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COVID-19 FAQs for Social Anthropology

Teaching and Assessment in Social Anthropology in 2020: some frequently asked questions

This page is to set out the changes to how teaching and assessment will work in Social Anthropology over Easter Term 2020. It is meant primarily for second and third-year students – that is, those taking papers in Social Anthropology in HSPS Part IIA and IIB. If you are taking the first-year paper (SAN1), it is better to look at the [HSPS website](#) for more information.

The basic arrangement is that all **exams** will be taken on-line, via a Moodle site. You write timed essays, and there will be word limits for each exam script. Those due to take **second-year exams** are strongly encouraged to take them, if you are able to do so. The purpose of these exams is to give you an indicative mark of your assessed work, and you will receive back marks per question for each of your answers. The marks however will not be recorded on your transcript, and won't lead to a formal class. Social Anthropology students due to take **third-year exams** need to take three papers to completion (or two papers plus a dissertation) in order to graduate. All students are asked to discuss their choice of three papers with their Directors of Studies and **email Claudia Luna (cl353@cam.ac.uk) and let her know your decision by Friday, the 1st May 2020**. These IIB exams will lead to formal marks and classing, subject to the University's 'safety net' principles. If you cannot take these papers in Easter Term, you will have the opportunity to take them in a second sitting, when the university resumes its full operation, but at present we do not know when that might be.

For both second and third years, Social Anthropology **teaching** – online lectures, seminars and revision supervisions organised by Colleges – will continue virtually in Easter Term.

There will be an **Exam Assessment Criteria** meeting **on Tues 28th April** – Claudia Luna will send all IIA and IIB students an invitation for this event.

Here are some answers to frequently-asked questions about these arrangements. They should be read in conjunction with the University's frequently asked questions on [assessment](#) and [teaching](#), which set out the general University-wide policies on these matters, and with the information provided by other Departments and Faculties in relation to their papers. We have not replicated the information already in those documents here, but only included the information that is relevant specifically to students taking papers taught by Social Anthropology. If you are in any doubt whether this guidance applies to your papers, please check with your supervisor or Director of Studies.

The questions are broken down into five sections: the format of the exams, the exam timing and scheduling, the results from the exams, the teaching in Easter Term and dissertation vivas.

1. Format of the exams

2. Exam schedule & conduct of exams

3. Results

4. Teaching

5. Dissertation *viva voce* exams

1. The format of the exams

Am I allowed to look things up online or look at my notes during the exams?

These are being treated as 'open book' exams, so you are allowed to look at your notes and use the internet during the exam. However, the exams have a time and word limit – 3 hours (though see below) and 4,500 words per exam, so you have to use your time well. Please note that the 'open book' assessment format may permit the odd bit of looking things up, but students should be aware that too much on-the-spot research may mean that you are unable to finish the three answers required of you in the advised amount of time. It is therefore **strongly advised that you revise, write timed practice essays, and otherwise prepare for these exams as you would have done, had they been being held as normal in Cambridge.**

Some students have raised specific questions about the 'open book' nature of the exams, and whether this means that their scripts will need to contain more references, or bibliographic material or lengthy quotes. Please be reassured that this is **not** the case. You should type them pretty much as you would write your exams were you to be taking them in Cambridge. We will not expect you to be doing anything different, and while you may want to look up the odd thing (since this is open-book, that is permitted), you don't need citations or specifics of the sort that might be googled. In fact, the danger is that you may spend precious time doing that and become distracted from the actual writing of an argument which will continue to be the hallmark of a good essay.

Will the question paper look any different from past papers?

In essence, no, the format remains exactly the same and the intention is to examine you just as we have always done, so your preparations should include looking at past exam papers, writing timed essays, reading lots of ethnography and honing your arguments.

The only other difference is that the exam paper cover sheet will have the word-limit (4,500 words per exam, 1,500 per individual answer) on each cover sheet, and will advise you to plug your device in for the duration of your exam.

Why is there a word limit, and what is that limit?

Since these exams are necessarily open book, we are conscious that this would make it possible for students to prepare sections of text in advance and incorporate them into an exam essay. We do not want to encourage this, partly because it will not help candidates to write essays that are **answers to the specific questions actually asked**, because that, and not pre-prepared answers to a different question, is what the assessors will give credit for. As a result, we have introduced quite tight word limits – 4,500 words for most exam scripts – so that you write closely focused essays within the allotted time limit (normally 3 hours unless you have specific access arrangements). Under these conditions, copying previously prepared material is likely to result in a weak performance, because it will mean that the answers are not sufficiently focused on the questions you are being asked.

For all the Social Anthropology exam papers, the word limit applies to the script as a whole: 4,500 words in total. As students are required to answer three questions, the word limit per answer is 1,500 words per essay. For joint track students taking POL or SOC papers, please refer to their FAQ for guidance on word counts depending on the number of questions you are meant to answer.

The word limit is a maximum, and includes all text of the essays in the script. There is no need to include footnotes, but if you do (though see the point about that below), they would be included in the word count. You can discount the words in the essay title, the candidate number (if included) and other material in the script that is not part of the substance of the essay.

Assessors will not to read any words beyond 1,500 words per essay (4,500 words per script).

On what system do I type my essays? Can I handwrite the essays if I so choose?

We are offering all students the possibility to **either type their essays in a Word document, which you would then upload *as a single document* to Moodle, or to handwrite their essays and scan them in (and upload as one PDF)**. This applies to all exam papers.

Students who will be handwriting their exam scripts will be asked to scan the pages to a PDF and upload the file to Moodle for submission.

Any students who will be handwriting scripts but lack a suitable device to scan the pages must contact the department via Claudia Luna (c353@cam.ac.uk) to make suitable alternative arrangements by **9am on Friday the 15th May '20**.

If you choose to handwrite your essays, you must use black ink as this is the most easily read. The University Information Service has also provided specific instructions on how to scan and upload handwritten scripts, as well as a list of recommended iOS and Android apps, in the following Moodle course: <https://www.vle.cam.ac.uk/course/view.php?id=182441> . You will need to self-enrol in order to access this. You can test the process of uploading and submitting scanned documents in the practice area, and we strongly recommend you look at this and practice before arranging to take your exams through handwriting.

How will the word limit on handwritten exams work?

Students who handwrite exams need to keep to the 4,500 word limit. If it appears that a script may be over 4,500 words, then assessors will stop reading at 4,500 words. To be clear, we do not expect students to count their words precisely but to estimate and use their time to write concise arguments in response to the question.

I have specific examination access arrangements. How will these be respected?

It is important to be in touch with your College if you have an EAA or have any other concerns about this. We expect that in the large majority of cases, specific access arrangements can be accommodated within the five-hour window. If you are not sure this is possible, your College tutor should be in touch with the Exams, Assessment and Mitigating Circumstances officials at the Student Registry to discuss alternative examination arrangements.

Can I test the centrally managed assessments in Moodle to check that I can access it ok?

Yes; students will be able to access the Moodle courses containing centrally managed assessments **72 hours before each assessment** is due to begin. You ***must*** check that you have access **before the assessment period begins** and if there are any issues, please urgently contact moodlehelp@uis.cam.ac.uk . Please also copy Claudia Luna c353@cam.ac.uk into your email. The question paper will appear in the course as a PDF to view or download, as will the assessment tool for submissions. They will be visible but greyed out and inaccessible until the assessment begins.

What if I am taking my exams in a different time zone from the UK?

Students who are not currently resident in the UK should **update the time zone** in their Moodle profile to ensure the times shown in the system – such as assessment deadlines – **are correct for their location**. Instructions are available on this page of the Moodle help course: <https://www.vle.cam.ac.uk/course/view.php?id=156022§ionid=2666811> .

How can I ask a question or ask for clarification about an exam question when I start my paper?

Due to the online nature of these assessments, there will be no facility via Moodle for communicating about the paper to students. It will not be possible to announce or circulate corrections or clarifications during the assessment.

What do I do if I am suddenly taken ill or find myself unable to take an exam due to extenuating circumstances?

Just like an illness that could affect you when taking exams in Cambridge, you must inform your College Tutor **immediately** (sending an email is OK) if you are unable to undertake an assessment – this applies whether it is a Part IIA or Part IIB assessment. Your College will inform the central authorities who will inform the Department.

What about borrowed papers?

Borrowed papers (that is, those without a SAN-, SOC- or POL- prefix) are taken according to the rules of the relevant Tripos. If you are taking a paper borrowed from another Faculty, you will need to check with that institutions for the examination arrangements. (This does not include POL7 and POL8, which for these purposes are not being treated as borrowed papers).

