Assessment Bulletin

Easter term 2020

Following the approval of assessments, this bulletin aims to provide information and guidance to Faculties and Departments in relation to the operational management of online assessment for Easter Term 2020.

Further bulletins will be circulated over the coming weeks covering a variety of topics specific to this assessment period.

This bulletin focuses on the following key areas:

1. Assessment spreadsheet
2. Borrowed papers
3. Timetable considerations
4. Moodle
5. Question papers
6. Blind Grading Numbers
7. Students with disabilities
8. Extensions
9. Marking and Grade Rosters
10. Key contacts
11. Checklist

1. Assessment spreadsheet

Attached to this document is a spreadsheet listing modified assessments due to take place in Easter Term 2020. Please check that the assessments and details listed are what you understand to have been approved. If you have any queries or concerns on the content please contact us as soon as possible and certainly before 3pm on Wednesday 15 April 2020 (the deadline for return) via RecordsandExams@admin.cam.ac.uk

Once we have all spreadsheets we shall begin work on drafting the timetable.

Formative and Summative assessment

To ensure that the Centre has a complete overview of assessments in Easter term, we need to have a clear understanding as to whether the modified assessments scheduled are formative or summative.

Formative assessments

Where formative assessment is over a period more than 24-hours, for example, coursework, essays, submission of work this will not be centrally timetabled. It is the Department’s responsibility to schedule and inform students of those deadlines.
Where requested, the Student Registry can schedule formative assessment being run through Moodle for assignments that run for a period of 5- or 24-hours. We would then, in consultation with you, schedule these in the standard exam period (18 May – 13 June).

Please note that students should receive feedback on formative assessment, but no marks will be recorded on the University transcript.

**Summative assessments** that are run through Moodle for a timed session, usually 5- or 24- hours, will be centrally timetable by Student Registry and a mark will be awarded which will appear on the University transcript.

**Action:**
1. Check the detail in the spreadsheet and in particular:
   a. Where it exists, check and amend if necessary, the time allocated for each assessment (*column H*). The option of 3-hours is only available to a small number of technical subjects, which has been approved exceptionally.
   b. In *column I*, indicate whether each assessment is formative or summative, by using F or S.
   c. In *column J*, indicate if the assessment is to be scheduled centrally*.
   d. In *column K*, indicate if you will be using Moodle with a Y or N.
   e. In *column L*, if you are using Moodle, please indicate which tool – Assignment (which is the preferred method), Turnitin or Other.

*To remind, all summative and formative online assessment timed for 5- or 24-hours will be scheduled centrally.*

2. By **3pm Wednesday 15 April 2020** please return the completed spreadsheet to Student Registry via **RecordsandExams@admin.cam.ac.uk**

3. By **midday on Thursday 23 April**, email **RecordsandExams@admin.cam.ac.uk** if you wish us to timetable those formative assessments that extend over 5- or 24-hour periods not already confirmed by 15 April.

**2. Borrowed papers**

The borrowing of papers has been reviewed between the owner (the parent) and the borrower (the child).

For 1st and 2nd years, the borrowing is managed as these years are primarily formative assessment. For 3rd year, integrated Masters and 1 year Masters courses, the borrowing is mainly managed as this assessment is primarily summative.

However, there are a small number of cases where a ‘summative assessment’ year is borrowing from formative assessment. Where we have identified them, these are highlighted in green. In these cases, the department borrowing the paper (i.e. the child department) should contact the ‘parent’ department to negotiate an appropriate assessment and transfer of marks to allow those candidates to be Classed.
3. Timetable considerations

Where assessment is being scheduled centrally, or a mix between centrally and locally scheduled assessments, we ask that you inform us of any timetabling considerations. This might include the ideal sequence or dates of assessments, or if you are running a mix of formative and summative assessment and need to avoid clashes with those deadlines.

Efforts will be made to schedule assessments based on the information received, however this cannot be guaranteed.

Departments are responsible for scheduling and communicating to students other assessments that are beyond 24- hours in length

In addition to information supplied by you, we will also be considering the following when drafting the timetable:

- **The start time of assessments.** There will be a deviation from the standard start times of an exam of 9am or 1.30pm to ensure that there is appropriate support for the start and end times of an assessment, when it is expected there may be a peak in download / upload and saving within Moodle. Consequently, 24-hour assessments will be scheduled to start at midday (GMT+1). The start time of 5-hour assessment windows will also start at midday (GMT+1), with some local adjustments upon discussion.

- **The end time of assessments.** Assessments will not be scheduled to complete on a Saturday. This will include assessments which are 24-hours long so these will not be scheduled to start on a Friday.

- **Clashes with religious observance.** Those subjects that have students who have previously indicated religious observance via the University faith policy will be scheduled with that consideration.

Following this, a draft timetable will be circulated to as soon as we are able to.

