

University of Oxford



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FINAL EXAMINATION IN THE HONOUR SCHOOL OF HISTORY 2024

To: All candidates in Final Honour School of History
All candidates in Joint Schools with History

CANDIDATES SHOULD READ THIS CIRCULAR VERY CAREFULLY

A. EXAMINATION PROCEDURES

1. Timetable

You can view the Exam Timetables online at:

<http://www.ox.ac.uk/students/academic/exams/timetables>

! **Note that no candidate should leave Oxford before the morning of Saturday 8th June without giving the Senior Tutor of their college an address where they may be contacted immediately, in case any illegible script needs to be typed.**

2. Academic Dress

Candidates should ensure that their dress worn in the Examination conforms to the University Regulations. See the website here: [Academic dress | University of Oxford](#)

3. Arrangements in the Examination Schools

- i. All timed written exam papers will be sat in the Examination Schools. You are advised to arrive at the Exam Schools 20-30 minutes before the start of the examination. **You should bring with you your university card and candidate number** (see section iii below). Display lists giving both your Exam Room and Seat Number for each paper will be displayed in the waiting area of the Examination Schools (between Weeks 5 and 9 of Trinity Term this will be a marquee). You must remain in the waiting area until your examination room is called by a member of the Exam Team staff.
- ii. The desk you are allocated for each examination will have a number label on it. Please note that you will **not, necessarily**, be seated at the same desk for each paper. Your seat number can be found on the display boards before your examination and outside your exam room. It is the responsibility of the candidates to arrive on time for the start of the examinations. When seated, candidates should place their university card face-up on the desk.
- iii. You have been informed of your candidate number by the Registry via your Senior Tutor, and the number is repeated on the individual timetable that is published online shortly before the start of the examination. You will also have received a confirmation of entry, stating your candidate number. Should you be in any further doubt, you should contact the Chair of Examiners via the History Undergraduate Office by **Friday 17 May (4th Week) at the very latest**. Candidates will also be able to ascertain their numbers from invigilation staff during the examination, but this should be regarded as a last resort.
- iv. **No paper may be taken into the examination room.** Candidates will be issued with two booklets at the beginning of each examination. Supplementary booklets will be issued by the invigilators on request. Rough notes should be made in one of the booklets. **ALL** booklets, whether containing working notes or fair copy, **must be secured together by the treasury tags provided and handed in**. It is the responsibility of the candidate to mark the rough notes booklet clearly as such. No paper (except the question paper) may be taken out of the examination room.
- v. **You MUST NOT write either your own name or the name of your College on your script.** Write only your candidate number, the School for which you are entered ('History', 'History and Modern Languages', 'History and Economics', 'Ancient and Modern History', 'History and English', or 'History and Politics') and the number and a short title for the paper (e.g. 'Special Subject English Architecture').
- vi. **If you complete more than one booklet** write your number and the short title of the paper at the top of the second and any subsequent booklets.

- vii. You **must not** write in pencil.
- viii. If you think there is a specific factual or typographical error in your exam paper please state this on your exam script.
- ix. At the end of the examination the invigilators will announce procedures to ensure the secure collection of scripts. Candidates are **required to wait** in their seats and follow these instructions.
- x. You are **not** permitted to bring food and drink (other than still water) into the Examination (except in cases approved by the Proctors on the recommendation of a medical practitioner). You may, however, bring non-carbonated water in a clear, spill-proof bottle (i.e. sports cap, not screw top).
- xi. Only **transparent** pencil cases containing nothing but personal items and permitted calculators may be brought into the Examination Room, and candidates must offer them for inspection. All other bags and belongings must be deposited in designated areas (e.g. in the foyer/waiting area.)
- xii. **Mobile phones and other electronic devices** – Candidates are particularly warned that **they MUST NOT bring into the examination room any mobile phones, smart watches, cameras, music players, headphones, tablets, or other electronic devices. This prohibition extends to devices that are switched off. Candidates are NOT permitted to use mobile phones in the foyer, corridors or lavatories in the Examination Schools.**

4. **Leaving the Examination Early**

You are **not** permitted to leave the examination room until 30 minutes after the start of the paper. Similarly, in order to minimize disturbance to other candidates, you are **not** permitted to leave the examination room during the last 30 minutes of each examination. No candidate is allowed to leave the examination room for any purpose during the examination without an Invigilator's permission.

