

Notice to Candidates from the Examiners in Computer Science

Purpose of this notice

Full particulars of the examinations are given in the Examination Regulations 2018, and the Examination Conventions for 2018/19 can be found at

<http://www.cs.ox.ac.uk/teaching/examconventions/bacompsci.html>

This notice is confined to matters that may need emphasis or amplification. It is addressed only to candidates in the Honour Schools of Computer Science, Computer Science & Philosophy and of Mathematics & Computer Science. If you are a candidate from another school (for example Mathematics) then you should refer for information to notices circulated by the chairmen of examiners in those schools.

The marking and classification scheme for finals is described in the Examination Conventions.

Independence of Examiners

Please note that you are not allowed to contact the examiners directly about matters relating to the content or marking of papers. Any communication must be via the Senior Tutor of your college, who will contact the Proctors if appropriate. The Proctors will in turn communicate with the Chair of Examiners.

Conduct of the examination

You will be required to produce your University card at the start of each examination session.

The marking of the examination - including practical work - is conducted anonymously. This means:

Scripts: You will be provided with an examination number, and all work handed in must be attached to a cover sheet marked with that number. Even if you submit no written work for an examination which you attend, you should submit a cover sheet. Neither your name nor your college should appear anywhere on the script.

Practicals: Each separate report of practical work should be conspicuously labelled with your candidate number only, and not with your name or college. Please also ensure that each report clearly indicates the subject and number of the exercise, e.g. Computer Security practical exercise 2. See also the section on "Practical work". Please download and complete a cover sheet for each practical, and attach it to your report. You can find it here:

<http://www.cs.ox.ac.uk/teaching/courses/2018-2019/practicals/>

Calculators: There are no papers this year for which a calculator is allowed.

Rough work: All work, including rough work, must be submitted on the paper provided, and must be handed in at the end of the examination. You may not bring your own paper.

Legibility: Illegible scripts, if they are to be considered by the examiners, will be typed at your expense.

Handing in: You are responsible for handing in your scripts, appropriately bundled according to the instructions (if any) on the examination paper. Each bundle must have a completed cover sheet. You should hand in an empty cover sheet for those sections of a paper from which you have attempted no questions.

Timetable

The detailed timetable for the Examination has yet to be finalised by the Clerk of Schools. You will receive your individual timetable in Student Self Service in due course.

Composition of papers

The details below are confined to Computer Science papers; similar details for papers under the control of other schools should be sought from those schools.

Paper Schedule S1	Number of questions	Maximum number of questions to be answered	Marks per question	Duration of exam
Artificial Intelligence	3	2	25	2 hours
Computational Complexity	3	2	25	2 hours
Computer-Aided Formal Verification	3	2	25	2 hours
Computer Architecture	3	2	25	2 hours
Computer Graphics	3	2	25	2 hours
Computer Networks	3	2	25	2 hours
Computer Security	3	2	25	2 hours
Concurrency	3	2	25	2 hours
Databases	3	2	25	2 hours
Geometric Modelling	3	2	25	2 hours
Knowledge Representation and Reasoning	3	2	25	2 hours
Lambda Calculus & Types	3	2	25	2 hours
Logic and Proof	3	2	25	2 hours
Machine Learning	3	2	25	2 hours
Principles of Programming Languages	3	2	25	2 hours
Quantum Information	3	2	25	2 hours

On all Computer Science papers there will be an indication of how many marks out of the total available are allocated to each part of each question. This is intended as a guide to candidates in allotting time and effort.

On 2 hour papers candidates may answer up to 2 questions.

Practical work

Handing in Practical Reports: Candidates must hand these reports in to the Chair of Examiners **at the Department of Computer Science** by noon on Friday of week 5 of Trinity Term. Details of the hand-in procedure will be sent to you in due course.

Presentation of Practical Work: The practical work must be bound together in a single file (or packed in a single envelope) addressed to the Chair of Examiners in Computer Science (or Computer Science & Philosophy or Mathematics and Computer Science as the case may be) and must be marked clearly on the outside with your name, candidate number, and the Honour School in which you are being examined (either Computer Science, Computer Science & Philosophy or Mathematics and Computer Science). (The academic admin team will remove the envelope, to ensure examiners won't be able to connect your name with your candidate number.) Please include the declaration form included in this notice, with which you

will declare that the work is your own, in the envelope with your practical report (s). Please don't bind it together with your practicals report(s).

Assessment of Practical Work: The examiners will determine a mark for the practical work associated with each computer science paper, taking into account the provisional mark assigned by the demonstrator and their own assessment of the work submitted.

Practicals do not contribute to the classification of candidates but each candidate must pass the practical course in order to pass the examination.

The detailed procedure for assessing practical work is set out in the Examination Conventions but, broadly speaking, a candidate will pass the practical course if they have completed adequately (at Grade S) slightly more than half the practical work for the papers they have chosen.

