

Guidance for undergraduate students being assessed in History papers.

All assessments (online exams and portfolios) will be conducted online via Moodle.

IMPORTANT REMINDER: Your name MUST NOT appear anywhere on any work that you submit for assessment.

Portfolios of essays (all students):

These are locally managed assessments.

The submission deadline is 4pm (16:00 BST, or GMT+1) on Monday 25 May.

Students who are being assessed by portfolio in more than one History paper may either submit both portfolios on 25 May, or the **second one** as follows:

- History & Politics/History & Modern Languages IB students: by 4pm on Thursday 28 May;
- History (2-year Part II finalists only) / History & Politics Part II: by 4pm on Wednesday 3 June.

By Friday 22 May we will send you a link to a Moodle course set up specially to receive your submission. Please check that you have been enrolled for the correct paper. If something is not right, please contact us via this email address immediately: ugadmin@hist.cam.ac.uk.

Assignments may be uploaded from 4am (04:00 BST, or GMT +1) on Monday 25 May.

In case of technical difficulties on the day, please contact the above email address (office hours start at 08.45am).

Please note the following points:

- Each essay must have the question that has been addressed, or other title, clearly inserted at the head of the first page. Page numbers should be included in each essay.
- PLEASE REMEMBER: Essays should be anonymous; put your candidate number (BGN), and not your name, on the first and subsequent pages of each essay.
- Your 2 essays should be submitted as a **SINGLE** combined file, in **TYPED** format. Handwritten submissions cannot be accepted.
- It is recommended that you upload the file as a PDF, but Word documents are acceptable.
- Please be aware that your name will be automatically populated in the author field in the document properties. Although not visible to markers, you may wish to delete this before saving your file.
- **The name you give your file should be your BGN number – and nothing else!**

- The inclusion of footnotes or endnotes is allowed, but not essential. Similarly, you may include a bibliography in an essay, but this is not a requirement. Students will not be penalized if they do not provide footnotes/endnotes, or bibliographies.
- The word limit is 3,000 words **per essay**, excluding footnotes and bibliographies.
- Supervisor comments or any other material that could identify the student must be deleted before submission.
- For further general guidance on the style to be adopted in your portfolio, see the [History Faculty Style](#) guide.
- Further details about the portfolio, and how it will be assessed, were in the guidance document previously circulated. This is available on the [website](#).

You will be asked, when uploading your assignment to Moodle, to make a declaration that the essays are your own work, except where you have acknowledged the use of other works of other people. The Faculty will be using Turnitin text-matching software, in accordance with its normal practice. See information [here](#).

Your Blind Grading Number (BGN) should be your only identifier. Please ensure that this is clearly visible on your submission, and that you use your BGN as the file name when you upload your assignments to Moodle.

Your Blind Grading Number (BGN) can be found within your profile in Moodle:

- Click on 'your name' in the top right-hand corner of the screen
- Click on 'Profile'
- Your BGN number will be displayed at the bottom of the 'User details' screen.

Online exams (Historical Tripos Parts I and II, Prelim to Part II)

These are centrally managed assessments. Your timetable can be found in CamSIS.

NOTE: History & Politics Part II students taking Papers 4 and 5, and POL papers, will sit the online exams administered by POLIS, with a 5-hour window.

Particular points are highlighted below, but you are advised to read the comprehensive guide to the process which can be found in Moodle [here](#).

- If you are not currently resident in the UK, you are recommended to update your time zone in your Moodle profile in advance of the exam.
- You will be able to access the Moodle course for your online exam 72 hours before the assessment is due to begin. The question paper will appear in the course as a PDF to view or download, as well as the assessment tool for submissions. They will be visible but greyed out and inaccessible until the assessment begins. **Please check that you have access before the assessment period begins and if there are any issues, contact moodlehelp@uis.cam.ac.uk .**
- **Exams will be open-book** – that is, you are permitted to use books, your notes, and the

other appropriate and reliable online resources during the examination.

- **Submitted answers must be typed**, even if you choose to make a preliminary handwritten copy. Your complete script should be submitted as a single file, saved either as a Word file, or as a PDF.
- **Each essay must have the question no. that has been addressed, and title**, clearly inserted at the head of the first page. Page numbers should be included in each essay.
- Although you have a **24-hour period** in which to submit the script, you are not expected to work on it for longer than the time you would have been given in normal circumstances. The extended time window is to allow for students taking the examination in different time zones, and those who are permitted extra time and/or rest breaks. It also offers flexibility to those who encounter technical difficulties. Examiners will not have access to information about the download and upload times of assessments by students, but timings will be monitored centrally and, if there are any areas for concern, they will be raised by Student Registry with the student's college, in the first instance.
- **Your name MUST NOT appear anywhere on your script. Your Blind Grading Number (BGN) should be your only identifier. Please ensure that this is clearly visible on your submission, and that you use your BGN as the file name when you upload your assignment to Moodle.**
- Please be aware that your name will be automatically populated in the author field in the document properties. Although not visible to markers, you may wish to delete this before saving your file.

