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.
Full information about the length of each examination paper, the number of questions on each paper and the number of questions you are expected to answer will be given to you by the lecturers in charge of course units. They will also give you examples of typical examination questions. Examination papers from previous years are available via the School’s website:

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/pastexaminationpapers/

If you answer more than the number of questions required in the rubric of an examination paper, examiners will normally mark all the questions you attempt and take the marks from the best ones. Examiners may adopt a different procedure but, if they do, the procedure to be adopted will be explicitly described in the rubric.

(ii) Examination Timetables

The examination timetables are posted well in advance of the examination periods on the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/

You must check the examination timetable in good time. Each student is allocated an individual seat number for each examination and you are required to sit in the seat which has been assigned to you. You can obtain your own individual copy of the timetable from My Manchester. You can log into My Manchester at the website:

https://my.manchester.ac.uk

Then select the My Course tab followed by the My Exams 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

Queries about the examination timetable should be addressed to the Student Services Centre. (See Section 5.12 of this Handbook for more information about the Student Services Centre.)

The University does not regard failure to read the timetable correctly as an acceptable reason for absence.

(iii) Examination Regulations

The examinations usually start at either 9.45 am or 2.00 pm (although there are some exceptions). You should be present at least 15 minutes in advance. Candidates are not
allowed to leave the examination room during the first half hour of an examination. Candidates arriving more than half an hour after the start of the examination will not be admitted. Any student who arrives more than half an hour late for an examination or realizes later that an examination has been missed should immediately contact the Senior Tutor (Dr. R. M. Thomas, Room 1.108, Alan Turing Building) or the staff in the Teaching and Learning Office (Room G.202/G.204, Alan Turing Building) via Reception in the Alan Turing Building.

You must take your Student Registration Card (Swipe Card) to all your examinations and display it on your desk. Invigilators use the card to confirm your identity.

You must write only in the answer-books provided (including any rough work) and you must not tear pages out of answer-books. Any work that you do not wish to submit for marking must be clearly crossed out, but must not be removed from the answer-books provided.

Students may use any calculator, provided that it does not have

- any means of inputting or storing text, alphabetical or other symbolic information, including mathematical expressions (except that hexadecimal keys a to f are allowed);
- any means of transmitting or receiving information, including (but not restricted to) infra-red, microwave and wireless ports and cable connections such as USB ports.

Calculators must be silent in operation and must have their own self-contained power supply. No recharging facilities will be available, and candidates must bring their own spare batteries.

Mobile telephones must not be taken into examinations.

Dictionaries are NOT allowed in examinations in general, except for Visiting Students (that is, students who are on exchange schemes).

Full details of the university’s examination regulations, including the university’s policy on the use of calculators and dictionaries, may be found on the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/

Students who need to take their examinations in a special room, or need extra time for their examinations, or need the help of a scribe or a reader because of a long-term or ongoing disability should see the School’s Disability Coordinator (Mrs. Tracie McArthur, Teaching and Learning Office, Room G.202/G.204, Alan Turing Building) as soon as possible, and certainly no later than FRIDAY, 3 OCTOBER 2014. Students with a short-term disability (for example, resulting from an injury or illness that occurs during the year) should see the School’s Disability Coordinator as soon as possible after the disability occurs. (See Section 5.7 of this Handbook for more information about the
When timetabling examinations, the University makes every effort to avoid holding examinations on religious days or festivals which occur during the official assessment periods, given in Section 1.2 of this Handbook. If you are unable to attend examinations on any date within these assessment periods, for strict religious reasons, then you should notify the School’s Examinations Administrator (Mrs. Tracie McArthur, Teaching and Learning Office, Room G.202/G.204, Alan Turing Building) by FRIDAY, 3 OCTOBER 2014. You should also complete the Examinations and Religious Observance Form, available from the website

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/timetable/religious-observance/

and return it to the Student Services Centre by dates that are published annually for each examination period and that may be found at this website. The University cannot accept responsibility for students being timetabled for examinations when their religious requirements make it impossible for them to attend if you do not give notice in writing by this date. (See Section 5.12 of this Handbook for more information about the Student Services Centre.)

It is a disciplinary offence to commit any act whereby you seek to obtain for yourself, or for another person, an unfair advantage with a view to achieving a higher mark or grade than you would otherwise secure. This could, for example, consist of copying from the examination script of another candidate or allowing copying from your own script, or introducing (into an examination) books, notes or other unauthorised material (including material held in a calculator memory). If there is sufficient evidence, such cases will be reported to the University’s Student Discipline Committee. Penalties may range from a reprimand, awarding a mark of zero for the individual element or all elements of the examination/assessment in which the candidate has been found guilty, through to expulsion from the University.

Examination regulations are given in full at the following website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/

(iv) Disclosure of Marks and Transcripts

Your examination results will be available on My Manchester as soon as possible after the meeting of the relevant Board of Examiners. Detailed information and advice on your progress and examination performance should always be obtained from your Academic Advisor (or the Senior Tutor, if your Academic Advisor is not available). Please note that examination results cannot be given out by e-mail or by telephone.

If, after graduating, you have need for an official list of such marks, you can obtain an online Academic Transcript or order a paper copy of an academic transcript by visiting
If you have any queries about examination issues, then you should contact the staff in the Teaching and Learning Office (Room G.202/G.204, Alan Turing Building) in the first instance. If necessary, they will refer you to the School’s Director of Examinations (Dr. James Montaldi, Room 2.113, Alan Turing Building), or the School’s Examinations Officer (Dr. G. Megyesi, Room 2.123, Alan Turing Building), or the Senior Tutor (Dr. R. M. Thomas, Room 1.108, Alan Turing Building), or the Director of Undergraduate Studies (Dr. L. A. Walker, Room 2.243, Alan Turing Building).

3.3 PROGRESSION RULES AND DEGREE CLASSIFICATION
(First, Second and Third Year Students only)

All students commencing their studies from September 2012 will be subject to the Undergraduate Degree Regulations given in Appendix B of this Handbook. These rules are described briefly in Section 3.3 of this Handbook. In the academic year 2014-2015, they will apply to all First, Second and Third Year students in the School of Mathematics.

(i) Marking Scheme for Examined Course Units (Lecture Courses)

Examination papers and assessed coursework are graded by the examiners into categories which relate to those used for final degree classification i.e. 1st, 2.1, 2.2, 3rd. A notional guide to the standard required is that the average mark lies in the band stated below.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Degree Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% and over</td>
<td>first class honours (1st)</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>upper second class honours (2.1)</td>
</tr>
<tr>
<td>50% - 59%</td>
<td>lower second class honours (2.2)</td>
</tr>
<tr>
<td>40% - 49%</td>
<td>third class honours (3rd)</td>
</tr>
<tr>
<td>30% - 39%</td>
<td>compensatable fail</td>
</tr>
<tr>
<td>Less than 30%</td>
<td>non-compensatable fail</td>
</tr>
</tbody>
</table>

The examiners use their professional judgement to scale the raw marks achieved for each unit of assessment (usually an examination paper plus coursework; sometimes a unit of assessment consists of an examination paper only or coursework only).

The marks attained in the First Year do not count towards the final degree classification.

The overall mark for degree classification is a weighted average of the overall marks for each year of the programme with the following weights: