

Dear Part III student,

In view of the first round of papers last week, it might be helpful to emphasise the following points.

- When uploading both your scanned examination script and the signed Code-of-Conduct declaration to the examination Moodle, please upload *both* files before clicking ‘submit’; once you have clicked submit you will no longer be able to upload further files.
- If you are unable to submit your answers or your signed declaration to the examination Moodle you should email your submission to the Examination Office at [exams2020@admin.cam.ac.uk](mailto:exams2020@admin.cam.ac.uk), from your @cam.ac.uk email address.
- You must retain your paper scripts until after the examination results have been released, as you may be asked to resubmit your work if there are issues with the quality of your scanned answers.
- Please do *not* contact the Part III Examiners, the lecturer or your Director of Studies during the assessment, even if you believe there to be an error in the question paper. If you have queries regarding the question paper, make a short note on the script for the Examiners' attention, continue to the best of your ability and raise any issues with your College Tutor (*not* the Part III Examiners or your lecturer) after the assessment.
- Any examination irregularities will be dealt with via your College. If you are unable to sit an examination or experience difficulties during your assessment, you should notify your College Tutor as soon as possible.
- In order to help the Faculty process your script in a timely manner, please remember:
  - It is recommended that you handwrite your answers in black or blue pen.
  - You are requested to leave a margin of 2.5cm on the left-hand-side of each page.
  - Your scanned script should be uploaded with the filename `BGID-NNN.pdf`, where `BGID` is your Blind Grading ID and `NNN` is the Paper Number, and your signed Code-of-Conduct declaration should be uploaded with the filename `BGID-CoC.pdf`.

With my best wishes to you all,  
Julia

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