

Student Self Service

Exam Enrolment and Verification

Cam**SIS**

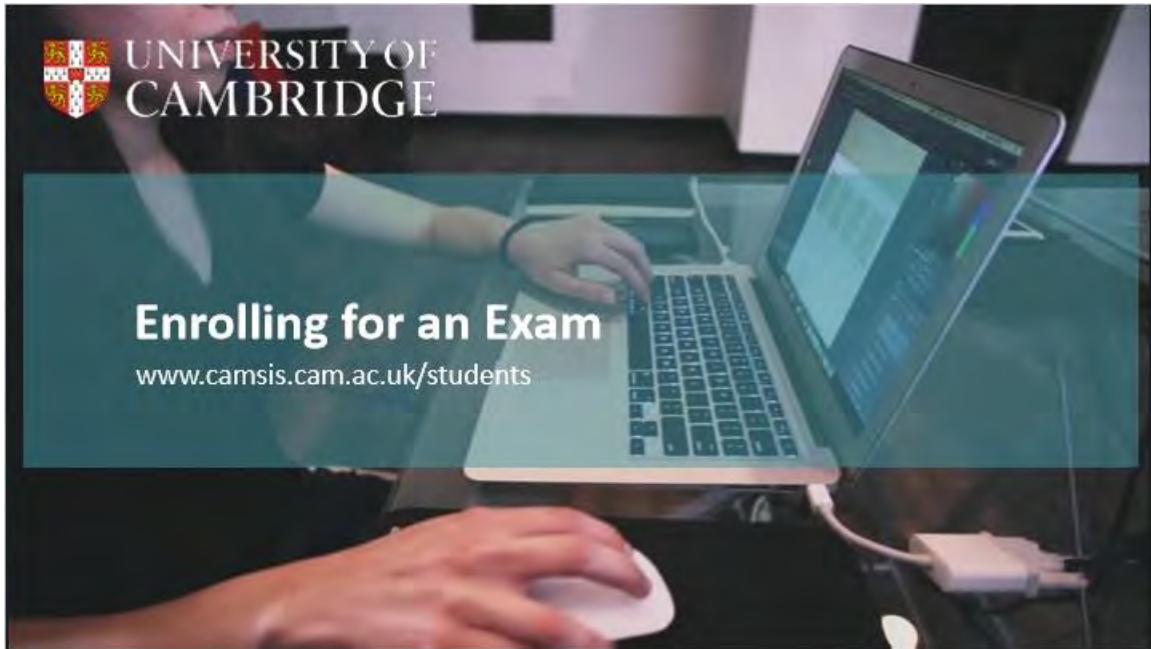
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4. Enrol in an Exam

