

June 2020 Online Examinations in the School of Mathematics

Guidance for First-Year students

Receiving your examination papers

You will be sent the five First-Year examination papers in pdf format by email by 11am (UK time) on Tuesday 2nd June by maths-exams@bristol.ac.uk. We recommend that you download your examination papers to your local device (desktop, laptop, phone) as soon as you receive them. You will be able to open these immediately. Only complete those papers required by your programme.

Sitting the examination(s)

Please attempt each paper at a convenient time between receiving the papers on 2nd June and the submission date below. Please take the usual time of 1.5 hours. You may add additional time and rest breaks if you are entitled to these.

Your examinations will be open-note. You must adhere to the five rules set out in the document Online Examinations in the School of Mathematics Academic Guidance and Policy reproduced below. Please note that this differs slightly from the advice given in the [email](#) sent on 13 May which requested that *For your own benefit, we suggest that you attempt these assessments as if they are closed-book exams.*

Please make sure to leave sufficient time before the submission deadline to scan and upload your solutions.

Each examination has a Part A and a Part B section. Please prepare separate solutions for Part A and Part B. We would like you to submit a single pdf document for each part. You may write on standard A4 paper with a dark pen and then convert to pdf format. Alternatively, you may prepare your solutions on a tablet computer if you have this equipment.

Please bear in mind that we will pay particular attention to Part A.

Examination papers are carefully checked before setting. On rare occasions an examination paper may contain an error. If you suspect that a question contains an error please indicate this on your script and answer the question as best you can.

Scanning your solutions

There are a few possibilities for converting standard A4 hard copy to pdf format using your mobile phone. Please click on [How to submit handwritten text or drawings](#) for more information. The OneDrive and OfficeLens apps are recommended. The OneDrive app has a page limit of 10 pages for Android phones. This allowance should be adequate in most cases. Please be aware that OfficeLens has a more generous limit of 30 pages. Please familiarise yourself with an appropriate scanning app in advance of tackling the exam.

Make sure that each page of your pdf files is both correctly oriented and legible. You may need to make use of the rotation tool in your scanning app. We request that you present answers in numerical order, start each new question on a fresh page and number each page of your solutions. Please do not include your name.

Submitting your solutions

Your solutions should be submitted before 5pm (UK time) according to the schedule

4 June: MATH10011 Analysis B

8 June: MATH10015 Linear Algebra B

11 June: MATH10012 ODEs, Curves and Dynamics B

15 June: MATH10010 Introduction to Group Theory

18 June: MATH10013 Statistics

The filename should be formed from the numeric part of the Unit Code, your 7-digit Student Id and the descriptor Part_A or Part_B. For example, your submission for Analysis B Part A should be named 10011_1234567_Part_A.pdf for a student with Student Id 1234567. You can find the numeric part of the Unit Code in the list above.

Please go to the Blackboard pages of the relevant unit. You will find detailed Submission Instructions in video format under the tab *Assessment, submission and feedback*. It may be helpful to view these in advance. There will be a link with the title *Exam Upload Summer 2020* towards the top of the left-hand navigation pane. This contains two submission points: Part A Summer 2020 Exam Upload and Part B Summer 2020 Exam Upload. You submit your solutions here. Please wait until you receive automated confirmation that your solutions have been submitted before you close your browser.

When you have clicked into the submission point, you will have the option of uploading the document from your computer (Browse My Computer) or directly from OneDrive (Browse Cloud Storage). If you want to upload directly from OneDrive, make sure you select OneDrive for Business as the other OneDrive option will not recognise your login details.

You may attempt to upload solutions as many times as you require. If you find that you are unable to upload your solutions due to an internet connection issue please persist until you can. If you are unable to meet the submission deadline above please contact us on the email below.

Just before submitting your solutions on Blackboard you will be presented with the Declaration

I declare that

(i) I have not received help from anyone, and

(ii) I have cited any resources, other than those provided with the unit, that were used essentially in my answers.

By submitting your solutions you confirm that you have abided by this Declaration.

Please ensure that you keep your original work in case we need you to scan and submit it again.

If you encounter problems

In case you encounter any problems during the assessment process please get in touch by email. For most issues use the address maths-exams@bristol.ac.uk.

