

Preliminary Examination in Human Sciences Examination Conventions Academic Year 2020–21

1. Introduction

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award.

The supervisory body responsible for approving the examination conventions is the Social Sciences Board's Quality Assurance Committee.

2. Rubrics for individual papers

Candidates will be required to sit five written examinations in Trinity Term. Each examination will be three hours long. The five examinations are:

Paper 1: The Biology of Organisms including Humans

Paper 2: Genetics and Evolution

Paper 3: Society, Culture and the Environment

Paper 4: Sociology and Demography

Paper 5: Quantitative Methods for the Human Sciences

All papers are examined by a three-hour on-line open-book examination.

Details relating to each of these examinations are set out below:

Paper 1: The Biology of Organisms including Humans

The paper is divided into Section A, 'Short Answers', and Section B, 'Essay Questions'; and candidates must answer all ten questions from Section A and three from a choice of ten questions in Section B.

Paper 2: Genetics and Evolution

The paper is divided into Section A 'Short Answers', Section B: 'Essay Questions: Genetics' and Section C: 'Essay Questions: Evolution' Candidates must answer all ten questions from Section A and **three questions from Section B and C with at least one question out of five from Section B and at least one question out of five from Section C.**

Candidates must complete exercises on Canvas relating to their genetics practical work.

These are graded by the convener as Excellent (E), Satisfactory (S) or Not Satisfactory (NS). In the event that a candidate receives a grade of NS or does not complete the exercises, they will be required to (re)submit,. These practical grades shall be available to the examiners at any time after the end of the first week of the term in which the examination is held, and may

be taken into consideration by the examiners in cases where a candidate's mark for Paper 2 falls on a borderline between grades.

Paper 3: Society, Culture and the Environment

The paper will be divided into two sections: (A) Social and Cultural Anthropology and (B) Human Geography. Candidates will be required to display knowledge of both sections, and will be required to answer **four questions in total with at least two questions out of eight from section (A) and at least one question out of four from section (B).**

Paper 4: Sociology and Demography

The paper will be divided into two sections: (A) Sociology and (B) Demography. Candidates will be required to display knowledge of both sections, and will be required to **answer four questions in total: two questions out of six from section A and two questions out of six from section B.**

Paper 5: Quantitative Methods for the Human Sciences

One three hour paper will be set. Candidates must attempt five questions in total out of a choice of ten, not all of which require numerical answers. Marks for each part of each question are indicated in square brackets after each part of each question on the question paper. The paper has no sub-sections.

The examiners will permit the use of any hand-held pocket calculator subject to the conditions set out under the heading 'Use of calculators in examinations' in the *Special Regulations concerning the Examinations* only for Paper 2: Genetics and Evolution and Paper 5: Quantitative Methods for the Human Sciences.

Modes of completion for online examinations

All online exams will have a default mode of completion – either typed or handwritten set by the exam board. Exams designated as handwritten may be entirely handwritten or partly typed with handwritten elements, e.g. mathematical notation, diagrams graphs, etc.

Papers 1, 2, 4 and 5 will be typed examinations with handwritten elements (mixed mode) and Paper 3 will be a typed examination. For mixed mode examinations candidates will type their essay/short answers but will be able to upload diagrams, graphs and answers containing mathematical notation. A blanket 30 minutes additional technical time will be allowed for mixed mode examinations.

Word-limits for open-book on-line examinations

Each essay in open-book on-line open-book examinations should have a maximum of 1200 words. Answers of less than 600 words are unlikely to fully address the question. No specific mark deduction penalties will be applied to over-length essay in open-book on-line examinations.

3. Marking conventions

3.1 University scale for standardised expression of agreed final marks

Agreed final marks for individual papers will be expressed using the following scale:

| | |
|--------|-------------|
| 70-100 | Distinction |
| 40-69 | Pass |
| 0-39 | Fail |

3.2 Qualitative criteria for different types of assessment

Papers 1 and 2

a) Short Answers

This part of Papers 1 and 2 carries a possible 40 marks. There being ten questions, all of which must be attempted, each question is allocated up to four marks. The following marking scheme is applied for this part of each paper:

- 0 no answer or a wrong answer
- 1 a poor answer
- 2 an average answer
- 3 a good, substantially accurate answer
- 4 an excellent answer

Examiners may award intermediate marks (e.g. 1.5, 2.5) to allow greater precision.

b) Essay Questions

The remaining part of each paper carries a possible 60 marks. Candidates must attempt three questions, to each of which 20 marks are allocated. The following marking scheme has been adopted for this part of Papers 1 and 2.

The equivalent % score for each mark are indicated and markers are expected to use the indicative descriptions in making their judgments on which mark to award.

The criteria should be viewed in a cumulative manner, and the majority of positive criteria within a mark band (and those below it) should be satisfied in order for a mark in that band to be awarded.

Markers may allocate a score that falls between the stated bands (e.g. 13.5 marks, equivalent to 67.5%) if the work fulfils some but not all of the criteria for the mark band above.

- 0 (0%) no answer.
- 1 (5%) barely an answer.

- 2 (10%) a very poor answer with little of relevance in the answer and/or wrong.
- 3 (15%) very poor answer, with perhaps one relevant point mentioned.
- 4 (20%) a poor answer, with little relevance, and typically with substantial errors.
- 5 (25%) a poor answer, but showing some knowledge and relevant facts, although possibly with substantial errors.
- 6 (30%) an unsatisfactory answer, but showing some knowledge and containing some relevant material but lacking detail or with errors.
- 7 (35%) a weak answer, not judged worthy to have passed, but close.
- 8 (40%) **Threshold for a Pass.** A just adequate answer, showing some knowledge but with several omissions, lacking detail and/or carrying much superfluous material, and/or some errors.
- 9 (45%) an adequate answer, demonstrating some knowledge but with clear, important or numerous omissions, and lacking much breadth (scope of the material in question) or depth (e.g. citing literature).
- 10 (50%) a weakly satisfactory answer, demonstrating some knowledge but with a few omissions and lacking much breadth or depth.
- 11 (55%) a satisfactory answer demonstrating knowledge but lacking breadth and depth.
- 12 (60%) a clearly satisfactory answer, demonstrating knowledge with some awareness of the scope of the issues in question, including citation of relevant sources. Arguments are sustained and presented within a logical framework.
- 13 (65%) a good answer, substantially complete and correct, showing breadth and depth but not quite first class, e.g. lacking citation of some essential literature, or with one or two minor errors. Arguments are well supported by evidence.
- 14 (70%) **Threshold for a Distinction.** A very good answer deemed equivalent to a first within the context of the Preliminary Examination. Substantially complete and correct, arguments are well supported by evidence and citation of relevant sources, demonstrating critical thinking, knowledge of literature, and with no substantial errors.
- 15 (75%) a very good answer deemed equivalent to a first within the context of the Preliminary Examination. E.g. substantially complete and correct, demonstrating knowledge of literature, and featuring no errors.
- 16 (80%) an excellent answer, complete and correct and e.g. demonstrating novel thinking and/or showing knowledge of the history of thought on the subject and/or excellent critical synthesis.
- 17 (85%) an excellent answer, complete and correct and e.g. demonstrating novel thinking and/or showing knowledge of the history of thought on the subject and/or excellent and deep critical synthesis.

- 18 (90%) an exceptionally good answer, showing knowledge of the subject beyond that expected for a first-year student, as above and showing originality leading to publishable or near publishable quality.
- 19 (95%) a truly exceptional piece of work of publishable quality, showing evidence of novel thought and/or originality of approach, deep and critical analysis.
- 20 (100%) a perfect answer (very rare).

The final mark for the paper (Papers 1 and 2) is the total of the marks awarded for the Short Answers section (out of a possible 40) and for the Essay Questions section (out of a possible 60), giving a final total mark out of 100.

Papers 3 and 4

Each of these papers requires four answers to be attempted. Each answer is marked out of a possible maximum of 25 marks, giving a total for each paper of a possible 100 marks. The marking scheme for these papers is as follows.

The equivalent % score for each mark are indicated and markers are expected to use the indicative descriptions in making their judgments on which mark to award.

The criteria should be viewed in a cumulative manner, and the majority of positive criteria within a mark band (and those below it) should be satisfied in order for a mark in that band to be awarded.

Markers may allocate a score that falls between the stated bands (e.g. 16.5 marks, equivalent to 66%) if the work fulfils some but not all of the criteria for the mark band above.

- 0 (0%) no answer
- 1-2 (4-8%) barely an answer
- 3 (12%) a very poor answer with little of relevance in the answer and/or wrong
- 4 (16%) very poor answer, with perhaps one relevant point mentioned
- 5 (20%) a poor answer, with little relevance, and typically with substantial errors
- 6 (24%) a poor answer, but showing some knowledge and relevant facts, although possibly with substantial errors
- 7 (28%) an unsatisfactory answer, but showing some knowledge and containing some relevant material but lacking detail or with substantial errors
- 8 (32%) an unsatisfactory answer, but showing some knowledge and containing relevant material but lacking detail or with errors
- 9 (36%) a weak answer, not judged worthy to have passed, but close.

