MSc in Mathematical modelling and scientific computing
2020-21
Trinity Term Notice to Candidates

This circular contains information about:

- standardized marks (USMs) and classification;

- the change in exam platform, Inspera, which will be used for all online open-book exams for Trinity term 2021;

- the format of, and procedure for, sitting exam papers in the MSc in Mathematical Modelling and Scientific Computing;

- how to scan your exam solutions for electronic submission;

- late submission penalties;

- how to handle technical difficulties.

The full Regulations for the MSc in Mathematical Modelling and Scientific Computing examination are contained in the Examination Decrees and Regulations. Full particulars about the syllabus and other information can be found on the Mathematical Institute Course Management webpages which supplement the Course Handbook 2020-21 issued by the Mathematical Institute.

Trinity Term Timetable

Trinity Term Examinations will take place on Thursday 22nd April from 9.30am BST and Friday 23rd April from 9.30am BST

If you are unable to take a paper at the stipulated time for a religious or other compelling reason, you should ask your college to make the appropriate application on your behalf. Please do not ask the Examiners; they are powerless in such matters.

Prof Jared Tanner
Chair of MSc in Mathematical Modelling and Scientific Computing Examiners
March 2021

Format of Trinity Term Examination Papers

Paper A2: Mathematical Methods II
Paper B2: Further Numerical Linear Algebra and Continuous Optimization

Each paper should be completed in 2.5 hours, however, for online examinations, you will receive an additional 30 minutes of technical time to scan and upload your handwritten solutions. This means you have a total of 3 hours from the time of download to submit your paper. Each paper consists of 6 questions (each question is marked out of 25). The rubric states "You may attempt as many questions as you like but you must answer at least one question in each section. Your best answer in each section will count, along with your next best answer(s), making a total of four answers."

Change in Exam Platform - Inspera
Due to Covid-19, all papers will be sat as online open-boom exams. However, unlike your previous exams, all Trinity term 2021 online open-book exams will be taken on Inspera.

Please see the following link for more information on Inspera as well as the most recent guidance from the University of Oxford on Open Book examinations:
https://www.ox.ac.uk/students/academic/exams/open-book/trinity-term

Practice Using the Inspera Platform
Using the above link, you will be able to familiarise yourself with the new exam platform with access to the Inspera User Guide as well as demo exams. Within the Inspera User Guide:
https://www.ox.ac.uk/sites/files/oxford/Inspera%20user%20guide%20for%20students%20-%20University%20of%20Oxford%20v1.0.pdf

there are step-by-step instructions on how to log into Inspera, as well as important information about Inspera features and functions. To log into Inspera you will use your SSO and multi-factor authentication. It is extremely important that you have set up your multi-factor authentication (MFA) method well in advance of the online exam. For details and guidance related to MFA, please see the following link: https://projects.it.ox.ac.uk/prepare-mfa#tab-2511556 .

Inspera provides demo exams to ensure that you are familiar with the necessary features and functions to take your examination. The demo exams can be taken as many times as you like. These demo exams do not include any subject-specific material and are only designed to be able to practise all the core functionality you will need for your real exams. To take a demo exam:

1. Login to Inspera: https://oxford.inspera.com/ with your Oxford SSO
2. Browse around Inspera
3. Select 'Demo Tests'
4. Select 'Demo Exam for all Students – TT21'
5. Start exam. Type into the response box, enter enough text so that you can practise structuring and restructuring the text
6. Move around the screens, in particular the text editor, e.g. make font bigger
7. Practise uploading a file (pdf)
8. Just as a reminder, whilst you can go through the steps of uploading and submitting an exam response, you cannot actually submit a final exam response in a demo exam, it's for illustrative purposes only.

We highly recommend you read through the Inspera guidance and take advantage of the demo exam function to ensure you are thoroughly prepared to use the new exam platform at the official time of examination.

Conduct of Examination Sessions

All Trinity Term 2021 papers will be sat as online open-book exams on the Inspera platform.
The papers will be available on Inspera on the release dates and time outlined on the first page of this document. You will be provided more information on how to access the papers closer to the time of assessment.

To account for timezone differences, the exam will be open for download and submission for a 24-hour period but you must sit the exam according to times listed below

If you are in the **UK or in the time zones GMT +2 to +7**: you will sit the exam at 09:30 BST

If you are in any **other time zone**, you can start your exam at any point from 09:30 BST onward, but must start not later than 09:30 local time. This flexibility is to allow you to sit during daytime hours.

The exam should take you **2 hours 30 minutes to complete**, and you will be allotted an additional **30 minutes for scanning your solutions, uploading your solutions, and for any unforeseen technical difficulties**. Therefore, you are required to upload your paper within 3 hours of accessing it. **Submissions greater than 3 hours and 5 minutes after accessing it will receive a score of 0**. Your exam time will start as soon as you log in to Inspera and click on 'start test'. Do not click this link until you are ready to start. This will be the equivalent of an invigilator saying 'You may turn over the exam paper now.'

In Inspera, your work will be saved continuously every 15-seconds, even if you go offline. There will be a countdown clock in the top left-hand corner with any approved extra time exam adjustments as well as 30 minutes' technical time. Once your exam duration has ended, Inspera will end your exam and automatically save any uploaded work.

Please note in particular that Penalties may be applied when marking your exam answers, if you start your exam later than the times detailed [in the guidance] and do not have approved alternative exam arrangements in place to start at different times.

