I have been feeling unwell during the term and it has affected my ability to prepare for my exams, what can I do?

If your preparation has been affected by illness (including mental health) the most important thing is to seek help and let someone know early (e.g. your College Tutor, Nurse, DoS). It is also important to obtain evidence (medical or other) early. Your College may submit an ‘Exam Warning’ via CamSIS. This ‘Exam Warning’ will only be considered if you think that your exam results may have been affected by illness and your College makes an application for an examination allowance.

I have recently suffered bereavement and it has affected my ability to prepare for my exams, what can I do?

If your preparation has been affected by bereavement (or other severe grave cause) the most important thing is to seek help and let someone know early (e.g. your College Tutor, Nurse, DoS). It is also important to obtain evidence (medical or other) early. Your College may submit an ‘Exam Warning’ via CamSIS. This ‘Exam Warning’ will only be considered if you think that your exam results may have been affected by grave cause and you decide to apply for an examination allowance.
If you feel unwell on the day of your exam and you do not think that you are able to sit your exam in the scheduled venue, then you should get in contact with your College Tutorial Office, the Porters’ Lodge or your College Nurse (if your College has one) as soon as possible to let them know that you are unwell. Appropriate advice should then be given on what you should do. If you feel unwell during an examination, put your hand up and let an invigilator know immediately. The invigilator should arrange for you to be taken back to College with your examination paper. The College should give you time and space to recover and provide you with an opportunity to complete your examination paper in College later that day.

It is recommended you speak to the GP or College Nurse (if your College has one) as soon as possible. The College Nurse can also make emergency referrals to the GP if required. Inform your College Tutor you are feeling unwell and of the full circumstances whatever the cause, at the earliest possible moment.

Further information regarding on the day of the exam can be found here:
www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information/on-the-day

During my examination there was a lot of drilling noise outside the room, this affected my concentration, can anything be done about this?

If you are concerned about the conduct of the examination or other external factor in the exam room that might have affected your performance, it is important that you inform the University as soon as possible.

You can do this yourself by submitting a ‘Representation to the Examiner’ form within 5 days of the examination. You may also wish to inform your College Tutor.

Where a form is received by the Student Registry or the Student Registry becomes aware of an irregularity, this will be communicated to the Chair of Examiners for them to take into consideration at their final meeting.

Further information can be found here:
www.studentcomplaints.admin.cam.ac.uk/examination-reviews
www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information/on-the-day
If you were unwell in the lead up to or during the examination period it is possible to apply for an examination allowance. You will need to speak to your Tutor as examination allowances are applied for by the College on behalf of students. Applications get submitted to the Examination Access and Mitigation Committee (EAMC). You will need to obtain medical evidence to support your application and this evidence should be obtained prior to the completion of the examination. Post hoc medical evidence will be regarded as such by the Committee and is unlikely to be given the same weight as evidence which pre-dates an examination. The medical evidence will need to provide a clear diagnosis which includes the nature and severity of the illness; it should state how the condition is likely to have affected your examination preparation and/or performance or academic progress. The evidence should be precise and self-explanatory.

You may wish to include your own statement with the application. This statement will need to be clear and concise; the University recommends no more than two sides of A4.

There is currently no deadline for applying for an examination allowance however it is best to apply as soon as possible after you have received your results.

You can also contact the Students’ Unions’ Advice Service to discuss with an Advisor your situation and what options may be available to you. An Advisor can also support you in creating statement.

Further information on Examination Allowances can be found here: [www.student-registry.admin.cam.ac.uk/about-us/EAMC](http://www.student-registry.admin.cam.ac.uk/about-us/EAMC)
The term ‘examination’ can include any assessment you submit, which will receive marks that are counted towards your University of Cambridge award.

If you have taken any University of Cambridge examination, including a PhD probationary examination and believe that:

- a procedural irregularity in the examination process has adversely impacted on your examination results; or
- demonstrable bias or the perception of bias has occurred within the examination process; or
- the withdrawal of academic provision, which had adversely impacted on your examination results and of which the Examining Board were not aware

you can request that your examination results are reviewed using the Examination Review procedure.

An application for an Examination Review can be completed and submitted by yourself, within 28 days of receiving your formal results. You will need to submit with the application any evidence that you wish to be included in the reconsidering of your Examination Results.

Further information about the Examination Review Procedure can be found here: www.studentcomplaints.admin.cam.ac.uk/examination-reviews

You can also contact the Students’ Unions’ Advice Service to discuss with an Advisor your situation and what options may be available to you. An Advisor can also support you in creating a statement.

I am an MPhil student and I have failed my degree, I experienced bereavement during the lead up to submitting my dissertation, is there anything that can be done?

