Dear Part III student,

This message contains important information about the practical aspects of the Part III examinations this term. You are expected to read it carefully.

Rubrics

As previously stated, all examination papers for 2/3-unit lecture courses will consist of 2/3 questions, respectively. Candidates will be asked to attempt all questions on a paper, and all questions on each paper carry equal weight with the one exception of Paper 207, *Statistics in Medical Practice* (where the three questions are weighted 20:30:20). The rubric for each paper is now available at https://www.maths.cam.ac.uk/postgrad/part-iii/part-iii-mathematical-tripos-examination-rubrics-2020.

In addition to the instructions given in the rubric, you are requested to leave a 2.5 cm margin down the left-hand side of each page for the Assessor to record marks. Please note that in order to aid legibility, it is recommended that you write on white paper using black or blue ink only (see also 'During the Examination' below).

Examination Timetable

The definitive timetable for the Part III Easter term pass/fail examination is available at https://www.cambridgestudents.cam.ac.uk/files/online_assessments_easter_term_2020_final.pdf. A concise version, produced by the Faculty, can be downloaded at https://www.maths.cam.ac.uk/postgrad/part-iii/files/examtimetable/current.pdf. You should also be able to view your examination timetable via the CamSIS self-service at https://www.camsis.cam.ac.uk.

All examination papers are available for a 24-hour period starting and ending at noon 12:00 BST. Candidates will be required to adhere strictly to the time limit specified for the completion of each examination paper, namely 2 hours for a 2-unit examination and 3 hours for a 3-unit examination. Candidates who have had examination access adjustments of extra time and/or rest breaks approved by the Student Registry should apply those adjustments to the time limit.

An additional period of up to 30 minutes of administrative time is allowed solely for downloading the examination paper, scanning, and uploading the answers to Moodle; this administrative time is not part of the time allowed for completion of the paper. If the associated administrative tasks take more than 30 mins you should email your College Tutor promptly to explain why.

If you have two examination papers scheduled in the same 24-hour period, you should *not* attempt these two papers simultaneously. Paper download and answer upload times are recorded separately for each paper. Candidates must adhere to the limit *for each paper*. Therefore candidates should take papers sequentially. Candidates may choose the order in which they take any two such papers and the precise timing for each paper (within the 24-hour window specified on the examination timetable).

How to Access your Online Examination

The University has set up new 'courses' on its Moodle site to host the online assessments. A link to the Moodle course for each examination paper will be made available on the Part III Academic Support Moodle at https://www.vle.cam.ac.uk/course/view.php?id=144111 in the section "Part III Assessment 2019-20" (available from noon on Monday 25 May).

If you are unable to access the Part III Academic Support Moodle pages, as a matter of urgency, you must email undergrad-office@maths.cam.ac.uk.

The link to the Moodle course for a given examination paper will be available at the latest 72 hours (i.e. 3 days) before the start of the examination window. *You must use the link corresponding to the course you are registered on*, namely

Course	Code
MMath (Part III Mathematical Tripos)	MAT3
MASt Mathematics	MAMA
MSci Astrophysics (Part III NST Astrophysics)	NST3AS
MASt Astrophysics	MAAS
MSci Physics (Part III NST Physics)	NST3PHY
MASt Physics	MAPY
MPhil Finance	MGM3

These codes are for administrative purposes only. The examination papers presented under each link are identical.

Candidates will be able to access the Moodle course for an examination paper from 09:00 BST three days before their assessment is due to begin. *You are strongly advised to check in advance of each examination that you have access to the relevant Moodle course.* Students who are unable to access the Moodle course for an examination they expect to be sitting should contact the Moodle Help Desk at moodlehelp@uis.cam.ac.uk.

Declaration that you have Complied with the Code of Conduct

A copy of the declaration that you will be expected to complete with each examination paper is attached to this email. Please read it carefully. A copy will also be provided on the Moodle course for each examination alongside the examination paper. You may wish to prepare and save a copy of this declaration for each of your papers in advance of the examination.

