

# **Fitz+ Demystifying The Cambridge Exam Experience**

29<sup>th</sup> April 2024

## Timetabling:

- Your timetable will be published within your CamSIS self-service and will also be published online. You are responsible for ensuring you are aware of the dates of your exams and are ready and able to take your exam at the appropriate time.
- Misreading your timetable or arriving late for an examination, is not normally considered an appropriate reason for an allowance.
- Where an exam is in person, you will only be admitted up to 30 minutes after the start time of the exam. No additional time will be given to make up the time lost.
- After 30 minutes you will be deemed to be absent from the exam. If you arrive at a venue, you will not be allowed to enter the exam.
- Whilst every effort is made to avoid scheduling two examinations per day, there are some circumstances where it is unavoidable, and this is not in itself reason for allowance or reasonable adjustments.

## Venue:

- Some exams run over multiple sites and you may be sitting in a different venue than others taking the same exam. You may be in venues in which you have not previously taken exams.
- Students with exam access arrangements (reasonable adjustments) will be in a different venue. This will be shown on your personal timetable within CamSIS.

## Applying for mitigations:

- Exam Access Arrangements must be applied for via your College and you should speak to the Tutorial Office about those arrangements and how they apply to the different types and lengths of exams.
- There is a deadline for applications and your College will have an earlier deadline than the University deadline. Guidelines for Exam Access Arrangements can be found online.

## Equipment:

- You should only bring essential items to the exam. Places to leave bags, coats and other items are very limited and may not be available at all.
- You are **not** permitted to bring bags, rucksacks, electronic devices (including mobile phones and smart watches) into the exam room and you should leave these items at home. **Possession of such items in the exam venue may result in a fine or disciplinary action.**
- You **must** bring the following items (it is not possible to provide you with spares):
  - Your University ID card
  - Pens and pencils to write with
  - Calculator (if your exam permits one)
  - You **may also wish** to bring:
    - Small transparent bag in which to store your exam belongings.
    - A non-carbonated drink in a small bottle, provided no disturbance is caused to other candidates.
    - Keys and wallet/purse

Before you enter the examination room:

- When you arrive at the exam venue, you should locate the seating plan. This will show you which room and where in that room you will be sitting.
- Seating plans are published by blind grading number. This is a unique five-digit code that is allocated to you for each paper in the form of 1234X (four numbers followed by a letter). In most cases, that code will be the same for each exam you sit, however there may be cases, particularly if you are sitting papers from more than one Tripos, or taking a re-sit exam, where there are different codes for each paper.
- You can find your blind grading number by logging into CamSIS self-service.

## Reading time:

- Some exams have reading time at the start of the exam. For these exams, you may read the question paper (when instructed to do so by the invigilator), but you cannot make notes or start writing until the reading time is over and instructed to do so by the invigilator.

## Toilet breaks:

- If you wish to use the toilet during the exam, raise your hand to gain the attention of an invigilator. If the invigilator indicates that you may leave the room, an examination attendant will escort you to the nearest toilet and then escort you back to the room. You should return to your desk as soon as possible. If there are several candidates who wish to use the toilet at the same time, the invigilator may indicate that you should wait for a few minutes before leaving the exam room.

## Errors in the exam paper:

- If you are taking the exam in an exam venue you will be notified by the examiner or invigilator if an error is discovered in the paper.
- If you think that there is an error or mistake in your exam paper, you should raise your hand to gain the attention of the invigilator and provide details of the error by writing it on your rough pad and passing it to them. This will be checked with the examiner and if there is a correction, an announcement made to the whole cohort.
- If you have exam access arrangements where you are sitting in a different location to the main cohort, corrections will be sent to those venues and will be passed to you.

## Illness:

- In case of illness, you are responsible for identifying if you are well enough to take the exam. If you are well enough to take the exam, you should proceed to the exam venue.
- If you become unwell during the exam, you should alert the Invigilator in the exam room who will be able to take appropriate action. If you leave the examination venue before the end of the exam, your College Tutorial Office will be alerted and you should follow up with them immediately. You should also contact a medical professional (where appropriate) for medical support.
- If you are not well enough to take the exam, you must inform your College Tutorial Office **immediately**. You will be marked as absent from the exam and your College will discuss what mitigations may be appropriate.
- It is not usually possible to accommodate students who are unwell in College or other locations and there will not normally be provision for you to finish the exam once you have recovered.



## Finishing up:

- At the end of the exam, you should gather together your examination script and complete any cover sheets. Some exams require multiple cover sheets, and you should take care to label all of your work appropriately.
- The policy on submission of examinable materials is available online and indicates that students are responsible for ensuring that work left on a desk is the complete work. Any parts of the script that are not tied for submission, or that are placed in the waste bin or removed from the room, will not be considered for marking retrospectively.
- You will be asked to remain in your seat until the invigilator indicates that you can leave. Do not talk to any other candidates while you are waiting to leave.
- Once you have gathered your belongings, please exit the exam venue as quickly as possible to allow the exam staff to prepare the site for the next exam and have a good natter.

## Celebrating:

- Finishing your exams is a reason to celebrate, however, you should ensure that any post-exam celebrations consider those environments around you.
- Be aware of students still taking exams in surrounding areas who may be disrupted by noise; of those buildings and vehicles close by that may be damaged by food and drink; or highways that have traffic passing through.
- All sites have somewhere close by where you can celebrate and you are encouraged to move to them to ensure that you, and those around you, are safe.

## Mitigation:

- Information on the various forms of mitigation can be found online. If you have any concerns, please contact your tutor, or tutorial office in the first instance. They have a significant amount of experience in the various routes available to support you and can help you navigate through them. Alternatively, you may wish to contact the Student Advice Service who can also advise.

## Exam results:

- Your Class will be published to your student record and is visible to you via CamSIS self-service. Class Lists are no longer published at the Senate-House or in the *Reporter*.
- Classes and marks are usually uploaded and released together, but there are some subjects where classes are uploaded first with marks following later, within 48 hours.
- A list showing the expected dates of release to CamSIS can be found online and is published in May.