Assessment Bulletin No. 2

This bulletin aims to consolidate, inform and remind of assessment considerations.

1. Examination Operations
2. Moodle
3. Second period
4. Examination Results

1. Examination operations

1.1 Assessment timetable

The assessment timetable (for centrally scheduled assessment) is now published and available online here. Students can view their own personalised timetable through CamSIS self-service of those assessments that are centrally timetabled. Students should approach their department for any further assessments being managed by their departments.

Since initial publication, a third version has been uploaded. The changes on this version are at the top of page 2.

Borrowed papers have proven to be particularly challenging as some departments are following the new assessment mode of the ‘owner or parent’, whereas others are not. We have endeavoured to include the information in the timetable. However, if students have concerns, they should ask their department to confirm, and undertake the assessments as directed by them. We acknowledge that this is not an ideal approach, but in the interests of accuracy and ensuring students are receiving information directly from their departments, this seems the most straightforward approach.

1.2 Assessments – 3, 5 or 24 hours

In response to the number of queries received regarding the length of the assessment and how long students should spend on them, students are expected to spend the same amount of time on the assessment as they would on the traditional exam. Therefore, if the exam would be 3 hours, then students should spend 3-hours; the exception being those student who receive exam access arrangements who would. Students are not expected to spend 5 or 24 hours on each assessment.

There are some subjects, such as Maths who are requiring students to only spend 3 hours on their assessment, even though the assessment is available for a longer window (24 hours). In these cases, the Exams Team will monitor the length of time between download of the question paper (QP) and submission, and in cases of concern, we will, in the first instance, contact the College to understand if there is a reason.

The data on time taken by students between downloading the QP and submission will not be shared with departments of exam boards.
If students encounter difficulties during these assessments, they should continue to work and submit if they are able and then contact their tutor (or other College officer) as soon as possible to alert them to those difficulties. We encourage Colleges to communicate the correct reporting route to their students to avoid any delays.

### 1.3 Assessment submission

We expect most students will be able to download the question paper, work and re-upload their work to Moodle without any issue. However, we have created a new mailbox for students to send their work if they have problems with loading work into Moodle.

The email address is exams2020@admin.cam.ac.uk

Students will receive an automated acknowledgement and the mailbox is only for submission of work. Queries sent to this mailbox will not be responded to.

**Action:** Please share this information with colleagues and students if they encounter problems submitting their work.

### 1.4 Corrections and queries during the assessment

There will be no facility to communicate question paper errors to students once the assessment window has opened. If an error within a question paper is identified, the Examiners will exercise the appropriate discretion during marking with due regard to consistency and fairness to all candidates.

Additionally, students must not attempt to contact Examiners or their DoS during the assessment if they believe there to be an error in the question paper, or asking for clarification on any points. They should continue with their assessment and discuss their concerns with their Tutor once that assessment is complete. Please also see the section below on examination reviews.

### 1.5 Reporting absence

As a reminder, the information flow to manage reporting absence from assessments has now been set and is shown in Appendix A.

The student is responsible for informing their College if they are unable to undertake an assessment – this includes whether it is formative or summative assessment, arranged by the central offices or by the department.

The College is then required to complete an online form which will inform the Student Registry. The Student Registry will inform the department.
1.6 Examination reviews

Students undertaking summative assessment will be able to raise a request for a Review under the standard process. Details can be found here - https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews

Students undertaking formative assessment should raise queries or complaints directly with the department. The examination review process is not possible for these assessments.

1.7 Existing EAA and AMA applications

All Colleges have now been contacted regarding students who may have required further adjustment for these Easter term assessments. If you understand there to be outstanding queries, please email exam.arrangements@admin.cam.ac.uk

1.8 New EAA applications

We would not expect there to be the same level of new EAA requests compared to a standard year’s applications. This is due to the changes in modes of assessment and that the needs of most students can be catered for through those changes.

However, where you need to submit an application for a new EAA, please continue to do so via CamSIS in the usual way. The types of application that are essential are:

- Where the assessment is a technical subject that will run for less than 5 hours
- Where the extra time exceeds 5 hours and the new assessment is 5 hours
- Where a student has an SpLD and a warning is required for spelling or grammar. Note, it is possible to just submit a warning for these students, rather than submit an EAA request.

