

NATURAL SCIENCES TRIPOS

PART 1B

GUIDE FOR SENIOR EXAMINERS

This guide is intended to be a comprehensive reference document for Senior Examiners for Part IB of the Natural Sciences Tripos.

The general advice provided by the central bodies does not entirely correspond to the duties of Senior Examiners within the NST, and is therefore sometimes confusing or unhelpful. In addition, Senior Examiners receive information from a variety of sources concerning the conduct of examinations. This guide contains reference to all of these activities and indicates what action needs to be taken before, during and after the examinations.

If you have any comments for correction or enhancement of this guide, please contact the Secretary of the Committee of Management for the Natural Sciences Tripos.

A copy of this guide and related documents can be downloaded from the NST website:
<https://www.natsci.tripos.cam.ac.uk/exams/examiners>

A Moodle site for NST Part IB Examiners can be found at:
<https://www.vle.cam.ac.uk>

Additional information is available from the Student Registry website:
<http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff>

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ON APPOINTMENT

Formal appointment letter

You should have already been approached informally by your Faculty or Department over your willingness to act as Senior Examiner for a subject within Part IB of the NST, and you will receive a formal letter of appointment from Educational & Student Policy confirming that the General Board has approved your appointment. If you are aware of any potential conflicts of interest that may arise during the tenure of your appointment (such as being a Director of Studies or supervisor in any area relating to the examination), you should discuss these with the Chairman of Examiners.

Procedures and Policies

You should familiarise yourself with University and local procedures and arrangements for the examination and, if appropriate, consult last year's Senior Examiner for advice. You should gather together the following information for reference:

- the University regulations for the examination in your subject (Appendix 1);
- the relevant course handbook(s) for the current year;
- any published Form and Conduct Notice, as approved by the Committee of Management for the NST;
- last year's subject examination papers.

Check to make sure that the published information about the examination is consistent with your planned assessment methods, marking schemes and examination paper formats: if it is not, you should contact the Secretary of the Committee of Management for the NST as a matter of urgency.

The following information is provided by the Committee of Management for the NST, which governs overall examination policy for the Tripos:

- the agreed marking and classing criteria (Appendices 2, 3 and 6);
- the NST Examinations Data Retention Policy (Appendix 4);
- the NST policy on writing on examination scripts (Appendix 5).

In addition, you should also obtain copies of local policies, including:

- the Faculty or Departmental Examinations Data Retention Policy;
- the Faculty or Departmental policy on writing on examination scripts;
- the Faculty or Departmental policy on script retention;
- the Faculty or Departmental policy for the writing and submission of Examiners' reports.

Your Departmental Administrator should be able to help you with these.

Contact with subject Examiners and Assessors

As Senior Examiner, you are responsible for convening meetings of the Examiners (and Assessors, if appropriate) in your subject area¹. If you have not already been contacted by your Faculty or Department, you should contact them to receive a list of the Examiners and Assessors who have been appointed to your subject's examination. Educational & Student Policy should also hold that information, and you can contact the Secretary of the Committee of Management for the NST for details.

If your subject makes use of an External Examiner, you should make yourself aware of the guidance of the Committee of Management for the NST regarding External Examiners in Part IB of the Tripos (Appendix 5) and ensure that the External Examiner concerned receives this information and advice.

¹ The roles of Examiners and Assessors in the NST are explained in Statutes and Ordinances, Natural Sciences Tripos, regulations 10-14.

EXAMINERS' RESPONSIBILITIES

Within the NST, there are two “levels” of examination organisation. Firstly, there is the “subject level”, where you, as the Senior Examiner, manage the examination and assessment of candidates in your subject area. Secondly, there is the “Tripos Part” level, to which subject marks are transmitted and the class list agreed. The Chairman of Examiners for Part IB of the Tripos is responsible for ensuring that the class list is compiled, and for ensuring the consideration of appeals and applications.

