Assessment Bulletin No. 3

Revised version circulated 22/5/20. Revision to point 1.1 shown in red text

This bulletin provides further information and guidance to Faculties and Departments in relation to the delivery of online assessment for Easter Term 2020 and focusses on the following key areas:

1. Operational matters
   - Time spent, word limit, Question papers, additional materials
2. Student attendance and second period
3. Script Management
   - Receipt of scripts / Turnitin / Metadata / illegible scripts
4. Class Lists and graduation
5. EAMC and allowances
6. Key contacts

1. Operational matters

1.1 Time spent on assessments that occur over a 5 or 24-hour window

Faculties and Departments are reminded that the purpose of the extended assessment window is to allow students across all time zones to complete the assessment at a convenient time, irrespective of their physical location and to allow leeway should the student encounter any technical difficulties. It also provides for those students who would be awarded examination adjustments.

In setting this window, the University does not expect the student to spend all the time on the assessment but instead expects that a student would spend the same amount of time as if they were sitting in an Exam Hall. For example, if the examination would normally be scheduled for 3-hours, then that is the time the student would be expected to spend on the assessment. Students with approved examination adjustments would take the extended time normally awarded.

Faculties and Departments are asked to review messages to students to be clear about what is expected, ensuring that those messages are inclusive to all candidates.

We are mindful that there are varying expectations across Faculties and Departments about how much time a student should take on the online assessments; some are not concerned about the time students will take within the period, others are very concerned.

Consequently, for those few Faculties and Departments that are concerned about the time students spend on the assessment, the Exams Team will (for those assessments being managed centrally) monitor the download and upload times and, where there is a cause for concern, will in the first instance, raise this with the student’s College. Where it is agreed there is a case to be answered, the usual procedures would apply.

Faculties and Departments undertaking their own assessments will have access to the download and upload times. If you choose to monitor such information, you are expected to follow the process being applied by the Exams Team.
1.2 Word Limits and Marking criteria

The introduction of a fixed word limit for most subjects was intended to limit students from working beyond the standard expected. However, some students might be prone to writing excessively. Therefore, to encourage students to approach the assessment as if sitting an examination rather than submitting a piece of coursework, you are encouraged to make your marking criteria clear to students. You might also wish to indicate your approach where a student exceeds the word limit.

**Action:** review communications with students on word limits

1.3 Question papers

The question papers are now being loaded into the assessment courses in Moodle. An email with a link to the course will be sent to those nominated contacts 3-5 days before the assessment begins.

**Action:** once received, you will need to send the link to those students enrolled for the assessment. Where subjects borrow your assessment, you must also send the link to those students.

Some departments have reported that they have set up their own Moodle teaching space for their department which will have a link to the exam space. Students in these departments will be able to go to their usual pages in Moodle and navigate to the assessment category in Moodle.

All students will also be able to find the course on their own Moodle page.

1.4 Supplementary materials for students

Where additional materials are required (e.g. coversheets, data books and statistical tables) in Moodle alongside the question paper, these should have been uploaded with the question paper(s) in MS Teams. These will not be provided by the Exam Office.

If additional materials are required and have not been uploaded, where possible these need to be made available to students by departments before the assessment is due to take place. However, if it is essential that they are included in Moodle, please upload to MS Teams and email examops@admin.cam.ac.uk to indicate what items have been loaded and for which assessments as soon as possible.

The exception is standard metric graph paper. A template for graph paper is now available to all students on the Moodle support hub.

2. Student attendance and Second period

2.1 Student attendance

As a reminder from the information provided in the second bulletin, 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.
2.2 Second period – students unable to undertake assessment in the first period

Students who are unable to undertake assessments in this first period, and whose subject is running assessments in the second period, will be automatically enrolled by the Student Registry to sit in the second period. Students in years 1 and 2:

- will not be required to undertake assessments in the second period where those assessments are **formative** only. If students are unable to take the formative assessments as first scheduled, they might seek an extension, but since no marks will be awarded, students will be allowed to progress without further assessment or allowance;
- will be required to undertake the assessments in the second period, or seek an allowance, where those assessments are **summative**, in order to progress

Further information on the second period will be shared, once it has been agreed when this will occur.

3. Script Management

3.1 Receipt of scripts

At the end of the assessment window, nominated contacts will be able to log into Moodle and download the submitted scripts. Instructions on the process can be found online within Moodle [here](#).

The Exams Team will not be providing printed scripts

If a student encounters any technical issues, they will be directed to email their script to a dedicated mailbox, from where these will be forwarded to the nominated contact as received.

It is the responsibility of the nominated contact to then pass these on to the markers.

3.2 Turnitin

We have determined that 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.
3.3 Embedded Metadata

It has been identified that, in some cases, when you extract submitted scripts from Moodle and load them into different packages, the underlying metadata is visible. This might include the student’s name (as author of the file). This is unintentional and for which, at present, there is no technical fix.

Students have been assured that the making process is subject to robust academic integrity and examiners are reminded to blind mark, identifying candidates by their BGN only.

3.4 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.

4. Class Lists and Graduation

4.1 Safety Net

Detailed guidance on how to apply the Safety Net will be circulated shortly.

4.2 Class Lists

Summative assessments

You are required to provide:

- Class Lists and mark upload for summative assessments for final year students;
- Pass / fail lists and mark upload for summative assessments for first and second years.

