COM00143M

Department of Computer Science

**Artificial Intelligence & Machine Learning**

EXAM INSTRUCTIONS



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| **Author** | Peter Nightingale |
| **Assessment** | Limited timeframe exam |
| **Time Limit** | * 120 minutes |
| **Release** | Wednesday of week 8, 13:00 (UK time) \* |
| **Submission deadline** | Friday of week 8, 13:00 (UK time) \* |
| **Weighting** | 100% |

\* If any of the dates stated in this document fall on a UK public holiday or a University of York closure day, then the exam availability dates will change. Please check the submission point in the ‘Assignments’ area of the module in Canvas for the exact exam dates.

# Introduction

## Limited timeframe exam (120 minutes)

This assessment is a limited timeframe exam. The exam carries 100% of your mark for the module.

This exam must be taken **individually**. Please ensure you are familiar with the guidelines for good examination practice explained in unit 1 of the **academic integrity module**. Any failure to follow these guidelines will be investigated as potential [academic misconduct](https://www.york.ac.uk/staff/supporting-students/academic/taught/misconduct/).

Please read the instructions that follow carefully and set up your environment in good time before the exam.

**Important:** should you experience any technical difficulties when taking the exam, we advise you to contact Canvas support on [support@instructure.com](mailto:support@instructure.com) or +44 80 0060 8442 (available 24 hours). In the event of a connection or device failure which adversely affects your ability to take the exam, we recommend you capture evidence.

If you have any broader questions concerning the exam please consider contacting either your student success co-ordinator ([studentsuccess@online.york.ac.uk](mailto:studentsuccess@online.york.ac.uk)) or your module tutor. However please note that responses may only be made within UK office hours and may not be available immediately.

# Exam preparation

Before starting the exam, you will need to ensure that you are prepared. Make sure you read the following instructions carefully before you start the exam.

## Technology requirements

We recommend that you use a computer or laptop to take this exam. We recommend that you do not attempt to take this exam using a mobile device.

Make sure that you have a reliable internet connection before you start.[[1]](#footnote-1)

We recommend that you use an up-to-date version of Google Chrome and clear your browser’s cache and cookies before you start this exam. If you are not able to use Google Chrome, then please make sure that you use a browser that is supported by Canvas. (See the [Canvas webpage on browser and computer requirements](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66) for guidance.)

# Instructions

## Exam format

The exam will be available for you to access at any time between **Wednesday (13:00 UK time)** and **Friday (13:00 UK time)** of **week 8**.[[2]](#footnote-2) It is an open book examination which means that you may access academic resources (for example, module materials and the textbook) as you complete it. The number of marks available for each question is shown to the top-right. There are 100 marks in total.

The exam is an open book limited timeframe exam. This means that you have a 48-hour window to complete the examination, but once you have started the exam you must submit your attempt within the specified time limit.

Once you begin the exam, you will have **120 minutes** to complete it.[[3]](#footnote-3) You will be required to answer **all** of the questions.

You must ensure that you begin the exam with enough time to spare (i.e. if you have 120 minutes, start the exam at least 120 minutes before the submission deadline). Once you have started the exam, the timer will count down regardless of your activity in the exam window. It is **not** possible to pause the timer and continue answering the questions later.

The questions will follow the same format that you experienced during the mock exam, including one short essay question. The types of questions are as follows:

1. Multiple choice questions – You choose one option from a list of possible options.
2. Multiple answer questions – You choose a set of options from a list of possible options.
3. Short answer – You add your answer in a short answer box beneath the question. In the question text, you will be told what format/notation to a use to add your answer (e.g. as a number).
4. Multiple short answers – Similar to short answer questions but with multiple answer boxes.
5. Short essay question – Enter your short essay in the text box. There is no need to include references in your answer. The word count is shown directly below the text box, and is automatically updated as you type.

## Assessment submission

The exam will take place on Canvas, and will be available to access from the ‘Assignments’ area of the module.

## Exam availability and time limits

The exam will be available for you to sit at any time during a two-day availability period, from **Wednesday of week 8, 13:00** (UK time) until **Friday of week 8, 13:30** (UK time). However, you will have a maximum time limit of 120 minutes to complete the exam once you begin. Starting earlier in the availability period will not give you longer to complete the exam. Furthermore, starting the exam less than 120 minutes before the availability period closes means that you will have less time to complete the exam. For example, if you were to start with only 30 minutes of the availability period remaining, you would only have 30 minutes to complete the exam.

