

Tuesday 9th June

All students doing a level 8 course in Informatics

Dear All,

You may be wondering “Why have I received this email more than once?” this is because we want to reach every person who took any of our level 8 courses and the best way to do that is to email the course lists for each course. If you appear on more than one list, you will receive this email multiple times.

This email is to explain what the School of Informatics is planning to provide an opportunity for “additional assessment over the summer period”. This is the School's approach to implementing point 7 of Vice Principal Colm Harmon’s message to students:

7. Finally, at this stage we do not intend to use a resit examination period. This is an area where we feel the additional stress is not something we want to impose. We hope the steps outlined above give a lot of comfort to you and if the exam cannot be taken, we will usually have coursework to date to base a degree classification or progression decision on. There may be instances where a School and the Board of Examiners feels that it is appropriate for a student - even at pre-Honours – to do an additional assessment over the summer period to address concerns around progression and classification. Your School will discuss this with you directly. If you also feel that you have not been able to demonstrate your learning, again your School will discuss this with you directly and potentially be able to arrange some form of assessment. There will not, however, be a defined resit examination period.

Citation name (optional)

Citation role (optional)

The June examination board will be using all the evidence at its disposal combined with revised regulations to ensure that, where there is sufficient evidence to justify it, the board can award credit either awarding a grade or PASS (if there is insufficient evidence to award a grade). For a small proportion of students this will not be possible and these students will be able to take additional assessment in August to provide additional evidence to the board. This includes students who have failed a Semester 1 or 2 course, have been awarded a “null sit” as a result of Special Circumstances and those who are in third year but still need to pass a first or second year course. In summary:

- The reassessment period for Informatics will run from 10 August to 14 August 2020.
- You need only participate in this reassessment if you require additional credit to progress to your next year of study.
- The mode of assessment is designed to be as lightweight as possible so the grading of the courses will be on a PASS/FAIL basis. The reassessment is insufficient to determine a grade.

Here are the arrangements for the individual courses:

- **Informatics 1A:** This will be assessed by a one-hour online test delivered through the course LEARN page. The test will cover both Functional Programming and Computation and Logic.
- **Informatics 1B (INFR 08029):** This will be assessed by a 5-day take-home programming exercise that will be submitted by the same mechanism used during the course. Note that the elapsed time is not intended to be an estimate of the time needed to complete the exercise.
- **Informatics 1-OP (INFR 08014):** This will be assessed by a 5-day take-home programming exercise similar to Informatics 1B. Note that the elapsed time is not intended to be an estimate of the time needed to complete the exercise. This is for students who have resits (or null sits) for this course.
- **Informatics 1 Cognitive Science:** This will be assessed by a one-hour online test delivered through the course LEARN page. The test will cover both the higher-level cognition and computational neuroscience parts of the course.
- **Informatics 2 Courses:** For each of the Informatics 2 courses, there will be a 45 minute short paper made available through the course LEARN page:
 - All the papers will be made available at the same time.
 - You will be informed which papers you should attempt.
 - You will be able to download the paper and upload your answers.
 - If you are submitting answers for k courses you will be expected to complete your answers and upload them in less than $k \times 60$ minutes (45 minutes to complete the paper and 15 minutes to upload)
 - Detailed guidance will be provided in good time.
 - A practice LEARN course will be provided to allow you to practice the process.

List of courses and how the Board will use Coursework Marks

Where the Course Board considers the coursework adequate to determine the grade for the course

Informatics 1 - Cognitive Science INFR08020 Informatics 1 - Object Oriented Programming INFR08029

Informatics 1 - Object-Oriented Programming INFR08014 (note this course was not delivered in 2019/20) Informatics 2C - Introduction to Computer Systems INFR08027 Informatics 2C - Introduction to Software Engineering INFR08019 Informatics 2D - Reasoning and Agents INFR08010

Where the Course Board considers the coursework adequate to justify the award of a PASS

Discrete Mathematics and Mathematical Reasoning INFR08023 Informatics 2 - Introduction to Algorithms and Data Structures INFR08026 Informatics 2B - Learning INFR08028

Wednesday 3rd June

All continuing students

Dear Students,

I hope you are keeping well and safe.

Well done completing this highly unusual exam diet. We hope you will get the results you hope for.