Examiners in each subject are collectively responsible for:

- setting question papers and local marking schemes;
- attending examinations for the first 20 minutes (in each location where the paper is scheduled according to the timetable) to answer queries from candidates and being available by telephone for the remainder of their examination in case of a subsequent query; ensuring, with the help of the invigilators, that this information reaches all locations where the paper is scheduled;
- marking formal examination papers and other forms of assessment in accordance with NST policy and any additional criteria or marking scheme agreed between the Examiners;
- attending Examiners’ meetings;
- determining an order of merit for examination candidates and drawing appropriate mark boundaries, according to NST policy;
- reviewing candidates’ scripts as instructed by the Senior Examiner in relation to those cases submitted under the University’s review procedures.

As **Senior Examiner**, you are additionally responsible for:

- **briefing subject Examiners (where applicable, External Examiners) and Assessors on their remit and procedures to be followed, and providing them with appropriate documentation and information;**
- **convening meetings of the subject Examiners to devise question papers and marking schemes;**
- **ensuring that information on candidates with SpLDs and colour blindness reaches relevant Examiners;**
- **delivering final copy of question papers to the Reprographic Centre by the required date;**
- **checking the draft timetable sent by the Student Registry;**
- **ensuring the attendance of Examiners in examination halls and notifying the Student Registry who is expected when and where;**
- **arranging for an Examiner to be in attendance at the end of each main written examination, to find out immediately and at first hand which scripts will not be included in the first batch and why;**
- **co-ordinating the business of subject Examiners and liaising with and submitting information required by the Student Registry (including confirming the final timetable);**
- **notifying the Student Registry of any special requirements (such as graph paper, tables, formulae books etc.);**
- **reminding your examiners that they may, if they wish, attend the final Senior Examiners’ meeting;**
- **resolving and ruling on any examination matter where there may be a difference of opinion amongst the subject Examiners;**
- **attending Senior Examiners’ meetings;**
- **transmitting marks to the Chairman of Examiners;**
- **submitting a report on the subject process to the Chairman;**
- **when directed by the Chairman of Examiners, considering and reporting on appeal cases submitted under the University’s review procedures, and providing the name of a deputy to deal with such matters in your absence;**
- **confirming payments and expenses claims of Examiners and Assessors to the Student Registry.**

It is good practice to facilitate continuity of the examinations process by providing informed support to future Senior Examiners.

The **Chairman of Examiners** is responsible for:

- convening meetings of the Senior Examiners;
- forwarding the class list and marks to the Student Registry and the College Markbook to the Colleges;
- submitting a copy of any final report on the conduct of the Examinations to the Board of Examinations;

- considering and reporting on appeal cases submitted under the University's review procedures;
- resolving and ruling on any examination matter where there may be a difference of opinion amongst the Senior Examiners;
- reporting on the examinations to the Committee of Management for the NST.

Note: Physical Sciences Part II candidates. Any marks from Part IB subjects will be deemed to be "borrowed" and therefore do not require any representative examiners to attend or sign the class list. Marks should be sent directly to the NST Secretary. Education Tripos marks should be submitted to the NST Secretary and marks for other Triposes should be returned directly to the Examinations office for that Tripos.

CONTINUOUS ASSESSMENT AND SUBMISSION OF WORK FOR ASSESSMENT

Practical class arrangements

Health and Safety aspects of all practical examinations should be taken into account. It may be advisable to discuss arrangements with the Departmental Safety Officer or University Safety Office, especially in instances where improper procedures on the part of a candidate pose a significant risk. In the unlikely event that you intend to set questions in a practical examination involving the use of radioactive materials you should consult the relevant Departmental Radiation Officer.

You will be notified of any candidate who requires special consideration in the practical laboratory. The detailed arrangements require the approval of the Senior Examiner and will likely be handled by laboratory managers. The detailed arrangements should be discussed and agreed between the Department and the candidate's Director of Studies. Adjustments might include:

- altering the physical infrastructure of the laboratory (*e.g.* layout of benches, additional signage);
- preparing materials to aid candidates with particular disabilities (*e.g.* dyslexia, partial sight);
- allowing additional time to complete and/or submit practical work for assessment;
- the use of specialist equipment or modifying existing equipment;
- adjustments to the labelling and use of operating equipment;
- taking additional precautions to minimise potential risks to the candidate and others in the laboratory;
- making arrangements for students to be accompanied by a reader or interpreter.

