ARRANGEMENTS FOR ASSESSED WORK

This document gives details of the administrative arrangements for teaching staff for the submission of assessed work and the marking and returning of assessed work to students in the Department of Mathematics. Further information specifically relating to projects will be provided at a later stage.

- assessment takes a variety of forms:
  - assessed coursework and progress tests (credit is currently up to 10% of each course)
  - assignments (their contributions to the overall assessment of the course is more than 10%)
  - projects (assessment for courses with no examinations), including M3R, M3T and M4R
  - Summer Term projects - M1R First Year individual poster project and M2R Second Year group project
  - oral presentations
  - mastery examination - for Fourth Year and MSc Students (Pure/Applied)
  - examinations

- at the start of the course, students should be made aware how they will be assessed and the weightings of any assessed work etc.

- make sure that assessed work problem sheets contain a mixture of questions – some straightforward material to give students confidence and some more difficult questions to challenge more able students

SUBMISSION OF ASSESSED WORK

- the Undergraduate Maths Student Office must be informed of your assessed work handing-in deadlines by the start of term at the latest.

  It is preferable if this information comes to the Office prior to the start of term to deal with any possible issues with multiple assignments due on the same day. The UG Office may have to change the due dates by a day/two if there is a concern of multiple assignments due on the same day

- all assignments must be due at least a day before the end of term

- to avoid confusion, all assessed work should be submitted via the Undergraduate Maths Student Office (649)

- if you choose to collect the work yourself, please inform the Undergraduate Maths Student Office so they can direct students accordingly. Please DO NOT ask students to leave work in your mail pigeonhole

- students have already received instructions regarding the submission of assessed work via the Undergraduate Maths Student Office. This information can also be found online and in the Undergraduate Handbook. PLEASE BE GUIDED BY THESE INSTRUCTIONS

- if undergraduate students ask for an extension, this must be approved by the Course Lecturer and their Year Tutor (in the case of Project extensions, these must be approved by their Project Supervisor, Year Tutor and Dr John Britnell, Projects Coordinator). Extensions need to be agreed by Year Tutors to allow them to monitor attendance and late submissions, as to provide uniformity of allowances across the year and compliance to College Rules and Regulations. MSc students should contact the Course Lecturer or their Programme Director. Please notify the Undergraduate Maths Student Office of any extensions given (either to individuals or the class as a whole)

- students who have been unable to submit assessed coursework or sit a progress test, due to illness or a serious personal matter, are asked to complete an orange ‘illness’ form (grey for MSc students) which they can obtain from outside the Undergraduate Maths Student Office (649). Such students are normally given a pro-rata mark based on other assessed work marks received for that course
Again, these arrangements are made by the Year Tutors. A copy of the ‘illness’ form can be found in the Undergraduate Handbook

MARKING OF ASSESSED WORK

- if you have less than 60 students in your class, you will be expected to mark any assessed work yourself
- the Undergraduate Maths Student Office will provide Lecturers/GTAs with marksheets and/or feedback forms with instructions on how to fill them in
- model answers and mark schemes should be given to GTAs (to assist with marking) and the Undergraduate Maths Student Office (in case any queries or problems arise when Course Lecturers are unavailable)
- For work marked by GTAs, the Course Lecturer will be asked to assess the quality of GTA marking. This will involve perusing a few of the GTA-marked scripts and providing brief comments in each GTA report
- the final mark for each piece of work, as presented to the Undergraduate Maths Student Office, should be an integer out of 20 - however this does not apply to courses assessed by assignment, oral presentation or project
- if a piece of assessed work attracts a particular weighting, this should be mentioned
- marking of assessed coursework and progress tests is expected to be done within seven days of the hand-in deadline
- if a student is suspected of plagiarism, the Course Lecturer or Project Supervisor should meet with the Year Tutor (in the case of undergraduate students) or the Pure Mathematics/Applied Mathematics Programme Director (in the case of MSc students) to determine how to proceed

RETURN OF MARKED WORK TO STUDENTS

- First Year assessed coursework and progress tests are returned to students via their Personal Tutors during their weekly meetings. In other years, Course Lecturers may choose to return work during lectures or pass it to the Undergraduate Maths Student Office for return to the students
- assignments and projects contribute more substantially to overall course assessment and normally need to be retained by the Department since External/Visiting Examiners have the right to see them
- students have already received instructions regarding the collection of marked assessed coursework, progress tests and feedback forms from the Undergraduate Maths Student Office

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