This is formally the end of academic year 2019/20. It has been a very unusual year for all of us and I appreciate how difficult it must have been for you. I've seen a remarkable effort from both staff and students to maintain our Informatics learning community and some of our important milestones, such as the SDP Trade Fair. I hope you can take a moment to reflect on the year and find some achievements to be proud of.

We hope you will manage to have some well-deserved rest now and will be back in semester 1. We will certainly be looking forward to seeing you. We will be back in touch in August to update you on anything that might be different next year.

In the meantime we have put together a little video for you to make up for us being unable to wish you a relaxing summer in person:

https://media.ed.ac.uk/media/t/1_20jhi8ic

School of Informatics

Friday 22nd May

All continuing students

Dear Students,

The challenges of Covid-19 have caused the University – along with every other HE institution across the world – to adapt quickly to best support our students.

We want to reassure you that we are working now to enable you to participate fully in your programme of study whatever the circumstances. This presents us with an opportunity to review how we deliver content to you and we will utilise technology, and our experience in teaching online, to deliver a hybrid approach to teaching on our courses this year.

As you know, our staff put in an amazing effort to shift online this spring as an emergency measure, but we now need more than emergency measures. We are taking the opportunity over the summer to develop better structures to support online learning and community-building, and we believe that everyone in our Informatics community will benefit from these.

As you can understand, it is a large undertaking to prepare in this way. In order to ensure that our offering is at the quality we expect, we have decided:

- That all courses we offer in the coming academic year should be fully supported for online participation. This means that if any course-related activity is deemed unsafe to take place on-campus this will not disrupt your education. Student and staff safety is paramount.
- That all courses we offer in the coming semester will have a primary course lecturer and backup lecturers who can step in if the primary lecturer is indisposed due to Covid-19 or other issues.

Unfortunately, this does mean that some optional courses we normally offer at levels 9-11 will not be available in 2020/21. However, we are making sure that:

- You can continue to study on your Degree Programme: all but one or two compulsory courses will run in 20/21. Those that do not will be available in 21/22 to allow catch up.
- We maintain most of the most popular courses and distinctive features of our programmes.

We will be contacting you later in the summer to ask returning students to begin pre-registering their course choices for next academic year, but if you want to see what options are available now, please consult [DRPS](#).

This is a work in progress, however. We aim to finalise the courses running in the next few weeks and once this is complete, will be in touch.

Head of Student Services

School of Informatics

Friday 24th April

Non-Honours (UG1/UG2) Students

Dear Students doing level 7 and 8 courses,

Since my previous message the University position has evolved, mainly in response to your questions and through developing a better appreciation of how general principles need to be adapted to particular individual circumstances. The goal is still to ensure assessment is reliable, fair and compassionate taking account of the highly unusual circumstances we are living under. I hope the remainder of this message answers most of your questions but I acknowledge that there will inevitably be some remaining issues.

Assessment Arrangements for Undergraduate years 1 and 2:

As you will be aware, there will be no main examination or formal resit examination diet for first and second year students. You should have completed all of your assessed coursework and this will be used by the Boards of Examiners to decide the outcome of your year of study. Your assessed work for this semester will be considered by two boards - this is the usual procedure but the Boards will have more discretion this year to ensure you can progress to your next year of study if this is justifiable. The Boards are:

- The Course Boards: these consider your performance on an individual course. If there is sufficient evidence that you have attained the learning outcomes of the course using your coursework as evidence. The board can:
 - Award a grade for the course based on your coursework.
 - Award a PASS for the course if your coursework justifies a pass in the course but is insufficient to decide a grade.
 - Award a FAIL for the course if the coursework indicates a clear FAIL.
- The Programme Board: this Board considers your performance across all the courses you have studied this year and informs decisions on whether you can progress to your next year of study. This year, this board is given additional powers to help enable progression where appropriate:
 - Where the Course Board has been able to make a positive decision the programme board will usually uphold the decision of the course board.
 - The Programme Board is empowered to discount up to 40 credits of failed courses by awarding "credit on aggregate" to allow students to progress to the next year of study. These courses will normally be optional "outside" courses where a student's performance does not materially affect their performance on their chosen programme of study. This is a special power introduced to reduce the effects of the COVID outbreak.
 - If the programme board finds insufficient evidence to award credit for a course, the School of Informatics will organise an online test in early August to provide a further attempt to demonstrate readiness to progress to the next year of study.
- If you are resitting a first or second year course "exam only" or you have a null sit from a first semester course the Boards will treat you in the same way as any other candidate and will consider your coursework grades to see if a pass can be awarded on the basis of coursework. The decision making process is identical to that for a student taking the course for the first time.

