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 most 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. This policy primarily covers assignments: however, other items of coursework will be treated in a similar way.

- You will be allowed a minimum of 3 weeks to complete each assignment.
- You do **not** need to seek permission for submitting an assignment late.
- However, if an assignment is handed in late, but by no more than 7 days, then a penalty of 10% will be invoked - this will be done by marking the work in the normal way, and then scaling the mark by 0.9
- If an assignment is handed in late by more than 7, but not more than 14 days late, then a penalty of 25% will be invoked - this will be done by marking the work in the normal way, and then scaling the mark by 0.75
- 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 you will need to put this case in writing by submitting a statement, along with relevant supporting documentation (e.g. medical certificate, employer statement etc.) to the Mathematics & Statistics administrator. If the statement and documentation are all found to be in order, this will then be sent for consideration by a meeting of the relevant (sub-)Board of Examiners (which normally takes place after the written examinations in May/June).
- The scaling of marks for assignments submitted up to 14 days late cannot be relaxed, no matter how deserving the circumstances.
• 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.

Submission and Receipt of Coursework

• You should submit your work by placing it inside the Assignment Box (which is outside the School Office, Room 717).

• Plastic documents wallets, folders, etc. are non-returnable.

• The Assignment Box will be emptied in the morning and any assignment scripts found there will be stamped with the date of the previous working day.

• You will be able to check that your work has been received by looking your name up on a list (which will be on the noticeboard opposite the lift on the seventh floor.) It is your responsibility to check that submission has been acknowledged within a day or so of handing it in.

• 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. Please note: 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.

• 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 & 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 Mathematics & Statistics during the summer term, for moderation by the visiting (external and/or intercollegiate) examiners. You will be contacted in writing and asked to return your marked coursework.

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.

Last Updated: 2006-08-24.