4.1 Enrolling for an exam



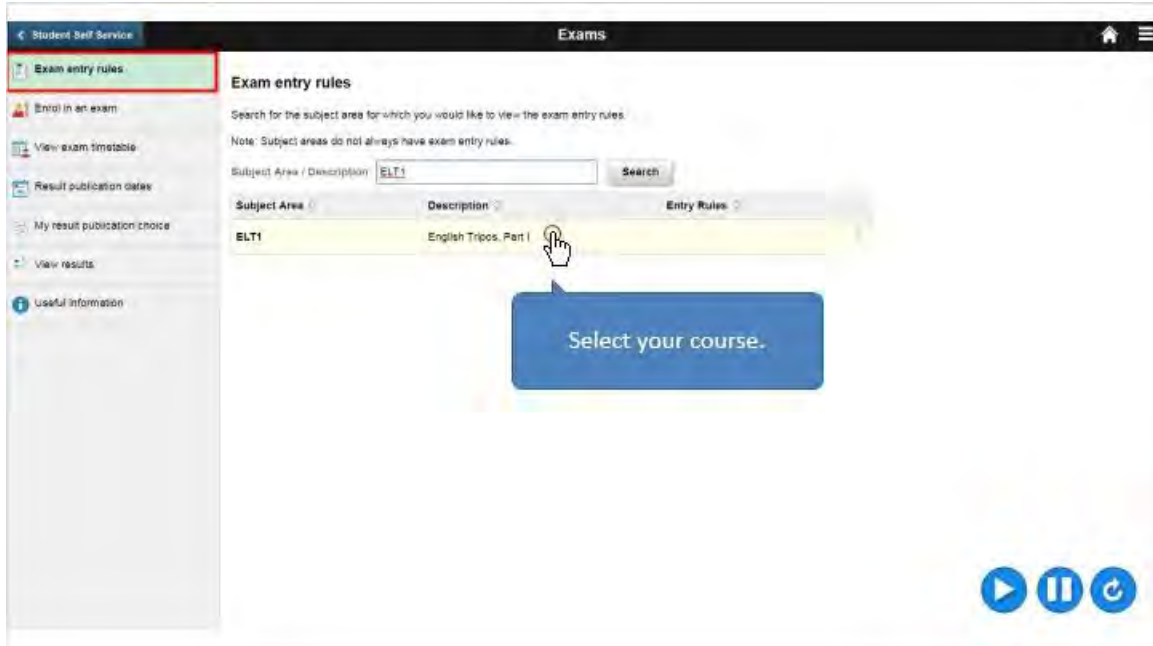
4.2 Exams tile



4.3 View exam rules 1



4.4 View exam rules 2



4.5 View exam rules 3

Exam entry rules: ELT1 - English Tripos, Part I

TO BE COMPLETED BY THE CANDIDATE IN CONSULTATION WITH HIS/HER DIRECTOR OF STUDIES Every candidate for Part I shall offer Papers 3 and 8 and any four papers from among Papers 1, 2, 4, 6, 7, 8, 9 and 10 provided that: (i) a candidate may offer only one or either Paper 8, or Paper 9, or Paper 10 (ii) only one option may be offered from amongst the list of options available for Paper 7, and likewise for each of papers 8, 9, and 10 (iii) in substitution for one of Papers 4, 6 and 7 not substituted by a portfolio of essays under proviso (iv) below, a candidate may offer a dissertation to be submitted in accordance with the provisions of Regulation 16, on a topic falling within the scope of that paper; except that if a candidate submits a dissertation in substitution for Paper 4 it shall not be wholly or largely on the subject of Shakespeare and his writings; (iv) additionally or alternatively, in substitution for one of Papers 4, 6 and 7 not substituted by a dissertation under proviso (iii) above, a candidate may offer a portfolio of essays, to be submitted in accordance with the provisions of Regulation 17, on topics falling within the scope of that paper; except that if a candidate submits a portfolio in substitution for Paper 4 it shall not be wholly or largely on the subject of Shakespeare and his writings; (v) a candidate for the English Tripos offering an option Paper 10 shall be required to offer this option as a written paper, and in the form of coursework, albeit that such substitutions may be available to candidates for the Anglo-Saxon, Norse, and Celtic Tripos, or the Classical and Medieval Languages Tripos; (vi) a candidate offering any of Papers 4, 6, 7, 8, 9 and 10 substituted by a portfolio of essays, shall be required to demonstrate substantial knowledge of the literature of the British Isles (which may include knowledge of the literature of the British Isles) which may be demonstrated by a candidate offering any of Papers 4, 6, 7A, and 7B either as a written portfolio of essays, shall be required to demonstrate, in each such case, knowledge of English literature before and after the medieval date specified in the regulations. The examiners may also call candidates for viva voce examinations on dissertations and portfolios. Dissertations and Portfolios of Essays shall be submitted to the Director of Studies to the Director of Undergraduate Studies.

Print

Close the box when you are finished.

Read the rules carefully because your exam choices are not processed if they do not meet the requirements.

You can print the rules here.

4.6 Enrol in an exam

Exam entry rules

Search for the subject area for which you would like to view the exam entry rules.

Note: Subject areas do not always have exam entry rules.

When you know your exam combinations, you can enrol in your exams.

4.7 Select career 1

The screenshot shows the 'Enrol in an exam' interface. The top navigation bar includes an 'Exit' button, the title 'Enrol in an exam', and a 'Next' button. A sidebar on the left contains a progress list with six steps: 1. Introduction (Visited), 2. Select career (Not Started), 3. Select subject area (Not Started), 4. Select term (Not Started), 5. Select exams (Not Started), and 6. Complete exam enrolment (Not Started). The main content area is titled 'Step 1 of 6: Introduction' and contains the following text: 'Exam enrolment should take less than 10 minutes. Use the buttons in the black header or the numbered sections to the left to navigate through each page. Do not use your browser navigation buttons. A 'How To' video is available to watch (requires Flash Player) that demonstrates the steps required to complete exam enrolment. When you are ready to start, please navigate to the next page.' A blue callout box points to the 'Select career' step in the sidebar, stating: 'Select career is displayed. Step through the options in turn.' At the bottom right, there are three circular navigation icons: play, pause, and refresh.

