Assessment Bulletin No. 4

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

1. **Student Attendance**
2. **Marking, Class Lists and Graduation**
   - Includes: Metadata, publication dates, exam board consideration, mitigating circumstances
3. **Second Assessment period and in person exams**
4. **Exam Access and Mitigation Committee (EAMC)**
5. **Key contacts and additional resources**

### 1. Student Attendance

Colleges are reporting via an online form where they are informed that a student has been unable to take assessments in the Easter term. This information is being recorded and reported to departments for information.

At the start of the assessment period, the Exams Team intended to monitor submissions via Moodle and identify any student who had not submitted and report this to Colleges and departments, which would inform enrolment into the second assessment period (where appropriate).

Unfortunately, when the Exams Team tried to apply this approach it found that the necessary information was held in different data sets and it proved impossible to pull into a single form. Therefore, it has not been possible to produce and send this information to Colleges and departments. However, we are able to review the data sets against individual enquiries and so we propose the following action:

**Action:**

- **Departments:** if you are missing submissions, and have not been informed and wish to check, please email examops@admin.cam.ac.uk.
- **Colleges:** if you have individual students who you are concerned about and wish to check if that student has submitted work, please email examops@admin.cam.ac.uk.

### 2. Marking, Class Lists and Graduation

#### 2.1 Embedded Metadata

**Reminder**

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.
2.2 Class Lists publication dates

Whilst Faculties and Departments have proposed delivery of marks and Classes for summative assessment this year, we will not be publishing a list of expected publication dates. The reason being that the process of publication is complex and resource intensive for both departments and the Student Registry even under usual circumstances. Trying to replicate that under current circumstances is likely to result in errors and make the list meaningless. Therefore, whilst we will endeavour to publish results as close to the dates that have been provided as possible, we are not able to commit to specific dates as we usually do.

Class Lists will only be published Monday – Friday – there will not be any Saturday posting. Departments must not release Classes and marks until they have been published in CamSIS.

2.3 Exam board consideration of students who have not completed enough papers

Any students undertaking summative assessment under timed conditions of 24 hours or less, or students who have extensions for the submission of summative coursework that goes beyond the Final Examiners Meeting should not be considered at the first Exam Board in the Easter term.

Instead, these should be considered at the Exam Board for those students in the Second Assessment period when their mark profile can be considered as a whole.

The Supplementary guidance issued in June 2020 is relevant and queries directed to jane.clare@admin.cam.ac.uk

2.4 Mitigating Circumstances

As is usual, even if Examiners are aware that a student had mitigating circumstances during the year (including disability, poor health, caring responsibilities etc.), Examiners should mark that candidate on the assessment(s) submitted and with the rest of the cohort, assign a provisional class based on usual grade boundaries and then apply the safety net if required to determine the class to be awarded. Students are eligible to apply to the Examination Assessment and Mitigation Committee or Board of Graduate Studies for an allowance to take mitigating circumstances into account.

2.5 Graduation

Noting the extended assessment period, and the subsequent effect of examiner meetings and therefore Class Results, a list was circulated to College tutorial offices on 10 June, indicating by subject, the earliest Degree Ceremony that students can attend, based on expected publication date.

Queries should be sent to tracey.boram@admin.cam.ac.uk
3. **Second Assessment period and in person exams**

### 3.1 Second assessment period

The University has announced its intention to run the second assessment period from 7 – 25 September 2020 (except for the Mathematical Tripos Part II, which is provisionally set for w/c 24 August 2020). Assessments taken in this period will be under the same format as those in the Easter term. This includes the use of Moodle (for centrally managed assessments) and the structure within Moodle for any borrowed papers.

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 that 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 will be compiled from information supplied by Colleges through the online reporting form (see point 1), and from departments not Classing or passing students. Those lists will be sent to departments and Colleges for validation.

Once the current Easter term assessments are completed and the subjects, papers and numbers are known, the assessment timetable will be built and sent to departments for consideration. 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.

**Question papers**

The deadline for new question papers for the second assessment period is **Friday 7 August 2020** and submission will be via the same mechanism, i.e. via MS Teams. However, please do not submit your new question paper until instructed to so as work is first needed to remove the Easter term question papers.

**Action:**

**Colleges:** please continue to submit the online form when you are informed that a student will not be undertaking some or all of their assessments this term.

**Departments:**

(i) start to prepare new question papers ready for submission by **Friday 7 August**.

(ii) schedule dates for exam board meetings for those students who will be undertaking assessments in the second assessment period.
3.2 In-person exams

Certain subjects allow students to return to undertake in person exams to improve their result. Students are not required to return to take these exams, however it is the only way to change an overall result. Those subjects are:

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<thead>
<tr>
<th>Engineering Tripos, Part IIB</th>
<th>Natural Sciences Tripos, Part III: Astrophysics</th>
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<tbody>
<tr>
<td>Mathematical Tripos, Part II</td>
<td>Master of Advanced Study degree in Mathematics</td>
</tr>
<tr>
<td>Mathematical Tripos, Part III</td>
<td>Master of Advanced Study degree in Astrophysics</td>
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</tbody>
</table>

Discussions on the dates of these in-person exams are underway and those dates will be announced when set.

4. Exam Access and Mitigation Committee (EAMC)

Noting the extended assessment period, and the subsequent effect of examiner meetings and therefore Class Results, the EAMC have scheduled an additional meeting on Friday 10 July 2020. The deadline for applications is 5pm on Thursday 2 July 2020.

5. Key contacts and additional resources

<table>
<thead>
<tr>
<th>Jenny Green</th>
<th><a href="mailto:Jenny.Green@admin.cam.ac.uk">Jenny.Green@admin.cam.ac.uk</a></th>
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</thead>
<tbody>
<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>
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<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>
</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>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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<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](#).