Further advice can be obtained from the Disability Resource Centre. (disability@admin.cam.ac.uk or (7)66302)

Marking and Specific Learning Difficulties (SpLD)

Examiners are required to mark all work in exactly the same way and in accordance with their agreed marking scheme. Examiners are *not* asked to judge how well a candidate might have performed had circumstances been different. The only exception to this policy relates to candidates with a diagnosed SpLD. The Senior Examiner is responsible for forwarding this information to the relevant Examiner. In such instances, the University's policy is to request that minor errors of grammar and spelling are *not* penalised but that in all other respects Examiners should mark the work normally.

[N.B. It is quite common to not be informed of dyslexic candidates until well into the Lent or Easter Term.]
Special arrangements exist for candidates with an SpLD taking a subject with a true 'practical' examination. Relevant practical coordinators will be contacted separately.

Consideration of extenuating circumstances

You should make yourself aware of the Faculty or Departmental policy in this area, and of the deadlines candidates are expected to work to. You should ensure that candidates know where to submit their work and that arrangements are made to record the receipt of each candidate's work.

In the event of late submission of work, the Committee of Management of NST has agreed a policy of penalties. This policy may be found at <https://www.natsci.tripos.cam.ac.uk/exams/late>. In particular:

- For small pieces of work/continually assessed coursework, amounting to no more than 10% of the final examination mark for the subject (i.e. records of practical work, fieldwork and further work) zero marks

should be awarded unless the late submission is supported by a letter from the student's Tutor/Director of Studies. The material should be marked as normal where a sufficient reason is produced and supported by the student's Tutor/Director of Studies; Course organisers will be the arbiters of such claims.

- For pieces of work for which the submission date is specified in Examination Regulations (Ordinances), the Council is the only body empowered to give leave for extension; in such cases the approved route is via the Secretary, Board of Examinations. Zero marks will be awarded for such pieces of work unless an extension has been agreed by the Board of Examinations in consultation with the Chair of Examiners. It is the view of the Committee of Management that this route is an appropriate one for requests for deferment of all coursework which contributes >10% of the final Tripos mark at Part II or Part III level.

What if I suspect something is amiss in a submission of work?

The (rare) circumstances in which you may wish to seek clarification of an aspect of submitted work include:

- ensuring that the work is complete and that sections have not been omitted in error;
- enabling the candidate to decipher an illegible passage when it would be excessive to require the whole assignment to be typed or rewritten legibly.

In most cases, you should be able to obtain clarification without contacting the candidate, but you may require a candidate to attend an interview. Interviews should be treated with utmost seriousness and candidates should be invited to attend via their Senior Tutor and the Chairman of Examiners kept informed. Interviews should not adversely affect a student's exam preparation, therefore if there is sufficient time before the examination and revision period then an interview can be scheduled. If examinations have started candidates should only be invited for interview after their final examination but as soon as possible before the final subject Examiners' meeting. In the event that a student cannot be interviewed prior to agreeing the marks at the subject level, subject Examiners must mark the candidate on the basis of the work submitted. Under no circumstances should a candidate's name be omitted from the marksheet (or ultimately the class list) whilst awaiting the outcome of an interview.

If a candidate is instead suspected of "unfair practice", you should report it directly to the Chairman of Examiners, who will refer the matter to the Senior Proctor and the Secretary of the Board of Examinations. The Senior Proctor is responsible for determining how to proceed, which might involve referring the evidence to the University Advocate with a view to bringing the case before the Court of Discipline. All cases of suspected plagiarism should be reported to the Chairman of Examiners and Secretary to the Board of Examinations in accordance with the guidance note on Plagiarism <http://www.admin.cam.ac.uk/univ/plagiarism/>

BEFORE THE WRITTEN EXAMINATIONS

Please note that, in April, you will receive information from the Student Registry addressed to Chairmen of Examiners (for all undergraduate examinations) and Senior Examiners in the NST. The information relevant to NST is contained in this guide and supersedes that provided in this communication. However, certain requests for information will still require action from you, e.g.