Honour Code

When you submit your exam answers at the end of your open-book exam, you will be asked to agree to the following pledge: I acknowledge the University Honour Code and I hereby confirm that the submitted work is entirely my own and I have not (i) used the services of any agency or person(s) providing specimen, model or ghostwritten work in the preparation of the work I submit for this open book examination; (ii) given assistance in accessing this paper or in providing specimen, model or ghostwritten work to other candidates submitting for this open-book examination.

Queries

To prevent students who take the exam at different times being advantaged or disadvantaged, the examiners have agreed that they will not answer queries relating to the exam paper. You should note any errors or points for clarification that you find on the paper, and after submitting your script should email these to mmsc@maths.ox.ac.uk; these concerns will be taken into account by the examiners.

Handing-in and Formatting of Scripts
Read this section very carefully.

The mode of completion for your papers will be Handwritten Mode, where you will be expected to provide fully handwritten responses, which you will scan and upload into Inspera. As your mode of completion is Handwritten Mode, you will have an additional 30-minutes of 'technical time' built into your overall exam time for scanning and uploading your exam response material. Please note that technical time is not part of your exam writing time and should only be used to scan and upload your responses.

You must write in blue or black ink to ensure readability. You can upload your work in one of two ways. You can submit one pdf file, compiling the answers of all of their questions, in order. The first page of your submission should be the completed examination coversheet. Each question should begin on a new page. You must order your pages by section and question number. Or candidates can also submit one pdf file per question through Inspera with each section and question number clearly stated. It is your responsibility to ensure that all pages or pieces of content are included as expected as part of the PDF before you upload the document. Within Inspera you will have the option to view the PDF you have uploaded and replace it if need be.

As this is an electronic submission, you may use a tablet and stylus to write (in blue or black ink) your exam solutions. If you choose to handwrite your solutions, you will have to scan your papers into a pdf format. For those who do not have access to a typical scanner, the department has written guidance on how to 'scan' a document with a smart phone or tablet. Please see the link below for details on how to scan a document using a mobile device:
https://www.maths.ox.ac.uk/members/it/faqs/files/phone-scanning

Please note your name or any other identifiable information must not be in the file nor in the title of the file. Any work and uploaded documents should be identified ONLY by your candidate number (which can be found by visiting Student Self-Service).

Illegible scripts

Please write legibly. Examiners may require illegible scripts to be transcribed, the cost of which is charged to the candidate. In addition, as this is an electronic submission, it is your responsibility to ensure that the file you upload is able to be downloaded and opened. We will not accept any late submissions, due to incorrect, corrupt or broken files.

For scanned handwritten files please ensure the following:
- the handwriting is large enough to be easily marked
- the writing is done with a blue or black ink
- the photo 'scan' is taken in good lighting
- no writing is accidentally cropped out of frame during the scan

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 so that they can refer the case to the Proctors. In the case of illness, a medical certificate will be required. In the absence of Proctorial permission to be absent the consequence of non-attendance will be failure of the paper.

Late Submission or Failure to Submit Coursework

A revised policy on late penalties has been agreed upon and is detailed under Section 3 of:
https://www.ox.ac.uk/students/academic/exams/open-book/trinity-term

Time	Penalty
First 5 minutes	No Penalty
6 minutes or more	Fail mark (0)

You must submit within your exam duration plus allowed technical time. If you submit late, you will be subject to a time penalty (detailed above). If you fail to submit any coursework, you will receive a fail mark of 0.

If you experience technical difficulties that mean you are unable to upload your response, you must notify the Student Systems Support Centre (student.systems@admin.ox.ac.uk) straight away. The Student Systems Support Centre will be able to assist you in troubleshooting your difficulties.

You should also immediately contact your academic administrator: mmsc@maths.ox.ac.uk explaining your technical difficulties and providing a copy of your responses (in case you are unable to upload your solutions in time).

If your problem is not resolved or you are unable to upload your exam in time due to technical difficulties, you should also contact your college to submit a mitigating circumstance notice to examiners (MCE). If you submit beyond the 5-minute grace period, the exam board will decide based on your MCE whether to waive the penalty.

MSc in Mathematical Modelling and Scientific Computing

The formal procedures determining the conduct of University examinations are established and enforced by the Proctors.

The Examiners are nominated by the Nominating Committee in the Mathematical Institute and these nominations are submitted for approval by the Vice-Chancellor and the Proctors. Assessors are appointed to assist the examiners and in particular the core course lecturers take on the role of assessors in setting, checking and marking the written exam papers.

It must be stressed that to preserve the independence of the Examiners, candidates are not allowed to make contact directly about matters relating to the content or marking of papers. Any communication must be via the Senior Tutor of your college, who will, if he or she deems the matter of importance, contact the Proctors. The Proctors in turn communicate with the Chair of Examiners.

Examination conventions can be downloaded from the course webpage:
http://www.maths.ox.ac.uk/members/students/postgraduate-courses/msc-mmsc

These conventions are a guide to the Examiners and candidates but the regulations set out in the Examination Regulations have precedence. The Examiners normally adhere to the published examination conventions, subject to the guidance of the appointed external examiners, and other bodies such as the Mathematics Teaching Committee, the Mathematical, Physical and Life Sciences Division, the University's Education Committee and the Proctors, who may offer advice or make recommendations to examiners.

Standardized Marks and Class Descriptors

Information relating to standardised marks, class descriptors, and classification can be located in the MMSC Examination Conventions 2020-21 which can be downloaded from:

https://www.maths.ox.ac.uk/members/students/postgraduate-courses/msc-mmsc