4.8 Select career 2

The screenshot shows the 'Enrol in an exam' interface at Step 2 of 6: Select career. The top navigation bar includes an 'Exit' button, the title 'Enrol in an exam', and a '< Previous' button. The sidebar on the left shows the progress list with 'Select career' (Not Started) highlighted in green. The main content area is titled 'Step 2 of 6: Select career' and contains the following text: 'Select your career from the list below, then navigate to the next page. Careers which are completed, cancelled or still in admissions will not be displayed.' Below this text is a dropdown menu labeled 'Career' with 'Undergraduate' selected. A blue callout box points to the dropdown menu, stating: 'You will see a longer list if you have studied at the University before. Turn the button to the green position to select your career (e.g. 'Undergraduate' or 'Post Graduate').' At the bottom right, there are three circular navigation icons: play, pause, and refresh.

4.9 Select subject area

Click Step 3, 'Select subject area'.

If yours is not displayed, add further subjects here.

Select your subject area by switching the option to green.

Enrol in an exam

Career: UGRD Undergraduate

1 Introduction Complete

2 Select career Complete

3 **Select subject area In Progress**

4 Select term In Progress

5 Select exams In Progress

6 Complete exam enrolment Voted

subject area

from the list below, then navigate to the next page

displayed, please click the + button to add it. Once you have added a new subject area you will need to select it to navigate to the next page.

You can check which subjects are available for self service enrolment on the Student Registry website.

+ Delete

ELT1 English Tripos, Part I View enrolment rules Delete

Play, Pause, Refresh icons

4.10 When should you enrol?

Typically, you enrol for exams in Michaelmas term for the following Easter term.

Turn the button to the green position to select the term when your next exam takes place.

Enrol in an exam

Career: UGRD Undergraduate

Subject Area: ELT1 English Tripos, Part I

1 Introduction Complete

2 Select career Complete

3 Select subject area Complete

4 **Select term In Progress**

5 Select exams In Progress

6 Complete exam enrolment Voted

Step 4 of 6: Select term

Select the term for the period when the exam will take place.

If more than one term is displayed you can select the term you wish to enrol for.

Term

Easter Term 2018

Easter Term 2019

Play, Pause, Refresh icons

4.11 Progress

Enrol in an exam

Career: UGRD Undergraduate
Subject Area: ELT1 English Tripos, Part I
Term: 3371 Easter Term 2019

Step 4 of 6: Select term

Select the term for the period when the exam takes place, then navigate to the next page.
If more than one term is displayed you may need to enrol in exams for each term.

Term
Easter Term 2018
Easter Term 2019

Note that your choices are displayed at the top of the page.

4.12 Add your exams 1

Enrol in an exam

Career: UGRD Undergraduate
Subject Area: ELT1 English Tripos, Part I
Term: 3371 Easter Term 2019

Step 5 of 6: Select exams

Select the exams that you wish to add or drop for this subject area. A tick symbol indicates the parts of the exam that you have selected.
Please note that you may not necessarily qualify to take some of the exams so you should refer to the exam entry rules if they are available.
When you have finished, navigate to the next page. You will not be able to do so until you have made at least one change.

Examination Enrolment Window 1 October to 2 November
View exam entry rules.

Add All **Drop All**

Number	Description	Component	Enrol Status	Action
1	Practical criticism and critical practice I	Examination	Not Enrolled	Add
2	Early medieval literature and its contexts, 1066-1350	Examination	Not Enrolled	Add
3	English literature and its contexts, 1300-1550	Examination	Not Enrolled	Add
4	English literature and its contexts, 1500-1700	Examination	Not Enrolled	Add
4D	To submit a Dissertation under Regulation 16 in place of Paper 4	Dissertation	Not Enrolled	Add
4PE	To submit a Portfolio of Essays under Regulation 16 in place of Paper 4	Essay	Not Enrolled	Add

Now add your exams, one at a time.

4.13 Add your exams 2

The following exam(s) have been added:
Practical criticism and critical practice I

Step 5 of 6: Select exams

Select the exams that you wish to add or drop for this subject area. A tick symbol ✓ indicates the parts of the exam that you have selected.

Please note that you may not necessarily qualify to take some of the exams so you should refer to the exam entry rules if they are available.

When you have finished, navigate to the next page. You will not be able to do so until you have made at least one change.

Examination Enrolment Window 1 October to 2 November

View exam entry rules

Add All Drop All

Number	Description	Component	Enrol Status	
1	Practical criticism and critical practice I	Examination	Pending Add ✓	Drop
2	Early medieval literature and its contexts, 1066-1350	Examination	Not Enrolled	Add
3	English literature and its contexts, 1300-1550	Examination	Not Enrolled	Add
4	English literature and its contexts, 1500-1700	Examination	Not Enrolled	Add
4D	To submit a Dissertation under Regulation 16 in place of Paper 4	Dissertation	Not Enrolled	Add
4PE	To submit a Portfolio of Essays under Regulation, 16 in place of Paper 4	Essay	Not Enrolled	Add

Continue until you have met the exam entry rules for your course.