Examiners' attendance in examination rooms (see page 7)

Payments to Examiners and Assessors (see page 14)

Confidentiality

You should ensure that all subject Examiners and Assessors observe absolute confidentiality in the drafting of question papers. Word processors and printers used for the preparation of papers must be secure from unauthorised access and if at all possible should not be networked. Copies of draft or final papers and marking schemes should be stored in a secure, locked filing cabinet and preferably in a room that is not accessed by students. All Examiners should take the utmost care to ensure that the format of transmission for exam questions, and specific comments on questions, is secure. Email, memory sticks and paper all have their risks and due regard to security should be exercised at all times.

If any Examiner is also undertaking College supervisions, or is involved in lecturing to the NSTIB students, he or she should act with appropriate circumspection in the conduct of supervisions.

Preparing written examination papers

Question papers should comply with the relevant examination Regulations and the Form and Conduct Notice issued by the Faculty and must be thoroughly proof read and formally approved prior to submission. The Senior Examiner is responsible for making appropriate arrangements to secure the accuracy of question papers including convening meetings of the Examiners to finalise question papers prior to final printing.

If you intend to use the services of the Reprographics Centre to reproduce question papers, you are responsible for ensuring 'camera-ready' versions of these papers are hand delivered to the Reprographics Centre by the designated deadline. Where written papers are produced entirely in Departments **the final versions must be delivered by hand to the Reprographics Centre by no later than two weeks before commencement of the examination.** If proof copies of question papers are required then delivery of camera ready copy must be made earlier than the designated deadline. **Senior Examiners must arrange with Reprographics to see proofs of their papers and related material, in advance of the corresponding examinations, to ensure the reproduction process is of adequate quality.**

You should ensure that the final versions of the examination papers are approved by the subject Examiners collectively, and that marking schemes are finalised before the examinations take place. Consideration should be given not only to the questions themselves, but also to the distribution of questions between papers, the order of the questions and the rubric. [Significant changes in the structure or scope of an examination must not be made without prior agreement from the Faculty/Department and may also require a Form and Conduct Notice that has to be agreed by the Committee of Management for the Natural Sciences Tripos.]

When devising question papers it is good practice to use a *sans-serif* typeface such as Arial or Helvetica, at least 12 point in size, and therefore more accessible to those with certain disabilities. Adjustments will be granted for those candidates requiring an enlarged typeface but it is generally easier if a *sans-serif* font has been used from the outset.

You will receive further guidance on the production of examination question papers including a specimen template from the Student Registry in November/December. All University Question Papers should bear the University logo on the cover page, the name and subject code of the Tripos and name and paper code of the examination.

Please note: Any Department that requests re-printing of question papers after the publicised deadline for checking, will be charged re-printing costs.

Examination room requirements

You are reminded that you should advise the Student Registry when requested and well in advance if any of your subject papers require graph paper, tables, formulae books *etc.* to be supplied to candidates for the examination, these stationery requirements should also be listed on the front cover of examination papers.

Candidate numbers

Candidate lists for each subject are no longer issued by the Records and Exams section of the Student Registry. Admin staff in your department should be able to download the lists from CamSiS with the aid of a guidance document on the Moodle website. However, the NST Administrator will also download a list of students enrolled in the examination for each NST course.

These lists may contain footnotes signifying a particular category of candidate. You should ensure that only those people who need the names in advance are given them (*i.e.* those responsible for entering marks for continuous assessment). If that is not you, resist the temptation to read the file!

Examiners' attendance in examination rooms

You are responsible for confirming the order of examinations (the examinations timetable) and ensuring that a relevant Examiner for each paper is scheduled to attend **promptly** at the beginning of each session of the written examinations and at each room where the paper is held (but not in colleges where individual students are sitting papers for tutorial reasons). The list of Examiners and which sessions they will attend should be communicated to the Student Registry when requested.

DURING THE WRITTEN EXAMINATIONS

Examiners' attendance in examination rooms

- You are responsible for ensuring that the scheduled Examiners attend the relevant sessions: it is good practice to attend some sessions yourself to ensure there are no problems. **Additionally, it is advisable to have an Examiner or designated assistant attend at the end of each main written examination, to find out immediately and at first hand which scripts will not be included in the first batch and why. This helps identify if any scripts are missing.** Please ensure that all Examiners are aware that they should be suitably dressed and wearing a gown (a hood may also be worn) when attending an examination room.

What if there is a mistake in the printed examination paper?

If there is an error in the question paper you (or another Examiner) should:

1. announce the correction to all the candidates in the examination room and arrange for the announcement to be made in any other rooms where candidates are sitting the examination;
2. ensure that the correction to the question paper is communicated to all the Colleges which have a student sitting that paper in College. The Examination Supervisor will have a list of these students and Colleges.
3. annotate a copy of the examination paper, sign it and return it to the Supervisor or Invigilator who will pass it to the Reprographics Centre to incorporate in the bound volumes of question papers.
4. report to the Secretary of the Board of Examinations who, if the error is sufficiently major, will be responsible for determining any additional corrective action that may be necessary as a consequence.

It is important that the announcements are communicated to all sites where the examination is being held with the minimum of delay to avoid any unfairness. The procedures for doing this should be checked prior to the start of the examinations.

If a mistake is noticed after the examination has taken place, you should annotate the corrections on a copy of the examination paper, sign it, and send it to the Reprographics Section, the Old Schools, within one week of the completion of the examination concerned. This is to ensure that the University's archive of examination papers contains the corrected versions.

What if something goes wrong in the examination hall?

If it is necessary to report an unusual incident during the examination period please telephone the Examinations Office. The Examinations Office is open from 7.30am to 6.30pm Monday to Saturday including Bank Holidays.

Student Registry (7)64995 or (3)34488

What if an Examiner or Assessor has to withdraw at short notice?

If the examination can proceed without replacing the Examiner or Assessor, then you should notify the Chairman of Examiners of the withdrawal.

If the examination cannot be completed without a replacement, you should endeavour to find one. You should notify the Chairman of Examiners, Educational & Student Policy and the Student Registry of the new appointment.

What if I suspect a candidate of “unfair practice” during the written examinations?

These circumstances are treated with the utmost seriousness by the University. In most instances, where a candidate is suspected of unfair practice during the examination, the Invigilator will have reported the matter. Where an Examiner suspects unfair practice, he or she should take no action themselves, but should mark the script(s) on the basis of the work presented and report the matter to the Chairman.

Where a case is subject to further investigation, the Examiners should mark the candidate’s work as presented and arrange to class the candidate on the basis of the work submitted. In no circumstances should the candidate’s name be omitted from the marksheet (or ultimately the class list).

The Chairman will report all cases of suspected unfair practice, including suspected plagiarism, to the Senior Proctor and the Secretary of the Board of Examinations. The Senior Proctor is responsible for determining how to proceed, which might involve referring the evidence to the University Advocate with a view to bringing the case before the Court of Discipline. All cases of suspected plagiarism should be reported to the Chairman of Examiners and Secretary to the Board of Examinations in accordance with the guidance note on Plagiarism <http://www.admin.cam.ac.uk/univ/plagiarism/>

AFTER THE WRITTEN EXAMINATIONS

Anonymity

All examination scripts and submitted work are marked anonymously. The Final List of Candidates includes a ‘candidate number’ which CamSIS allocates to students in a random fashion. Candidates write their candidate number on their script; not their name or College.

Examiners receive their scripts in numerical order and marks are transcribed into a numerical mark book. The Class List is drawn up at the Final Meeting of Examiners anonymously. Only when the Class List has been finalized can the candidate numbers be turned back into the names and Colleges of the students.

Confidentiality

You should not discuss any aspect of the examination directly with any candidate or with any other person, other than in accordance with the regulations for the disclosure of examination marks (Ordinances 2013 p240). The only authorised communication between Examiners and candidates is through their Colleges, and is confined to the marks and related information. This principle should also be observed in connection with any queries raised by students or their Tutors including any issues relating to individual appeals. Students should be advised to contact their Tutor. Tutors should raise issues with the Secretary of the Board of Examinations who will communicate with the Chair as appropriate.

The Chair of Examiners is requested to submit a copy of any final report on the conduct of the Examination to the Secretary of the Board of Examiners.

