



Education Briefing: Exams and Appeals

This document aims to outline a number of procedures and policies relating to undergraduate exams and appeals to assist student officers in Faculties and Colleges in responding to students' enquiries.

Special Exam Arrangements

Arrangements can be made for students, for example, to take examinations in College, have extra time or type answers (due to physical impairment or because of a specific learning difficulty), have work transcribed (due to illegible handwriting) or have exam times moved (for religious observance). This list is not exhaustive and any student who thinks they might have grounds for special arrangements should contact their College as soon as possible to discuss the many options available.

For more information, see:

→ www.cusu.cam.ac.uk/academic/exams/specialcircumstances.html

Class-lists

It is possible for any student to have his or her name removed from the public class-lists (published outside the Senate House) although permission for this can only be granted by the University's 'Applications Committee'. The Committee will only receive representations from College Tutors and not from individual students and the application must be accompanied by evidence for why the student wants to have their name removed. Students considering this option should contact their Tutor/Senior Tutor or CUSU to discuss this.

For more information, see:

→ www.cusu.cam.ac.uk/academic/exams/classlists.html

Exam Allowances

If a student can prove the existence of extenuating circumstances which impaired their examination performance then they might be permitted an 'Examination Allowance' from the Applications Committee which could take the form of a change in class or a statement that the student had received Honours in the examination. The student should inform their College straight away of anything which might impair his or her performance in the preparation for, or taking of, exams.

For more information, see:

→ www.cusu.cam.ac.uk/academic/exams/allowances.html

→ www.admin.cam.ac.uk/univ/so/pdfs/cso_4_ordinance03.218_233.pdf

Exam Appeals

After an examination but before results are published, an appeal can be made if it relates to the conduct of the examination itself. This must be done within three days after the final paper has been taken by the student. Appeals must be sent to the University's Registry who will arrange for the matter to be investigated.

Following the receipt of exam results, students have a further option of appeal. They can make a 'Regulation 6' appeal within one month of the publication of exam results. Appeals may only relate to the examination process and not to any 'academic judgement' made about a student's work (there is no possibility, at this stage, of a 'remark' like that which can be requested at A-level). There are, potentially, two further stages of appeal – the 'Review Committee' and then the OIA (Office of the Independent Adjudicator for Higher Education).

For more information, see:

- www.cusu.cam.ac.uk/academic/exams/examappeals.html
- www.admin.cam.ac.uk/univ/so/pdfs/cso_4_ordinance03.218_233.pdf

Sources of Information and Support

- The first port of call for any student should be their College – their Tutor, Director of Studies or Senior Tutor should know how to support students in making special examination arrangements, applying for allowances and making appeals. The Board of Examinations publishes a guide for Tutors which can be found at (www.admin.cam.ac.uk/offices/exams/tutors/)
- The University Counselling Service (www.counselling.cam.ac.uk) and Disability Resource Centre (www.admin.cam.ac.uk/univ/disability/) should also be able to direct students to the appropriate information.
- The CUSU Education, Welfare and Women's Officers provide free, confidential and impartial support to any student in need. The Officers can be contacted by phone – 01223 333 313, email (education@cusu.cam.ac.uk, welfare@cusu, womens@cusu) via the CUSU website (www.cusu.cam.ac.uk) or by dropping into the office in the Old Examination Hall, New Museums Site.
- CUSU's CamExams.com website has a large amount of information on examination matters.

If you would like support, further information or advice, on this matter or anything else, please get in touch.

Ant Bagshaw, Education Officer, Easter 2009

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EXAMS?

Deloitte
www.deloitte.co.uk/graduates

Visit

WWW.CAMEXAMS.COM

CUSU
Cambridge University Students' Union

For exam tips and welfare advice