**Policy cover sheet**

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| **Policy name** | Managing corrections in examination papers  |
| **Purpose** | To ensure a clear and consistent approach to managing communication of corrections in examination papers; to allow for clear communication to stakeholders |
| **Owner** | Examinations and Assessment Committee |
| **Contact** | Emma Pauluseducationalpolicy@admin.cam.ac.uk |
| **Approved by** | General Board’s Education Committee  |
| **Approval date** | February 2023 |
| **With effect from** | February 2023 |
| **Next review due** | February 2025 |
| **Version** | 1.0 final/draft |

**Background and drivers**

1. Digital Assessment continues to develop across the University with a number of subjects continuing to choose online exams as their mode of assessment. It is known that this mode of assessment will continue in the coming years.
2. Students are expected to be in Cambridge during term time, when the majority of exams are scheduled. Depending on the mode of assessment, students will either be located across exam venues (handwritten and online), or taking an online remote exam in space they have identified as suitable.
3. For in-person exams, corrections to exam papers are communicated to the main exam venues and to Colleges (where students with reasonable adjustments may be sitting their exams). Exam supervisors and College staff communicate details of the correction to the students.
4. Students taking timed exams online are not permitted to access any website or other resource during the exam other than the exam platform. It is not therefore possible to notify students of corrections to exams.
5. Whilst students taking open book online exams are permitted to access resources during the exam, it is not possible to notify all students of a correction and be assured that all students have picked up the notification.

**Policy on managing corrections to examination papers**

1. No student should be disadvantaged by an error on a question paper. Where an error is identified, the Exam Board should determine how to manage cases where students have attempted to answer that question.
2. Faculties and Departments should notify the Exams Office as soon as a correction is discovered, irrespective of how the exam is being delivered.
3. Where the examination is taking place in-person[[1]](#footnote-1) details of the correction will be communicated to students via invigilators and College staff. This will be circulated as soon as possible however there may be a short delay between students taking the exam in the main venue and those in other locations whilst the correction is transmitted.
Communication of a correction may result in a small amount of extra time added onto the end of the exam to offset the interruption of announcing a correction. This will be determined by the Exams Office and communicated to all sites, including where a student is taking the exam in College.
If a student has already attempted to answer the question, prior to the correction being announced, they should not attempt to replace that question with another but focus on the remaining questions. Students should raise concerns with their Tutor once the exam is concluded, who will in turn raise it with the central Exams team.
4. For students taking exams online, which are not invigilated, no corrections will be circulated. Students should raise concerns with their Tutor once the exam is concluded. The Tutor should then raise it with the central Exams team.
1. This includes students taking in person written, and in person, online examinations. [↑](#footnote-ref-1)