



FINAL HONOUR SCHOOL OF MATHEMATICS, 2022

PART C

Second Notice to Candidates

This circular contains information about:

1. Practical arrangements;
2. Summary Sheet guidance;
3. Procedures in the case of illegible or incomplete scripts, and illness;
4. Notification of results.

Timetable

The timetable will have been sent to each candidate individually by the Examination Schools. The timetable is also posted on the Examination Schools website:

<http://www.ox.ac.uk/students/academic/exams/timetables>.

Professor Eamonn Gaffney

Chair of Examiners
Mathematical Institute
May 2022

Conduct of Examination Sessions

All papers will be sat in the Examination Schools, except when a candidate has applied for and been granted special permission to sit their examinations elsewhere. You should arrive at the Schools 20 minutes before the start of each of your papers. **You must take your University card with you to each examination and it must be displayed on your desk with the photograph side facing upwards.** You must also take writing equipment in a clear pencil case or plastic bag (and a calculator if its use is permitted, as given in the first notice). You may also take your individual examination timetable, provided you have not written on it or otherwise modified it. Details of other items which you are permitted to take with you and the list of disallowed items can be found online at: <http://www.ox.ac.uk/students/academic/exams/guidance>. *Please note that mobile phones are included in the list of disallowed items and must not be taken into the examination room.*

Desks will be numbered, and alphabetised lists will be displayed throughout the reception areas and outside individual examination rooms telling each candidate in which room and at which desk they will take their exam in that session. On reaching your desk you should check that the correct question paper has been provided but should not open the paper until the invigilator declares the start of the examination.

You may not leave the examination room except with the permission of the invigilator. Candidates are not permitted to leave during the first 30 minutes nor the last 30 minutes of an examination. You may take your question paper, timetable and summary sheet with you at the end of the examination. No other paper may be removed from the examination room.

Queries during the Examination

If you think there is an error on the exam paper you should note the error in your script. If you are only able to continue the question by making some extra assumption, or some other modification to the question, please note down your change to the question, and then answer the modified question.

Candidate identification

It is essential that your candidate number (which has been sent to you) be entered *correctly and legibly* on the front sheet of each bundle of answers. You must not enter your name or college anywhere on your examination scripts. Your candidate number is not printed on your desk label. If you don't remember it or have it with you, please ask an invigilator to look it up for you.

Handing-in of Scripts

Booklets of unlined paper are provided. You may write on both sides of the paper. You should take careful note of the rubric for each paper. You must start each question in a new booklet.

Before handing-in your scripts, you must order your answer booklets by question number and secure with the treasury tag provided. Then, **on the front page of the top booklet**, list the question numbers of the questions attempted. If you have not attempted any questions, you must hand in an empty booklet, with the front page completed, stating that no questions were attempted.

Rough work

No special paper is provided for rough work. A separate answer booklet may be used for rough working, and should be labelled as such: these booklets must be handed in at the end of the examination. Alternatively, you may do rough working in the same booklet as your fair copy. In this case you should cross through all rough working to indicate very clearly to the examiners what is to be marked and what is not.

Summary Sheet Guidance

For Mathematics papers, students are permitted to take in one sheet of A4 paper containing material they have prepared. For guidance, and further information, please see the Maths Institute website: <https://www.maths.ox.ac.uk/members/students/undergraduate-courses/examinations-assessments/ugomms-examinations-2021-22>.

Illegible scripts

Please write legibly and remember that you must not write in pencil, except to draw diagrams. Examiners may require illegible scripts to be transcribed. The cost of transcription is charged to the candidate.

Illness

If you are prevented by illness or other cause from attending any part of the examination you should ensure that the Senior Tutor of your college is informed immediately. In the case of illness a medical certificate will be required.

Notification of results

The examiners hope to finalize the classification of candidates approximately by the end of week 10. You may obtain your examination results after this date by logging on to the Student Self Service at www.evision.ox.ac.uk, using your Oxford Single Sign-On. Examination School staff and Mathematical Institute staff are not allowed to give results over the telephone.