Receipt of examination scripts

Unless you have made alternative arrangements in advance with the Examinations Office, you will receive your scripts by the internal examination messenger within a day after the examination in question (Saturdays and Bank Holiday Monday can interfere with script delivery). You may arrange to collect your scripts from the Examination Room by prior arrangement with the Examinations Officer or the Examination Room Supervisor, or from the Examination Office. Please note: Scripts will only be delivered to a Department on Saturday or a Bank Holiday Monday if the Examinations Officer has been informed that the Department is open and will be able to receive such a delivery. You will receive the scripts of candidates who have taken their examinations under special conditions later than the main batch (the first markers will be advised of these scripts). All scripts taken under special conditions must be marked in exactly the same way as scripts written under normal examination conditions except for those with a Specific Learning Difficulty such as dyslexia – see below.

All candidates should be accounted for: the Invigilators will have kept a record of any students who were absent from the examination, or withdrew at a late stage. This information will be given to you along with the scripts.

If a script proves completely indecipherable, please contact the office of the Secretary of the Board of Examinations, who will try to arrange for it to be transcribed by the candidate's College. Please bear in mind that it may take some considerable time for this to be achieved and that the Board will not authorise all scripts of an individual candidate to be transcribed.

Making adjustments to marking for special consideration or extenuating circumstances

Examiners are required to mark all work in exactly the same way and in accordance with their agreed marking scheme. Examiners are *not* asked to judge how well a candidate might have performed had circumstances been different.

The University has a well-established procedure for considering medical and other extenuating circumstances. **Examiners are not empowered to consider extenuating circumstances of candidates and must mark the work as presented.** Such cases are referred to the University's Applications Committee.

In undertaking its work, the Applications Committee considers the medical or other supporting evidence submitted on behalf of candidates including supervision reports together with details of their previous and current examination performance. It considers all cases, irrespective of subject, thereby promoting consistency of practice. The Committee also includes two medical advisers, both of whom are professionally qualified and are the *only* members authorised to evaluate the medical evidence.

The Applications Committee may grant one of the following allowances:

- (i) where a candidate has **failed an examination**, to award the candidate unclassified honours in that examination;
- (ii) where the candidate **has received a class which is demonstrably lower than justified by the candidate's academic record**, to declare the candidate to have deserved honours. This declaration supersedes any class awarded by the Examiners;
- (iii) to authorise the Chairman, after he/she has consulted at least two other Examiners, to move the candidate's name to a higher class if the Examiners are satisfied that the candidate has performed at the standard of the higher class in all but a relatively small part of the examination. Note: the responsibility for deciding whether to improve a candidate's class resides with the Examiners;
- (iv) to allow an Ordinary examination.

The only exception to this policy relates to candidates with a diagnosed Specific Learning Difficulties (SpLD). The Senior Examiner will receive a list of such candidates and is responsible for forwarding this information to the relevant Examiner. In such instances, the University's policy is to request that minor errors of grammar and spelling are *not* penalised but that in all other respects Examiners should mark the work normally. [N.B. It is quite common to not be informed of dyslexic candidates until well into the Lent or Easter Term.]

Chairman will no longer receive a list of Warnings issued for candidates on the basis of illness or grave cause. These candidates will initially be treated in the same way as other candidates although their case may be referred to the Applications Committee who may either grant the relevant examination allowance or refer the matter to the Chairman of Examiners for further review after the Class List has been issued. The existence of extenuating circumstances for individual candidates should not be considered by the subject Examiners, who must mark the work as presented.

Retention of subject examination scripts

Scripts are normally retained for **six months** after the examination in case they are needed as evidence in any challenge of a result. Your Faculty or Department may advise differently and you should consult your administrator about the local policy. Additionally, the Chairman of Examiners will require you to retain the scripts of any candidate who submitted representations under the Regulations of the Examination Review Procedure, together with any essays, dissertations or projects contributing to the assessment of the student in question. All such scripts should be returned to the Student Registry for secure storage in case there is a further, final appeal.

The Student Registry is no longer able to store scripts for you but is able to arrange for their disposal. Further information will be sent to you on this subject nearer the exams.