4.14 Complete your exam enrolment

Career: UGRD Undergraduate
Subject Area: ELT1 English Tripos, Part I
Term: 3371 Easter Term 2015

Step 5 of 6: Select exams

Select the exams that you wish to add or drop for this subject area. A tick symbol ✓ indicates the parts of the exam that you have selected.

Please note that you may not necessarily qualify to take some of the exams so you should refer to the exam entry rules if they are available.

When you have finished, navigate to the next page. You will not be able to do so until you have made at least one change.

Examination Enrolment Window 1 October to 2 November

View exam entry rules

When you have finished, go to the last step to submit your choices.

Number	Description	Component	Enrol Status	
1	Practical criticism and critical practice I	Examination	Pending Add ✓	Drop
2	Early medieval literature and its contexts, 1066-1350	Examination	Not Enrolled	Add
3	English literature and its contexts, 1300-1550	Examination	Pending Add ✓	Drop
4	English literature and its contexts, 1500-1700	Examination	Pending Add ✓	Drop
4D	To submit a Dissertation under Regulation 16 in place of Paper 4	Dissertation	Not Enrolled	Add
4PE	To submit a Portfolio of Essays under Regulation, 16 in place of Paper 4	Essay	Not Enrolled	Add

4.15 Submit your exam choices

The screenshot shows a web interface for enrolling in an exam. At the top, there is a navigation bar with 'Exit', 'Enrol in an exam', and buttons for '< Previous' and 'Submit'. Below the navigation bar, the user's details are displayed: Course: UGRD Undergraduate, Subject Area: ELT1 English Tripos, Part I, Term: 3371 Easter Term 2019. A progress indicator on the left shows six steps: 1. Introduction (Complete), 2. Select career (Complete), 3. Select subject area (Complete), 4. Select term (Complete), 5. Select exams (Complete), and 6. Complete exam enrolment (Selected). The main content area is titled 'Step 6 of 6: Complete exam enrolment' and contains the following text: 'You have added or dropped the following exams for this subject area: Add class: Practical criticism and critical practice I Add class: English literature and its contexts, 1300-1550 Add class: English literature and its contexts, 1500-1700 Add class: Shakespeare Add class: To submit a Portfolio of Essays under Regulation 16 in place of Paper 6 Add class: To submit a Dissertation under Regulation 16 in place of Paper 7B Please click the 'Submit' button to complete this task.' A blue callout box on the right says: 'Check your choices. If you want to change anything, go back to the previous screen, otherwise click 'Submit'.' At the bottom right, there are three circular icons: a play button, a pause button, and a refresh button.

4.16 Further help

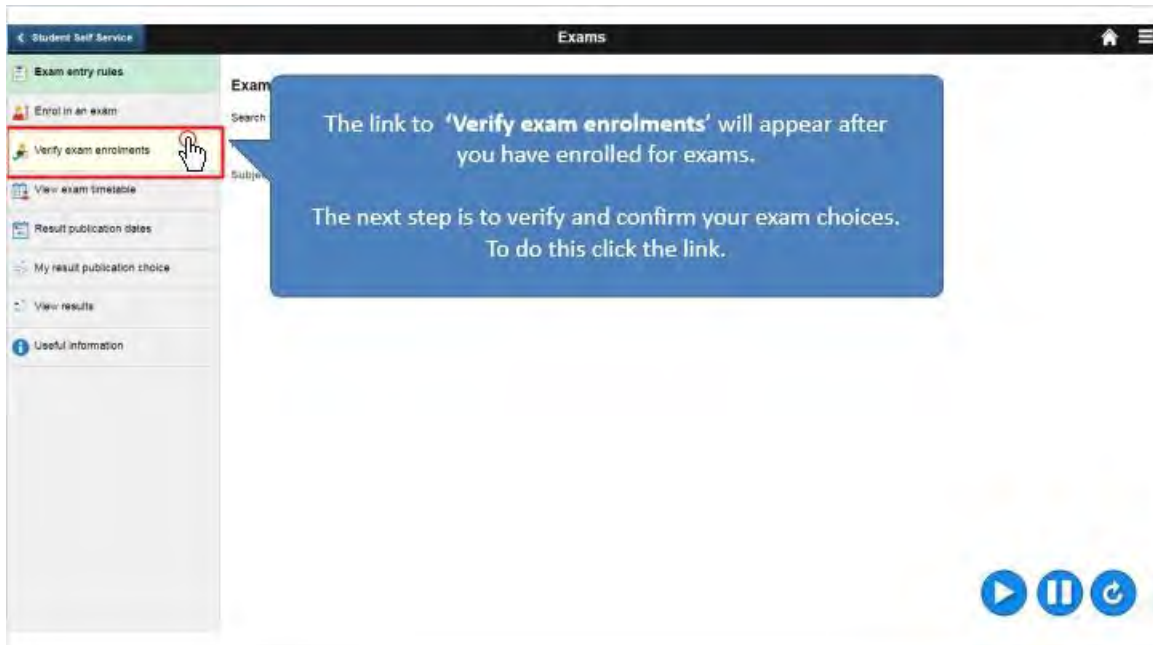
The screenshot shows a dark-themed section titled 'FURTHER HELP'. The text reads: 'Please note that enrolment is not complete until your DoS has approved it. If you have any questions about your exam enrolments, please contact your Director of Studies (DoS).' Below the text are two buttons: 'Restart this section' and 'More Information about exams'.