**Action:** Please inform Student Registry of timetabling considerations via RecordsandExams@admin.cam.ac.uk by **3pm on Wednesday 15 April 2020.**

4. Moodle

The Teaching and Learning Systems team at UIS is working with the Exams Office to finalise the policies, procedures and support materials for central assessments. Guidance will shortly be issued on areas such as:

- how students will be added to exam papers;
- which mobile applications they could use to scan and upload written submissions, and how to test them before the exams;
- how departments can support their students;
- how examiners will access exam scripts;
- how to/who can correct exams; and data retention policies.
There will also be further guidance for departments on how to use Moodle for formative or summative assessment, including information on exam number blind submissions, how to use the plagiarism detection service Turnitin and other considerations when planning for remote assessment.

5. Question papers

5.1 Preparing your Question paper

Preparation, editing and copying of question papers needs to be undertaken under strict confidentiality. All versions of draft and final copy must be typed, copied and stored securely.

The format of examination question papers should remain as close as possible to that set out in the Guidance Notes circulated in December 2019.

Question papers must be thoroughly proof read and formally approved prior to submission.

Accuracy is key as Examiners will not be available in the first 20 minutes (across every time zone) and students will not be able to raise queries about the question paper during an assessment, nor will corrections be issued. If an error within a question paper is identified during an assessment, the relevant question(s) must be disregarded at marking.

The Question papers required are as follows:

- **For 3rd year Tripos, integrated Masters and other Taught Masters (MPhil, LLM etc) assessment, where that assessment is summative and run centrally**
  You are required to submit a PDF copy of the final version of each set of assessment questions, laid out as a standard examination question paper. The pdf should be saved as the subject code and then paper code. For example ‘LWT0 Paper 1’
  The deadline to submit is 5pm **Friday 1 May 2020**.
  If you are sending this file by email, please send to recordsandexams@admin.cam.ac.uk
  Files should be password protected, with the password forwarded on in a separate email. Alternatively you can share the document via OneDrive to ‘AD Records and Exams’ (this is how it will appear as you type).

- **For 3rd and 4th year Tripos and integrated Masters assessment, where that assessment is summative and run within the department, e.g. submission of coursework, essays.**
  It is assumed that there is no ‘question paper’ and therefore no document is required.

For 1st and 2nd year Tripos assessment, where that assessment is formative and run within the department, e.g. submission of coursework.

It is assumed that there is no ‘question paper’ and therefore no document is required

**Action:** To submit your final version of each question paper to be uploaded to Moodle to the Student Registry by 5pm **Friday 1 May 2020**.
5.2 Word Count

The majority of online assessments are to be completed within either a 5- or 24-hour window. However, it will be generally expected that students do not work more than the usual length of a Cambridge examination. The extended time window allows for those students taking the examination in different time zones; provides for those students who are permitted extra time and/or rest breaks and offers flexibility to those who encounter technical difficulties.

In order to emphasise that all students should only work for the usual amount of time they would have in a timed physical exam, and to ensure parity between non-disabled and disabled students, it is expected that word limits are put in place for online assessment questions and faculties and departments must set clear guidelines on word limit. Where an assessment is for 24 hours, then a word limit is compulsory.

If you would like guidance on setting word limits, please contact Helen Duncan, Senior Neurodiversity Adviser (at the Disability Resource Centre) who has published research in this area. Helen.Duncan@admin.cam.ac.uk

*Action:* Identify word limits for online assessment questions and set clear guidelines on word limit. Such word limits should be clearly displayed on the front of the Question Paper and where possible, communicated to students prior to the assessment. Communicate to students the expected time you expect them to spend sitting the assessment.

5.3 Format and submission of assessment by students

The Question paper must be very clear about how the assessment is to be submitted and its word count. Some examples may include:

- Upload of a typed document, such as a word document or pdf.
- Handwritten scripts scanned, using a mobile app and submitted as a pdf.
- A photograph of a handwritten script including formulas, diagrams etc.
- Text submitted directly into Moodle.

If ‘text submitted directly into Moodle’ is chosen, then students will be advised that they should write their answer in a word document and copy and paste into Moodle to avoid loss of work in the event of a technical issue. It is not recommended that a student would copy and paste text directly into Moodle.

We recommend that you inform students prior to the assessment of the method to be used. It is also possible to put this information on course setup within Moodle, if enough notice is given.

If you require further guidance on the possible methods, or if you wish to add information to the course setup in Moodle, please email the support team on moodlehelp@uis.cam.ac.uk
6. **Blind Grading Numbers (candidate numbers)**

Those summative assessments that are managed centrally will make use of the Blind Grading number. These are currently being pulled into Moodle so that exam scripts can be marked anonymously.

The Teaching and Learning team in UIS will shortly issue further guidance for those departments running formative assessment, or longer summative assessment who are managing this themselves, and who wish to use the blind grading numbers.

7. **Students with disabilities**

It is envisaged that the modified assessments will negate the need for many specific examination arrangements. For example, those students that were previously awarded additional time and/or rest breaks, should now not require any further time extensions. Similarly, if students had been approved to use a computer, then online assessment from home should mean that they are able to complete this in the same way as their peers.