If you are unwell during the assessment, then make a note in your answer, take a break and come back to the assessment only when you are well enough to do so. We have allowed extra time for the assessment, so you may still have sufficient time to complete. Even if you have not managed to complete the full assessment, submit your answers at the end of the time allowed, or as soon as

possible after that, and email the School Office using the email address above to tell them that you were ill.

If you feel especially anxious then you should contact the Student Wellbeing Service by either completing the self referral form at <https://www.bristol.ac.uk/students/wellbeing/services/wellbeing-access/>, by emailing wellbeing-access@bristol.ac.uk, or by telephoning +44 (0)117 456 9860. The service is staffed from 9 am until 5 pm, UK time, Monday to Friday. The team will do their best to respond quickly, but will not necessarily be able to do so immediately. If you experience an emergency, then you should contact your local emergency service.

CHECKLIST

Before your examination

- Plan when and where you will sit the examinations.
- Leave enough time for upload.
- Read Online Examinations in the School of Mathematics Academic Guidance and Policy.
- Practise using a scanning app to convert to pdf format if you are writing with pen and paper.
- Familiarise yourself with the upload instructions.
- Download your examinations to your local device (desktop, laptop, phone).

Before you upload your solutions

- Do you have separate solutions for Part A and Part B?
- Does each question start on a new page?
- Is each page correctly oriented?
- Is each page legible?
- Is each page numbered?
- Have you made sure that your name does not appear?
- Is your submission in the form of two pdf files: one for Part A and one for Part B?
- Are the filenames in the correct format?
- Have you kept a copy of your original solutions?

June 2020 Online Examinations in the School of Mathematics

Guidance for students in Preliminary Year and in Years 2-4

You will have been sent the *Summer 2020 exams timetable* in an email dated 15 May 2020 with Preliminary Year students emailed separately. Your examination will start at 10am (UK time) in all but a small number of cases. Those with a different start-time will have been notified.

Receiving your examination papers

maths-exams@bristol.ac.uk will send you your examination paper in pdf format and any additional items such as Statistical Tables by email approximately 24-48 hours in advance of the start time for your examination; or on the previous Friday for Monday examinations. You will also be sent an additional document which contains this advice as well as the document Online Examinations in the School of Mathematics Academic Guidance and Policy reproduced below. We recommend that you download your examination papers to your local device (desktop, laptop, phone) before the day of your examination. The examination paper will be password protected. You will be sent a password 5-10 minutes before the start time of your examination by email from maths-exams@bristol.ac.uk. This can be used to unlock the examination paper. You may then start immediately.

Sitting the examination(s)

Please take the usual time for your examination. You will also be allowed an **additional one hour** to scan and submit your solutions. The *usual* duration for your examination will be indicated on the Cover Sheet of your examination pdf file and will be the same as in previous years. If you are entitled to extra time you may increase both the exam duration as well as the additional one hour proportionally. If you have 15% extra time for example and you are sitting a 2.5 hour examination then the total time for your online assessment becomes 4 hours 1½ minutes (!) as $3.5 \text{ hours} = 210 \text{ minutes}$ and $1.15 \times 210 = 241.5 \text{ minutes}$.

Your examination will be open-note. You must adhere to the five rules set out in the document Online Examinations in the School of Mathematics Academic Guidance and Policy 2019/20 Teaching Block 2 mentioned above.

We would like you to submit a single pdf document. You may write on standard A4 paper with a dark pen and then convert to pdf format. Alternatively, you may prepare your solutions on a tablet computer if you have this equipment.

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Make sure that each page of your pdf file is both correctly oriented and legible. You may need to make use of the rotation tool in your scanning app. We request that you present answers in

numerical order, start each new question on a fresh page and number each page of your solutions. Please do not include your name.

Submitting your solutions

The filename should be formed from the numeric part of the Unit Code and your 7-digit Student Id. As an example, suppose you are taking MATH21800 Algebra 2. Then the filename for your submission should be 21800_1234567.pdf for a student with Student Id 1234567.

Please go to the Blackboard pages of the relevant unit. You will find detailed Submission Instructions in video format under the tab *Assessment, submission and feedback*. It may be helpful to view these in advance. There will be a submission point entitled *Exam Upload Summer 2020* towards the top of the left-hand navigation pane. Please wait until you receive automated confirmation that your solutions have been submitted before you close your browser.