5. **Last minute exam adjustments for acute conditions**

In accordance with the university policy it will not be reasonably possible to fulfil any exam adjustment request submitted within the 5 working days prior to your exams starting for all exams taking place during that period. This includes adjustments to mode of completion and for late diagnosis of conditions, such as an SpLD.

If you are experiencing difficulties and due to start your exams in 5 working days, you are advised to:

- continue with exams as planned (without adjustment) and submit a mitigating circumstance notice to examiners if you feel your exams were impacted

- attend some exams, if that is appropriate, and seek excusal for from those that will be missed/unable to sit (via the Proctors)
- suspend or withdraw from the exams to take them at another opportunity when adjustments can be put in place (noting any implications for course progression or completion).

B. THE WRITTEN EXAMINATION

6. Illegibility and intelligibility

It is the responsibility of candidates to write legibly at all times. If a script is deemed illegible **the Examiners will require you to return to Oxford after the examination, and to pay for the invigilated typing of your script(s)**. The Examiners will notify the Senior Tutor of any College so concerned (through whom all administrative arrangements must be made) by **Friday 7 June**.

You should practice your handwriting under time constraints in advance of the examination. Any candidate who fears that their illegible handwriting is due to a medical condition should **immediately** seek advice from the Disability Advisory Service. A formal diagnosis of such a condition may result in Proctorial permission to use a word processor.

You must also write **intelligibly**: do not employ text-speak, non-standard abbreviations, or other deviations from standard written English.

7. Short weight and compulsory questions

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 many Further Subjects that at least one question must be taken from section A, and one question from section B). ***The Examiners heavily penalize candidates who omit or fail to complete questions.*** Failure to follow the rubric or to complete the required number of questions will have the effect of reducing a candidate's mark on the paper by the proportion of the omitted work; thus, if you answer only two questions on a three-question paper, the final mark will be two-thirds of the average of the marks for the completed questions (e.g. two essays of 60 would become a mark of 40).

8. Asterisked questions

Questions identified by an asterisk [*] may be set in European and World History papers. Such questions may be answered with reference to any part or parts of the whole chronological range of the paper.

9. Further Subjects

- i. Candidates are reminded that in the Further Subject papers their answers should demonstrate their command of the set texts.

- ii. While candidates in most Further Subjects will be required to attempt at least one question from section A and one question from section B, this rubric does not apply to FS: Development of the World Economy Since 1800.

10. Disciplines of History

Candidates are required to complete **TWO** questions: one from part A and one from part B. You should use the additional time per question mainly to think about the questions carefully and to plan your arguments, rather than to write longer answers.

- ii. The rubric for part A is that *Candidates must demonstrate sustained and effective comparisons of at least **TWO** case studies drawn from at least **TWO** societies or historical periods.* (For the avoidance of doubt: this may include comparing the same society at two different periods.)
- iii. In part B the rubric requires that you *discuss specific examples of historical writing*. Candidates should consider how specific historians have used historical sources, how they have employed methodologies, and how the historiographic traditions within which they write have developed.
- iv. The marking criteria for this paper can be found in the [Examination Conventions FHS 2024](#)

11. Gobbets

Your attention is drawn to the advice on writing gobbets on the [OHH](#). Note in addition that you are advised not to waste space translating or paraphrasing the passage, as opposed to commenting on its meaning. The marking criteria for this paper can be found in the [Examination Conventions FHS 2024](#).

12. Overlap between Papers

Your attention is drawn to the guidance on Overlap on the [OHH](#). In brief, candidates are encouraged to demonstrate an integrated understanding of what they have studied across different periods and papers, especially in Disciplines of History where you may use any material. But elsewhere, you should not recycle at any length information and ideas already used in another part of the exam. This particularly includes cases in which substantial material from your thesis has been used in other papers, and examiners may impose penalties for such recycling. Note that material acquired in studying Further or Special Subjects may be used in outline papers (British, General, Ancient); but answers in the latter should not be dominated by such material.

C. AFTER THE WRITTEN EXAMINATION

13. Class List

The Examiners expect to publish the class list on **Monday 8 July**. This is an estimate and not a guarantee.

14. Queries

Any questions arising out of this circular or relating to the Examination more generally may be directed via a History Tutor of the candidate's college to the Chair of Examiners via undergraduate.office@history.ox.ac.uk

Examiners

S. Baxter (Chair)
P. Betts (Secretary)
J. Belich
M. Mulholland
N. Nowakowska
K. Paugh
A. Smith
G. Tapsell
J. Watts