Assessment Bulletin No. 5

This bulletin provides further information and guidance to Colleges, Faculties and Departments in relation to the delivery of the second assessment period for Easter Term 2020 and focuses on the following key areas:

1. **Second Assessment period**
2. **Timetable information**
3. **Question papers**
4. **Moodle & script management**
5. **Students with disabilities & Exam Access Arrangements**
6. **2nd MB & 2nd Vet MB assessments**
7. **In person exams – Mathematical Tripos, Part II**
8. **Examination results and Class Lists**
9. **Key contacts**

### 1. Second Assessment period

The second assessment period will run from 7 – 25 September 2020 (except for the Mathematical Tripos Part II, which will take place w/c 24 August 2020).

The University has committed to a second assessment period to be taken under the **same conditions** as the Easter term. This includes the use of Moodle (for centrally managed assessments) and the structure within Moodle for any borrowed papers. **There is no expectation that students are required to be in Cambridge to undertake these assessments.**

The second assessment period is for:

- all students undertaking summative assessment in the Easter term 2020; and
- where that summative assessment was under timed conditions for less than 24 hours; and
- where for good reason, the student was not able to undertake some or all of their assessments in the first assessment period.

Where a student was only able to take some of their assessments in the Easter term, those marks will be carried over to the second assessment period and will be considered as a whole by the Examiners after the second assessment period.

The second assessment period is available for candidates for Tripos examinations as well as candidates for postgraduate taught courses, including any Master of Philosophy students who undertook timed assessments.

Lists of candidates have been compiled from information supplied by Colleges through the online reporting form, and from departments not Classing or passing students. Lists have then been validated by departments and Colleges. This information has then been used to build the timetable.

Further information is available online [here](#). The **supplementary guidance** issued for the Easter term for examiners and Exam Boards is relevant to Exam Boards convened to Class students after the second assessment period.
2. **Timetable information**

The timetable for the second assessment period will be published w/c 3 August 2020. The published timetable will include both those assessments that are being managed centrally via Moodle as well as those timed assessments being managed locally within the Faculty of Economics and the Department of Computer Science.

Once published, students will be able to view their timetable in CamSIS self-service, as well as online [here](#).

Colleges will be able to identify those students in the second assessment period by searching for students with the ‘Online Assessment (September)’ attribute.

Alternatively, Colleges can run the query ‘SR_2AP_TTABLE_BY_COLLEGE’. This query will show the students at your College who are enrolled into the second assessment period as well as any pre-clinical Medics and Vets. The following should be noted with the output from this query:

- It is not possible to link enrolments to a career number (only career) - if you are aware of alumni who are undertaking study at another College, then they may appear on your list.
- Assessments that are 24 hours in length will show two rows – one for each 12 hour period. For example, it will show one line for an assessment that starts at midday on Tues running 12:00 PM – 11:59 PM then a second line for Wednesday showing 12:00 AM – 12:00PM
- In some instances, rows are further duplicated. This is due to the need to build the query quickly (rather than skilfully). These duplicates can be removed by downloading the data into excel then navigating to Data>Remove duplicates and ticking USN, Name, Subject, Catalogue, Exam date, start time and end time.

3. **Question papers**

### 3.1 Rubric

Departments must offer clear instruction on the question paper on how assessments should be completed, including number of questions and any restrictions where questions are divided into sections.

The rubric should also be clear about any additional materials required for completion of the script, such as online access to statistical tables, graph paper that requires download etc.

The rubric must also include clear information on how the completed script should be submitted – typed or handwritten with photo upload.

### 3.2 Submission of Question papers

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The deadline for new question papers for the second assessment period is **Friday 7 August 2020** with submission via MS Teams (as Easter term 2020). The same nominated contacts as Easter term will have access to the relevant Teams and folders to upload question papers to, including where the paper is borrowed.

Please upload question papers in PDF format and **do not password protect** question papers. Where the paper is borrowed, please rename the file with the borrowed Tripos code and paper code. This will avoid any confusion for the team members who will be uploading the question paper to Moodle.

As Easter term, when additional materials are required e.g. statistical tables, coversheets etc, these must be uploaded alongside the question paper. **The Exam Office will not be providing these additional materials** (with the exception of graph paper, which can be downloaded from the [Moodle Support Hub for Online Assessments](#)).