We acknowledge that there will still be further questions, and this email does not fully specify what will happen in all circumstances so we welcome questions that will help clarify the situation further. We are preparing a FAQ for First and Second year that will appear shortly. Best Regards, Stuart Anderson

Director of Learning and Teaching

School of Informatics

Tuesday 21st April

[INFORMATICS Exam Quick Start Guide](#)

[Questions on Examination Arrangements](#)

Honours (UG3/4/5) and MSC Students

Dear All,

When you access the examination paper for your upcoming exams you will be required to acknowledge an Own Work Declaration. The declaration is a promise from you that the work you submit is your personal effort. The declaration is quite long, so we have decided it is best for you to have sight of it in advance of the examination period. It is reproduced below. You will notice that point 1 requires you to have read and understood some regulations. The link in point 1 points to a page of regulations. The critical regulation dealing with Academic Misconduct is regulation 30 of the taught assessment regulations. You should review that and understand it as a minimum. The taught assessment regulation document is here:

<https://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf> and clicking on regulation 30 takes you to the relevant text. After each regulation there is a short exposition on the interpretation of the regulation. You should also read that. This is the standard declaration that will be used for all examinations in this period. Yours,

Stuart Anderson

Director of Learning and Teaching

School of Informatics

Honours (UG3/4/5) and MSC Students

Dear Students doing level 9-11 courses,

Since my previous message the University position has evolved, mainly in response to your questions and through developing a better appreciation of how general principles need to be adapted to particular individual circumstances. The goal is still to ensure assessment is reliable, fair and compassionate taking account of the highly unusual circumstance we are living under. I hope the remainder of this message answers most of your questions but I acknowledge that there will inevitable be some remaining issues. I will digest followup questions and add to the FAQ. I get a lot of email so please **reply** to this email if you want to raise an additional question. **Examination Arrangements for Undergraduate years 3-5 and MSc students:**

- There will be examinations. These will follow a new examination timetable to be published by Friday 24 April. No exam will appear earlier in the exam timetable than it did in the original timetable. Examinations will take place online.

- All examinations are “open book” in the sense that you can use personal notes, course materials and any previously existing published information source you choose to inform your answer. If you use material outside of the course material you must provide an accurate citation.
- You must work on the examination papers independently without interacting with other individuals. You will be asked to acknowledge an “own work” declaration for the examination that states you will not collaborate with other individuals in answering the paper.
- The examinations will be similar to on-campus examinations. The papers you will be taking are the examination papers we set prior to the onset of the COVID outbreak. This means past papers are a good guide on what to expect unless the course organiser has informed you of a change in the format of the paper. In some cases the marking scheme has been slightly modified to reflect the open book nature of the examinations.
- The examinations will be made available via the LEARN virtual learning environment.
- All informatics examinations will be timed to take place 13h00 BST - BST is UTC+1
- After this time you will have an allowance of one hour in which to complete the upload of your answers. If you are permitted additional time in examinations you are granted a one hour extension to the time to complete the examination.
- The change in timing is intended to enable access to the examinations to most timezones.
- You will be able to upload your answers to LEARN. You will find a detailed explanation of this on the “practice” course.
- You can find a “practice” course in LEARN that will allow you to rehearse what you need to do to sit an examination remotely. You can access the course and self-enrol via this link. Please make sure you are logged in to Learn before accessing the link. [Informatics Remote Exams \(2020\)](#).
- We have one honours/MSc course whose examination is **cancelled**. This is **PDIoT** which has a substantial coursework component.

No-Detriment Principle

For most Informatics courses the coursework proportion is relatively small (20-30% of the final assessment) and does not necessarily cover all of the learning outcomes of the course. Therefore, **we advise all students to take the examination offered as the alternative assessment**. This will provide the examination board with additional information that will help the board make decisions. The no-detriment principle means that consideration of the examination mark cannot make the situation worse for any individual student. Thus taking the examination is a method of improving your situation.