- 10 (40%) **Threshold for a Pass.** A just adequate answer, showing some knowledge but with several omissions, lacking detail and/or carrying much superfluous material, and/or some errors.
- 11 (44%) an adequate answer, demonstrating some knowledge but with clear, important or numerous omissions, and lacking much breadth (scope of the material in question) or depth (e.g. citing literature).
- 12 (48%) a better than adequate answer, demonstrating some knowledge but with some omissions, and lacking much breadth (scope of the material in question) or depth (e.g. citing literature).
- 13 (52%) a weakly satisfactory answer, demonstrating some knowledge but with a few omissions and lacking much breadth or depth.
- 14 (56%) a satisfactory answer demonstrating knowledge but lacking breadth and depth.
- 15 (60%) a clearly satisfactory answer, demonstrating knowledge with some awareness of the scope of the issues in question, including citation of relevant sources. Arguments are sustained and presented within a logical framework.
- 16 (64%) a good answer, substantially complete and correct, showing breadth and depth but not quite first class, e.g. lacking citation of some essential literature, or with one or two minor errors. Arguments are well supported by evidence.
- 17 (68%) a good to very good answer bordering first class, substantially complete and correct, showing breadth and depth but not quite first class, e.g. lacking citation of some essential literature, or with one or two minor errors. Arguments are well supported by evidence.
- 17.5 (70%) **Threshold for a Distinction.**
- 18 (72%) a very good answer deemed equivalent to a first within the context of the Preliminary Examination. Substantially complete and correct, Arguments are well supported by evidence and citation of relevant sources, demonstrating critical thinking, knowledge of literature, and with no substantial errors.
- 19 (76%) a very good answer deemed equivalent to a first within the context of the Preliminary Examination. E.g. substantially complete and correct, demonstrating knowledge of literature, and featuring no errors.
- 20 (80%) an excellent answer, complete and correct and e.g. demonstrating novel thinking and/or showing knowledge of the history of thought on the subject and/or excellent critical synthesis.
- 23 (92%) an exceptionally good answer, showing knowledge of the subject beyond that expected for a first-year student, as above and showing originality leading to publishable or near publishable quality.
- 24 (96%) a truly exceptional piece of work of publishable quality, showing evidence of novel thought and/or originality of approach, deep and critical analysis.

25 (100%) a perfect answer (very rare)

Paper 5

Candidates must attempt five questions, each of which is marked out of 20, giving a possible total of 100 marks for the paper. Marks for each part of each question are indicated in square brackets after each part of each question on the question paper and are awarded for correct working and numerical results.

3.3 Verification and reconciliation of marks

Each paper is marked out of 100. Candidates are anonymous. Scripts are single-marked. The Examiner gives special scrutiny to each mark in borderline cases. In a case where a candidate is on the borderline of a pass on a re-sit of an examination a second Examiner may scrutinize the paper in addition, with a mark subsequently being agreed between the Examiners.

3.4 Scaling

Not applicable

3.5 Short-weight convention and departure from rubric

Candidates are reminded that in every paper they must observe the rubric at its head in relation to the number of questions to be answered and to compulsory questions (e.g. the requirement in the Genetics and Evolution paper to answer all questions from section A and three questions from sections B and C with at least one question from section B and one question from section C). Failure to complete the required number of questions will result in a mark of zero being awarded for the questions not attempted; since the final mark for each paper is the total of the marks awarded for each question attempted, this will have the effect of reducing a candidate's mark on the paper. In the case of a candidate answering *more* questions than are required by the rubric, only those up to and including the number required to adhere to the rubric will be marked (in order of completion), others being awarded a mark of zero.

3.6 Penalties for late or non-submission

Not applicable

3.7 Penalties for over-length work and departure from approved titles or subject-matter

Not applicable

3.8 Penalties for poor academic practice

Where assessment includes open-book examinations, candidates will be required to sign up to the University's honour code. While it not permissible to submit work which has been

submitted either partially or in full, either for their current Honour School of qualification, or for another qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution, it is permissible to use work that has been written during the course of a candidate's studies (e.g. collections, tutorial essays)

Turnitin may be used for Open Book exam submissions.

3.9 Penalties for non-attendance at an examination

Failure to submit an examination will result in the failure of the assessment. The mark for any resit of the assessment will be capped at the pass mark.

3.10 Penalties for late submission of open-book examination scripts

Candidates undertaking exams with a typed mode of completion have their exam responses automatically captured by the system and therefore are not able to submit late. This section applies to all candidates with a handwritten mode of completion, including those who handwrite an online exam as an exam adjustment.

