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 Teaching Audit Committee.

2. Rubrics for individual papers
MSt

1. Option paper from List A — 3-hour written examination: 4 questions of which one is a mandatory picture question, in which candidate comments on 3 out of 5 pictures, and 3 essay questions out of a total questions 12 set. Each of the 4 questions carries the same weight.

2. One or two option papers from List B — two 5,000-word pre-set essays for each.

Candidates must upload their preset essays to the Assignments section of the course WebLearn site no later than noon on Monday of the first week of the term following that in which the instruction for that subject was given. Essays should bear the candidates examination number, but not his or her name.

3. An option paper from List C may be offered in place of one of the option papers from List B — two 5,000-word pre-set essays.

A 10,000-word dissertation may be substituted for one pair of pre-set essays in respect of one option, but only for 2 and 3 — that is, a dissertation may NOT be substituted for the option paper from List A.

Candidates must upload their dissertation to the Assignments section of the course WebLearn site no later than noon on the Monday of the fifth week of Trinity Term and should bear the candidate’s examination number, but not his or her name.

MPhil

Year 1

1. Option paper from List A — 3-hour written examination: 4 questions of which one is a mandatory picture question, in which candidate comments on 3 out of 5 pictures, and 3 essay questions out of a total questions 12 set. Each of the four questions carries the same weight.

2. One or two option papers from List B — two 5,000-word pre-set essays for each.

Candidates must upload their preset essays to the Assignments section of the course WebLearn site no later than noon on Monday of the first week of the term following that in which the instruction for that subject was given. Essays should bear the candidates examination number, but not his or her name.

3. An option paper from List C may be offered in place of one of the option papers from List B — two 5000 word pre-set essays.

Year 2

1. One further option paper from either List A, B or C — two 5,000-word pre-set essays. A candidate who chose a paper from List C in the first year may not normally choose a paper from List C in the second year.

Candidates must submit two copies of their essays by no later than noon on the Monday of the first week of the term following that in which the instruction for that subject was given to the Examination Schools, High Street, Oxford. Essays must be typed or printed and should bear the candidate’s examination number but not his or her name.
2. One 25,000-word thesis (excluding bibliography and any descriptive catalogue or other factual matter, but including notes and appendices).

Candidates should submit their thesis to the Examination Schools, High Street, Oxford, not later than noon on the Friday of the sixth week of Trinity Full Term in the academic year after that in which their name is first entered on the Register for M.Phil. Students.

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:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100</td>
<td>Distinction</td>
</tr>
<tr>
<td>50-69</td>
<td>Pass</td>
</tr>
<tr>
<td>0-49</td>
<td>Fail</td>
</tr>
</tbody>
</table>

3.2 Qualitative criteria for different types of assessment
The general criteria in section 4.1 apply equally to dissertations and theses, but for the larger theses (MPhil thesis) the following aspects can be assessed, in terms of marks, as: over 79: exceptional; 70-79: excellent; 60-69: good; 50-59: satisfactory; 40-49: less than satisfactory; under 40: poor.

- The delineation of the aims, assessment of methods, and appreciation of limitations, of the thesis.
- The placing into a scholarly context of the central concerns and outcomes of the thesis.
- The choices of material, of methodology and, where appropriate, methods of data analysis.
- The competence of execution, presentation, and illustration, including, proper citation of relevant primary sources and modern scholarship, and appropriate analysis.
- The quality of interpretation in terms of intelligence, knowledge of relevant context, originality, and subtlety.
- The ability to present a large-scale project and its outcomes as a whole, and to summarise these succinctly and accurately.

3.3 Verification and reconciliation of marks
All pre-submitted items of work and all exam scripts are double-blind marked according to the marking criteria for the degrees published in the *Notes for Guidance of Graduate Students in Archaeology 2017-18, Annexe E, pp. 46-47*. Mark differences of 8 marks of less will be discussed and reconciled. Mark differences of 9 marks or more are third-blind marked. The mark taken is then the middle mark of the three. In three-hour exams, each of the 4 questions is weighted equally in marking, as are the 2 pre-submitted essays for option papers. The marks for each question in exam papers and for each essay in option papers preserve decimal accuracy until they are averaged between the two markers at which point any mark of .5 or above is rounded up. In the calculation of the average across the whole examination for the degree, any final mark of .5 or above is rounded up. In the MPhil, the second-year thesis, which corresponds to two terms work, is double-counted.

3.4 Scaling N/A

3.5 Short-weight convention and departure from rubric
The maximum deduction that can be made for short weight should be equivalent to the proportion of the answer that is missing. Where a candidate has failed to answer a compulsory question, or failed to answer the required number of questions in different sections, the complete script will be marked and the issue flagged. The board of examiners will consider all such cases so that consistent penalties are applied.

3.6 Penalties for late or non-submission
Under normal circumstances the following penalties will be applied by the Examiners:
For the late submission of work: the subtraction of one mark per day to a maximum of 5 marks per
week. After 14 days the work will be classed as not submitted. Such non-submission will result in the failure of the whole exam.

3.7 Penalties for over-length work and departure from approved titles or subject-matter
Under normal circumstances the following penalties will be applied by the Examiners:
For work that is over length: Essays or dissertations will be penalised by up to 1 mark for every 2% (or part thereof) by which they exceed the specified word limit. If the piece of work exceeds the limit by 10% or more, it will fail.