Project work – Computer Science candidates only

The Form of a Project Report: Computer Science candidates should consult page 184 of the Examination Regulations for directions on the form of the report. An example outline of a project report can be found in the Handbook Supplement under Section 3 at <http://www.cs.ox.ac.uk/files/7645/Handbook%20supplement%202015%20v2.pdf>

Each project topic must have been approved by the Teaching Committee of the Department of Computer Science.

Software demonstrations: For projects that involve the production of software, supervisors will be asked to report whether or not they have seen the software working as intended. It is up to the supervisor and candidate to decide what form the demonstration of the program might take, and to ensure that time is set aside for a demonstration of the final outcome of the project.

Handing in Project Reports: Candidates must hand in two copies of their project report to the **Examination Schools by noon on Monday of 5th week of Trinity Term**, in an envelope addressed to the Chair of Examiners, Honour School of Computer Science. Please note that candidates should include their name, but not their candidate number, on the project report.

Late submission or failure to submit coursework

1. Under the provisions permitted by the regulations, late submission of coursework (i.e. project reports) where there are no extenuating circumstances may result in the following penalties:

Lateness (where the deadline is Monday at 12pm, noon)	Cumulative penalty
Up to 4 hours i.e. up to Monday 4pm	1%
4 - 24 hours i.e. up to Tues 12 noon	10%
24 – 48 hours i.e. up to Weds 12 noon	20%
48 – 72 hours i.e. up to Thurs 12 noon	30%
72 – 96 hours i.e. up to Fri 12 noon	40%
96 – 101 hours i.e. up to Fri 5pm	50%

The Proctors may also impose a late presentation fee on candidates for late submission of coursework. Failure to submit a required element of assessment will result in the failure of the whole of Part B.

Where permission for late submission has been granted by the Proctors, no penalty will be imposed.

Mitigating Circumstances Notices to Examiners

Candidates who would like the examiners to be aware of any mitigating circumstances that may have affected their performance before or during an examination are advised to discuss their circumstances with their college and consult the Examination Regulations (Part 13). The board of examiners will use the following procedure for the consideration of medical and other special circumstances:

- a) A subset of the board will meet to discuss the individual applications and band the seriousness of each application on a scale of 1-3 with 1 indicating minor impact, 2 indicating moderate impact, and 3 indicating very serious impact. When reaching this decision, examiners will take into consideration the severity and relevance of the circumstances, and the strength of the evidence. Examiners will also note whether all or a subset of papers were affected, being aware that it is possible for circumstances to have different levels of impact on different papers.
- b) The banding information will be used at the final Board of Examiners meeting to adjudicate on the merits of candidates;
- c) A brief, formal record will be kept confirming (i) the fact that information about special circumstances has been considered by the examiners, (ii) how that information has been considered, and (iii) the outcome of the consideration with the reasons for the decisions reached.

Further information on how to make an application for consideration of mitigating circumstances in an examination is available at <http://www.ox.ac.uk/students/academic/exams>

The examiners in Part A may adjust the marks of a candidate in some papers in the light of this evidence, but will in any case pass on the evidence to the Part B examiners in the following year. The examiners in Part B will consider evidence relating to a candidate's performance both in Part A and in Part B. They also may adjust the marks for certain papers, and may in addition deviate in a candidate's favour from the usual relationship between average marks and degree classes, particularly when there is medical evidence relating to Part A, and the candidate's performance in Part B is markedly improved.

Results

The final examiners meeting is scheduled to be held on Friday 5th July and the examiners hope to be able to publish results shortly after

Difficulties

Any candidate who encounters difficulties with any of the above should discuss the matter with his or her tutor without delay.

Prof. A. Abate
Chairman of Examiners
Final Honour Schools of Computer Science,
Computer Science & Philosophy and
Mathematics & Computer Science
(Hilary Term 2019)

**Final Honour Schools of Computer Science,
Computer Science & Philosophy and**

Declaration form for Practical Work

This form is to be handed in with practical work. The form must be signed.

I declare that the reports on practical work that I have handed in are all my own work except for marks and comments by demonstrators, and other material clearly indicated.

Name

College

Candidate no.

Honour school

Signature:

Date:

DECLARATION OF AUTHORSHIP

This certificate should be completed and submitted to the Examination Schools with two copies of your project report by noon on Monday of week 5 of Trinity Term (27th May 2019).

Name (in capitals):

Candidate number:

College (in capitals):

Supervisor:

Title of Project (in capitals):

Word count: _____

Please tick to confirm the following:

I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (*The University Student Handbook* Section 8.8; available at <https://www.ox.ac.uk/students/academic/student-handbook>).

I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at <https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>.

The [thesis/dissertation/extended essay/assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.

It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.

I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.

I have clearly indicated the presence of all paraphrased material with appropriate references.

I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].

I have not copied from the work of any other candidate.

I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this thesis/dissertation/extended essay/assignment/project/other submitted work. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: <http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).

The project report does not exceed 10,000 words in length, plus not more than 40 pages of diagrams, tables, listing, etc.

I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.

I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Candidate's signature:

Date:

