

Mathematics and Statistics Coursework Policy

This document is for the attention of anybody who is taking any of the course modules administered by Mathematics & Statistics

Coursework is a key component within all of our programmes. It provides the opportunity for students to assist their learning through the feedback provided by marked assignment scripts, as well as taking away some of the pressure from the written examinations in the summer. We also consider it important that you should be encouraged to manage time properly during your busy time at Birkbeck: it is our experience that those who do, are the ones likely to benefit the most from our programmes, and pick up the best marks!

To help support you in these desired aims and objectives, we have put in place an official policy on how items of coursework are to be dealt with. (The rules covering late submission of work are governed by the College-wide coursework policy.) This policy primarily covers assignments: however, other items of coursework are treated in a similar way.

- You will be allowed a minimum of 3 weeks to complete each assignment.
- Every assignment will be placed on the web as well as being distributed in lectures.
- Where possible we will return work within 4 weeks of the submission date. If this cannot be done, we will give notice of the likely return date either by email or via the webpage associated with the module or programme.

Submission and Receipt of Coursework

- Coursework should be neatly written or typed in black or blue ink on A4 paper.
- Coursework cover sheets can be found on the departmental page (http://www.bbk.ac.uk/ems/for_students/bsc_maths) and in the pigeon hole above the Assignment Box.
- You should submit your work by placing it inside the Assignment Box (which is opposite the lifts, near the window, on the 7th Floor, Malet Street).
- Plastic documents wallets, folders, etc. are non-returnable.
- The Assignment Box will be emptied in the morning at 10am and any assignment scripts found there will be stamped with the date of the previous working day.
- You can check that your work has been received by looking your name up on a list (on the noticeboard next to the lifts on the seventh floor). It is your responsibility to check that submission has been acknowledged; lists are displayed on the noticeboard day after the deadline date.
- If you cannot deliver the assignment personally, then you can, at your own risk, either arrange for somebody else to do it for you, or have it sent in by post. Note that irrespective of the date of posting, the date of arrival will be deemed to be the date of submission. Electronic submission of coursework (for e.g., via fax, or as an email attachment) is not acceptable and such submissions will not be considered eligible for examination.

- Only the first submission of an item of coursework will be considered. Later substitutes, or additions, to the original submission will not be accepted or considered for examination except by the invitation of the relevant examiner.
- You must keep a copy of your assignment for your records.
- You are advised to have marked coursework returned to you in person only. Requests to have work left in the student pigeon hole must be made by email to the mathematics and statistics administrator; it is understood that work that is returned via the pigeon hole is done so at your own risk.
- All marked coursework will need to be returned to the mathematics and statistics administrator during the summer term, for moderation by the visiting (external and/or intercollegiate) examiners. You will be contacted in writing (by email or letter) and asked to return your marked coursework. After moderation you may collect coursework if you wish; any coursework not collected will be destroyed.

Late Submission

- If you submit work late (but not more than 14 days late), **your mark will be capped at the pass mark for your programme** (40% for undergraduate programmes, 50% for postgraduate programmes). That is, your work will be marked as normal and you will be told this mark, which is the 'real' mark that would have been awarded if the work had not been late. If the work is *not* of a pass standard this is the mark that will be awarded. However, if the work *is* of a pass standard, you will be given the capped pass mark of 40% or 50%.

If there are mitigating circumstances you can request that the penalty be lifted. You must do this in writing by submitting a statement outlining the reasons for special consideration to be given, along with relevant supporting documentation (e.g. medical certificate, employer statement etc.) to your programme administrator. If the statement and documentation are all found to be in order, this will then be sent for consideration by a sub-committee meeting of the relevant (sub-)Board of Examiners (which normally takes place twice a year, in the Spring and Summer Terms). If no such documentation is received prior to the meeting the 'real' mark will not be considered and the penalty mark will stand.

- If the assignment is handed in late by *more than 14 days*, for whatever reason, then it cannot be considered for examination. If this is the case, or the assignment is not handed in at all, then the default position is that the assignment will be given a score of 0 (zero). If there is a case to be made for being awarded a 'nominal substitute' mark for an assignment falling into this category, then, as for submission up to 14 days late, you will need to put this case in writing for consideration.

Note: Any part of this policy may be suspended, or modified, on a case-by-case basis, in line with disability provision, upon advice from appropriate College authorities.