Should my answer be written like an exam essay or like a supervision essay? Should I include full referencing and a bibliography? What are the marking criteria?

It should be written as if it were an exam essay, not a supervision essay. We do not encourage you to use your time and words to write full referencing or to compile a bibliography. The marking criteria for exams remain the same as if these were exams taken under invigilated conditions, and the advice on writing exam essays remains the same. ***The Classing criteria has now been updated (to take account of the 3 papers instead of 4 on which Part IIB students will be classed due to the pandemic).*** The marking descriptors remain exactly the same. Please refer to the new Classing criteria here <https://www.socanth.cam.ac.uk/raven-protected-documents/teaching-resources/ug-teaching-resources/part-ii-marking-and-classing-criteria.pdf>

I can't access relevant printed books. Will this put me at a disadvantage?

An issue of concern to many has been that some of you will have very limited access printed sources (almost all libraries in many countries are now closed). We fully recognise that access to print-only sources at the moment is very limited for many of you. This applies both in writing dissertations and in preparing for exams. We will take account of this in the assessment process: no exam script will be marked down because it does not make reference to secondary sources that are available only in print copy. Social Anthropology exam questions are always open-ended, and can be answered in a wide range of ways. You will be assessed on the cogency and originality of what you do write, not marked down because you haven't read any specific secondary texts. We do however strongly encourage you to make full use of on-line sources, and you should have access to the wider range of sources made available electronically over recent weeks.

I have specific examination access arrangements. How will these be respected?

It is important to be in touch with your College if you have any concerns about this. We expect that in the large majority of cases, specific access arrangements can be accommodated within the five-hour window. If you are not sure this is possible, your College tutor should be in touch with the Exams, Assessment and Mitigating Circumstances officials at the Student Registry to discuss alternative examination arrangements.

I am a IIB student. What happens if I have a technical or connectivity problem during my exam:

Since the assessment for Social Anthropology is digital with remotely typed or written open-book exam assessment, there is the possibility of technical problems or even technical failure. If it is impossible to connect, complete or upload / send one or more papers because of something going wrong at the time of the exam (or viva), it would be the same as if you have been affected by sudden illness during an exam sat in Cambridge. **You should *contact your Tutor**

immediately* (sending an email is OK) giving them the details because the formal application for extenuation must be made by your College Tutor in the usual way. For minor problems and / or interruptions (for example, a dropped connection for 5-10 minutes) during the course of the exam, the 5-hour window will in most cases accommodate this.

What is the Declaration of Integrity and how will submissions for this work?

(THIS IS REQUIRED OF IIB STUDENTS ONLY)

The Declaration of Integrity has been sent to all **IIB students in HSPS** and can be found here: <https://www.socanth.cam.ac.uk/raven-protected-documents/teaching-resources/ug-teaching-resources/iibs-declarationofintegrity-1.docx/view>. Essentially, this declaration asks that you certify that every paper you are taking is your own work and that you completed it in the time allocated. Please note that this allocated time is the normal exam length (usually three hours), plus any exam allowances and taking out any small interruptions. By this, we mean a technical problem or interruption of your working environment (noise, distraction, etc.) of ten minutes or fewer.

The declaration of integrity should be completed by **all IIB students** for each paper you take and should be signed with a typed signature, dated and uploaded to a Moodle site set up for this purpose (and separate from the Moodle sites on which you will take your exams). The link for the site is <https://www.vle.cam.ac.uk/course/view.php?id=195511> and is now live.

Please title the signed (or typed) declaration with your course code plus your surname (eg. "SAN5 Surname"). We recommend saving a version of the Declaration for each of your papers on your computer or device for ease of upload after each exam. You are asked to submit the Declaration ***after*** each exam you sit, so you should do it once you have successfully completed and uploaded your exam script in your spare time. The final deadline for the submission of all **IIB** student Declarations is Fri 19th June.

If you had any significant interruptions, we suggest that you take a note of it and collect any evidence available. If you are concerned, and certainly in the case of interruptions of more than ten minutes, please email your College tutor to document and explain the interruption as soon as possible after the exam. It is important that you do this, as your download and upload times will be monitored and queries raised if there are concerns.

You are reminded of the University's guidance on academic misconduct and should be aware that work submitted to Moodle may be put through text-matching software. The University's guidelines on plagiarism and collusion apply. For further information, students should refer to the University's guidance on plagiarism and academic misconduct (<https://www.plagiarism.admin.cam.ac.uk/what-plagiarism/students-responsibilities>).

2. The exam schedule & conduct of exams

When will the exams be?

The original schedule for the exams has been cancelled.

The new Part II assessment timetable for Easter 2020 has been uploaded here on 06/05/20:

https://www.cambridgestudents.cam.ac.uk/files/online_assessments_easter_term_2020_final.pdf

How can I access my online assessments via Moodle at the scheduled time of my exam?

The University is setting up new 'courses' in its Moodle site to host online assessments. Students will be able to access them using their **CRSid (also known as their Raven ID)** – a combination of their initials and some numbers, for example 'abc123' – not their blind grading ID number.

72 hours before the assessment, the Department will send students registered for the paper an email with a link to a Moodle course for that assessment. You will be able to access each course at

09:00 UK time 3 days before their assessment is due to begin. The question paper will appear in the course as a PDF, alongside the assessment tool for uploading submissions, the exam rubric and any additional materials they require. They should be visible but greyed out and inaccessible until the assessment begins.

Once the assessment courses are set up centrally by the University, all students on that course will also be able to find the course on their own Moodle page.

Please save this email in a special email folder for your exams and also test this link to be sure you have access. Your exam will go live (that is, you will be able to see the contents of the actual exam paper) via that link at the timetabled start of the 5-hour window within which you will take the exam. Refresh the page if you have it open before the start of the 5-hour window. You upload your exam answers as a single document (Word or PDF) **on the same site.**

The Exams office strongly recommends all students test these emailed links to ensure they have access 72 hours before the date of their assessment. There may be a delay in granting access if students wait until the assessment period has begun. Students who are unable to access their course should contact the **Moodle Help Desk: moodlehelp@uis.cam.ac.uk**. We also recommend that you copy the Department in via Claudia Luna cl353@cam.ac.uk

If you have not received a link two days (48 hours) before the start of the exam (British Standard Time) and if you cannot see the relevant course in your Moodle courses **please contact Claudia Luna immediately on cl353@cam.ac.uk**

I have said that I am not taking an exam. Why have I still received an exam assessment link from the Department?

IIA students will be sent a link for all the SAN papers they are registered for, so if you decide at the very last minute that you want to take the assessment, you would be welcome to do so, (though we will prioritise marking those who have given us notice).

For IIB, we will be taking into account the 3 paper choices you have made and will only send you links for your chosen assessment papers.

All students should also be able to see the Moodle assessment course for each paper they are registered on within their Moodle course page.

What will the cover sheet of my Exam contain?

The cover sheet of all Social Anthropology Undergraduate exams will have the following rubric on it:

Title of Paper: [eg "Paper SAN5 - Ethical life and the anthropology of the subject"]

Answer **three** questions.

You have a five hour 'window' in which to **start and finish** this exam, and you can choose when you take the exam within the time limits of the 'window'. However, you should sit the exam in **three** hours (unless you have specific access arrangements).

Word limit – 4,500 words in total and 1,500 per question.

Candidates must include their blind grade/ candidate number on every page and on the file name of their submitted answers. Do not write your name or CRSid anywhere. We recommend saving the file name with your candidate / blind grade number and the paper code (eg. "**356TT SAN12**").

Candidates will be expected to demonstrate a range of ethnographic knowledge in their answers, and to show a depth of knowledge of some specific ethnographic examples.

Answers should be typed into a word processing document and the file uploaded to Moodle at the end of the assessment period. If you type your answers please do so in 12-point font with 1.5 line-spacing.

Alternatively, students may handwrite their answers and scan the pages into a PDF file. That file should be uploaded to Moodle at the end of the assessment period.

Candidates are advised to plug their devices into an electricity source so that they are charged for the full duration of the assessment.

Please note that all candidates are required **to submit their answer as a single word (or if handwritten, a single scanned PDF document)**, and this should be **named** as their Candidate Blind Grade number + paper code (eg. "378HG SAN5").

What are the Timezone settings in Moodle and how do I update my Timezone setting prior to the assessments?

The Exams office recommends that all students who are **not currently residing in the UK** **update the timezone in their Moodle profile** prior to their assessments to ensure the times shown in the system – such as assessment deadlines – are correct for their location.

To update your time zone in Moodle:

1. Click on your name in the top right-hand corner of the screen.
2. Click **Profile**.
3. Click **Edit profile**.
4. From the **Timezone** field, select the appropriate time zone for your location.
5. At the bottom of the page click **Update profile**.

For more information, refer to the guidance on **managing your Moodle account** (<https://www.vle.cam.ac.uk/course/view.php?id=156022§ion=9>).

How do I name, save & upload my exam script?

You have a choice about whether to type the essays or to handwrite them. If you type the essays, please do so in a Word document. It should be in 12-point font and with 1.5-line spacing.

If you choose to handwrite your essays, the University Information Service has provided instructions on how to do this, as well as a list of recommended iOS and Android apps, in the following Moodle course: <https://www.vle.cam.ac.uk/course/view.php?id=182441>.

Please complete your answers for all Social Anthropology SAN papers within a **single** document. This can be a Word document or a PDF saved in **12-point font** and with **1.5-line spacing**.

Please keep to the word limit as assessors will not read beyond 1,500 words per answer (4,500 words per script).

Please name and save your document with your candidate / blind grade number + paper code eg. "**356TT SAN4D**"). This should then be uploaded to the Moodle site on which you have taken that particular paper's assessment.

Please do not include your own name or your CRSid (the first part of your Cambridge email, the bit that comes before the @) anywhere in the saved document or in its name.

When you have uploaded your single document containing your typed or handwritten answers, you will need to click **Submit** at the bottom of the screen. It is not possible to change a submission after you have clicked **Submit**. The Exams office asks that if students encounter any difficulties submitting an assessment, they should contact the **Moodle Help Desk** at moodlehelp@uis.cam.ac.uk

Students who are unable to submit their assessment online should email their submission to the Exams Office: exams2020@admin.cam.ac.uk. In the event that a student successfully submits their assessment to both Moodle and the Exams Office, the version submitted to Moodle will be used.

Students are responsible for ensuring each page of their exam has been correctly captured and uploaded. If the quality of your upload is extremely poor, images are distorted or handwriting illegible, you will be asked to re-submit the work and it will be checked against the original submission. If there are still concerns, the Department may interview you about your script under current regulations.

For more on this process, we strongly recommend you read the University's guidance here, which also shows you the format of the site on which you will view the exam paper and submit your essays: <https://www.vle.cam.ac.uk/mod/page/view.php?id=12212311>.

How will the time I spend on the assessment be monitored during the 5 hour window?

The University's Exams Team will monitor the download and upload times for all your assessments. Where there is cause for concern, they will contact your College and if that concern remains then it will be passed to the relevant authorities to investigate under disciplinary regulations. It is important therefore, that all students spend the same amount of time as if they were sitting an exam in an Exam Hall or taking the exam in College. Please note that students with approved examination adjustments would take the extended time normally allowed.

What about the second sitting?

This is relevant only to third year students who were unable to take their exams in Easter Term – due to, for example, illness, full-time caring responsibilities, lack of access to the internet or a suitable work space. The dates for the second sitting will be announced by the University when it becomes clear that it can be fully operational again.

What happens to those third-year students who are unable to take exams in the second sitting?

Any student who finds themselves unable to take exams either in the first or second sitting can also apply for an allowance via the University's Examinations Access & Mitigation Committee (EAMC) through their College Tutor.

Will students in East Asia or the Americas have their exams in the middle of the night?

All HSPS exams will be held in the 5-hour slot from 12:00-17:00 BST. This means that students in the Americas will be able to take the exams in three hours in the morning (standardly, 6am-9am by Pacific time) and students in East Asia and Oceania will be able to take exams in the evening (for Eastern Australia, 9pm to midnight). We consider this to be a workable arrangement for the large majority of our international students, but please do let us know if you anticipate specific problems.

Is the exam for three hours or for five hours?

Exams will be for three hours. You will have a five-hour 'window' in which to ***start and finish*** each exam, and you can choose when you will take the exam within the limits of the 'window'. This means you should spend **three hours between opening the exam paper and completing your essays**. If you have specific examination access arrangements, please add this to the time limit. For example, if you are allowed 25% extra time, this would mean you should take up to 3 hours 45 minutes in sitting the exam, if the exam would otherwise be for 3 hours.