5. Verify exams & useful information

5.1 Verify your exams



5.2 Verify exam enrolments link



5.3 Check your exam enrolments

Verify exam enrolments

Please review and verify your enrolments for the term's details, please ask your College Tutorial Office for further details.

Academic Career: Undergraduate

Subject: Asian and Middle Eastern Studies Topics, Part 1B

Paper:

MES12	Internat	06/03/201
MES17	The fo	
MES19	The fo	
MES20	Thema	
MES15	Internat	
MESPO	Persia	
MES	Mode	

Buttons: Verify, Change

Callout 1: Check carefully the exams for which you are enrolled. If the list is correct click 'Verify'.

Callout 2: If you want to change one or more exams click 'Change'.

5.4 Enter your exam change request

Request change

To request a change to your enrolments please complete the form below, including:

- Your College*
- Your name
- A list of the papers that you wish to add or remove
- An indication of whether you have already spoken to your DoS about this change

You can add further email addresses to the CC field as long as they are separated by a semicolon.

Please note that this is just a request at this stage. Once you have submitted these details your College Tutorial Office will be in contact to discuss the change with you.

College: Jesus College

CC: edited_email_of_2018-06-17_TeWfHG@automation.com

Details of change request

May I change MESPO Persian oral to ..

Buttons: Submit, Cancel

Callout: Enter your college and the details of the change request. Note that this is just a request at this stage. Your request goes to your Tutorial Office.

5.5 View exam timetable

View exam timetable

Select a term:

Term	Institution
Undergraduate	University of Cambridge
Easter Term 2015	University of Cambridge
Undergraduate	University of Cambridge
Easter Term 2017	University of Cambridge
Undergraduate	University of Cambridge
Easter Term 2015	University of Cambridge

View your exam timetable via the navigation link, then select the relevant term.

A complete list of all examinations for all students is available on the website:
<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable>

5.6 Add the exam to your calendar

View exam timetable

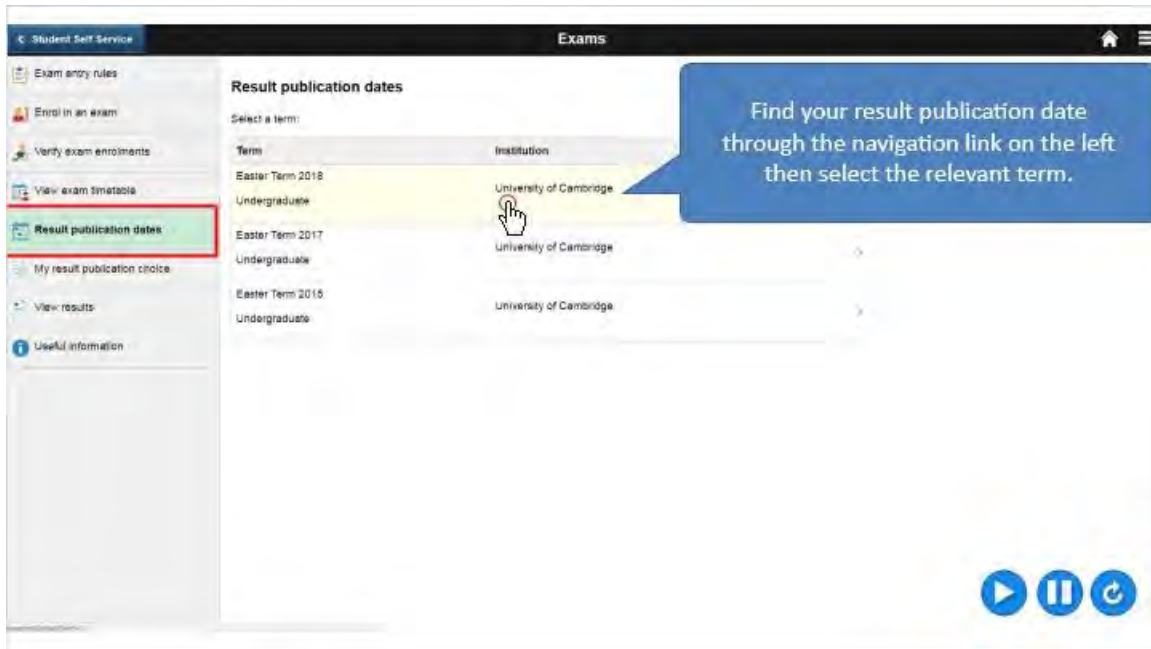
Your exam timetable is listed below.

