# Policy cover sheet

<table>
<thead>
<tr>
<th>Policy name</th>
<th>Use of ProctorExam</th>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>To ensure a clear and consistent approach to the use of ProctorExam in January 2021-22 and to allow clear communication to stakeholders</td>
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<tr>
<td><strong>Owner</strong></td>
<td>Examinations and Assessment Committee</td>
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| **Approved by** | Examinations and Assessment Committee (Nov 2021) |
| **Approval date** | November 2021 |
| **With effect from** | November 2021 |
| **Next review due** | October 2022 |
| **Version**     | 1.0 final/draft |
Background and drivers

1. In September 2021, the GBEC approved ‘Remote Invigilation using ProctorExam as a contingency for January 2022 in-person assessments.’ For operational reasons, this was limited to those subjects who had previously used ProctorExam in the AY 2020-21.

2. Departments and Faculties have submitted their planned modes of assessment for 2021-22 and the Department of Physics are the only Department holding examinations in January that would qualify for this usage. This includes those subjects that borrow papers from the Department.

3. There are two scenarios that require consideration, Plan A and Plan B. Plan A is where in-person exams are proceeding and ProctorExam is needed for a subset of students, and Plan B is where in-person exams are moved to online for the whole cohort.

Policy on use of ProctorExam

1. The Department of Physics are responsible for communicating with students the potential scenarios for their exams and to ensure that they are aware that following Plan A or Plan B could change at short notice.

2. The Department of Physics are responsible for setting up and running appropriate interactive demonstrations of ProctorExam functionality to allow students to familiarise themselves with the functionality and test their own hardware. Students are encouraged to engage and attend these demonstrations and report any technical issues to the Department to investigate and resolve.

3. Students should ensure that they have access to the appropriate hardware for these exams. If assistance is required with this, they should contact their College as soon as possible.

4. Students are responsible for creating a suitable environment to take the exam and following the published guidance. They should raise with their College any difficulties in managing this.

5. During an exam, students should engage with the Invigilator via the chat function and respond to queries promptly. Students must also alert the invigilator to any problems they are having.

6. Failure to attend the test demonstrations or not creating a suitable environment that lead to subsequent problems during the examination are not reasons to seek an allowance or Exam Review. Any such application will not normally be considered by the appropriate body.

7. Students are responsible for reporting issues that occurred during an exam to their Tutor as soon as possible after the exam ends.

8. Invigilators will be appointed and allocated from the central pool and will report to the Department contact or the central exams team (depending on their student allocation) during the exam.

9. Where students are unable to use ProctorExam due to technical limitations, alternative arrangements via MSTeams will be made.

10. Information held in ProctorExam, as well as notes made by Invigilators via the ‘Invigilator Report Form’ will be made available on request to the Secretary to the
EAMC (where applications for allowances are made) or to the Exam Review officer where Exam Reviews have been raised.

Data will be retained for 4 months beyond publication of the Class List. This aligns with the EAMC and OSCCA deadlines for applications for Allowances and Reviews.

Plan A policies

Under Plan A, ProctorExam will be available to students who are unable to attend for the following reasons:
- Approved Remote Study
- In isolation related to COVID (but well enough to take the exam)
- Illness related to COVID (but well enough to take the exam)

Where students are using ProctorExam under Plan A, the department will manage the sessions for the students except where a student has exam access arrangements – those cases will be managed by the central Exams team.

Colleges will receive guidance as to how to manage applications to use ProctorExam from the central Exams team.

Where the Department choose to offer an adjusted start time due to an extreme timezone, they are responsible for running that session and all relevant communications with those students. This includes any students with exam access arrangements.

Plan B policies

The University’s Gold team are responsible for making a decision to move the exams to Plan B which will require all students to sit their exams online via ProctorExam.

Under Plan B, the Department are responsible for running the exam sessions for all students except where a student has exam access arrangements – those cases will be will managed by the central Exams team.

Where the Department choose to offer an adjusted start time due to an extreme timezone, they are responsible for running that session and all relevant communications with those students. This includes any students with exam access arrangements.

Where a disability means that a student is unable to use the ProctorExam platform, the central Exams Team will liaise with the students College to determine an appropriate alternative arrangement.