2. Technical information

2.1 Moodle

The Exams Team have been working with the Teaching and Learning team in University Information Services (UIS) to develop and use functionality within the University’s virtual learning environment ‘Moodle’ to support remote submission for assessments.

UIS have compiled a document for students undertaking assessments using Moodle and this was attached to the email that circulated this bulletin. Please do circulate amongst colleagues and your students.

2.2 Technical issues

The Moodle team will only be able to respond to queries from students that relate to Moodle. They will not be able to assist with other technical issues, such as issues with Wi-Fi connectivity, browser issues or use of specific word processing or specific software packages.

Students should be reminded that if they encounter such issues that prevent them from undertaking assessments, they should inform their College Tutor without delay.
3. **Second period**

3.1 **Second period – students unable to undertake assessment in the first sitting**

As you are aware, there will be a ‘second period’ for certain assessments. The Student Registry will automatically enrol those students who were unable to undertake assessments in this term’s schedule, and whose subject is running assessments in the second period.

A review of those subjects and students in need of the second period will be undertaken once the first period is complete, in July. Further information will then be shared.

3.2 **Second sit – Part II students returning to undertake an assessment to be Classed**

As a reminder, there are a small number of subjects that are only allowing Pass / Fail in their Part II year and in order to be Classed, students are required to return to undertake further assessment (e.g. Mathematical Tripos). Colleges are asked to collect details of those students who wish to return to undertake this further assessment and the Student Registry will contact Colleges in due course for this information.

4. **Examination Results**

4.1 **Class Lists and mark collection**

Now that the timetable has been published, we will be asking departments to inform us of the dates of their final examiner meeting, and subsequent upload of Class and mark information into CamSIS.

It was previously indicated that we would not be publishing a list of expected publication dates. However, once we have received this information from departments, if it is possible, a list may be circulated.

Due to the changes in assessment, marks will be uploaded by departments over a period extended compared to previous years.

Only marks for summative assessment will be loaded into CamSIS and attached to students’ records.

4.2 **Transcripts**

As indicated above, only marks for summative assessment will be attached to students’ records and therefore, appear on an academic transcript.

Papers that students were enrolled for will continue to appear on a transcript to demonstrate those courses and teaching that the student undertook in the 2019-20 academic year. The wording ‘no recorded marks’ will continue to appear against those entries.

Additionally, a further statement will appear on each student’s transcript indicating that the teaching and assessment in 2019-20 was disrupted by COVID-19. The exact wording is still to be confirmed.
**Key Principles:**

- Student informs College, not dept. if not able to take assessment, within 48 hours of scheduled assessment. This aligns with current practice and offers some integrity of practice. Presumably tutor informed in case student needs some support, (for College to determine), then College to inform Student Registry (mechanism and timeframe tbc)
- The Student Registry will inform dept. of students not undertaking assessment. This aligns with current practice
- Depts. should not liaise directly with those students not undertaking assessment, but only via the students’ colleges.
- Students must alert their college no later than 48 hours from the start of the assessment if they were unable to undertake the assessment. If they are unable to do this (due to illness, internet connection) then they must do so at the earliest opportunity.
- SR automatically enrol such students onto next sit (where available)

<table>
<thead>
<tr>
<th>Hours prior to assessment</th>
<th>Period of assessment (e.g. 5 or 24 hours)</th>
<th>Hours after assessment submission is closed*</th>
</tr>
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<tbody>
<tr>
<td>48+</td>
<td>48</td>
<td>12</td>
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<tr>
<td>48</td>
<td>36</td>
<td>24</td>
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<td>12</td>
<td>48</td>
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<tr>
<td>12</td>
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<td>&gt;48</td>
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</tbody>
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- Student encouraged to log onto Moodle and check that assignment is visible. Raise queries / access FAQ’s if unable to view
- Dept. inform Student Registry of any student who has not submitted assessment by deadline. SR check with College.
- Student informs College if they know they will be unable to undertake assessment (with reason)
- Student informs College if they were unable to undertake assessment (and reason)*
- College informs Student Registry that student will not be undertaking assessment
- College informs Student Registry that student did not submit assessment
- Student Registry informs dept. that student will not be submitting
- Student Registry have complete list of all students, submitted and not submitted
- SR inform dept. of students that are known not to be undertaking assessment

*Where an assessment is scheduled to finish on a Friday, student must inform College no later than 9am GMT+1 the following Monday.