Please make sure you know where the exam candidate number will be sent to.

Subject Area	Description	Date/Time	Location	Add to calendar
AET1 Asian and Middle Eastern Studies Tripos, Part IB	The formation of Islam (Exam)	05 June 2018	Sidgwick Avenue	ADD
AET1 Asian and Middle Eastern Studies Tripos, Part IB	Themes in the Anthropology of Islam (Exam)	07 June 2018, 9:00AM - 12:00PM	Sidgwick Avenue Lecture-rooms	ADD
AET1 Asian and Middle Eastern Studies Tripos, Part IB	The formation of Islam (Exam)	11 June 2018, 1:30PM - 4:30PM	Lady Mitchell Hall	ADD
AET1 Asian and Middle Eastern Studies Tripos, Part IB	Intermediate Persian language (Exam)			ADD

Add the exam to your calendar by downloading the ICAL appointment.

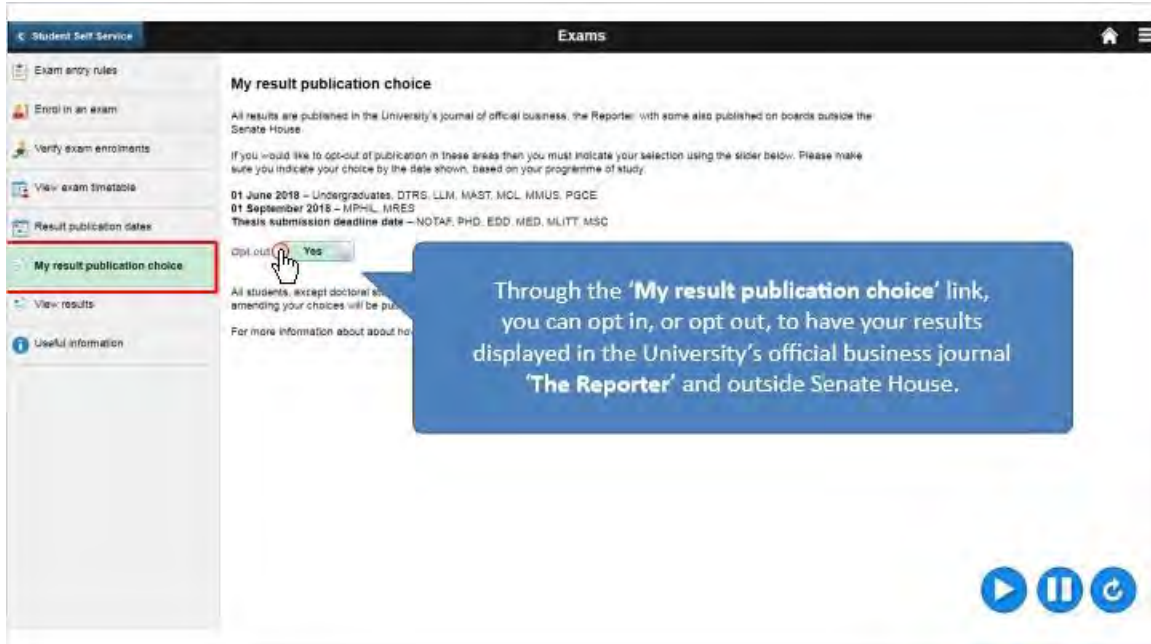
5.7 Result publication dates



Find your result publication date through the navigation link on the left then select the relevant term.

