

Final Honour Schools of Computer Science and Mathematics and Computer Science

Part C Examination 2009

Notice to Candidates from the Examiners in Computer Science

Purpose of this notice

Full particulars of the examinations are given in the Examination Regulations 2008, and the Examination Conventions for 2009 can be found at

<http://www.comlab.ox.ac.uk/teaching/examconventions.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 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

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 marked with that number. 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".

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.

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

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.

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 208 of the Examination Regulations 2008 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://www.comlab.ox.ac.uk/teaching/handbooks.html>

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.

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 Stephen Cameron
Chairman of Examiners
Part C
Final Honour Schools of Computer Science
and Mathematics & Computer Science
(Trinity Term 2009)

**Final Honour Schools of Computer Science
and Mathematics & Computer Science**

Part C Examination 2009

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:

Final Honour Schools of Computer Science

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DECLARATION OF AUTHORSHIP – PROJECT REPORT

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 (25th May 2009).

Name (in capitals):

Candidate number:

College (in capitals):

Supervisor:

Title of project (in capitals):

Word count: _____

Please tick to confirm the following:

I am aware of the University's disciplinary regulations concerning conduct in examinations and, in particular, of the regulations on plagiarism. ☐

The project report I am submitting is entirely my own work except where otherwise indicated. ☐

It has not been submitted, either wholly or substantially, for another Honour School or degree of this University, or for a degree at any other institution. ☐

I have clearly signalled the presence of quoted or paraphrased material and referenced all sources at the relevant point. ☐

I have acknowledged appropriately any assistance I have received in addition to that provided by my supervisor. ☐

I have not sought assistance from any professional agency. ☐

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

I agree also to retain an electronic version of the work and to make it available on request from the Chair of Examiners should this be required in order to confirm my word count or to check for plagiarism.

Candidate's signature:

Date:

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[Additional signature:

Date:]

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