Part I papers: you will be required to answer 2, rather than 3, questions, and these can be taken from anywhere on the paper. Any requirements to answer questions from particular sections have been withdrawn. Each answer should be approximately 1500 words, with an overall maximum wordcount of 3000 for the script. Students may be penalized for exceeding the wordcount.

Part II HAP: you will be required to answer one question, as normal, with a maximum wordcount of 3000 for the script. Students may be penalized for exceeding the wordcount.

History Students sitting exams organized by other subjects: the format and rubric for these exams is set by the 'owning' Tripos. Please contact the relevant department if you are in any doubt about what to expect. We will send you a link to the exam.

Please be aware Turnitin text-matching software will be used to check work submitted to Moodle for either centrally-managed or locally-managed assessments and that the University's guidelines on academic misconduct and collusion apply. Further information can be found [here](#).

Historical Tripos Part I students are expected to complete each element of the modified assessment: Themes and Sources essay, portfolio of essays and the online 24-hour open book exam. They will not be classed, but papers will be double-marked according to normal practice, and using standard [marking criteria](#). There will be a meeting of the Part I Examination Board during the week beginning 22 June to confirm the marks which will appear on your transcript.

Marks should be available in CamSIS by 25 June, barring any unforeseen operational difficulties. We will aim to give you a more precise date closer to the time. This assessment is *summative*, so either a 'second sit', or an allowance, will be necessary for progression if you are unable to complete the assessment in the first sitting.

Historical Tripos and History and Politics Tripos Part II will be both marked and classed. For Part II students, classification cannot be lower than the class you achieved in Part I (or other second year Honours exam), as long as you pass each paper. The marking criteria is unchanged, but the classing conventions have been adapted to reflect the modified scheme of assessment. These are summarised in [Appendix A](#) and [Appendix B](#), at the end of this document. The Board meetings are scheduled as follows:

Historical Tripos – Tuesday 23 June; History and Politics Tripos – Thursday 25 June.

Results should be available the following day, providing there are no unforeseen operational difficulties.

In both Parts, enrolments for papers not forming part of your summative assessment will remain in place as a record of teaching and learning undertaken in the academic year, even if no marks are available.

History and Politics/ History and Modern Languages Parts IA and IB: these are formative assessments. Marks will be awarded, but not recorded on transcripts. Feedback in the form of marks and (in subjects where this has been agreed) comments will be released to students and Colleges by early to mid-July. Marks, but not comments, will be provided for History papers, in accordance with standard Faculty policy.

What if things go wrong?

Portfolios: If your current circumstances are such that, due to illness, caring commitments or other Covid-related disruptions, you are unable to submit on 25 May, you may apply to the Chair of the relevant examining board, via the administrative secretary, for an appropriate extension.

In such a situation, you should contact your College tutor or DoS without delay, as the application must be made by one of them on your behalf, and NOT directly from you.

Part I, Part IA/IB History & Politics, and all Part II students: please download and use the application form [here](#).

You may email ugadmin@hist.cam.ac.uk to advise that an application is on its way, but this cannot be approved without support from your College.

History and Modern Language students should apply, via their Tutor or Director of Studies, directly to exams2020@mml.cam.ac.uk. The Chair of the HML Exam Board will consider the request.

There will be a short 'grace' period after the submission deadline, to allow for any technical difficulties with the upload, but please be aware that penalties may be imposed for late

submissions without any explanation, and those that are significantly delayed, without an approved extension, may not be accepted.

If your assessment is summative and, for whatever reason you are unable to take part in the full programme of assessment as set out above, there is an established route through your college (your director of studies and personal tutor) to apply for an allowance.

All students will be permitted to self-certify illness and caring commitments and similar disruptions.

For Part I (Historical Tripos only): Students who are unable to undertake assessments in Easter term for reasons such as ill health, significant caring commitments, technical difficulties or similar disruption will be automatically enrolled by Student Registry in the second sitting, to be arranged when the University's normal business is resumed, or may apply via their College for an allowance. Please refer to the University guidance [here](#).

For Part II: If you are unable to take your assessments in Easter Term you will be expected to take them in the second assessment period. Please refer to the University guidance [here](#).

If you have concerns or questions, please do discuss them first with your Director of Studies or College Tutor to see if they can help or advise you.