During the Examination

Candidates are required to handwrite their answers (unless they have had an examination access adjustment approved by the Student Registry to allow use of a computer). Candidates should choose paper and writing implements that maximise the legibility of their scanned answers. It is recommended that candidates write on white (blank or ruled) A4 or US-letter paper in black or blue ink only. *You are requested to leave a 2.5 cm margin down the left-hand side of each page for the Assessor to record marks.*

The University has decided that there will be no facility, via Moodle or otherwise, for answering questions or communicating errors on papers to students once the examination window has opened. If an error within a question is identified, the Part III Examiners will exercise the appropriate discretion during marking with due regard to consistency and fairness to all candidates. Students *must not* attempt to contact the Part III Examiners, the lecturer or their DoS during the assessment, even if they believe there to be an error in the question paper.

Candidates in Part III Mathematics who believe there to be a significant error or ambiguity in the question are advised to draw the Examiners' attention to it by making a short note on their script as part of their answer. They should then carry on with the rest of the question, or the rest of the paper, to the best of their ability. They are further advised to notify their College Tutor *and* their Director of Studies of their concern once that assessment is complete.

At the End of Each Examination

Your answers must be scanned (preferably in question order) and uploaded as a single PDF file to the Moodle course for each examination. Candidates are responsible for ensuring each page of their examination has been correctly captured and uploaded.

The University has set up a 'Moodle Practice Course for Submitting Handwritten Scripts' at https://www.vle.cam.ac.uk/course/view.php?id=182441, for which you can self-enrol. You are strongly encouraged to practice scanning, renaming files and uploading before the start of the examination period.

You must retain your paper scripts until after your examination results have been released, as you may be asked to resubmit your work in case there are issues with the quality of your scanned answers.

Additional Information on Online Assessment Provided by the University

The University has released the attached 'Information for students taking online assessments', which is also available at https://www.educationalpolicy.admin.cam.ac.uk/files/moodle_information_for_students_-_with_assessment_bulletin_may_2020.pdf. You are advised to read this document carefully.

In addition, the University maintains a Moodle Support Hub for Online Assessment with information for students at https://www.vle.cam.ac.uk/course/view.php?id=182821#section-1. Note that this resource is provided by the University for students of all subjects. Candidates in Part III should take particular notice of the guidance issued by the Faculty of Mathematics.

Standard of the Examination

The aim of the Part III Examiners and Assessors has been to ensure that the standard of examination papers is as uniform as possible across different lecture courses. However, since the examination format is new, there will inevitably be outliers. Candidates should rest assured that these will be considered particularly carefully by the Examiners when determining the Pass/Fail borderline.

All previously published information concerning the modified assessment in Part III is available at our COVID-19 announcement page at https://www.maths.cam.ac.uk/postgrad/part-iii/part-iii-mmathmast-covid-19-announcements.

With best wishes

Dr Stephen Cowley
Chair of Part III Examiners
Faculty of Mathematics

Dr Julia Wolf
Director of Taught Postgraduate Education
Faculty of Mathematics

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Signed Declaration
Part III Online Examinations Easter Term 2020

You should complete this form by typing the requested information in each box. Dates and times given should be local.

I have read the Code of Conduct for Part III Online Examinations, reproduced on the next page of this document.

I hereby confirm that I have complied with the Code of Conduct (with any examination adjustments) for the following examination.

Paper Number:

Paper Title:

Signed:

Location:

Date:

Time:

You should now save the signed declaration as a PDF file and then upload it to the Moodle for the examination paper in question, separately from your answers. The filename should follow the convention `BGID-CoC.pdf`*, where* `BGID` *is your Blind Grading ID.*

Code of Conduct
Part III Online Examinations Easter Term 2020

All Part III examinations will be 'open book' in the sense that candidates are permitted to consult
- their own notes from lectures and examples classes, and any revision notes they have written themselves;
- any materials provided directly by the lecturer, which includes any lecture notes, handouts and examples sheets but excludes any additional materials (books, online notes) recommended in the course description.