**Important:** the exam availability period extends for 30 minutes after the submission deadline. You should plan to complete the exam by the submission deadline stated below.

## Submission deadline

The deadline for submitting the completed exam is **Friday of week 8, 13:00** (UK time).

Make sure you leave yourself time to complete and submit the exam by the deadline stated above. Failure to submit your exam attempt by the deadline could result in a late submission penalty, or a mark of zero for non-submission.

## Late submission and non-submission

The exam will remain available for a further 30 minutes after the submission deadline. Submissions that are received up to 30 minutes after the deadline will receive a 5% late penalty (which may be waived in the event of a successful exceptional circumstances claim).

The exam availability period will end at **13:30 on** **Friday of week 8** (UK time). At this time, the submission point will close. If you start the exam before this time but do not manually submit it by 13:30, then your attempt will be automatically submitted. The automatically submitted exam will be marked, and a 5% late penalty applied.

It is not possible to attempt the exam after the submission point has closed. Failure to submit an exam attempt within 30 minutes of the submission deadline will be treated as a non-submission. This will result in a mark of zero unless you submit a successful Exceptional Circumstances claim, in which case you would receive the opportunity to sit the exam ‘as if for the first time’.

## Release of marks

You will be provided with an overall score for the exam and some feedback. This will be made available to you within 20 working days of the exam closing.

# Exceptional Circumstances for Online Examinations

Please see the [Exceptional circumstances affecting assessment](https://www.york.ac.uk/students/studying/progress/exceptional-circumstances/#tab-1) webpages for the Exceptional Circumstances affecting Assessment (EC) policy and important updates relating to Covid-19 (Coronavirus).

Procedure for Exceptional Circumstances for online examinations:

* If you believe your exam is being impacted by exceptional circumstances, as defined under the above policy and updates, you may submit an EC claim;
* If you are not able to submit the online exam, you can submit an EC claim if the non-submission is as a result of exceptional circumstances;
* If you submit the online exam, you can also submit an EC claim if you believe that exceptional circumstances have affected your performance in the exam;
* The ECA claim must be received within 7 days of the end of the submission window;
* If you are experiencing difficulties accessing the online EC form, please send an email to [york-online-ex-circs@york.ac.uk](mailto:york-online-ex-circs@york.ac.uk) before the 7-day deadline, explaining the circumstances.

**Important reminder:** Please take proper precautions to safeguard your work and remember to make backup copies of your data. The University provides all its students with storage space on the University server and you should save and back up any work in progress on this server on a regular basis. Computer failure and theft of your equipment or storage media are not considered mitigating circumstances and extensions cannot be granted for work lost for these reasons.

# Academic Integrity and Misconduct

We are treating this online examination as a time-limited open assessment, and you are therefore permitted to refer to written and online materials to aid you in your answer. However, you must ensure that the work you submit is entirely your own, and for the whole time the assessment is live you must not:

* communicate with other students on the topic of this assessment;
* communicate with departmental staff on the topic of the assessment (other than to highlight an error or issue with the assessment which needs amendment or clarification);
* seek assistance with the assessment from academic support services, such as the Writing and Language Skills Centre or Maths Skills Centre, or from Disability Services;
* seek advice or contribution from any other third party, including proof-readers, friends, or family members.

We expect, and trust, that all our students will seek to maintain the integrity of the assessment, and of their award, through ensuring that these instructions are strictly followed. Where evidence of academic misconduct is evident this will be addressed in line with the Academic Misconduct Policy and if proven be penalised in line with the appropriate penalty table. Given the nature of these assessments, any collusion identified will normally be treated as cheating/breach of assessment regulations and penalised using the appropriate penalty table (see AM3.3 of the [Guide to Assessment, Standards, Marking and Feedback](https://www.york.ac.uk/students/studying/assessment-and-examination/guide-to-assessment/)).

1. Note: in the event of connection failure which adversely affects your ability to take the exam, we would recommend capturing evidence of this as it may be needed later. [↑](#footnote-ref-1)
2. Unless any of these dates fall on a UK bank holiday or University of York closure day. Check the ‘Assignments’ section of the module in Canvas to confirm the exact availability and deadline dates. [↑](#footnote-ref-2)
3. Unless you have other arrangements in place relating to time allowance, for example as a result of an approved Student Support Plan (SSP). [↑](#footnote-ref-3)