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MSc in Computer Science

Trinity Term examination 2020

Notice to Candidates from the Examiners in Computer Science

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Purpose of this notice

Full particulars of the examinations are given in the Examination Regulations 2020, and the Examination Conventions for 2020/21 can be found at

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

You can find the examination regulations here:

MSc in Computer Science

The marking and classification scheme is described in the Examination Conventions, as is a list of courses that are going to be assessed by open-book exam.

PLEASE READ THIS NOTICE CAREFULLY!

Independence of Examiners

Please note that you are not allowed to contact the examiners directly. 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

Examinations this year will be in the open-book format.

The start time for your examination will depend on time zone and whether you have any alternative arrangements in place.

Exams starting in the morning in the UK
• If you are in the UK, or in the time zones GMT+2 to +7
You should begin your exam at 09.30 UK time

• If you are in any other time zone
You can start your exam at any point from 09.30 UK time but must start no later than 9:30 local time (i.e. the country you are in when you take the exam) - (this may be the day after the UK start time if your time zone is ahead of GMT). This flexibility is to allow you to sit during daytime hours, if that is your preference.

Exams starting in the afternoon in the UK

- If you are in the UK, or in the time zone GMT+2

You should begin your exam at 14:30 UK time

- If you are in any other time zone

You can start your exam at any point from 14:30 UK time but must start no later than 14:30 local time (i.e. the country you are in when you take the exam) - (this may be the day after the UK start time if your time zone is ahead of GMT). This flexibility is to allow you to sit during daytime hours, if that is your preference.

You will have 30 minutes of technical time to upload your answers into the system. This time will be added to the time you have to complete your paper, so for a 2.5-hour paper you will have 3 hours, and a 3 hour paper you will have 3 hours and 30 minutes.

PLEASE READ the University's guidance for open-book exams:
https://www.ox.ac.uk/students/academic/exams/open-book/trinity-term

The University is going to use a new platform for open-book examinations, Inspera. Inspera does not work on all internet browsers, so please make sure you take a demo exam in good time before your first exam is scheduled. You might want to install the Authy desktop app on your computer so that you are not reliant on your 'phone for multi-factor authentication.

When you first open your exam you will be required to confirm that you are going to abide by the Honour Code for Open-Book exams.
In Inspera, your exam paper will open in a pdf file which you can export and open on a second device. This might be helpful for you if you decide to typeset your answers.

You are going to write your paper in "handwritten" mode. This means you will be required to answer all questions outside the system and upload **one** pdf with your answers. You can write your answers by hand and scan them, or typeset them, or a mix of all these, and it would be a good idea to practice how to create pdfs before you take your first exam.
By default, Inspera will provide a text box alongside the upload function. **Please ignore the text box.**

The markers will receive the pdf as you have uploaded it. Please make their life bearable by:
- arranging the upload in question number order
- marking clearly on your upload which question an answer belongs to – you might want to note the question number on the top of each page
- keeping the answers to each question together in one section of your pdf

If you need technical help during the exam, or if you have to submit your answers late, you'll need to complete an Online Service Request form (link on the guidance site, tab 4) or call 01865 (6)12121. If you submit late, you should submit a Mitigating Circumstances Notice to Examiners to explain the reason for your late submission.

Please note the following during the exam:

As the examinations are in open-book format, you are allowed to refer to lecture notes, textbooks, and any other written material during the examination. You are also allowed to use electronic resources, including calculators, automated tools such as computational algebra systems, and online notes.

You can include material from any of these sources directly in your submitted answers, as long as the source is acknowledged. Questions have been set so that complete answers will generally not be easily available from existing sources.

However, you are not permitted to communicate the contents of the questions to anyone else, or to ask anyone else any questions, or seek any advice, related to the contents of the paper, via any medium, publicly or privately, during the examination.

You are responsible for submitting your own work. You should not receive any assistance in the process; whether downloading, photographing scripts, or uploading.

Queries during the examination:
It will not be possible to query the content of the exam paper during the exam. If you think that there is an error or mistake in your exam paper then you should state what you consider the error or mistake to be at the start of your answer for that question and if necessary, you should state your understanding of the question. You should then try to complete the paper as best you can.

Legibility: Please write legibly, in blue or black pen (not pencil). Illegible scripts, if they are to be considered by the examiners, will be typed at your expense. Please make sure that you retain a copy of your original submission in case you are required submit a second copy.

Timetable
You will receive your individual timetable in Student Self Service in due course, at the latest two weeks before the first exam is scheduled.

Open-Book Exams: Penalties for lateness
Penalties will be applied if you submit your exam response later than expected (including later than specified in agreed alternative arrangements).

If you experience any technical problems on the day, you must contact the support desk immediately at the point of the difficulty.

The penalties for late exam responses are:

Time	Penalty
Up to 5 minutes and 59 seconds	No penalty
From 6 minutes	Fail mark

Practical work

Submitting your practical work: We will take the marks from our Minerva database. You will be sent a record of your practical marks and will be asked to alert the department of any discrepancies.

In addition, you will be asked to upload your practicals in one zip file to a WebLearn site. Please only include what you have used for signing off, and nothing else. Do not include your name either on the practicals themselves, or on the file name. Everything must be labelled with your candidate number.

The deadline for the submission of your practicals is noon on Friday 28th May.

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 <u>not</u> contribute to the classification of candidates but each candidate must pass the practical course in order to pass the examination.

Project work

Please find more guidance on your project report on the dedicated [project website](#).

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.

Submission of Project Dissertations: Candidates must submit their project report to the Assignments section of the Computer Science Weblearn site by **noon on 31st August 2021**. The project report must be saved and uploaded as a PDF file of not more than 250MB and must include your candidate number NOT your name or student number The report must not exceed 30,000 words plus thirty pages of additional material (e.g. diagrams, program text). The word count may exclude any table of contents, all mathematical equations and symbols, diagrams, tables, bibliography and the texts of computer programs. However any preface, footnotes, and appendices must be included. Note that these figures are limits, not targets.

Academic Support Package – statement for your project report:

To account for the potential impact on submitted work of you being unable to return to Oxford to access in-person departmental provision as a result of pandemic restrictions, you will be allowed to attach a statement detailing the impact of such disruption to your **project report**. This is in order to have that disruption taken into account during the marking process.

Statements can only address disruption to the research process and cannot be used to account for any other circumstances that might have affected your work such as illness or personal circumstances. These should be addressed through the MCE process.

We will upload a template for this statement into the assignment on the department's submission WebLearn site. Please copy it into your submission.

The marker will also take your supervisor's report on your dissertation into account when marking.

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 12 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.

Consideration of Mitigating Circumstances

If you believe your performance in assessment has been seriously affected by circumstances related to COVID-19 and/or serious personal circumstances such as acute serious illness, chronic illness (including mental health conditions) bereavement etc. you can submit a mitigating circumstances notice to your examiners (MCE) either directly or via your college or your department if you are a non-matriculated student.
You can also use the MCE process to explain to examiners why your exam response for an online open-book exam was submitted late.

Further information can be found at https://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment

Results
The final examiners meeting is scheduled to be held at the beginning of 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. R. Santhanam
Chairman of Examiners