3. TEACHING, LEARNING AND ASSESSMENT

3.1 EXAMINERS’ BOARDS

The Examiners’ Boards have the responsibility to operate the guidelines in a manner which is fair to students, taking into account all known circumstances. Each student is responsible for informing the Boards of any facts that he/she wishes to be considered. These facts may, for example, be concerned with personal difficulties or ill health (whenever possible obtain a medical certificate for ill health). You should always inform your Academic Advisor. You should also submit electronically a School of Mathematics Mitigating Circumstances Form, obtainable from the School’s website:

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/

Remember that if you want the Examiners’ Boards to take medical or other special circumstances into account, it is important that you provide independent documentary evidence (such as a Doctor’s Note or a letter from the Counselling Service) to support your case, whenever possible. (See Section 5.8 of this Handbook for further information about sickness and absence.)

For illnesses of up to seven days that affect an assessment worth no more than 20% of the total mark for that course unit, we will accept a Self-Certification Form obtainable from the School’s website:

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/

If you have missed a coursework test or coursework deadline, or your performance has been affected, you should submit your mitigating circumstances before the test or deadline or, exceptionally, within five working days.

If your problems are ongoing, or you feel that circumstances have affected your performance in examinations, or caused you to miss examinations, you should submit your Mitigating Circumstances Form by the following deadlines:

First Semester Examinations: FRIDAY, 30 JANUARY 2015.

Second Semester Examinations: FRIDAY, 5 JUNE 2015.

Resit Examinations: TUESDAY, 1 SEPTEMBER 2015.

However, you should submit information about mitigating circumstances as soon as the problem arises, rather than waiting for the deadline. Late requests for mitigation will not be accepted unless there is a very good reason why you could not submit the application earlier.
Only new information that has become available subsequent to the meeting of the Examiners’ Board may be used in appeals, other than where exceptional circumstances gave the student good reason to withhold information.

You should ensure that your contact address for the Summer Vacation given on My Manchester is correct, in case we need to contact you about your performance in the examinations. This is important if you are required to take some resit examinations in August, for example. Unless you tell us otherwise, we shall contact you at the home address given on My Manchester. You can log into My Manchester at

https://my.manchester.ac.uk.

Select the My Services tab.

Select the Personal Information portlet.

You will need your University username and password to log into My Manchester. If you have forgotten your password or you cannot log in for some other reason, you will be prompted to contact the IT Service Helpdesk. Alternatively you can contact them at the website:

http://www.itservices.manchester.ac.uk/contacts

Your examination results will be available on My Manchester as soon as possible after the meeting of the relevant Board of Examiners.

Note that we normally contact students via their University e-mail address in the first instance, so it is very important that you read your University e-mail regularly, even during the vacations.

3.2 ASSESSMENT

(i) Mathematics Examinations

It is widely recognised that no assessment system is ideal for all students. Some react badly to the pressure of exams, while others prefer the discipline of a regular exam timetable. Hence, on most Mathematics course units there is a mixture of assessed coursework which is handed in at various times throughout the year and formal end of semester exams in each subject. The two sets of marks are combined to make 100%. The proportion of coursework marks can vary. Full information about this will be given by the lecturers in charge of course units. Some general information about this may be found in Section 2.10 of this Handbook while details of the method of assessment for each course unit will be found in the syllabus on the web.

First Semester course units are normally examined in January, while Second Semester course units and full-year course units are normally examined in May/June.