THE FINAL SUBJECT EXAMINERS' MEETING

Content of the meeting

All subject Examiners must be present at the final meeting unless special dispensation has been authorised by Educational & Student Policy (<http://www.admin.cam.ac.uk/offices/education/examiners/dispensation.html>). Such requests are only granted in exceptional circumstances and dispensation must be approved before the Examiners' meeting takes place. The first stage of the process is agreeing the absence with the Senior Examiner. If an Examiner is absent you should continue with the proceedings and record their absence or late arrival in the minutes of the meeting.

Prior to the meeting, you should ensure that all marks have been recorded correctly into the marksheet. At the meeting, a formal record should be taken, which should include:

- attendance and any dispensations for absences;
- any incidents that occurred during the examinations;
- the arrangements for marking and classing with reference to agreed criteria, noting any divergence and the reasons;
- any discussion of marginal candidates;
- any recommendations relating to any representations concerning the conduct of the examination to be taken to the Final Senior Examiners meeting.

A copy of this information in the form of a report (which you may be required to submit to your Faculty or Department) should be communicated to the Chairman of Examiners highlighting any issues for NST.

University guidelines for the conduct and recording of Examiners' meetings can be found on the Student Registry website: <http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html>

Agreeing final marks

It is essential that the Examiners follow the agreed marking scheme (Appendices 2 & 6).
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All subject Examiners should sign a copy of the marksheet which is then submitted (along with an electronic copy) to the Chairman of Examiners through the Secretary of the Committee of Management for the NST.

TRANSMISSION OF THE SUBJECT MARKS

Submitting the marks

You should submit marks as an Excel worksheet, with marks provided for each component paper in your subject and a total mark for the subject. A template will be provided (hopefully in April); for details of the formatting required please see this template and its accompanying guidance.

The marks should be displayed to one decimal place but their underlying value should be left at full precision.

Component marks must be presented in such a way that they sum to that in the "Total / %" column. This may require certain components to be appropriately scaled. The scaled value should be consistent with the 'maximum available mark'. Should this prove problematic a formula is available on request.

If a candidate has withdrawn from all or part of the examination, "W" should be entered in the appropriate cell and in the Total column. You should not put "0" unless you mean it.

All candidates taking your paper should be included or accounted for.

Appendix 8 includes a form and a list of material you should bring to the Secretary of the Committee of Management for the NST after your final subject Examiners' meeting.

Some candidates may be offering your paper in Part II Physical Sciences: you should submit these marks to the Secretary of the Committee of Management for the NST, who will arrange for them to be sent to the Senior Examiner for Part II Physical Sciences. Marks for Education students and not for honours candidates should be returned to the NST Secretary. Marks for students borrowing papers from other Triposes should be returned directly to the Examinations office for that Tripos.

Checking the marks

Shortly before the final Senior Examiners' meeting, you will receive from the Chairman a provisional markbook, which will contain all marks for all candidates (as supplied by Senior Examiners) in candidate number order. **You will be asked to check that the numbers have been entered in correctly, bearing in mind that they are expressed to one decimal place.** Any corrections to be made at this stage should be communicated in writing (preferably by email) to the Chairman of Examiners.

THE FINAL SENIOR EXAMINERS' MEETING

All Senior Examiners must be present at the final meeting unless special dispensation has been authorised by the Educational & Student Policy

(<http://www.admin.cam.ac.uk/offices/education/examiners/dispensation.html>). Such requests are only granted in exceptional circumstances (i.e. 'grave cause') and dispensation must be approved before the Final Senior Examiners' meeting takes place. The first stage of the process is agreeing the absence with the Chairman of Examiners. Senior Examiners who have received dispensation to be absent from the final meeting are requested to send a deputy to report on their component of the examination and sign the class list. If an Examiner is absent you should continue with the proceedings and record their absence or late arrival in the minutes of the meeting.