Term	Institution
Easter Term 2018 Undergraduate	University of Cambridge
Easter Term 2017 Undergraduate	University of Cambridge
Easter Term 2015 Undergraduate	University of Cambridge

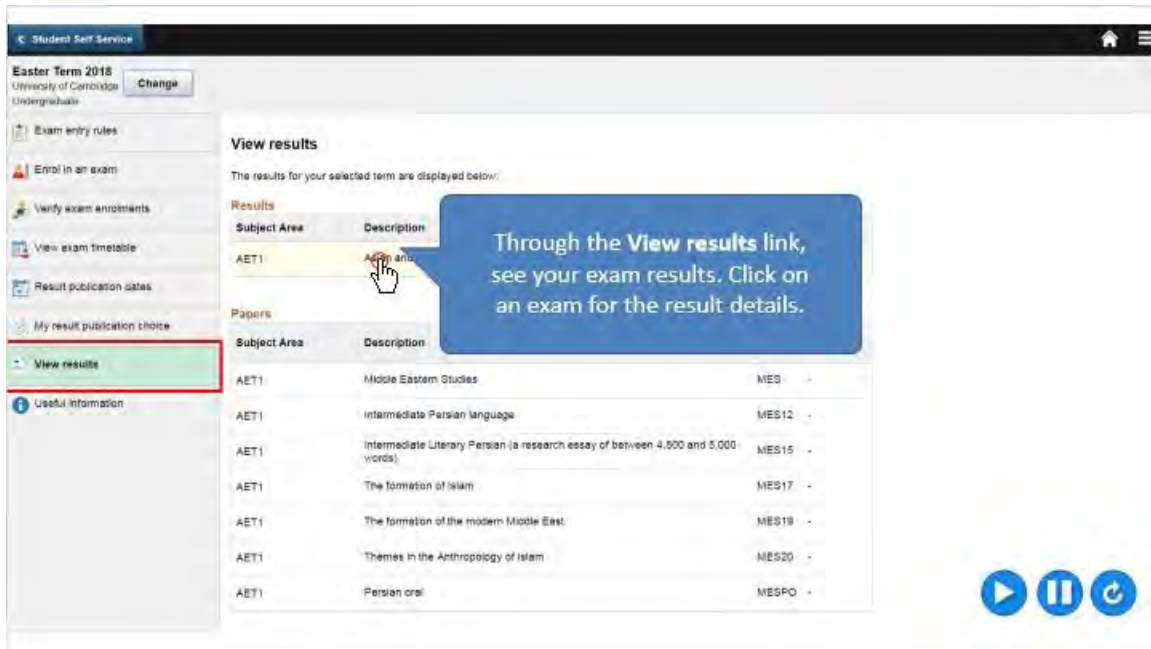
5.8 Visibility of your results



Through the 'My result publication choice' link, you can opt in, or opt out, to have your results displayed in the University's official business journal 'The Reporter' and outside Senate House.

opt. out Yes

5.9 View exam results



View results

The results for your selected term are displayed below:

Results

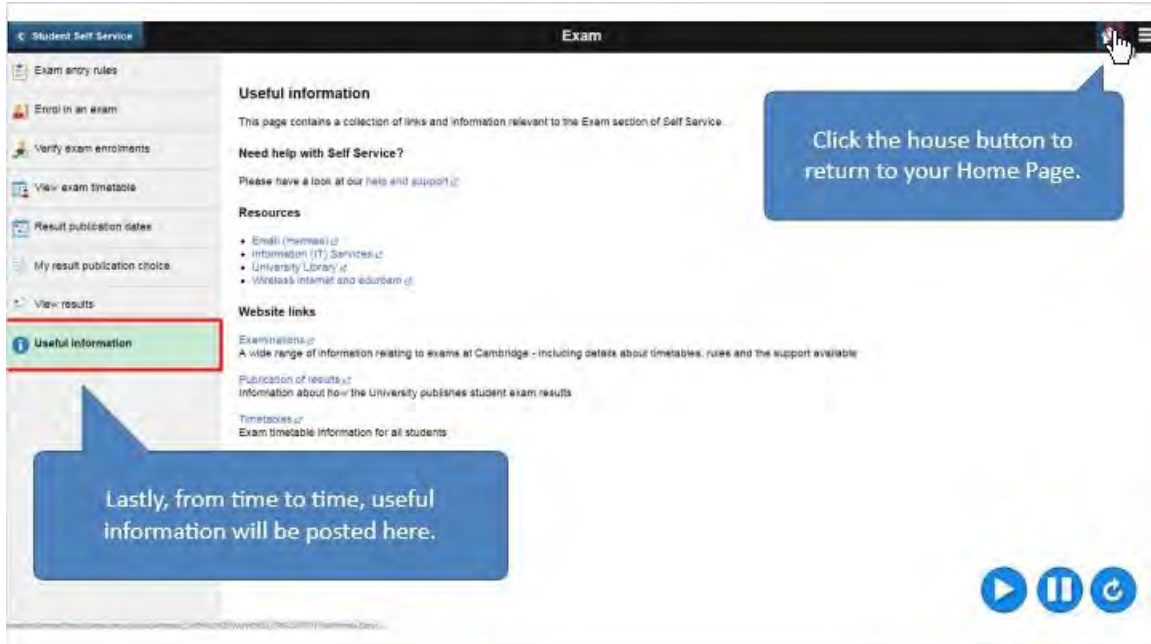
Subject Area	Description	Code
AET1	Middle Eastern Studies	MES
AET1	Intermediate Persian language	MES12
AET1	Intermediate Literary Persian (a research essay of between 4,500 and 5,000 words)	MES15
AET1	The formation of Islam	MES17
AET1	The formation of the modern Middle East	MES19
AET1	Themes in the Anthropology of Islam	MES20
AET1	Persian oral	MESPO

