst loading files into Moodle that take you over the time window for upload, you should:

1. Email the file to [onlineexams@admin.cam.ac.uk](mailto:onlineexams@admin.cam.ac.uk) . You will receive an automated response which you should consider as receipt of the file. This should be done to demonstrate completion within the upload period and avoid any penalties.
2. Continue to try to load the file into Moodle for the next 30 minutes, even if it goes beyond the upload period. The emailed file (from point 1 above) will demonstrate completion within or just beyond the upload period.
3. Inform your College Tutorial Office of the problem that occurred and the action taken.

### Inspira

If you have interruptions to your internet connection whilst finishing your exam in the Inspira [portal](#)<sup>5</sup>, there will be technical support available on site. Continue to complete your exam – you will still be able to type into Inspira/handwrite your submission. Raise your hand and assistance will be offered. **Do not close the portal** before instructed to do so. At the end of the exam, you will be able to download your exam as an .ia file, which will subsequently be uploaded to Inspira. **This relies on the Inspira Exam Portal remaining open.**

If you have interruptions to your internet connection whilst finishing your exam in the Inspira [browser](#)<sup>6</sup>, continue to complete your exam – you will still be able to type into Inspira/handwrite your submission. Raise your hand and assistance will be offered. **Do not close your browser or leave the page** before instructed to do so. At the end of the exam, you will be able to download your exam as an .ia file, which will subsequently be uploaded to Inspira. **This process relies on the browser remaining open.**

### If being invigilated via Zoom or ProctorExam

If you have repeated interruptions to your internet connection that make it difficult to sustain a permanent connection, return to the exam as soon as you can, indicating to the invigilator via the chat function each time that your connection dropped. Alert your College Tutorial Office as soon as possible after the exam who will log the event.

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<sup>5</sup> Students who are sitting in the main examination venue will be using the portal

<sup>6</sup> Students who are sitting in another location (College, Central exam venue) will be using the browser

## C.3 After the exam

### C.3.1 Post-exam celebrations

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

### C.3.2 Mitigation

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

### C.3.3 Exam results

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

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

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

## D Information and Support

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

Email address for submitting work if unable to upload Moodle assessments	<a href="mailto:onlineexams@admin.cam.ac.uk">onlineexams@admin.cam.ac.uk</a> You will receive an automated response which should be taken as receipt. Queries sent to this email address will not be responded to.
Exam timetable	<a href="https://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable">https://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable</a>
Finding your blind grading number (candidate number)	<a href="#">Course: CamSIS for Students</a>
Inspira helpdesk	<a href="mailto:Inspira@bio.cam.ac.uk">Inspira@bio.cam.ac.uk</a>
Inspira information	<a href="#">Course: Inspira for SBS 2022 (cam.ac.uk)</a>
Mitigation information	<a href="https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation">https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation</a>
Moodle helpdesk	<a href="mailto:moodlehelp@uis.cam.ac.uk">moodlehelp@uis.cam.ac.uk</a>
Moodle Support Hub	<a href="#">Moodle Support Hub for Online Assessments: Guidance for students (cam.ac.uk)</a>
ProctorExam support	Contact details will be provided once application has been approved.