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(ii) I have cited any resources, other than those provided with the unit, that were used essentially in my answers.

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In case you encounter any problems during the assessment process please get in touch by email. For most issues use the address maths-exams@bristol.ac.uk.

If you are unwell during the assessment, then make a note in your answer, take a break and come back to the assessment only when you are well enough to do so. We have allowed extra time for the assessment, so you may still have sufficient time to complete. Even if you have not managed to complete the full assessment, submit your answers at the end of the time allowed, or as soon as possible after that, and email the School Office using the email address above to tell them that you were ill.

If you feel especially anxious then you should contact the Student Wellbeing Service by either completing the self referral form at <https://www.bristol.ac.uk/students/wellbeing/services/wellbeing-access/>, by emailing wellbeing-access@bristol.ac.uk, or by telephoning +44 (0)117 456 9860. The service is staffed from 9 am until 5 pm, UK time, Monday to Friday. The team will do their best to respond quickly, but will not necessarily be able to do so immediately. If you experience an emergency, then you should contact your local emergency service.

CHECKLIST

Before your examination

- Plan when and where you will sit your examination.
- Read Online Examinations in the School of Mathematics Academic Guidance and Policy.
- Practise using a scanning app to convert handwritten solutions to pdf format if you are writing with pen and paper.
- Familiarise yourself with the upload instructions.
- Download your examination papers to your local device (desktop, laptop, phone) before the day of your examination.

Just before your examination

- Unlock your pdf examination with the password sent to you by maths-exams@bristol.ac.uk

Before you upload your solutions

- Is each question clearly labelled?
- Does each new question start on a new page?
- Is each page correctly oriented?
- Is each page legible?
- Is each page numbered?
- Have you made sure that your name does not appear?
- Is your submission in the form of one pdf file?
- Is the filename in the correct format?
- Have you kept a copy of your original solutions?

Online Examinations in the School of Mathematics

Academic Guidance and Policy

In view of the University closure in the wake of the Corona virus pandemic, all 2019/20 Teaching Block 2 examinations in the School of Mathematics will be administered online. In consequence, all of these examinations will be open-note, a significant departure from previous practice.

This document sets out general guidance for preparing for these open-note examinations as well as the rules that will apply to them. Practical advice and instructions for downloading papers and submitting scripts will be provided in a separate document.

Guidance

It is important to note that while the examinations will be open-note, they were written to be closed-note, in the manner of previous papers. As with previous papers, any formulas, identities, theorems, etc, that you are expected to understand but not necessarily to know from memory will be provided.

Our best advice is to revise for these exams as you would have done in normal circumstances. In particular, you should not think that having access to additional materials means that you can afford to revise less. If you revise less, you are very likely to do less well. Trying to use additional resources during the exam, especially those not provided with the unit, may very well prove to be a hindrance.

Your lecturers may provide further unit-specific advice about how to prepare for their examinations in the open-note setting.

Rules

1. You may freely use (without citing) any materials provided with the unit, including lecture notes, problem sheets and solutions, as well as any notes that you have prepared yourself.
2. You may also use additional printed and internet resources not provided with the unit, including any recommended by the lecturer and any you have found yourself. However, if any such outside resource turns out to be essential to some part of your answers (ie, without using it, you wouldn't have been able to answer as you did), then you must cite it. Failure to do so could constitute plagiarism as set out in Section 3.2 of the University's [Examination Regulations](#).

Markers may take account of citations. While the circumstance is not likely to arise, an answer or a part thereof taken word-for-word from a cited reference might get less than full marks, or even no marks. A key consideration will be the extent to which the answer demonstrates understanding.

3. Seeking help from another person, whether another student, an acquaintance, or via an open solicitation on the internet, is strictly against the rules, and would be regarded as cheating.
4. Regarding social media.:
 - a) You should not engage with any social media during the examination, either by posting or reading.
 - b) You should not send or read text messages or emails during the examination.
 - c) During the 24-hour period following the end of an examination, you are asked not to make any comments about the examination via social media, emails or texts. This is to allow for students who may be taking the examination at a later time (due to their time zone) and/or who may have alternative examination arrangements.
5. You will be asked to sign a declaration that i) you have not received help from anyone, and ii) you have cited any resources, other than those provided with the unit, that were used essentially in your answers.