Other than consulting these materials, candidates must use only the items that they would normally be allowed in the examination hall: in particular, candidates **must not**
- receive help from any other person during the period the examination paper is online;
- provide help to any other candidate during the period the examination paper is online;
- use the internet during the examination for any purpose other than downloading the examination paper and uploading their answers from/to Moodle;
- use any software or electronic device[1] during the examination for any purpose other than viewing the examination paper, consulting the permitted materials above, and scanning and uploading their answers;
- do anything else that would not be permitted in a normal invigilated examination, or could reasonably be interpreted as academic misconduct.

Candidates are required to submit handwritten and scanned[1] answers.

Candidates are required to adhere strictly to the time limit specified[1] for the completion of each examination paper, namely 2 hours for a 2-unit examination and 3 hours for a 3-unit examination. An additional period of up to 30 minutes[2] of administrative time is allowed solely for downloading the examination paper, scanning, and uploading the answers to Moodle; this administrative time is not part of the time allowed for completion of the paper.

Candidates are required to sign and submit a statement to confirm that they have complied with this code of conduct (with any examination access adjustments).

Non-compliance with the code will be considered academic misconduct, defined by the University as `*gaining or attempting to gain, or helping others to gain or attempt to gain, an unfair academic advantage in formal University assessment, or any activity likely to undermine the integrity essential to scholarship and research*' (see Chapter II, Section 20 of the Statutes and Ordinances of the University of Cambridge at http://www.admin.cam.ac.uk/univ/so/2019/chapter02-section20.html). Academic misconduct is subject to the University's Student Disciplinary Procedures (see https://www.studentcomplaints.admin.cam.ac.uk/student-discipline), and may result in serious sanctions being imposed by the University's Discipline Committee.

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[1] Candidates who have had examination access adjustments approved by the Student Registry (such as extra time, rest breaks or use of a computer) should apply those adjustments to this code in the obvious manner.

[2] Candidates who are unable for some reason to complete the administrative tasks within this period are not in violation of this code, but should contact their Tutor to explain the circumstances. Download and upload times will be monitored by the University.

Information for students taking online assessments

Introduction

The University has adopted modified methods of assessment for the Easter term as a result of the Coronavirus pandemic. Further information on these is available in the 'Assessment' section of the University's Coronavirus information pages: https://www.cam.ac.uk/coronavirus/students/assessment

Some assessments will be conducted online via Moodle over a period of 24 hours or less and will be administered centrally by the University. This guide is for students taking such online assessments in Easter Term 2020. It does not cover coursework, which will be conducted over a longer period and is being managed locally by faculties and departments, whom students should contact if they have any queries.

The following is a summary of key information regarding these centrally administered online assessments. For further details, please see the Moodle Support Hub for Online Assessments.

Timetabling

The University moved into the 'red phase' of its response to the COVID-19 pandemic on 18 March based on Government health advice, and cancelled examinations due to be held in Cambridge during Easter Term. The University will announce the timetable for online assessments in Easter Term in early May.

Accessing online assessments in Moodle

Online assessments will be held via Moodle, which is a virtual learning environment used by many universities to host course materials, and allows students to upload their work. Many students will already be familiar with Moodle.

The University is setting up new 'courses' in its Moodle site to host online assessments. Students will be able to access them using their CRSid (also known as their Raven ID) – a combination of their initials and some numbers, for example 'abc123' – not their blind grading ID number.

Departments will provide students with a link to a Moodle course for each of their assessments. They will be able to access to each course at 09:00 UK time 3 days before their assessment is due to begin. The question paper will appear in the course as a PDF, alongside the assessment tool for uploading submissions, the exam rubric and any additional materials they require. They should be visible but greyed out and inaccessible until the assessment begins.