In section 3 of Vice-Principal Harmon’s email of 26 March he details the “no-detriment principle” that will operate for the honours assessments. In his email he uses the term “significant” in relation to coursework. In the School of Informatics, we will interpret “significant coursework” as coursework that has covered the majority of the learning outcomes of the course and the course organiser warrants that the coursework mark is a suitable basis for the award of a grade for the course. **A list of these courses is included at the end of this email**. The provisions of this “no detriment principle” ensure that the online examination can only improve your situation. Here is a summary:

- For courses where there is already significant coursework, your percentage mark as a proportion of the coursework score will be used a “floor” below which your combined exam and coursework score will not be allowed to fall.
- In the case of courses where there is not significant coursework, the Examination Board will discount a course from the calculation of your year average if its inclusion reduces your year average. This ensures you can take the examination on a no-detriment basis.

For students undertaking Honours or Integrated Masters projects the Board will take account of COVID-related disruption. Project supervisors will provide an assessment of the impact of COVID on the completion of the project in their evaluation of the project dissertation. This report will be considered by the Board. (See also the recent email from the Deputy Secretary, Student experience on when you should submit a Special Circumstances form relating to COVID disruption).

The Boards of Examiners have been instructed to implement these provisions and have the powers to ensure these principles are adhered to.

We acknowledge that there will still be further questions, and this email does not fully specify what will happen in all circumstances so we welcome questions that will help clarify the situation further. **We are also preparing a FAQ for Undergraduate years 3-5 and MSc. This will appear shortly.** Best Regards,

Stuart Anderson

Director of Learning and Teaching

School of Informatics

List of courses with significant coursework

Where the Course Board will consider the coursework mark as a “floor”

This list of courses includes those where the coursework is sufficient to allow the board to award the coursework grade as the grade for the course.

Advanced Topics in Foundations of Databases	INFR11122
Internet of Things Systems, Security and the Cloud	INFR11146
Computer Security	INFR10067
Bioinformatics 2	INFR11005
Automated Reasoning	INFR09042
Computing In the classroom	INFR10077
Useable Security	INFR11158
Advanced Databases	INFR11011
Computer Security	INFR10067
The Human Factor	INFR11141
Social and Technological Networks	INFR11124
Reinforcement Learning	INFR11010
Software Architecture Process and Management	INFR11038

Music Informatics	INFR11079
Software Testing	INFR10057
Categories and Quantum Informatics	INFR11128

Where the Board can use coursework to award a PASS

This list of courses includes those where the coursework is sufficient to allow the board to award a PASS for the course but is not sufficient to allow the award of a grade on the basis of coursework. Courses awarded a PASS will be discounted from the calculation of the average for the year.

Computational Cognitive Science	INFR10054
Randomness and Computation	INFR11089
Natural Language Understanding, Generation, and Machine Translation	INFR11157
Algorithmic Game Theory and its Applications	INFR11020
Introduction to Theoretical Computer Science	INFR10059
Randomness and Computation	INFR11089
Algorithms and Data Structures	INFR10052
Computer Animation & Visualisation (Level 11)	INFR11067
Foundations of Natural Language Processing	INFR09028
Robot Learning and Sensorimotor Control	INFR11186
Automatic Speech Recognition	INFR11033
Distributed Systems	INFR11022
Introduction to Vision and Robotics	INFR09019
Introductory Applied Machine Learning	INFR11182
Parallel Architectures	INFR11024

Monday 20th April

All Students

Dear All,

Since my last communication there have been some changes to the arrangements for the upcoming examinations. These changes have taken some time to decide on. I wanted to avoid many small communications so I have avoided communication as these changes were taking place. This does not mean we have not been considering communications with you. I also appreciate that the examinations commence in one week and you have some questions you would like to be answered. I will send a message with a reasonably complete summary and guidance tomorrow morning. I believe this will answer most questions (e.g. “significant coursework” etc). So,

- If you can, please hold off asking more questions until you have read tomorrow's message.
- If you cannot, please send your questions to me rather than to a senior figure in the University because these queries typically come back to me to answer.

Thanks for your patience.