4. Progression rules and classification conventions
4.1 Qualitative descriptors of Distinction, Pass, Fail

Over 79  Outstanding work, including all the qualities listed below, but showing complete command of the subject, originality, evidence of extensive reading, and a developed understanding of the overall context of the problem or question.

79-70  Excellent work, with an unequivocal grasp of current major issues in the field, a depth of knowledge of the concepts and material involved. Knowledge, argument and methodology are reviewed critically, with insight and independence of thought. Arguments should show sophisticated reasoning and be clear, well focused and cogent. Thoroughness, insight, wide reading and understanding, clarity of thought and expression, critical ability and originality are all present.

60-69  Work shows consistency, fluency and critical ability in discussing and evaluating evidence and draws upon theories from a variety of sources, with the whole organised into a structured argument. An understanding and assimilation of the relevant literature is demonstrated, and there is a relation of concepts and ideas from different part of the teaching, showing some degree of independence of thought.

50-59  Work shows knowledge and understanding, but there may be little development of ideas and methodology. There are some omissions, shortcomings, or errors of fact, and limited deployment of evidence to support ideas or argument. There is reference to the literature, though not extensive, and there may be limited evidence of critical ability. Candidates must show that they have grasped the fundamental concepts and procedures in the field, and the work is adequately executed, although there may be some lack of clarity and focus.

40-49  Work shows a limited degree of knowledge and understanding of the essential literature for the course. Examination answers contain some relevant material but may demonstrate significant inaccuracies, be insufficiently focused on the question, or simply general and diffuse. Dissertations demonstrate some familiarity with the relevant literature, but may show significant deficiencies in organisation and discussion of ideas, while arguments may be inadequately supported or hard to follow. Practical work shows some ability but aspects of data collection and processing may be problematic.

Under 40  Work that shows little understanding of and/or is barely relevant to the question, shows minimal evidence of reading, contains largely erroneous or irrelevant material, and is very short and/or unfocused; may be poorly expressed and organised.

4.2 Final outcome rules
MSt
The three elements of the MSt (period option and two subject options) carry the same weight. Candidates whose average mark in the examination is 50 or above will be awarded a pass. Candidates whose average mark in the examination is 70 or above will be awarded a Distinction.

MPhill
Candidates whose average mark in the Qualifying and Final Examinations is 70 or above, and whose thesis receives a mark of 70 or above, will be awarded a Distinction. Candidates whose work in the Qualifying and Final Examinations reaches an average of 50 or above, and whose thesis receives a mark
of 50 or above, will be awarded a pass. In calculating the average, the marks for the written examination and for each pair of pre-set essays are given equal weight; the thesis mark is given double weight.

The board of examiners considers all borderline marks in light of performance at the mandatory viva voce examination. Candidates who have initially failed any element of the examination will not be eligible for the award of a Distinction.

4.3 Progression rules
For the MPhil, all candidates are required to satisfy the examiners in a Qualifying Examination identical with that for the degree of Master of Studies in Classical Archaeology and governed by regulations 5-9 for that degree, in the Trinity Full Term of the academic year in which their name is first entered on the Register of MPhil students except that under regulation 5(b) of that degree a 10,000 word dissertation may not normally be offered in place of one of the subject options (examined by two pre-set essays). In the case of failure in one part of the qualifying examination, the candidate will have the same rights of resubmission as for the M.St in Classical Archaeology and, if successful, will be granted permission to supplicate for the degree of M.St in Classical Archaeology but will not be permitted to proceed to the second year of the M.Phil. in Classical Archaeology. Candidates whose work in the Qualifying Examination is judged by the examiners to be of the standard required for the degree of M.St. in Classical Archaeology but not of the standard required to proceed to the second year of the M.Phil. in Classical Archaeology, will be granted permission to supplicate for the degree of Master of Studies in Classical Archaeology; Candidates who achieve an overall mark of 50 or above in the Qualifying Examination will be permitted to proceed to the second year of the MPhil in Classical Archaeology.

4.4 Use of vivas
There will be a compulsory viva voce examination for all MSt candidates and for MPhil candidates in both years of the, degree. The viva covers all examined components of the degree.

4.5 Resits
In the case of failure in just one part of the MSt examination, the candidate will be permitted to retake that part of the examination on one further occasion, not later than one year after the initial attempt. Written papers would be retaken the following year.

In the case of failure in one part of the MPhil qualifying examination, the candidate will have the same rights of resubmission as for the MST in Classical Archaeology and, if successful, will be granted permission to proceed to the second year of the MPhil in Classical Archaeology. Written papers would be retaken the following year. In the case of failure in just one part of the final examination, the candidate will be permitted to retake that part of the examination on one further occasion, not later than one year after the initial attempt.

5 Factors affecting performance
Where a candidate or candidates have made a submission, under Part 13 of the Regulations for Conduct of University Examinations, that unforeseen factors may have had an impact on their performance in an examination, a subset of the board 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. When reaching this decision, examiners will take into consideration the severity and relevance of the circumstances, and the strength of the evidence. 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 adjudicate on the merits of candidates.

Further information on the procedure is provided in the Policy and Guidance for examiners, Annex B and information for students is provided at www.ox.ac.uk/students/academic/exams/guidance.

6 Details of examiners and rules on communicating with examiners
The External Examiner for the MSt and MPhil in Classical Archaeology for the 2017-18 academic year is Dr Alan Greaves (University of Liverpool). The internal examiners are Professor A. I. Wilson (chair), Professor R.R.R. Smith, and Dr Peter Stewart.
Candidates should not under any circumstances seek to make contact with individual internal or external examiners about the examination.