Candidates should upload their submission within the time allowed for their online examination (inclusive of any additional time for exam adjustments and technical time). Candidates who access the paper later than the published start time (and who do not have an agreed alternative start time) will still need to finish and submit their work within the originally published timeframe or be considered to have submitted late.

Candidates who access the paper on time but who submit their work after the published timeframe will also be considered to have submitted late. If candidates submit their examination response after the end of the specified timeframe and believe they have a good reason for doing so, they may submit a mitigating circumstances notice to examiners (MCE) to explain their reasons for late submission. The Exam Board will consider whether to waive the penalties (outlined below) for late submission.

The examiners should mark all work received and consider whether or not any penalty should be applied at the meeting of the exam board at which the paper level marks are considered. The penalties should be applied at the paper level, and should only be applied once the exam board is satisfied that there are not valid reasons for late submission.

| Time | Penalty |
|-------------------|----------------|
| First 5 minutes | No penalty |
| 6 minutes onwards | Fail mark (0) |

Guidance of exam boards on how to consider MCEs in relation to late submissions will be provided in HT21.

4. Progression rules and classification conventions

4.1 Qualitative descriptors of Distinction, Pass, Fail

Qualitative descriptor for a *Fail*: An overall standard of work exhibiting inadequate levels of knowledge and understanding; work that features a combination of significant omissions and/or errors and/or lack of detail and/or superfluity.

Qualitative descriptor for *Pass*: An overall standard of work showing adequate levels of relevant knowledge and understanding; work that is substantially correct and relevant but which features some omissions, shortcomings in detail and/or superfluity and/or errors, the latter traits being increasingly evident towards the lower end of the mark range.

Qualitative descriptor for *Distinction*: An overall standard of work deemed equivalent to a First Class within the context of the Preliminary Examination; work that is substantially complete and correct, showing well-supported evidence-based arguments, critical thinking, demonstrating knowledge of literature, and typically without errors.

4.2 Final outcome rules

Distinctions are awarded to those candidates who, normally only on the first sitting of the examinations, have achieved:

- a) a mean mark of 70 or above **and**
- b) at least 70 on two papers **and** not less than 55 on any of the remaining paper(s)

4.3 Progression rules

The pass mark for each paper is 40. Candidates must pass all five papers in Prelims to continue into the Final Honour School (the second year of the Human Sciences degree).

4.4 Use of vivas

Not applicable

5. Resits

Candidates must pass all five papers in Prelims to continue into the second year of the Human Sciences degree. Candidates who fail one, or two papers may resit just the paper(s) failed. A candidate who fails three or more papers must retake all five papers. Resits are usually held in early September and scripts are marked and results published on Student Self Service within two weeks of the exam.

Where a candidate has failed an assessment unit owing to a technical fail (non-attendance), the mark for the resit of the assessment will be capped at the pass mark. Where a candidate has failed an assessment unit owing to an academic fail, the mark for the resit will be awarded based on the merits of the work. Candidates who have initially failed any element of the First Public Examination will not be eligible for an overall award of Distinction.

6. Mitigating circumstances notices to examiners

Where a candidate or candidates have made a submission, under Part 13 of the Regulations for Conduct of University Examinations, that unforeseen circumstances may have had an impact on their performance in an examination, a subset of the board (the 'Mitigating Circumstances Panel') will meet to discuss the individual applications and band the seriousness of each application on a scale of 1-3 with 1 indicating minor impact, 2 indicating moderate impact, and 3 indicating very serious impact. The Panel will evaluate, on the basis of the information provided to it, the relevance of the circumstances to examinations and assessment, and the strength of the evidence provided in support. Examiners will also note

whether all or a subset of papers were affected, being aware that it is possible for circumstances to have different levels of impact on different papers. The banding information will be used at the final board of examiners meeting to decide whether and how to adjust a candidate's results. Further information on the procedure is provided in the *Examinations and Assessment Framework, Annex E* and information for students is provided at www.ox.ac.uk/students/academic/exams/guidance.

7. Details of examiners and rules on communicating with examiners

The internal examiners for the Preliminary Examination in Human Sciences for the 2020-21 academic year are

Dr Teresa Street (Chair)
Professor Morgan Clarke
Dr Philip Kreager
Dr Piers Nye
Dr Lindsay Richards

Questions pertaining to examination procedure should be addressed to the Chair of Examiners.

Candidates are not under any circumstances permitted to seek to make contact with individual internal or external examiners during or after the examination process regarding specifics of the examination of their own or others' work.

Candidates who are unhappy with an aspect of their assessment may make a complaint or appeal to the Proctors via their college.