You should not include the time at the end spent scanning (if handwriting) or uploading the essays within this 3 hour period – we appreciate this may take a few extra minutes on top of the time spent writing. Please note though that the central Exams Team will monitor the download and upload times for your assessments and will raise queries if there are concerns (see answer to question above re monitoring time).

If you experience any short interruptions – a technical problem or interruption of your working environment (noise, distraction, etc.) of ten minutes or fewer – please just add the lost time to your 3 hours. If you are concerned about interruptions that have happened, and **certainly in the case of interruptions of more than ten minutes**, please **email your tutor to document and explain the interruption as soon as possible after the exam**.

3. The results

I'm in my final year. How will I be classed with only three papers?

The new classing criteria are, as far as possible, consistent with the usual criteria for being classed on the basis of four papers. They may be found [here](#).

I'm in my second year. Will I receive marks for each paper and a class mark?

You will receive a mark for each paper, and a mark for each question within each paper. These will be sent to you and your Director of Studies by email. You will however not receive an official class mark, and your paper marks will not appear on your University transcript.

For those of you who think your marks this year may be important for future job or graduate applications, we are happy to convert your marks into an ***informal transcript***. We don't want to see you placed at a disadvantage in your future careers because these exams are 'formative' (i.e. designed to be helpful to you) rather than 'summative'. There is no obligation to receive this transcript – it will be sent to you only on request (please contact Claudia Luna cl353@cam.ac.uk after the exams and request a transcript if you would find this helpful). If you do want a transcript, but only take a subset of the assessments offered to you, we will also list those you have not taken.

I'm in my second year. What will my results be if I take some exam papers but not others?

All second-year students will progress (i.e. continue towards graduation next year) irrespective, as the assessments offered are informal and indicative only. We have had students enquiring about whether or not they can choose which of their papers to have assessed. We believe that wherever it is feasible, it is in your best long-term interests to attempt to study for and sit all of these assessments. The process of revising and learning that you are able to do on all your papers when you prepare for exams has real benefit in consolidating the learning you have done over the year. The assessments should be seen like College 'mocks' which provide an opportunity to revise and give each student an indication of where their strengths and weaknesses lie.

If you don't sit the assessments, the only consequence from the Department's side is that you won't receive any indicative marks. Whatever you do, no marks will be recorded on any official University transcript for this academic year, which instead will note that you were permitted to progress into the next year as the regular examinations system was suspended due to the pandemic.

If you were to ask us for an unofficial transcript in those circumstances, we would list the papers you took (with marks) and the papers you didn't (with an indication that you did not take them).

Additionally, we should note that we do not yet know what capacity we may have for marking exams. If, by reason of assessor illness or for other causes, we have a shortage of assessors, we will give priority to marking exams by those who take all their papers (and whose informal transcripts, if they request them, will be most consequential) over those who do not.

When will I receive my results?

We expect that final-year students who take their exams during Easter Term will receive their results by late June, along with the overall class (which may be adjusted in light of the 'safety net' policy set out by the University). For students who take their exams during the second sitting, we cannot at the moment project when that second sitting will be, and therefore when the results will be released.

We aim to have the marks for second year students by July. There may be some delays with the second-year marks this year due to the impact of the pandemic, but we will do our best to keep you updated.

How does the safety net apply to those IIB students who were awarded an allowance in their second year?

The University has confirmed that students in such a position should take their assessments and once the assessment has been marked and classed, if their final year classification is lower than their first year result they can apply via their College Tutor to the Examination and Assessment Mitigation Committee (EAMC) for a review. This review would have regard to their first-year result and marks, any marks in their second year, and marks in their third year, including the distribution of marks in the modified assessment, and any other evidence of the quality of their work during the second and third years such as supervision reports. In the light of this evidence, the EAMC will have the power if it thinks it justified to make a recommendation to the Chair of Examiners to award a higher class. If approved, the higher class will appear on the transcript.

Do students taking a one-year Part II in HSPS, after having had two previous years in another Tripos, have their second-year class from a different Tripos act as the 'safety net' for HSPS? They are final year students.

Yes, the safety net is independent of subject, so it will apply to transfer students moving Tripos.

4. Teaching

How will lectures, seminars & supervisions work in Easter term 2020?