**Action: Departments:** Upload question papers for second assessment period to MS Teams by **Friday 7 August 2020**.
4. Moodle & script management

4.1 Access to centrally managed exam papers via Moodle

Students will be able to access the Moodle courses containing centrally managed exams 72 hours before their assessment is due to begin. The question paper will appear in the course as a PDF to view or download, as well as the assessment tool for submissions. They should be visible but greyed out and inaccessible until the assessment begins. Please advise students that they should check that they have access before the assessment period begins. If they have any issues, ask them to contact moodlehelp@uis.cam.ac.uk.

Departments that are managing their own assessments should provide students with separate instructions on how to access courses and when they will be available. Please also provide students with a contact in your department for any access queries.

Please advise students who are no longer resident in the UK to update the time zone in their Moodle profile to ensure the times shown in the system — such as assessment deadlines — are correct for their location. Instructions are available on this page of the Moodle help course: https://www.vle.cam.ac.uk/course/view.php?id=156022&sectionid=2666811.

The same nominated departmental contacts as the first assessment period will be able to download and manage the distribution of submissions for grading outside Moodle, when the assessment period is complete. If those contacts have any difficulties with access, please contact moodlehelp@uis.cam.ac.uk.

**Corrections or questions during the assessment are not supported**, however if a correction is identified **before** an assessment takes place, please contact examops@admin.cam.ac.uk.

4.2 Format and submission of handwritten assessments by students

Any students who will be handwriting their exam scripts will be asked to scan the pages to a PDF and upload the file to Moodle for submission.

The Teaching and Learning Systems team at UIS has provided instructions on how to do this, as well as a list of recommended iOS and Android apps, in the following Moodle course: https://www.vle.cam.ac.uk/course/view.php?id=182441. Students will need to self-enrol in order to access the course.

Students can test the process of uploading and submitting scanned documents in the practice area included in this Moodle course.

Any students who will be handwriting scripts but lack a suitable device to scan the pages should be asked to contact their department to make suitable alternative arrangements.
4.3 **Blind grading numbers for locally managed exams**

If your department is running second sittings of assessments locally and requested blind grading numbers (BGNs) for your category in Easter Term assessment period, you'll need to utilise the same category (not creating any sub categories) for these assessments in Moodle, as the setting applied for that period will remain in place until next year’s new BGNs are set.

4.4 **Guidance and best practice for using Turnitin for remote assessments**

It is best practice not to ask students to submit exam scripts via Turnitin because it is a third-party system and the University has no control over its availability. Turnitin is likely to experience high demand during the exam season, which increases the possibility of performance issues that may prevent students from submitting their answers on time.

Therefore, exam scripts will not be submitted to Turnitin automatically in centrally managed remote assessments. If your department has been given extraordinary permission to run assessments locally, we recommend that you also avoid this approach. Instead, we suggest using Turnitin after the assessment to check scripts by either:

- downloading assignment submissions from Moodle and uploading them to the Turnitin UK website directly
- using the Turnitin Moodle plugin for examiners to manually check individual scripts within the Moodle course.

The Exams Office recommends checking a sample of scripts rather than all of them.

Further information and guidance is now available in the following Moodle help courses:


Note that you will need an account with Turnitin to upload scripts to the website directly. If you do not have one, please visit [https://www.plagiarism.admin.cam.ac.uk/turnitin-uk/turnitin-info](https://www.plagiarism.admin.cam.ac.uk/turnitin-uk/turnitin-info) for further information on terms and conditions, as well as how to request an account.

4.5 **Illegible scripts**

If a script received is deemed illegible, for example where the quality of upload is extremely poor; images are distorted or handwriting illegible, students should be asked to resubmit their work. The resubmitted work should be checked against the originally submitted work and script / text outline should still be identifiable, even when the original is illegible. Departments are also advised to interview students, as allowed under current regulations.
5. Students with disabilities & Exam Access Arrangements

5.1 Students with SpLD’s

As in Easter Term 2020, the Student Registry will continue to send the Chair of Examiners a list of those students for whom it has received notification of a diagnosed SpLD. The Chair is responsible for forwarding this information to the relevant Examiner(s). In such instances, the University’s policy is that minor errors of grammar and spelling are not penalised, but otherwise Examiners should mark the work normally.