Appendix A: Revised Classing Conventions for Part II History (Easter Term 2020)

The conventions below were approved by Faculty Board on 28 April. For 2020, they replace the current conventions on pp. 11-12 of the following document:

<https://www.hist.cam.ac.uk/undergraduate/pdfs/criteria-parts-1-and-2>

NB the conventions show how the class will be determined prior to the application of the 'safety net' principle, which states that as long as a graduating student passes their final year assessments, no such student will receive a class lower than the class they were awarded in their second year exams. NB the 'safety net' principle does not apply to starred firsts, i.e. candidates awarded a starred first in their second year are not guaranteed one in their final year.

a) Part II: five-paper (one-year) candidates

These candidates will have six examination marks. In converting these marks into classes, the principal criterion is the number of marks which the candidate has achieved in each class. In each case, the pattern of marks will be considered, as described below. In discussed cases, consideration will also be given to the aggregate mark. However, the candidate's mean or average mark will not of itself determine the class. The emphasis placed on the candidate's profile of marks ensures that a broad spread of achievement is taken into account; at the same

time, it avoids the distorting effect of exceptionally high or low marks and the levelling effect of a classing system based on averages.

First Class: Three or more marks in the First Class (70+) will indicate a First Class result; two marks in the First Class may indicate that the candidate be discussed for a First Class result. For the purposes of classification, the examiners will also pay attention to the pattern of those marks which are below the First Class, a Lower Second reducing a First Class mark a class, and a Third reducing two First class marks in the first instance and one Upper Second thereafter. In the case of a script with both Lower Second and Third Class marks, then the reduction of any First Class marks by Lower Second Class marks shall be done first before applying any reduction warranted by the Third Class marks. In such cases the weaker script(s) may be reconsidered by an External Examiner.

For the award of a starred First, at least five of the marks should be First Class; an exceptionally high aggregate is also required.

Upper Second: three or more marks in the Upper Second Class (60-69) will indicate an Upper Second Class result; two such marks may indicate discussion. In all cases the pattern of the other marks will be taken into account.

Lower Second: Similarly, a majority of marks in the Lower Second Class (50-59) creates a prima facie case for a Lower Second Class result, but all candidates with a significant number of Third Class marks will be discussed, unless a Third Class result is indisputable.

Third Class: Below the Lower Second Class, arrays of marks are likely to be more disparate, it is more difficult to apply the principle of a preponderating class of marks, and aggregates will necessarily weigh more heavily. A Third Class will be awarded to candidates presenting with three or more marks in the Third Class or two papers with agreed Thirds, but not falling under the rules governing failure.

Failure: Candidates with an agreed fail on one paper will drop one class. Agreed failure on two papers indicates failure in the examination as a whole. Any anomalous scripts (e.g. with very uneven marks, or where an Examiner has indicated exiguity or breach of a rubric) will be discussed.

b) Part II: seven-paper (two-year) candidates

The same principles and procedures are extrapolated for the small number of candidates in this category:

First Class: four first class marks out of eight will indicate a first class result, whilst three may suggest discussion (with Lower Second and Third Class marks reducing First Class marks as above). For the award of a starred first, at least seven of the marks should be first class; an exceptionally high aggregate (comparable with that achieved by other starred First candidates) is also required.

Upper Second: Four or more marks in the Upper Second Class (60-69) will indicate an Upper Second Class result; three may indicate discussion; a candidate attaining two or fewer marks in the Upper Second Class shall not be awarded an Upper Second Class. In all cases the pattern of the other marks will be taken into account.

Lower Second: Similarly, a majority of marks in the Lower Second Class (50-59) creates a prima facie case for a Lower Second Class result, but all candidates with a significant number of Third Class marks will be discussed, unless a Third Class result is indisputable.

Third Class: Below the Lower Second Class, arrays of marks are likely to be more disparate, it is more difficult to apply the principle of a preponderating class of marks, and aggregates will necessarily weigh more heavily. A Third Class will normally be awarded to candidates presenting with five or more marks in the Third Class or two papers with agreed Thirds, but not falling under the rules governing failure.

Failure: as above.

Appendix B: Revised Classing Conventions for Part II History and Politics

History papers: These will be marked according to the marking criteria for the Historical Tripos, which can be found at:

<https://www.hist.cam.ac.uk/undergraduate/pdfs/criteria-parts-1-and-2> (pages 2-5)

Politics papers: These will be marked according to the marking criteria for the HSPS Tripos, which can be found at:

<https://www.polis.cam.ac.uk/Undergrad/Current/PartIImarkingandclassingcriteria.pdf>

The classing criteria has been modified this year, so that Part II students will be classed on the basis of 6 rather than 8 marks, according to the following revised criteria:

1	3 marks of 70+ and a mean mark of at least 68.0
2.i	3 marks of 60+ and a mean mark of at least 60.0
2.ii	3 marks of 50+ and a mean mark of at least 50.0
3	3 marks of 40+ and a mean mark of at least 40.0
Fail	Fewer than 3 marks of 40+ or a mean mark of less than 40.0