Further information on student with disabilities will follow in a further communication which will follow in the coming weeks. This will include advice for managing vivas for students with disabilities as well as information on obtaining information on students SpLD’s and where Exam Access Arrangements have been approved.

If students are contacting you with concerns, please refer them to their College Tutor in the first instance.

8. **Extensions**

**For Easter term 2020 only, Departments should consider applications for extensions.** Therefore, for this term only an application from a student’s Tutor will come direct to the department and not via the Exam Access and Mitigation Committee (EAMC). This is for the Easter term 2020 only and will revert back to the EAMC in the future.

This temporary change in process will allow Faculties and Departments to determine their own rules regarding extensions, based on the threshold criteria within the University’s *Statutes and Ordinances* of an extension being given where there is ‘significant medical or other grave cause’. You may wish to consider locally some general principles, noting that these may develop over time as applications arrive. Any principles should be recorded and kept by the Department.

It is also been agreed that the evidence threshold is lowered/removed at this time, given that it is unlikely that students will be able to access medical support and the subsequent evidence. To enable some parity, we recommend that departments adopt the following principles:

   a) if the student has been unwell or caring for someone who has been unwell, but is now able to work, then an extension is offered. No evidence needed.
b) If the student does not have access to facilities/internet for work, then consider whether the student should be offered an opportunity to complete the coursework at a later date, once the university is fully operational – like the second sit for the written assessment. If that is not possible, then the student would need to apply to the EAMC to be classed without the coursework element.

The key principle is that no student should be disadvantaged by the current position.

You may note from the guidance previously circulated, and the information available on the Assessment FAQ, that if approved, any extension should not extend into the next academic year and the results of such coursework would be considered by the same Exam/progression boards as originally anticipated. When agreeing an extension, do consider that, but also consider any second sitting (and that subsequent Examiners meeting).

Any decision to decline or provide a shorter extension than requested should include reasons for that decision. Regardless of outcome, students can still request a ‘Review of a Decision of a University Body’ – [https://www.studentcomplaints.admin.cam.ac.uk/reviews-decisions-university-bodies](https://www.studentcomplaints.admin.cam.ac.uk/reviews-decisions-university-bodies) following the decision. As a result, this process must be referenced in any negative outcome decision to students and may also be referenced in positive outcome decisions. Suggested wording to include on your outcome communication to students is as follows:

*If you are dissatisfied with this decision because you consider there have been (a) procedural irregularities in the decision-making process, (b) the decision is unreasonable, or (c) there is new, material evidence that you could not have previously submitted, then you have 14 days from the date of this email to submit a request for review of the decision. If you wish to submit a request for review, you will need to submit the form available on this webpage: [www.studentcomplaints.admin.cam.ac.uk/reviews-decisions-university-bodies](https://www.studentcomplaints.admin.cam.ac.uk/reviews-decisions-university-bodies) and all evidence that you wish to be considered to studentcomplaints@admin.cam.ac.uk within 14 days. You should include a copy of this correspondence with your request. You must continue to comply with the submission date for your assessment whilst the review is ongoing, the review process can take around 28 days to complete.*

### 9. Marking and Grade Rosters

Further information will follow, but key information on these topics:

- Formative assessment will not have a mark applied to the central student record and will not appear on a student’s transcript. Feedback should be available to the student on these assessments.
- Summative assessment will have a mark applied to the central student record and will appear on a student’s transcript.
- Students in the 1st or 2nd year of Tripos will **not** be classed. Therefore, we are not expecting any grade roster to be submitted for these courses.
- Students in the 3rd year of Tripos, integrated Masters’ courses and one year Masters’ courses will have grade rosters created and marks, and classes or pass/fail are required to be submitted.
10. Key contacts

Key contacts

Jenny Green – Head of Exams, Assessment and Mitigating Circumstances
Jenny.Green@admin.cam.ac.uk

Jo Overhill – Deputy Head of Exams and Assessment
Jo.Overhill@admin.cam.ac.uk

Craig Belcher – Administrative Officer (Exam Operations and timetabling)
Craig.Belcher@admin.cam.ac.uk

Queries on mark collection and submission.
Grade.Rosters@admin.cam.ac.uk

General Enquiries
RecordsandExams@admin.cam.ac.uk

Moodle General Enquiries
moodlehelp@uis.cam.ac.uk

Teaching & Learning Systems Manager
Jessica.comber-chaney@uis.cam.ac.uk

11. Checklist

Key dates and deadlines from this document. All to be sent to recordsandexams@admin.cam.ac.uk

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 April 2020 (3pm)</td>
<td>Complete Assessment spreadsheet and return</td>
</tr>
<tr>
<td>15 April 2020 (3pm)</td>
<td>Inform Student Registry of any timetable considerations.</td>
</tr>
<tr>
<td>23 April 2020 (midday)</td>
<td>Inform Student Registry of formative assessment to be timetabled centrally (if not already done)</td>
</tr>
<tr>
<td>1 May 2020 (5pm)</td>
<td>Submit a copy of each question paper</td>
</tr>
</tbody>
</table>