Before the final Senior Examiners' meeting, the Chairman will scrutinise the marks obtained by candidates and compile an overall order-of-merit which will be used to set the class boundaries, according to the agreed scheme. The Chairman should ensure that a list of Examination Warnings and any representations relating to the conduct of the examination for consideration at the meeting have been received. Warning letters will be noted and other matters shall also be considered by the Chairman, who will bring recommendations to the meeting as appropriate. University guidelines for the conduct and recording of Examiners' meetings can be found on the Board of Examinations website

<http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/examiners/index.html>

At the final meeting, information will be provided on:

- the final markbook
- mark distribution statistics for all subjects in Part IB of the Tripos;
- marginal and/or failed candidates.

The Chairman of Examiners is responsible for the production of the class list: Senior Examiners attending the final meeting are required to sign two copies of the class list at the final meeting.

AFTER THE FINAL SENIOR EXAMINERS' MEETING

The class list and Distributed markbook

The Chairman of Examiners is responsible for compiling the final class list and supporting information that is submitted to the Student Registry who will process this information to produce the formal class list to be posted outside the Senate House, upload the class details to CamSIS and transfer the information required for the production of transcripts; the Grade Roster. Further information is given in the Guidance Note on drawing up the class list and mark book (available in April).

Copies of the final markbook will be sent to Colleges and Departments on behalf of the Senior Examiners and retained indefinitely by the Secretary of the Committee of Management for the Natural Sciences Tripos (see Appendix 4). The Distributed markbook may include additional statistical data.

Senior Examiners are responsible for all examinations data in their subject until **one month after the publication of the class-list**, i.e. the deadline for appeals by candidates. After that time, no records should be retained by Examiners and any data should be handed over in accordance with the relevant Departmental Examinations Data Retention Policy.

Publication of Class Lists

The Student Registry will arrange for the formal class list to be published at the Senate House and communicated to the Colleges.

The Registry may omit names from the class list (on an application under the Data Protection Act) so it is

important that only the class list produced by Student Registry is disseminated. Please ensure that class lists are not posted until confirmation has been received from the Student Registry.

Class Lists are posted outside the Senate House at 4.30 pm. Further detailed information on the production of Class Lists and provision of marks for university transcripts can be found at <http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/class/>

Corrections and amendments to the class list

If you become aware of an error in your marks which affect the published class list, you should contact the Chairman of Examiners who, in turn, will contact the Secretary of the Board of Examinations. Prior to publication in the Reporter, providing the change is not substantive, all that is usually necessary is the submission of a corrected list and details of relevant changes to the marks recorded in the Grade Roster to the Student Registry. Once the Class List is published in the Reporter any change requires the publication of a Notice in a subsequent edition of the Reporter.

Amendments to the class list may also be made as a consequence of a recommendation by the Applications Committee, or as the consequence of the outcome of a review: such amendments are always published in the *Reporter*.

Examination Review Procedure for Undergraduate Examinations

There is a formal appeals procedure for all Tripos examinations which is administered by the Board of Examinations (stages i and ii) and the Deputy Academic Secretary (stage iii). The stages in the procedure are as follows:

- (i) representations received prior to signing the class list (Regulation 5);
- (ii) representations received within one month of signing the class list (Regulation 6);
- (iii) representations relating to the response from the Chairman of Examiners (Regulation 7).

The full procedure is outlined in *Statutes and Ordinances* and you will be contacted by the Chairman of Examiners if you need to be involved. Stage ii of this process would normally take place within a month of the Final Examiners' Meeting and the Senior Examiner will be asked to provide contact details for this period.

Examiners' reports

All Senior Examiners of **biological subjects** are required to submit a report on their examinations for the Faculty Board. You can submit a copy of this report to the Chairman of Examiners highlighting any issues that you feel should be brought to the attention of the Committee of Management for the NST.

Payment of Examiners' Fees and Expenses

Some internal Examiners and Assessors (NUTO's) are eligible to receive fees for undertaking their duties in accordance with the rate of payment specified in Statutes and Ordinances. The Student Registry Fees and Funding Team is responsible for paying such fees to Examiners and Senior Examiners are responsible for completing and returning the Claim Form (available at <http://www.admin.cam.ac.uk/offices/education/examiners/index.html>) so that these payments can proceed. Payments (fees and expenses) for External Examiners are processed by Educational & Student Policy on receipt of their Report.