

UNIVERSITY OF OXFORD

FACULTY OF LAW

BCL/MJUR/MLF EXAMINATIONS 2021-22

NOTICE TO CANDIDATES

For the attention of candidates studying Law and Computer Science

This document is the means by which the Examiners communicate information about the assessment of the options listed above. It is very important that you read it carefully.

Examination/Candidate Numbers and Anonymity

In order to allow anonymous marking, you must **not** write your name or the name of your college on any essay. **Use only your examination/candidate number.** If you do not know your candidate number, you can find it in [Student Self Service via the Oxford Student website](#).

Examination Conventions

Examination Conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award. They include information on: penalties for late submission, non-submission, penalty for over-length work, marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, etc.

You will be examined under the Examination Conventions for 2021-22. These have been published on the central BCL/MJur Canvas site <https://canvas.ox.ac.uk/courses/120541> under Assessment and Feedback.

The essays

Candidates will be asked to answer **two** questions, **one** from Part A and **one** from Part B. Each answer should be in the form of an essay of **no more than 3,000 words** in length.

Questions will be released on the Inspira site from **9 am on Friday of Week 8 of Hilary Term (Friday 11 March)**. You will have until **noon on Monday of Week -1 of Trinity Term (Monday, 11 April 2022)** to write and submit your essays.

The essays are to be written unsupervised. 'Unsupervised' is to be strictly understood. The essays must be written without help from anyone. You will be required to certify that the essays are your own unaided work and very robust checks on plagiarism will be applied, including technology-based ones as well as human ones.

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Formatting and cover sheet

Essays must be typed, using a clearly legible font and size, at least 1.5 line spacing, with a margin of 2.5cm. Each page must be numbered.

Each essay must have a cover sheet attached to it containing the essay question, your examination number and the number of words used in the essay. The word count **does not** include the cover sheet. The cover sheet will be made available on Canvas.

Referencing and essay length

You are not required to use any particular system for referencing of sources, but you must reference clearly and consistently in a way that allows the reader of your essay to check your sources easily (including page numbers). Candidates who find themselves uncertain may like to use [the system found in OSCOLA, available on the Faculty website](#).

Each essay must be no longer than 3,000 words. Disregard of these limits may be penalised; see further (Exceeding the word limits) below. The word length **does** include footnotes and endnotes. A bibliography is **not** required (and will be included in the word-count if provided).

Electronic submission

Essays are to be submitted on Inspera as a **PDF document** using the correct filename, which is **Assessment Unit_ Question Number**. **Do not include** your student number or name in the filename or anywhere in your response. You will be asked to read the Declaration of Authorship on the test introduction page, by clicking 'start test' you are agreeing to the Declaration.

You can log into Inspera via this link <https://oxford.inspera.com/>. More guidance on submitting essays can be found [here](#).

Penalties for over-length work

Where a candidate submits a piece of written coursework which exceeds the prescribed word limit, the Examiners, if they agree to proceed with the examination of the work, may reduce the mark by up to 10 marks. This penalty is supported by Section 4.8 of the Examination Conventions, and by [Part 16.6 of the Examination Regulations](#).

Penalties for late or non-submission

Penalties may be applied for late submission or non-submission of assessed coursework. Details of the scale of the penalties can be found in the Exam Conventions. The circumstances in which such penalties might apply can be found in [Part 14 of the Examination Regulations](#). The examiners will be guided by the evidence forwarded to them by the Proctors.

Candidates who fail to submit their essays without going through the correct procedure to withdraw from the examination are deemed to have failed the examination unless the Proctors give instructions to

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the Examiners about reinstating them. For the procedures for withdrawal before the examination and after the examination has started, see [Part 14 of the Examination Regulations](#).

Candidates should consult their College Senior Tutor if any of these provisions apply to them.

Academic Integrity: avoidance of plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. Plagiarism may be intentional, reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. The University reserves the right to use software applications to screen any individual's submitted work for matches either to published sources or to other submitted work.

Further information about plagiarism and how to avoid it can be found in the following places, and you are strongly advised to familiarise yourself with this information.

- [Oxford students' academic guidance website, information on plagiarism](#)
- [Student Handbook 2021/22](#)
- [BCL/MJur student Handbook 2021/22](#)

If the examiners believe that material submitted by a candidate may be plagiarised, they will refer the matter to the Proctors.

Mitigating circumstances in an examination

If you believe that your exam performance has been affected by circumstances beyond your control, such as illness, disability, or bereavement, you may request that a notice be sent to the Examiners, requesting that they take these circumstances into account. Such notices should be submitted to the Registrar by the Senior Tutor in your College.

Details on Notices to Examiners regarding Mitigating Circumstances can be found in [Part 13 of the Examination Regulations](#) and in [the Mitigating Circumstances guidance document](#).

Appeals from Decisions of the Proctors and Examiners

Information on the procedures for appeals is available in [Part 18 of the Examination Regulations](#). The Proctors are not empowered to consider appeals against the academic judgment of examiners, only complaints about the conduct of examinations.

Any queries and complaints should be made formally to the Proctors through the Senior Tutor on your behalf, no later than three months after the notification of the results. You may not contact the Examiners directly with any queries about the examination process.

Further information about complaints procedures may be found in the [Section 11 of Student Handbook 2021/22](#).

Professor H Eidenmüller (Chair)
Professor A Johnston

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Professor D Sarooshi
Professor S Steel

November 2021