If you have experienced bereavement (or some other grave cause) which clearly impacted upon the examination itself and of which, for sufficient reason, the Examining Board was not aware then it is possible to apply for an Examination Review.

An application for an Examination Review can be completed and submitted by yourself, within 28 days of receiving your formal results. You will need to submit with the application any evidence that you wish to be included in the reconsidering of your Examination Results.

Further information about the Examination Review Procedure can be found here: www.studentcomplaints.admin.cam.ac.uk/examination-reviews

You can also contact the Students’ Unions’ Advice Service to discuss with an Advisor your situation and what options may be available to you. An Advisor can also support you in creating a statement.

I have failed my exams and feel that something went wrong in the examination process which has resulted in a failure, is there anything that can be done?

The University has robust policies in place to ensure that all examination results are accurate. However, if something unusual takes place in the examination and you may want to check that the examiners were aware of the circumstances and that they have been taken into account.
I am a PhD student and I have failed my first year report and have been recommended for the MPhil. I was unwell during the lead up to submitting my first year report, is there anything that can be done?

If you were unwell during the course of your study which clearly impacted upon the examination itself and of which, for sufficient reason, the Examining Board was not aware then it is possible to apply for an Examination Review.

An application for an Examination Review can be completed and submitted by yourself, within 28 days of receiving your formal results. You will need to submit with the application any evidence that you wish to be included in the reconsidering of your Examination Results.

Further information about the Examination Review Procedure can be found here: www.studentcomplaints.admin.cam.ac.uk/examination-reviews

You can also contact the Students’ Unions’ Advice Service to discuss with an Advisor your situation and what options may be available to you. An Advisor can also support you in creating a statement.

I am an undergraduate student with a disability, is it possible to have adjustments put in place for my Tripos exams?

If you have a Specific Learning Difficulty (SpLD) or any other disability relating to your physical or mental health may be possible to have exam access arrangements put in place for your examinations. Any adjustments will depend on the nature and severity of your SpLD or any other disability.

In order to apply for exam access arrangements, you will need to speak to your College Tutor as the College has to apply on your behalf. For exams which occur in the Easter term applications should be submitted no later than the division of Lent term. Applications received after the deadline will be considered on a case by case basis. Students should be aware that it may not be possible to accommodate their request after the deadline, especially where the request is for an adjustment that must be practised.

Along with an application, you will need to provide medical evidence/diagnostic report, and/or a Student Support Document (SSD) from the DRC (Disability Resource Centre).

Applications for exam access arrangements do not carry over from year to year, so your College will need to re-apply each year.

More information can be found in the Student Guidance Notes for Examination Arrangements for Undergraduates courses: www.student-registry.admin.cam.ac.uk/files/eamc_examination_arrangements_student_guidance_notes_2018-19.pdf
If you have any questions or concerns about requesting reasonable adjustments, you can contact the Disability Resource Centre (DRC) to speak to one of their Advisors. You can also contact the Students’ Unions’ Advice Service and speak with one of our Advisors.

Further information can be found here:

**Student Registry Examination Arrangements:** [www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements)

**Disability Resource Centre (DRC) Exam Access Arrangements:** [www.disability.admin.cam.ac.uk/current-students/exam-access-arrangements](http://www.disability.admin.cam.ac.uk/current-students/exam-access-arrangements)

**Disability Resource Centre (DRC) Student Support Documents:** [www.disability.admin.cam.ac.uk/student-support-documents](http://www.disability.admin.cam.ac.uk/student-support-documents)

If you think that you may need an arrangement to help with your preparation for or the actual undertaking of your examinations including a viva, you should contact your College Tutor as soon as possible.

Applications for exam access arrangements have to be submitted by your College Tutor on your behalf to the Student Registry with medical evidence/diagnostic report, and/or a Student Support Document (SSD) from the Disability Resource Centre (DRC) if appropriate. The application also needs to be made on CamSIS. For examinations that occur in the Easter term, College Tutors are required to submit all applications relating to existing, diagnosed conditions, no later than the division of the Lent term. For examinations in the Michaelmas and Lent Terms, applications need to be received ideally at least one week prior to the examination. It is important that sufficient time is allowed to discuss requirements with your College Tutor prior to this deadline.

Applications for exam access arrangements do not carry over from year to year, so your College will need to re-apply each year.

