

## Assessment in the Faculty of Classics, 2021

### Further Information for students taking Classics papers

This document supplements examination information circulated on 12 October and 6 February available online at

Prelim to Part 1A: <https://www.classics.cam.ac.uk/pdfs/details-for-prelim-examinations-2021>

Part 1A: <https://www.classics.cam.ac.uk/pdfs/details-for-part-1a-examinations-2021>

Part 1B: <https://www.classics.cam.ac.uk/pdfs/details-for-part-1b-examinations-10feb21>

Part II: <https://www.classics.cam.ac.uk/pdfs/details-for-part-2-examinations-19feb21.pdf>

This document should be read in conjunction with the advice provided by the University online at:

Moodle support hub

<https://www.vle.cam.ac.uk/course/view.php?id=182821>

Online assessment guidance for students covering

- Blind Grading Number (BGN)
- Time zone settings
- Accessing your online assessment
- During the assessment
- Submitting assignment assessments to Moodle
- Handwritten assessments: recommended scanning apps and test site (to be done in advance)
- Turnitin, plagiarism and collusion
- Disability Resource Centre guidance for disabled students on remote assessment

Student pages on Assessment for 2020-21

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation>

Student pages on Assessment mitigation specifically for 2020-21

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation>

Student pages on existing mitigation measures

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation>

Course impact statement for students

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/mitigation>

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## Examination Formats

As announced in October and February:

Prelim to Part 1A: <https://www.classics.cam.ac.uk/pdfs/details-for-prelim-examinations-2021>

Part 1A: <https://www.classics.cam.ac.uk/pdfs/details-for-part-1a-examinations-2021>

Part 1B: <https://www.classics.cam.ac.uk/pdfs/details-for-part-1b-examinations-10feb21>

Part II: <https://www.classics.cam.ac.uk/pdfs/details-for-part-2-examinations-19feb21.pdf>

### Examination papers and timetable

All examination papers will be examined online. The University will be using the Moodle platform for students to access their examination paper and upload their answers. They are 3 hour examination papers with a 6 hour Moodle window. You will be free to organise your time as you see fit within the 6 hour window.

The Exam Office is expecting to publish the examination timetable for the main exam period (24 May – 2 July) at the start of the Easter Term.

The Exam Office will be scheduling examinations to start between 11am and 1.30pm to take account of international students sitting in different time zones. Some examinations may be scheduled on consecutive days. This is one reason why the Faculty has opted against 24 hour examination windows.

**Paper A4.** This examination will be invigilated by remote invigilation. Students taking this examination paper will receive details separately.

### Rubrics for examination papers

Examination papers are based on the templates of examination papers from previous years (details on where they might differ from previous years has been indicated in the information circulated in October and February and to be found online following the above-mentioned links).

### Word limits

There is a word limit of 2000 words per individual essay and 1500 words for critical discussions. The word limit is a maximum and you do not have to write up to the word limit. Students will be required to provide word counts for every essay; including those candidates who choose to provide handwritten answers. The word count must be strictly observed.

Students are not expected to provide footnotes or bibliographical references. Quotes and references to scholarship should be used sparingly, as they will count towards the word count, and will only be useful if they contribute to the case you are making. Students will not be assessed for depth and range of bibliographical coverage. Students should focus on their own ideas and arguments in their answers.

### Individual mitigation

Students who consider that their performance in examinations or coursework has been adversely affected by the pandemic may apply for examination allowances via EAMC. They should consult with their college DoS and College Tutor about this process. Further details are available online and links to those web pages are given on page 1 of this document.

## General points about the format of online exams

### Access to examinations

The Faculty will email a link for each examination, enrolment will be activated 72 hours before the examination is due to start. Students should test the link no sooner than 72 hours before the examination starts.

Contact [moodlehelp@uis.cam.ac.uk](mailto:moodlehelp@uis.cam.ac.uk) for Moodle-related difficulties.

Contact **your College Tutor no later than 48 hours** from the start of the examination if you cannot access the Moodle examination course at all due to technical issues.

