

Final Honour Schools of Computer Science and Mathematics and Computer Science

Part C Examination 2008

Notice to Candidates from the Examiners in Computer Science

Purpose of this notice

Full particulars of the examinations are given in the Examination Regulations 2007, and the Examination Conventions for 2008 can be found at

<http://web.comlab.ox.ac.uk/internal/courses/conventions/>.

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 and of Mathematics & Computer Science. If you are a candidate from another school (for example Mathematics or ECS) then you should refer for information to notices circulated by the chairmen of examiners in those schools.

Candidates' attention is specifically drawn to the material in this notice concerning the handing in of Practical Work and Project Reports, and to the Examiners' evaluation criteria and University Standardised Marks.

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

Independence of Examiners

It must be stressed that to preserve the independence of examiners, candidates are not allowed to contact them directly about matters relating to the content or marking of papers. Any communication must be via the Senior Tutor of the candidate's college, who will contact the Proctors if appropriate. The Proctors will in turn communicate with the Chairman of Examiners.

Conduct of the examination

Candidates will be required to produce their University cards at the start of each examination session.

The marking of the examination - including practical work - is conducted as far as possible in ignorance of the candidates' names and colleges. To this end the following points are to be observed:

Scripts: Every candidate 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 the candidate submits no written work for an examination which he or she attends, a cover sheet should be submitted. Neither the name nor the college of the candidate should appear anywhere on the script.

Practicals: Each separate report of practical work should be conspicuously labelled with the candidate's examination number only, and not with the candidate's name or

college.¹ Please also ensure that each report clearly indicates the subject and number of the exercise, e.g. Compilers, practical exercise 3. See also the section on "Practical work".

Calculators: The Regulations (pp. 211, 347) state that "The use of calculators is generally not permitted but certain kinds may be allowed for certain papers". For the Computer Animation paper only, candidates may bring into the examination room one calculator from the list of types that follows: CASIO fx-83 (any model), fx-85 (any model), SHARP EL-531 (any model).

Rough work: Special paper will be provided. Candidates should not bring their own paper.

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

Handing in: Each candidate is responsible for handing in his or her scripts, appropriately bundled according to the instructions (if any) on the examination paper. Each bundle must have a completed cover sheet, and candidates should hand in an empty cover sheet for those sections of a paper from which they attempt no questions.

Timetable

Candidates will receive a copy of the timetable from the Clerk of Schools, and details can be found on the University website at

<http://www.admin.ox.ac.uk/schools/oxonly/timetables/index.shtml>

Composition of papers

The details below are confined to the paper in Part C on Computer Animation; similar details for papers under the control of other schools should be sought from those schools.

There will be an indication of how many marks out of the total of 25 are allocated to each part of each question. This is intended as a guide to candidates in allotting time and effort.

The Examiners advise candidates that it is best to answer complete questions whenever possible, and this will be reflected in the mark scheme for each question.

Practical work

Handing in Practical Reports:

Candidates must hand these reports in to the Chair of Examiners **at the Computing Laboratory** by noon on Monday of week 5 of Trinity Term. Details of the hand-in procedure have been sent to you.

Presentation of Practical Work: The practical work must be bound together in a single file (or packed in a single envelope) addressed to the Chairman of Examiners in Computer Science (or Mathematics and Computer Science as the case may be) and must be marked clearly on the outside with the candidate's name, examination number, and the Honour School in which the candidate is being examined (either Computer Science, or Mathematics and Computer Science).

The bundle must include the declaration form which has already been sent to you: on it the candidate declares the work to be his or her own.

¹ This regulation is designed for your own protection. However, it is not the policy of the examiners to penalise candidates who inadvertently break this rule when handing in practicals and projects.

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: Candidates undertaking a project in computer science should consult page 211 of the Examination Regulations for directions on the form of the report. An example outline of a project report can be found in the Undergraduate Course Handbook under Section 6 at

<http://web.comlab.ox.ac.uk/oucl/courses/undergrad07-08/handbook/handbook07.pdf>

Each project topic must have been approved by the Teaching Committee of the Computing Laboratory.

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 (or Mathematics & Computer Science as the case may be). Please note that candidates should include their name, but not their candidate number, on the project report.

Late submission or failure to submit coursework

Under the provisions permitted by the 2007 Regulation, late submission of coursework (i.e. practical and project reports) will normally result in the following penalties:

Where permission for late submission has been granted by the Proctors (under clause (1) of para. 16.8, page 45), no penalty will be imposed.

Where permission for late submission has not been granted by the Proctors, but the Proctors have given leave for the candidate to remain in the exam (under clauses (3) and (4) of para. 16.8), the Examiners may impose a penalty not exceeding the credit available for that piece of work. The Examiners should take into account such factors as:

1. the evidence forwarded to them by the Proctors and (insofar as the following matters are not dealt with by such evidence)
2. a judgement concerning the degree of advantage gained by the extra time made available to the candidate relative to the time that was available to complete coursework by the original deadline and
3. the weight to be attached to the reason given, if any, for late submission.

Where the candidate is not permitted by the Proctors to remain in the examination he or she will be deemed to have failed the examination as a whole.

Medical certificates

If evidence of recent medical problems is presented to the examiners via the Proctors, they will take this into account in the classification process.

Results

The examiners hope to be able to post the class list by Monday of 10th week of Trinity Term. Details of individual marks will be communicated to tutors.

Difficulties

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

Dr Michael Spivey
Chairman of Examiners
Part C
Final Honour Schools of Computer Science
and Mathematics & Computer Science
(Trinity Term 2008)