Yours,

Stuart Anderson

Director of Learning and Teaching

School of Informatics

Thursday 26th March

All Students

Dear Informatics students and students taking informatics courses as an outside course,

We know this is a stressful time for you all and the earlier we can get you information the better. However, it is often necessary to wait until the information is reasonably reliable, so you have a sound basis on which to plan. Over the past week there has been intensive discussion within the University on how best to approach assessment that is reliable, fair and compassionate. Vice-principal Harmon has circulated the definitive University position today. The aim of this message is to provide details on how the School of Informatics is implementing the measures outlined by Vice-principal Harmon.

Examination Arrangements

Undergraduate, years 1 and 2: There will be no main examination or formal resit examination diet. You should keep working on your coursework and submit everything you can. More detail will be available shortly in the FAQ.

Undergraduate years 3-5 and MSc students:

- There will be examinations, and these will follow the published examination timetable but they will take place online.
- All examinations are “open book” in the sense that you can use personal notes, course materials and any previously existing published information source you choose to inform your answer.
- However, you must work on the examination papers independently without interacting with other individuals. You will be asked to acknowledge an “own work” declaration for the examination that states you will not collaborate with other individuals in answering the paper.
- The examinations will be similar to on-campus examinations.
- The examinations will be made available via the LEARN virtual learning environment.
- Papers for examinations scheduled to run from 0930-1130 in the examination timetable will be available from 0800 on LEARN. Papers for exams scheduled to run

from 1430-1630 in the examination timetable will be available from 1300 on LEARN.

- Students are permitted to work on their answers in the 5-hour interval starting when the paper becomes available. This is in place to ease issues arising from students working in different timezones.
- Students are strongly recommended to work on the examination for any two hours within the five-hour interval.
- Once you have written your answers, you will have one hour to upload your answers. So, for example, if you start at 1100 and finish at 1300, you must upload before 1400.
- You will be able to upload your answers to LEARN using a range of commonly used file types, including photographs of handwritten answers.
- We will establish a “practice” course in LEARN that will allow you to rehearse what you need to do to sit an examination remotely.
- We will also be in touch to identify those with obstacles to the completion of the examinations. For example, students with schedules of adjustment or students who cannot access LEARN adequately from home.
- We have one honours/MSc course whose examination is cancelled. This is PDIoT which has a substantial coursework component.

Safety Net

In section 3 of the Vice-Principal’s email he details the “safety net” that will operate for the honours examinations. In his email he uses the term “significant” in relation to coursework. In the School of Informatics, we will interpret “significant coursework” as coursework that has covered the majority of the learning outcomes of the course. The provisions of this "safety net" ensure that the examination can only improve your situation. Here is a summary:

- For courses where there is already significant coursework, your percentage mark as a proportion of the coursework score will be used a “floor” below which your combined exam and coursework score will not be allowed to fall.
- In the case of courses where there is not significant coursework, a poor performance in the examination will result in the course being discounted from your year average which is used to determine your degree classification.

We acknowledge that there will still be further questions, and this email does not fully specify what will happen in all circumstances so we welcome questions that will help clarify the situation further. We have prepared a FAQ for First and Second year that will appear shortly and another for Undergraduate years 3-5 and MSc. Best Regards,

Stuart Anderson

Director of Learning and Teaching

School of Informatics

Friday 20th March

Honours (UG3/4/5) and MSc Students

Dear All,

I know this is a stressful time and the future seems quite uncertain. I hope you are all now safely established where you can continue your studies remotely. The School will do all it can to support you in this new mode of working and we understand that this adaptation will take time. For some of you there will be issues you need our help to resolve so, if this is the case, please don't hesitate to contact your Personal Tutor and the Informatics Student Support Team on inf-sst@inf.ed.ac.uk.

Many of you have been asking about arrangements for the upcoming examination diet. In College of Science and Engineering the three "quantitative schools" (Physics & Astronomy, Mathematics and Informatics) have agreed a framework across the Schools that is consistent with University guidance. This email will provide you with more detail on examination arrangements.

In the design of the framework we have taken account of:

- The highly disruptive and stressful circumstances of the covid-19 pandemic. This means that unlike a normal examination diet, there are huge differences in circumstances (equipment, network access, degree of control due to covid-19 in your country, ...).
- Your responses to the situation which will differ significantly depending on your personality and circumstances.