### 'Open Book' examinations

The Faculty of Classics is using 'open book' examinations. Students may refer to notes, books, articles, dictionaries and any other relevant form of documentation. Students are not permitted to copy and paste images into their answers. Students are not permitted to consult with each other during the course of examination, nor are they permitted to request assistance from other students or third parties. All work submitted for the online examinations must be the candidate's own work. All examination answer documents will be passed through Turnitin to check that there is no plagiarism.

### Examination Moodle windows

Examination papers (in pdf format) will be downloaded and answers uploaded through Moodle. When a paper 'goes live', you will have 6 hours to download the paper, write your answers, and upload your answers. You will be free to organise your time as you see fit within the 6 hour window.

Students with approved Adjusted Mode of Assessment by the Examination Access and Mitigation Committee will work within the time-frame approved by the EAMC.

### Writing your answers

The default option, which most, if not all of you will use, will be to write your answers in Microsoft Word. If you write your answers with a word processor, such as Microsoft Word, please write all your answers on the same document. Make sure you use a Unicode font, such as Calibri or Times New Roman (which can be used for Greek as well). Please use font size 12. It is important to write good English.

Clearly identify each question and write the question number before each answer. Write your examination number (Blind Grade Number - not your name) on the front page of the document you upload. The document will be anonymised before it reaches the examiners.

**Cover sheet:** The Cover sheet will be included in the examination PDF file. Students will be required to use the cover sheet as the first page of their answer document. You will confirm on the cover sheet your tripos, the examination paper details, the questions you have answered and the word limit for each question you have answered. It will also contain the statement that you confirm it is your own work.

**Handwritten answers:** Students choosing to handwrite their answers will be required to test in advance the process of uploading and submitting scanned documents in the practice area set-up by the University at <https://www.vle.cam.ac.uk/enrol/index.php?id=182441>. You will be expected to scan your answer document and upload as a pdf file. Recommended iOS and Android apps for scanning are provided in the University practice area. You will be required to send a copy of your answer document to your Director of Studies on the day of the examination.

Students who do not write legibly may find themselves at a grave disadvantage.

### Corrections or queries during the examination

There is no mechanism to raise a query. If you have a query regarding your examination paper, you should select a different question, or where that is not possible, complete the question to the best of your ability. You should then raise your queries with your College Tutor after the assessment.

Moodle-related queries during the examination contact [moodlehelp@uis.cam.ac.uk](mailto:moodlehelp@uis.cam.ac.uk).

### Submitting your examination answer document

Unless otherwise specified in the rubric, students may submit their answer document as a Word or PDF file.

There is a 15 minute upload time at the end of the examination.

All examinations will have an additional grace period of one hour at the end of the examination window during which students may still submit their answers if they have been delayed for technical reasons. Students should note that if an answer document is uploaded during the one hour grace period, it will be marked as late.

Contact [onlineexams@admin.cam.ac.uk](mailto:onlineexams@admin.cam.ac.uk) and attach your exam assessment if you experience technical issues and are unable to submit via Moodle by the deadline.

Contact **your College Tutor** if you have any problems regarding your examination.

## Penalties for breaches of time

The University are recommending the following penalties for unexplained late submissions:

Breach	Penalty
Up to 10 minutes grace period	None
10 minutes grace period plus up to 10% of permitted writing + uploading time	10% of marks
10 minutes grace period plus 10-20% of permitted writing + uploading time	20% of marks
10 minutes grace period plus over 20% of permitted writing + uploading time	Significant breach managed via the Office of Student Conduct, Complaints and Appeals as <a href="#">Academic Misconduct</a> .

The Exams Office will first check to determine if the student had reported difficulties. You should inform your DoS/College Tutor and/or the University immediately if any unforeseen difficulties result in a breach of time. Where there is no explanation, or the Exams Office is not satisfied with the explanation, the details will be passed to the Chair of Examiners.

