

Adjusted Modes of Assessment (AMA)

Guidance Notes for Faculties and Departments 2026-27

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BACKGROUND

This guide is designed to provide detail of the operational process as mentioned in the in the [Code of Practice: Access and Inclusion for Disabled Students](#) and in the Guidance Notes for Staff and Students 2026-27 found [here](#). It does not replicate the information or background available in the Code, and it is expected that all users have read the Code of Practice and Guidance Notes before reading this document.

As a result of feedback received and internal review, the Adjusted Mode of Assessment (AMA) application process has been amended for 2026-27. The primary changes are:

If a student has had an approved Adjusted Mode of Assessment in previous, recent years, then the full AMA application form is not required, provided the student remains on the same Tripos or course of study and their medical condition, disability and/or circumstance remain unchanged. If there are changes to the mode of assessment, competence standards or the student's request, the application may move onto the standard process, with the possibility of an internal meeting or a case conference. The shorter version application form, for repeat requests, can be found [here](#). The Mitigating Circumstances team will acknowledge receipt of the application with the College and then liaise with the relevant Department or Faculty, via circulation, to complete the Recommendation form, ensuring that the information within the received application form is accurate. The completed Recommendation form will then be considered under delegated authority by the EAMC. If the Committee has no reason to consider the AMA is advantaging the student, the Recommendation will be approved and circulated.

1. THE CIRCULATION PROCESS

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

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

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

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

2. THE CASE CONFERENCE

CASE CONFERENCE PROCESS (WHERE ORGANISED)

2.1. IN PREPARATION FOR THE CASE CONFERENCE

It is expected that the Department or Faculty will:

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

2.2. AFTER THE CASE CONFERENCE

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

3. THE ADJUSTED MODE OF ASSESSMENT PROCESS

PRINCIPLES

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

Please note that approved AMAs do not roll over to future years and a new application is required for each part of the Tripos/Course. This is due to the changes in the types of assessment between each year of study. However, for repeat applications the shorter version of the application form should be used, and the application will progress straight to the recommendation stage of the process, if the student's medical condition, disability and/or circumstance remain unchanged. Also, cases previously considered will not set any precedent for a particular disability or adjusted mode of assessment.

Further information regarding the AMA process can be found in the Guidance Notes for Staff and Students 2026-27 available [here](#).

POSTGRADUATE APPLICATIONS

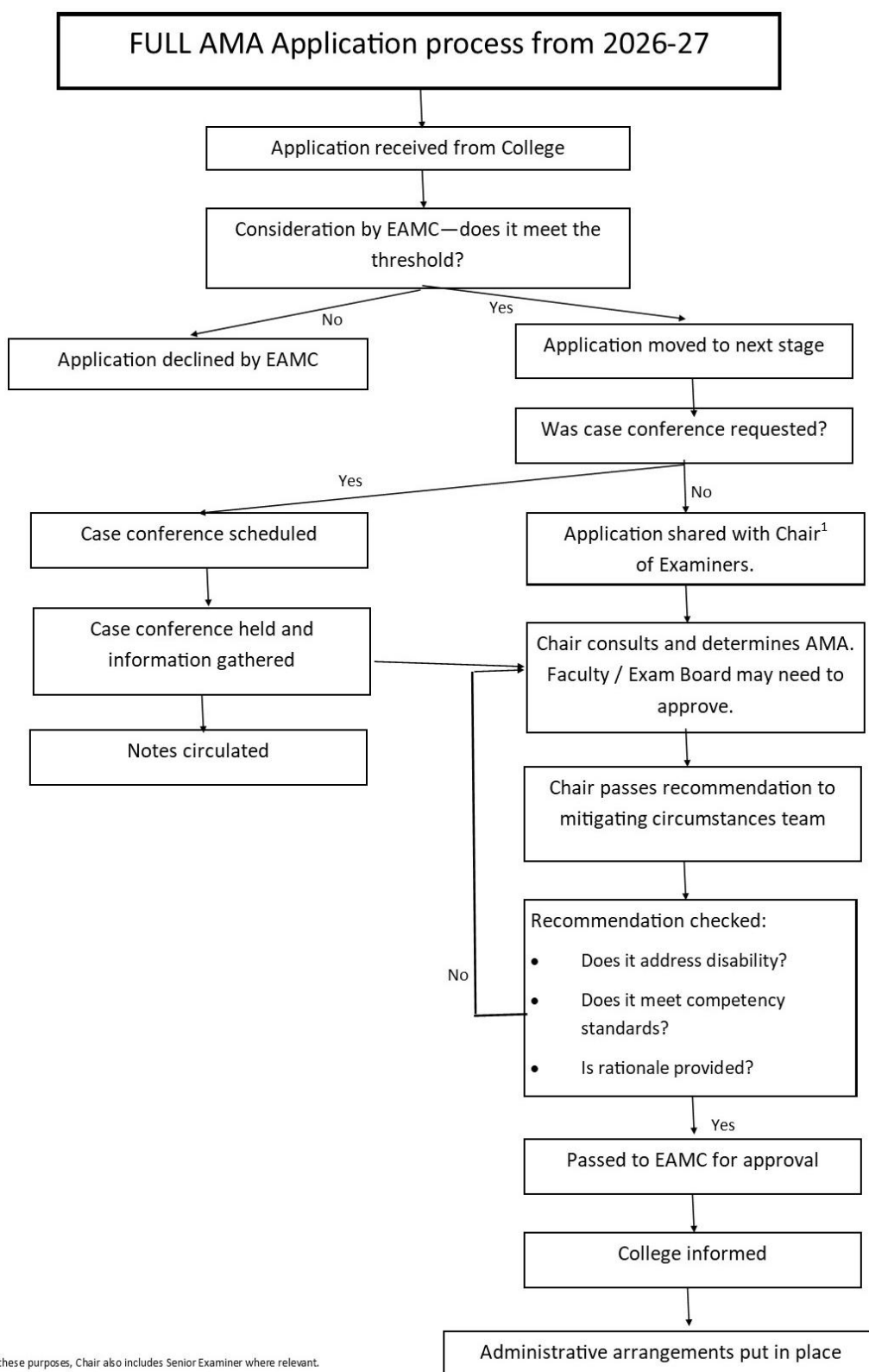
The EAMC initially considers all AMA applications to determine the threshold is met for an Adjusted Mode of Assessment.

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

KEY CONTACTS

Complex queries	Sophia.Barker@admin.cam.ac.uk
General / preliminary queries (to the Mitigating Circumstances team)	examarrangements@admin.cam.ac.uk

APPENDIX A – FLOWCHART OF FULL AMA APPLICATION PROCESS



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