Given these considerations, we have attempted to design an approach that is adaptable to a wide range of material and personal circumstances and provides a flexible approach to assessment that is based on your performance across your programme.

- Here is what we expect the online examinations to look like for honours students and MSc students:
 - We know that many of you will want to take your exams because you have been working hard towards to them or because you have grades that you need to achieve for what you are doing after university. On the other hand, this is a stressful time and being fully focussed on your work is difficult. As a School, through the Board of Examiners, and with the University we will ensure that this difficult period does not disadvantage you. We want to ensure that all students can participate in the examinations. But we also know we face many challenges over the coming weeks and in overcoming these challenges we will always make our decisions in a way that will not disadvantage you.
 - Therefore we are going to run the honours and MSc examinations according to the published examination timetable. We will add some time for the examination, in order for you to access the paper, to submit your answers and take account of difference in timezones. We will ask that you write your answers, and then upload your solutions. You will be able to upload a range of

formats including photographs. We will send you the details about the technical side of this later.

- The papers will be very similar to what you would have expected if the examinations had been happening here as usual. In a few cases we are making small tweaks to them, because the examination has become online, but you should expect that they take the form that they would have taken in any case. If, in a few exceptional circumstances, we have to change the exam a lot we will make sure you have plenty of warning and have seen mock questions and solutions.
- We'll also make sure that we run a trial of the online process, just so that we can all be sure it works for everyone. If you have any learning adjustments which require extra time we will add that; we will be in touch with people who have more complex adjustments.
- We know that adapting to this new situation is difficult for all of us.. But we hope that you see that we have set about ensuring that we have a process that makes sure that you will not be disadvantaged from the baseline of marks in assessments that you have currently earned.
- It is very important that finish your coursework as best you can. This will ensure that you have understood the material that you've been studying. It is particularly important for Years 4 and 5 to finish your project: the work that you do before the examinations is important for your marks for the year, and this is work that you have been doing since the start of Semester 1 and you want to give the best account of it that you can. This is why we have extended deadlines to take account of disruption.
- Finally, I wanted to remind you all that we will move to remote teaching from Monday. Please check your courses' LEARN pages to see what is happening. There will surely be some teething problems, both at the University end and wherever you might be, but we'll resolve these as quickly and as best we can.

I hope this provides you with some certainty of what lies ahead in the examination diet. Inevitably there will be follow up questions. Please send them to me and I'll gather them together and develop an FAQ for the examination.

Best regards,

Stuart

Director of Learning and Teaching

Non-Honours (UG1/2) Students

Dear All,

I know this is a stressful time and the future seems quite uncertain. I hope you are all now safely established where you can continue your studies remotely. The School will do all it can to support you in this new mode of working and we understand that this adaptation will take time. For some of you there will be issues you need our help to resolve so, if this is the case, please don't hesitate to contact your Personal Tutor and the Informatics Student Support Team on inf-sst@inf.ed.ac.uk.

Many of you have been asking about arrangements for the upcoming examination diet. In College of Science and Engineering the three “quantitative schools” (Physics & Astronomy, Mathematics and Informatics) have agreed a framework across the Schools that is consistent with University guidance. This email will provide you with more detail on examination arrangements.

In the design of the framework we have taken account of:

- The highly disruptive and stressful circumstances of the covid-19 pandemic. This means that unlike a normal examination diet, there are huge differences in circumstances (equipment, network access, degree of control due to covid-19 in your country, ...).
- Your responses to the situation which will differ significantly depending on your personality and circumstances.

Given these considerations, we have attempted to design an approach that is adaptable to a wide range of material and personal circumstances and provides a flexible approach to assessment that is based on your performance across your programme.

- As the Principal announced, there will be NO non-honours examination diet:
 - The examination board will consider your performance over your programme and in the light of this will award PASS/FAIL grades for courses where the examinations are a significant part of the course assessment. Courses assessed predominantly by coursework will award a mark and grade for the course.
 - Students awarded FAIL grades by the examination board will have the opportunity to take an online assessment later in the summer. Satisfactory performance in these assessments will result in the award of a PASS grade for the course.
 - For students expecting to take a resit of a first- or second-year examination will be considered in the same way as students taking the course for the first time. Their overall performance and most recent coursework for the course will be considered in deciding the award of a PASS/FAIL grade.
- It is very important that finish your coursework as best you can. This will ensure that you have understood the material that you’ve been studying. We realise that the move to remote teaching has been disruptive. This is why we have extended deadlines to take account of disruption.
- Finally, I want to remind you all that we will move to remote teaching from Monday. Please check your courses’ LEARN pages to see what is happening. There will surely be some teething problems, both at the University end and wherever you might be, but we’ll resolve these as quickly and as best we can.