## Re-use of material and overlap

- Boards of Examiners will check very carefully to ensure that there is no unacceptable overlap between questions within and across examination papers.
- You must avoid using similar ideas in more than one piece of work, and should make every effort to present these ideas in a relevant way on each occasion, tailoring the formulation carefully in each case so as to make it contribute effectively to the overall argument.
- Candidates offering a thesis are prohibited from re-using material from their thesis in the exam papers in such a way as to give them an unfair advantage in answering any question or questions.
- Repetition (whether verbatim or in close paraphrase), i.e. without any effort being made to adapt the material to the requirements of the particular question will be penalised by Examiners.

## Plagiarism

The Faculty will be employing Turnitin software to detect plagiarism.

The use of unfair means in examinations is treated with the utmost seriousness by the University. Any suspicion that a candidate may have cheated in an examination room or used improper means, including plagiarism, in an essay, thesis or project work will be reported to the Senior Proctor. You are obliged to have read and understood the University's policy on plagiarism which is given at

<<http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html>>

The possibility of plagiarism (taking the ideas or writing of another person and using them as one's own) should always be borne in mind, particularly when writing a thesis. You will be expected to have a solid grasp of existing publications relevant to the thesis topic, but the work that you submit must be your own, except where the contributions of others are acknowledged. It is crucially important to maintain a clear distinction between your own ideas and views derived from the published literature or presented by others in seminars. If you present as your own ideas those which are in fact drawn from the work of others, you run the risk of being penalised by the Examiners, as well as being disciplined by the University. If misconduct in an examination is suspected, the Senior Proctor may advise that the evidence of the misconduct should be referred to the University Advocate with a view to the case being brought before the Court of Discipline in accordance with the provisions of Statute D, II (Discipline, the University Courts, and Disciplinary Panels). The powers of the Court of Discipline extend to depriving a student of membership of the University, and deprivation of a degree.

### Marking and classing guidelines used in the Classical Tripos

The marking criteria for all examinations remain unchanged except for the undergraduate thesis criteria which will be modified to take into account the lack of access to scholarship during the pandemic. To help you understand the principles on which marks and grades are assigned in the Classical Tripos and Preliminary exams, see the marking criteria available online at student information/undergraduate students:

<https://www.classics.cam.ac.uk/pdfs/Undergradmarkingcriteria>

<https://www.classics.cam.ac.uk/pdfs/new-undergraduate-handbook>

### Coursework and/or dissertations

The marking criteria for the undergraduate thesis will be updated to indicate that “wide readings” will not be an assessment factor. Lack of access to scholarship, in other words, will cause no detriment to a student’s mark.

Submission instructions for Part II thesis and Prelim Essays will be circulated separately.

### Extensions

Students may request an extension of up to 14 days, on grounds of medical or other grave cause, whether Covid-related or not, which is supported by the College Tutor or DoS without going through the usual Examinations Access and Mitigation Committee process. Students will not be expected to supply medical evidence. Students will need to bear in mind the knock-on effects that this may have on preparation and revision for other assessments.

Applications for longer than 14 days must be submitted via the EAMC (<https://www.student-registry.admin.cam.ac.uk/about-us/EAMC>).

The deadlines are as follows:

Part II thesis:

Application for an extension: 12 noon, 26 April 2021 to [tripos-part2@classics.cam.ac.uk](mailto:tripos-part2@classics.cam.ac.uk).

Deadline for submission of thesis: 4 pm, 3 May 2021.

Prelim Essays:

Deadline for titles: 12 noon, 24 May 2021.

Application for an extension: 12 noon, 1 June 2021 to [undergraduate.secretary@classics.cam.ac.uk](mailto:undergraduate.secretary@classics.cam.ac.uk).

Deadline for submission of essays: 4 pm, 8 June 2021.

Impact statement

As outlined in the University's mitigation measures at

<https://www.cam.ac.uk/coronavirus/students/guidance-for-all-students/assessment-2020-21/assessment-mitigation-2020-21>

a statement may be submitted alongside a dissertation or coursework and should refer only to the impact of the pandemic on a student's ability to access resources. Allowances for personal circumstances or health issues must be referred to the EAMC.

21 April 2021