5.2 Students with approved Examination Access Arrangements (EAA)

As before, most students who have EAA’s approved will not require any further adjustment to assessment as the new assessment mode and timing will accommodate the majority of requirements. Where students require more specialist support, this will be discussed with the student’s College. If circumstances have changed and a student now requires EAA’s, please submit a request through CamSIS in the usual way against Easter Term 2020 and email exam.arrangements@admin.cam.ac.uk with the details. For any other queries regarding EAA’s, please email exam.arrangements@admin.cam.ac.uk.

Departments that are running local assessments under timed conditions that are less than 5 hours, you will require a list of those students who receive extra time as standard. To obtain a list, email exam.arrangements@admin.cam.ac.uk.

For summative assessments, departments are not able to award any allowances to students, either for EAA’s or allowances in marking or disregarding papers. These continue to be managed centrally and in case of query, please email exam.arrangements@admin.cam.ac.uk or eamc@admin.cam.ac.uk.

6. 2nd MB and 2nd Vet MB (pre-clinical medics and vets)

Tripos examinations for 1st and 2nd year medics and vets were not scheduled in the Easter term, with candidates being ‘Allowed to progress’ for Tripos.

The 2nd MB / 2nd Vet MB professional exams are now scheduled for September as a first sit.

These exams will be online using Moodle and students are not required to be resident in Cambridge.

All students have been enrolled for these exams and will appear in any lists that you run (see point 2 above). Additionally, the exams appear in the published timetable and for students to view in CamSIS self-service.

Important note: Only those subjects which would usually run in the Easter term within the Tripos are scheduled for September – those subjects which would usually run as re-sits in September are not scheduled and will be included with the re-sit period (see below).

6.1 Re-sits and out of sync students

The re-sit period for these exams is still to be confirmed, but it is expected to be in December 22020 or January 2021.

Students who have intermitted and are now ‘out of sync’, or were due to re-sit in the Easter term have also been enrolled. Details on checking these lists of candidates will be circulated to Colleges separately.
7. **In person exams – Mathematical Tripos, Part II**

Information will be circulated to Colleges separately on the in person exams scheduled for September 2020.

8. **Examination Results and Class Lists**

A further round of examination results and Class Lists will run following the second assessment period and the 2rd MB pre-clinical exams. Exam Boards are expected to confirm exam results under the same conditions as the Easter term, (which allows for confirmation via circulation) and produce a Class List.

**There is no need for departments to download and upload a Grade Roster.** Due to the small number of candidates involved, please send a signed Class List and mark breakdown for each student to grade.rosters@admin.cam.ac.uk

9. **Key contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Jenny Green</td>
<td><a href="mailto:Jenny.Green@admin.cam.ac.uk">Jenny.Green@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Head of Exams, Assessment &amp; Mitigating Circumstances</td>
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<tr>
<td>Jo Overhill</td>
<td><a href="mailto:Jo.Overhill@admin.cam.ac.uk">Jo.Overhill@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Deputy Head of Exams</td>
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<tr>
<td>Annabel Curd</td>
<td><a href="mailto:Annabel.Curd@admin.cam.ac.uk">Annabel.Curd@admin.cam.ac.uk</a></td>
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<tr>
<td>Deputy Head of Mitigating Circumstances</td>
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<tr>
<td>Mark Collection and Submission</td>
<td><a href="mailto:Grade.Rosters@admin.cam.ac.uk">Grade.Rosters@admin.cam.ac.uk</a></td>
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<tr>
<td>General exam queries</td>
<td><a href="mailto:examops@admin.cam.ac.uk">examops@admin.cam.ac.uk</a></td>
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<tr>
<td>(for departments only, not to be shared with students)</td>
<td></td>
</tr>
<tr>
<td>Tracey Boram</td>
<td><a href="mailto:Tracey.Boram@admin.cam.ac.uk">Tracey.Boram@admin.cam.ac.uk</a></td>
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<tr>
<td>Head of Student Records</td>
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<td>Jane Clare</td>
<td><a href="mailto:Jane.Clare@admin.cam.ac.uk">Jane.Clare@admin.cam.ac.uk</a></td>
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<tr>
<td>Administrative Officer, Educational Quality and Policy</td>
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- Information for Examiners and Exam Boards (including the Safety Net) can be found [here](#).
- Previous bulletins can be found [here](#).
- Guidance on undergraduate and most postgraduate (taught) allowances can be found [here](#).
- Guidance on the Second Assessment Period can be found [here](#).