I hope this provides you with some certainty of what lies ahead in the examination diet. Inevitably there will be follow up questions. Please send them to me and I’ll gather them together and develop an FAQ for the examination.

Best regards,

Stuart

Director of Learning and Teaching

Friday 16th March

All Students

Dear Students,

As you will have seen from the Principal's message on Friday the University is taking measures to increase social distancing in order to contribute to slowing the rate of increase of coronavirus infection. The aim of this email is to inform you of how these new measures will affect students in School of Informatics.

You should attempt to enhance social distancing as much as you can. You should consider working remotely whenever possible and establish a viable remote working environment in the next week provided this is feasible. Consider having virtual meetings using technologies you are familiar with. Consider using the University supported Teams service: <https://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/teams>.

Information on remote access to School of Informatics systems can be found here: <https://computing.help.inf.ed.ac.uk/remote-working>. Please note that this page is under revision and it will undergo significant change over the next 24 hours.

In the coming week we will be asking you a range of questions to help us plan for remote working. Please respond to requests for information as quickly and accurately as possible.

- All teaching is paused for the week beginning 16 March and will recommence on Monday 23 March using remote means. Mainly LEARN, COLLABORATE and other University e-learning tools.
- All coursework deadlines are extended by one week to compensate for the disruption of returning home and the move to remote teaching.
- Since we are providing a blanket extension for the above disruptions, please do not submit further extension requests for those reasons as they will not be accepted. Extensions will be accepted as usual for all other circumstances. Extensions granted in this way will operate relative to the extended deadlines.
- If you have any reasonable adjustments to allow you to study, we are reviewing these to ensure you will not be disadvantaged by the revised arrangement we are introducing.
- If you believe you will have problems establishing remote working over the coming week, please email inf-sst@inf.ed.ac.uk with the title "Remote Working Issues" copied to your personal tutor.
- If you believe you can work adequately from home, you should consider working remotely from home. This may involve you in some disruption if you have to travel home. For students with a Tier 4 visa, returning home will have no visa or fee implications.

- Your examinations will take place in the normal examination diet period but will be undertaken remotely. The final details of this are being worked on at the moment and you will be informed of the arrangements in detail in good time to prepare.
- Some specific courses may implement particular arrangements. You will hear from the course organisers in week commencing 16 Mar.
- If you are a Tier 4 student normal monitoring of engagement is suspended and will be implemented through coursework submissions and, where applicable, remote examination attendance.

Yours, Stuart Anderson Director of Learning and Teaching

Specific information MSc students

- It is likely that you will undertake your project work remotely unless it is essential for you to be present in Edinburgh. Please discuss with your supervisor how best to establish remote meetings etc.
- If you have a Tier-4 visa, engagement will be checked through remote meetings with your supervisor.

Specific information for Honours (UG3/4/5)

- Final year Honours and MInf project presentations are cancelled for this year to be consistent with the good practice of increasing social distancing. This does not affect the assessment of the project, which remains entirely on the basis of the project report. The revised deadline for submission is 17 April (this extends the deadline that had already been extended to mitigate the effects of the UCU action).
- Third year students should continue with the process of selecting a project for next year if this is possible. However, please contact and discuss with potential supervisors via electronic means (email, Skype, etc) instead of in person.
- A small number of third year students are “carrying” a year two course in third year and are expecting to resit the non-honours examination. A final decision on these resits will be taken this week.

Specific information for First and Second year students

- Your examinations are cancelled.
- Progression to your next year of study will be determined by your coursework performance. It is important to work diligently on your coursework in the next four weeks.
- You are not required to be present in Edinburgh for the examination diet.

We realise that the current situation is stressful for the whole University Community and good information is critical to helping us all cope with the current situation. If you have any immediate concerns, please contact either your personal tutor or the student support team at inf-sst@inf.ed.ac.uk.