

Guidance on Departmental involvement in Examination Reviews

The primary reference document is the University's Examination Review Procedure (the Procedure), which is overseen by the Office of Student Conduct, Complaints and Appeals (OSCCA):

<https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews>

Grounds for the reconsideration of examination results

The Procedure allows for the reconsideration of examination results on the following grounds [para 2.2]:

- a) A procedural irregularity in the examination process that has adversely impacted the Candidate's Examination Results;
- b) Demonstrable bias or the perception of bias within the examination process.
- c) [NB. ground 'c' reconsideration on grounds of serious illness or other grave cause **does not apply for the Engineering Tripos.**]
- d) The withdrawal of academic provision, which has adversely impacted on examination results and of which the Examining Board were not aware.

Para 2.3 stipulates that the Procedure **cannot** be used for Examination Review requests relating to:

- a) Arithmetical mark checks unless requested as a result of the permitted grounds; Candidates should liaise with their Tutor if they have informal questions about their marks;
- b) Academic Judgement;
- c) Teaching or supervision arrangements, complaints regarding which, if organized by the College should be submitted under the College's complaints procedure, or if organised by the University should be submitted under the Student Complaints Procedure.

Stages of the Examination Review Procedure

According to para 2.1 the Procedure has two formal stages: Reconsideration of Examination Results; and Review. There is also an informal preliminary stage available for requests for the consideration of irregularities in the examination process.

Review before the Examiners confirm the Examination Results (informal)

[Extract from the Procedure with actions for Departments highlighted – see Section 3 for full details]

- 3.1 The informal stage applies only to requests for the consideration of irregularities in the examination process received from Candidates for examinations listed in the Schedule to the General Regulations for Examiners and Assessors. [NB. this includes the Engineering Tripos]
- 3.2 Where a Candidate becomes aware of an irregularity, this should be reported within 5 calendar days of the examination to Student Registry using the Representations to the Examiners form.
- 3.3 Where a form is received by Student Registry or the Student Registry becomes aware of an irregularity, it shall be communicated to the Chair of Examiners and considered by the Examiners at their final meeting. Following consideration, the Examiners shall take whatever action they think fit in the light of the representations. The consideration of the form and any action that has been taken will be recorded in the minutes of the Examiners' meeting.
- 3.4 The Chair of Examiners shall communicate the outcome of any review under this section of the procedure to the Student Registry who will confirm the outcome to the affected candidates.

Reconsideration of Examination Results and Review (formal)

See sections 4 and 5 of the Procedure for full details of the formal process. Para 4.1 stipulates that "candidates may request reconsideration of their Examination Results by submitting the Examination Review form to OSCCA within 28 calendar days of receiving notification of their Examination Results."

Department involvement in the formal process:

- OSCCA's appointed Case Handler may ask the Chair of Examiners for a factual statement and any relevant evidence [see para 4.6].

- Chairs should inform the Teaching Office at this point so that they can gather exam papers for review.
- OSSCA's nominated Examination Review Officer may request further written statements and may hold a meeting or hearing [see para 4.8].
- Following consideration of all the evidence the Examination Review Officer may ask the Examining Body to reconsider the marks or re-examine the candidate [see para 4.9 for full details].
- If the candidate appeals the outcome of the Examination Review Officer's decision OSSCA will appoint a Reviewer to reconsider the evidence and decision. This Reviewer may request further evidence from the Chair and the outcome of their review may include passing the request back to the Examining Body for reconsideration or requiring the Examining Body to re-examine the candidate on conditions considered appropriate to the Reviewer [see paras 5.4 and 5.5 for full details].

Actions for the Department once the Examination Review Procedure has concluded

Transcripts

If a student's appeal is successful they are likely to need a new transcript for the year. The Teaching Office can produce new transcripts (by editing their originals). Note that:

- We cannot provide new ranks or percentile figures (as this would alter the ranks/percentile of other students), so these will not appear on the transcript.
- The class will be changed if required.
- If a paper is disregarded the total (out of) number will change. In addition, the paper (and its average) will be removed from the transcript and replaced by the following statement:

"The University's Examination Access and Mitigation Committee has permitted exclusion of examination papers in x and x from this transcript."

- Once a transcript is produced it will be sent to the student's College to be forwarded to the student. The College will be asked to relay the following information:

"The Department produces an informal transcript for you each year, showing the breakdown of your marks for each paper and some more detailed information than is available on CamSIS.

Be aware that these are informal transcripts, supplied for your convenience. If you want to use them formally (e.g. for reporting to sponsors or applying for jobs) you must get your College to validate them with a College stamp and a signature."

CamSIS records

The Teaching Office will confirm the review outcome to Grade Rosters (grade.rosters@admin.cam.ac.uk) to ensure the student's CamSIS record is updated.* NB. CamSIS will **only** update a class change.

* The Examination Access and Mitigation Committee should have informed Grade Rosters about the change directly, so this is a double-check.

Class lists and Orders of Merit

If the outcome of the review is that a paper should be disregarded or a class changed these two records will need to be updated (and shared with Mary Wilby). Note that:

- If an appeal results in a student crossing the grade boundary the original class list should be retained in the records, alongside the amended list, for use by Chairs for planning purposes. To avoid confusion the versions should be clearly labelled e.g. 'EGT1_classlist_2020_examiners_meeting_version' and 'EGT3_classlist_2020_amended_version_post_appeal'. Version control should include the issue date.
- An updated class list can be obtained from Julia Eason (jce24) for Part I or Paul Taylor (pnt12) for Part II. They will simply need to know what class has changed.
- The Order of Merit cannot officially change if papers are disregarded, but notes should be added to the electronic and hard copies for record keeping.