Further information regarding examination access arrangements for taught postgraduate programmes can be found here: [www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/examination-access-arrangements/examination](http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/examination-access-arrangements/examination)
If you have any questions or concerns about requesting reasonable adjustments, you can contact the Disability Resource Centre (DRC) to speak to one of their Advisors. You can also contact the Students’ Unions’ Advice Service and speak with one of our Advisors. Further information can be found here:

Student Registry Examination Arrangements: [www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements](http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements)

Disability Resource Centre (DRC) Exam Access Arrangements: [www.disability.admin.cam.ac.uk/current-students/exam-access-arrangements](http://www.disability.admin.cam.ac.uk/current-students/exam-access-arrangements)

Disability Resource Centre (DRC) Student Support Documents: [www.disability.admin.cam.ac.uk/student-support-documents](http://www.disability.admin.cam.ac.uk/student-support-documents)

For students who feel that their exam access arrangements are not sufficient to remove any disadvantage/s they may experience as a result of their disability, it is possible to request a consideration of adjustment to the mode of assessment; this is known as Alternative Modes of Assessment (AMA). AMAs will, in most cases, entail setting aside the regulations for examination and determining an alternative, where to do so is an effective and reasonable means of avoiding or offsetting the disadvantage. There are many different types of AMA and examples of previously approved modes can be found in the appendix of the University’s Alternative Mode of Assessment Guide for Colleges, Departments and Students.

In order to start the process you should discuss the option of applying for AMA with your College Tutor. If you decide you would like to apply for AMA, applications have to be submitted by the College on your behalf along with comprehensive medical evidence and/or an assessment from an appropriate expert. Each application will be considered on a case-by-case basis and in complex cases a case conference may be held. The final outcome is reported to the College who will share the decision with you.

Requests must be submitted before the end of the Michaelmas Term. This is to ensure that any teaching and support can be put in place and that alternative modes can be discussed with the Faculty/Department concerned. The process can take several weeks, and in complex cases, months to conclude.
It might not be possible to accommodate requests made after the end of the Michaelmas term and any accommodations that can be made at this point will usually be limited to cases where there is a late diagnosis, or where the adjustments relate to the next academic year.

Approved AMA's do not roll over to future years and a new application is required for each part of assessment.

A University Guide for Colleges, Departments and Students regarding AMA can be found here: www.student-registry.admin.cam.ac.uk/files/alternative_mode_of_assessment_guide_for_users.pdf

It may also be helpful to discuss AMA with a Disability Advisor at the Disability Resource Centre (DRC) or an Advisor at the Students’ Unions’ Advice Service.

Further information or support can be found here:

Student Registry Examination Arrangements:
www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements

Disability Resource Centre (DRC) Advice and Support for Students:
www.disability.admin.cam.ac.uk/students/advice-support-for-students

If you do not wish for your name to appear on the Class List and The Reporter you will need to opt out via CamSIS. These opting out options should be undertaken by the deadlines given in Student Self-Service. For students with examinations taking place in the Easter term and where the Class List is also published in the Easter term, the opportunity to amend your publication choices opens at the start of Easter term and closes on the 1st June each year.

Further guidance on how to opt out can be found here:
www.cambridgestudents.cam.ac.uk/your-course/examinations/publication-results
Other Resources

Students’ Unions’ Advice Service website:
www.studentadvice.cam.ac.uk

University Counselling Service:
www.counselling.cam.ac.uk

Disability Resource Centre (DRC) Exam Access Arrangements:
www.disability.admin.cam.ac.uk/current-students/exam-access-arrangements

Disability Resource Centre (DRC) Advice and Support for Students:
www.disability.admin.cam.ac.uk/students/advice-support-for-students

Disability Resource Centre (DRC) Student Support Documents:
www.disability.admin.cam.ac.uk/student-support-documents

Alternative Modes of Assessment Guide:
www.student-registry.admin.cam.ac.uk/files/alternative_mode_of_assessment_guide_for_users.pdf

Code of Practice for Research Students:
www.cambridgestudents.cam.ac.uk/files/cop_research_1819.pdf

Code of Practice: Reasonable adjustments for Disabled Students:

Examination access arrangements for taught postgraduate programmes:
www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/examination-access-arrangements/examination

Exam Access and Mitigating Committee - Examination Allowances:
www.student-registry.admin.cam.ac.uk/about-us/EAMC

Examination Review Procedure:
www.studentcomplaints.admin.cam.ac.uk/examination-reviews

Guidance on opting out of the Class List:
www.cambridgestudents.cam.ac.uk/your-course/examinations/publication-results

Undergraduate Exam Information - on the day of the exams:
www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information/on-the-day

Student Registry Examination Arrangements:
www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements

The Students’ Unions’ Advice Service offers free, confidential & independent support to all Cambridge University Students.

www.studentadvice.cam.ac.uk
Phone: +44 (0)1223 (7)46999
Email: advice@studentadvice.cam.ac.uk