Papers

Subject Area	Description	Code
AET1	Middle Eastern Studies	MES
AET1	Intermediate Persian language	MES12
AET1	Intermediate Literary Persian (a research essay of between 4,500 and 5,000 words)	MES15
AET1	The formation of Islam	MES17
AET1	The formation of the modern Middle East	MES19
AET1	Themes in the Anthropology of Islam	MES20
AET1	Persian oral	MESPO

Through the **View results** link, see your exam results. Click on an exam for the result details.

5.10 Useful information



Useful information

This page contains a collection of links and information relevant to the Exam section of Self Service.

Need help with Self Service?

Please have a look at our help and support.

Resources

- Email (mesmas) [↗](#)
- Informadam (IT) Services [↗](#)
- University Library [↗](#)
- Wireless internet and eduroam [↗](#)

Website links

Examinations [↗](#)
A wide range of information relating to exams at Cambridge - including details about timetables, rules and the support available

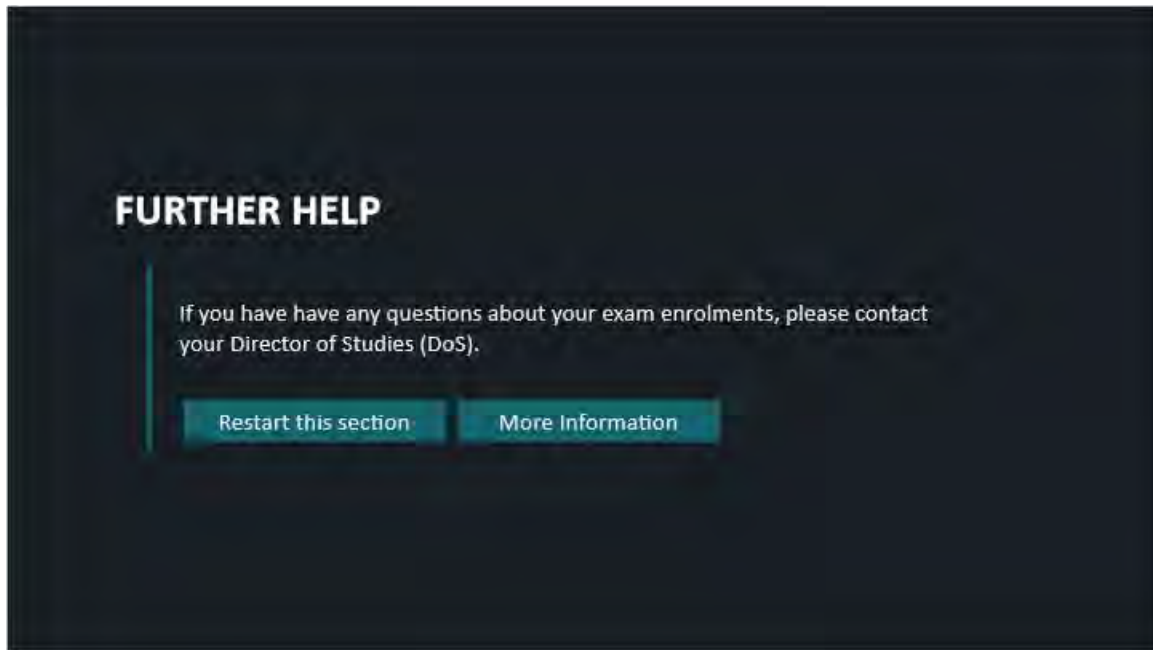
Publication of results [↗](#)
Information about how the University publishes student exam results

Timetables [↗](#)
Exam timetable information for all students

Click the house button to return to your Home Page.

Lastly, from time to time, useful information will be posted here.

5.11 Further help



FURTHER HELP

If you have have any questions about your exam enrolments, please contact your Director of Studies (DoS).

[Restart this section](#) [More Information](#)