For all Department-led teaching (i.e. lectures and seminars), we are moving to remote teaching. The digital time-table for this term has been updated to take account of changes to teaching due to the pandemic. It now indicates which 'medium' will be used to deliver different lectures, seminars and workshops (for example, the timetable will say: 'Zoom' or 'MS Teams' or 'Moodle', and will be updated as this information becomes available).

As the university has purchased MS Teams, all students automatically have accounts on it. We advise all students who can, to download the browser via <https://teams.microsoft.com/downloads> and log in via your Raven account. Please be aware that some lecturers, seminar leaders and supervisors may choose to use other systems (such as Zoom, Skype, Google Meet etc.) and the Department will be remaining flexible and supportive to teaching staff in these choices to enable them to deliver effective teaching and supervision to you all. Some of these can be accessed without needing to download an app. For instance, the current advice is that you should probably use just your browser to log in to Zoom (rather than doing so via the app).

You will all have been enrolled within Microsoft Teams Microsoft Teams as part of the SOCANTH-Social Anthropology Students Team. Within that is also a specific sub-group (described in Microsoft jargon as a 'Channel') for the IIA and IIB cohorts; and channels for particular papers (e.g. SAN2).

MS Teams also has a very handy 'chat' function. We would like to ask all students ***not to use*** the larger Teams or Channel 'chat' functions for anything other than academic / teaching matters please. Please continue to use your own channels to communicate with each other and keep the MS Teams ones clear for Department and teaching related matters only.

The undergraduate administrator, Claudia Luna, will send out invitations for events (i.e. seminars or lectures) taking place on MS Teams or Zoom. Wherever possible, she will be aiming to send these out in the previous few days. Please create a separate email folder in your inbox to ***save all the Zoom / MS Teams invites*** you get from Claudia or any teaching staff for teaching events and log them in a digital calendar so that you can be alerted to them before they happen. This is so that you are able to manage your time and the log-ins and can find the right email for the correct session when you need it. Without these log-in details you won't be able to attend your teaching, so please do treat them as you would entry tickets to an event that need to be kept carefully and made available in one place in an organised fashion.

For some of your other Department-organised teaching, you will see on the (updated) online timetable that lecturers will upload spoken Powerpoint slides on Moodle, or upload recorded lectures using a tool called 'Panopto'. These will be marked on the online timetable as 'Moodle' (in the place where the venue would usually be) signalling that a teaching resource pertaining to that item on the timetable will be available on the paper's Moodle page and can be viewed when you are able. There are already a number of resources for week 1 that have been uploaded in this way – so please avail of them.

Supervisions will continue through online means, and as usual for Social Anthropology supervision, your Director of Studies will be organising it. We will encourage supervisors to be as flexible as they can be about timing, so that if you are in a very different time zone, you are still able to participate. Please do communicate with your Director of Studies if you have any issues or concerns regarding your online supervisions.

During the Easter Term, according to your timetable, you will receive notifications of recorded lecture uploads to Moodle and electronic invites to seminar, Q&A and supervision sessions on Microsoft Teams or other software. For the moment, everyone on the course will receive notifications as we don't yet know who is dropping which paper.

How do I get in touch with the Department should I have any concerns or queries about teaching, exams or assessments?

If you have questions regarding remote teaching of lectures or seminars please email Claudia Luna (cl353@cam.ac.uk) or if you have questions regarding your supervisions please direct these to your DoS/Supervisor. Dr Mody will also be available for a **virtual 'office-hour' at 10-11am BST on Wednesday 29th April**, when she will be on MS Teams to answer any questions or discuss any matters you might wish to raise. If these times don't work for you, please feel free to email Dr Mody (pm10012@cam.ac.uk).

5. Dissertations

I am a IIA student. When do I need to submit the SAN FORM1 'Proposal to Offer a Dissertation'?

IIA students planning to submit a Dissertation in their IIB year need to submit a 'Proposal to Offer a Dissertation' form. The deadline for this form has been postponed due to the pandemic. It will now be submitted via Moodle Assignments for a new deadline of 12 noon BST on **29th May**. The form will be simplified so that it will be possible for students to submit it remotely.

Will I have a viva after my exams? What about Dissertation vivas for IIB students?

Due to the global pandemic, the Department has decided **not to conduct vivas for all IIB students who have submitted a Social Anthropology Dissertation for examination in 2020**. However, as with all the examined elements of the course, the examiners reserve the right to arrange a viva if they want further information from a student about their Dissertation.