We strongly recommend students test these links to ensure they have access 72 hours before the date of their assessment. There may be a delay in granting access if they wait until the assessment period has begun. Students who are unable to access their course should contact the Moodle Help Desk: moodlehelp@uis.cam.ac.uk.

Timezone settings

We recommend that students who are not currently residing in the UK update the timezone in their Moodle profile to ensure the times shown in the system – such as assessment deadlines – are correct for their location.

To update your time zone in Moodle:

1. Click on your name in the top right-hand corner of the screen.

2. Click **Profile**.

3. Click **Edit profile**.

4. From the **Timezone** field, select the appropriate time zone for your location.

5. At the bottom of the page click **Update profile**.

For more information, refer to the guidance on managing your Moodle account.

Blind grading IDs

Assessments submitted via Moodle will be identified using blind grading IDs to ensure they are marked anonymously. Departments may ask students to include their blind grading ID in their answer scripts.

They can find their blind grading ID in their profile in Moodle:

1. Click on your name in the top right-hand corner of the screen.

2. Click Profile.

3. Your blind grading ID is displayed at the bottom of the 'User details' screen. If the **blindgradingid** field is empty, please contact moodlehelp@uis.cam.ac.uk.

During the assessment

Students should refer to the exam rubric for instructions on how to complete the paper, including the number of questions to answer, whether answers should be typed or handwritten, and the amount of time they should spend on writing their answers. **Students are encouraged to read these instructions very carefully.**

Students will have no method of raising queries during the assessment. If they have queries about their assessment or the question paper, they will need to continue to the best of their ability and raise these with their College Tutor after the assessment. If necessary, students can proceed down the exam review process. Their College can also feedback to the Exams Office, if required. If an error within a question paper is identified, the Examiners are asked to exercise the appropriate discretion during marking, with due regard to consistency and fairness for all candidates.

Submitting assessments

Students must submit answers during the assessment period by uploading a file to the assignment tool in the Moodle course. They should check the rubric to confirm whether

answers should be submitted as a single file or as separate files for each question. Students should follow any specific instructions on naming their files and be sure not to include their name or CRSid in the file name. Unless otherwise specified in the rubric, we recommend they submit their answers as a Word or PDF file and include their blind grading ID in the file name.

For instructions on how to scan and upload handwritten scripts, as well as a list of recommended iOS and Android apps, students should refer to the guidance on Submitting handwritten exam scripts. They will need to self-enrol in order to access this Moodle course, which includes a practice area for testing the process of uploading and submitting scanned documents. If they lack a suitable device to scan their handwritten pages, students are advised to contact their department in advance of the assessment to make suitable alternative arrangements.

When they have uploaded all of the required files, students will need to click **Submit** at the bottom of the screen. It is not possible to change a submission after they have clicked **Submit**. Students will be provided a grace period of 1 hour at the end of the assessment period to submit their answers if they have been delayed for technical reasons. If they encounter any difficulties submitting an assessment, students should contact moodlehelp@uis.cam.ac.uk.

Students who are unable to submit their assessment online should email their submission to the Exams Office: exams2020@admin.cam.ac.uk. In the event that a student successfully submits their assessment to both Moodle and the Exams Office, the version submitted to Moodle will be used.

Students are responsible for ensuring each page of their exam has been correctly captured and uploaded.

Academic integrity

The University values and maintains the highest standards of academic and research integrity. Our students are part of an academic community that values trust, honesty, fairness, respect and responsibility. We recognise that undertaking remote assessments during this emergency period is particularly challenging. However, it remains essential that students continue to observe the normal principles and practices of academic integrity.

Students should be reminded of the University's guidance on academic misconduct and be aware that work submitted to Moodle may be put through text-matching software. The University's guidelines on plagiarism and collusion apply. For further information, students should refer to the University's guidance on plagiarism and academic misconduct.