Departments have been asked to provide the Exams Team with the expected date of upload of Classes and marks for these summative assessments by **Tuesday 19 May 2020**. Thereafter, the Exams Team will compile a draft version of expected date of publication to the student.

As in previous years, you **must not** release marks or classes to students until they have been published to the students via CamSIS.

You **must not** circulate any consolidated list of classes to students.

You are **still required** to circulate mark books to Colleges in the usual way.

Class lists will not be published at the Senate-House this year, nor in the *Reporter*.

**Formative assessments**

Class Lists and mark upload are not required for any formative assessment. Departments are responsible for circulating results of formative assessments to Colleges and to students.

You **must not** circulate any consolidated list of marks to students.

No formative assessment outcomes will be published at the Senate-House, nor in the *Reporter*.

4.3 Graduation

Given the extended window of assessments this year, it is expected that not all Final Examiners meetings will conclude in time for students to graduate at General Admission, scheduled for 27 June. The next scheduled graduation date is Saturday 18 July and the University is considering whether an additional ceremony, before this date, is required. The decision will be informed by the expected dates of Class List upload.
5. Examination Access and Mitigation Committee (EAMC)

The EAMC will continue to meet as scheduled to consider applications for allowance. Additional guidance for students and Colleges will be posted on the EAMC site shortly. Such guidance will be specific to this year’s circumstances.

5.1 Examination allowances (mitigating circumstances)

As in previous years, Boards of Examiners are not empowered to consider making any allowances for mitigating circumstances and any applications must be made by the student’s College to the EAMC.

If an application is made which requires review by Examiners, such as ‘reconsideration of a result’, then the EAMC will write to the Chair of Examiners with instruction as to how to proceed.

5.2 Allowing students to proceed

Formative assessment

As announced previously by the Senior Pro-Vice-Chancellor for Education, all first and second year students will be allowed to progress onto the next year of study, without an allowance being required. This is the case irrespective of the outcome of any formative assessments. This will be an automatic process and nothing further is required from departments.

Summative assessment

If a student is undertaking summative assessment at the end of year 1 or year 2 and they are unable to undertake some or all of those summative assessments, they will require an allowance to allow them to progress. Applications must be made to the EAMC via the student’s College in the usual way.

Progression into a fourth year (Part III or IIB Engineering)

It remains the case that the EAMC cannot put a student in standing for a Part III course (or IIB Engineering) as entry to these requires particular levels of previous academic performance. All it can do is to offer, if the Committee agrees, the relevant academic authority an opinion on whether there are mitigating circumstances which would warrant reconsideration of the case by that authority.
### 6. Key contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Green, Head of Exams, Assessment &amp; Mitigating Circumstances</td>
<td><a href="mailto:Jenny.Green@admin.cam.ac.uk">Jenny.Green@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Jo Overhill, Deputy Head of Exams</td>
<td><a href="mailto:Jo.Overhill@admin.cam.ac.uk">Jo.Overhill@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Annabel Curd, Deputy Head of Mitigating Circumstances</td>
<td><a href="mailto:Annabel.Curd@admin.cam.ac.uk">Annabel.Curd@admin.cam.ac.uk</a></td>
</tr>
<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>
</tr>
<tr>
<td>General exam queries (for departments only, not to be shared with students)</td>
<td><a href="mailto:examops@admin.cam.ac.uk">examops@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Moodle general queries</td>
<td><a href="mailto:moodlehelp@uis.cam.ac.uk">moodlehelp@uis.cam.ac.uk</a></td>
</tr>
<tr>
<td>Jessica Comber-Chaney, Teaching and Learning Systems Manager</td>
<td><a href="mailto:Jessica.comber-chaney@uis.cam.ac.uk">Jessica.comber-chaney@uis.cam.ac.uk</a></td>
</tr>
<tr>
<td>Disability Resource Centre general queries</td>
<td><a href="mailto:disability@admin.cam.ac.uk">disability@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>John Harding, Head of the Disability Resource Centre</td>
<td><a href="mailto:John.Harding@admin.cam.ac.uk">John.Harding@admin.cam.ac.uk</a></td>
</tr>
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**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 informs 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.
- Student Registry automatically enrolls 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>
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<tbody>
<tr>
<td>48+</td>
<td>48</td>
<td>12</td>
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<td>48</td>
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<td>24</td>
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<td>48</td>
</tr>
<tr>
<td>12</td>
<td>0</td>
<td>&gt;48</td>
</tr>
</tbody>
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- **Assessment occurs**
  - Student encouraged to log onto Moodle and check that assignment is visible. Raise queries / access FAQ's if unable to view
  - Student informs College if they know they will be unable to undertake assessment (with reason)
  - College informs Student Registry that student will not be undertaking assessment
  - Student Registry informs dept. of students that are known not to be undertaking assessment

- **Assessment occurs (and reason)**
  - Dept. inform Student Registry of any student who has not submitted assessment by deadline. SR check with College.
  - Student informs College if they were unable to undertake assessment (and reason)*

- **Assessment occurs (no reason)**
  - College informs Student Registry that student did not submit assessment
  - Student Registry informs dept. that student will not be submitting

- **Assessment occurs (no reason)**
  - Student Registry have complete list of all students, submitted and not submitted.

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