

## MEMO

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### Re: Marking of Part III Physics Projects

I am writing to you concerning the arrangements for marking the projects, for which you have been appointed assessor. Each project is to be assessed in an informal oral examination of the student, by the supervisor and the assessor. The aim is to achieve consistent marks over all the projects and independent marks are to be given by both assessor and supervisor, although some discussion is desirable. As assessor it is particularly important that you try to achieve the correct relative ranking amongst the group of students you examine. Of necessity, some assessors are not specialists in the field of the project, but this does enable us to test students' abilities to communicate their work to non-specialists.

The mark sheets for the projects can be found on line on the teaching web page. If you log in using your Raven password and look under your TiS role there is a heading "Coursework assessor". If you click on that, a list of students will come up, and if you click on "Projects" next to the students name the on line form will come up. Both you and the supervisor of the project will be able to access your respective forms. It is intended that both the assessor and supervisor separately enter their marks and comments **before** the viva. These marks remain on record and can be checked by the external examiner, but are not the final marks. **After** the viva the assessor and supervisor enter a new set of marks and provide a joint report. These marks are the final marks and are the ones to go forward to the moderation meeting. The joint report should discuss why they are different from the marks entered independently before the viva. The joint report form can be found with the assessor's individual form. Please see the notes at the end of this memo for the detailed marking scheme. Note that, as with vivas for Master's and PhD degrees, you and the supervisor should each complete your report *before* the viva, and then write an agreed joint report following the examination.

Please arrange as soon as possible to examine your project(s) after they are handed in the Monday (13<sup>th</sup> of May this year). The projects should be sent to you and the supervisor by the Teaching Office (please bear in mind that this year some students have been given leave to hand late by the Applications Committee). Both copies of the report, the student's notebook and the Project Plan, should be returned to **the Teaching Office** (Bragg room 208), by **Friday 24th of May** at the very latest, **by you**, the Assessor. **Please ensure that both your individual and joint reports are also completed on line by that date.** Note that the schedule for producing the overall Part III marks is very tight, so please avoid missing this deadline! You are also reminded that the project moderation meeting will be held on **Thursday the 6<sup>th</sup> of June starting at 2:00 pm in the Committee Room.**

The student should present a short, *usually uninterrupted*, summary of the project during the interview.

*Continued overleaf*

Note that the word limit for projects is **5000 words**, excluding abstract and appendices. You may penalise overlong projects in the “Communication skills” mark (see marksheet). *Guidelines for each of the classes are given at the end of this letter.* If a total mark of 160 or more is awarded, please include a justification for your mark in your report. **The marks should not be communicated to the student.** The marks are not necessarily final, as the Part III Examiners also look at the Projects, and may amend the marks. After publication of the Part III Class List, students may, if they wish, retrieve one copy of their write-ups from the Teaching Office.

Please check that the project details printed on the report form are correct, and amend any mistake. Note that for anonymity when the marks are being moderated by the examiners, only the student’s examination number is printed on the report form. Please do not mention the name or gender in the report.

If you find evidence of plagiarism in a project, please write a short report giving citing evidence of what you believe to be examples of plagiarism. The project coordinator will then check the evidence with the head of the teaching committee and if it is deemed appropriate the project can be checked electronically using Turnitin.

### **Guidelines for mark ranges and classes:**

Both the examiner and assessor are required to mark each component of the project out of 10 in the first row of the form. These numbers are then multiplied by a weighting factor which you need to multiply our for the second row (you need to do the maths here) The marks are to be divided between “Research Skills” (x3), “Scientific Content” (x2), “Original Input” (x1), “Report” (x1.5) and “Viva” (1.5).

*Research Skills (33%):* How carefully and accurately was the work planned and performed? Did the student make appropriate use of available facilities, including the literature? Did the student show an appreciation of the errors or other limiting factors?

*Scientific content (22%):* How much understanding of science (particularly physics) was shown?

*Original input from student (11%):* How much did the student contribute to the solution of problems that arose? The assessor will use the Laboratory note book to assess this and the supervisor will assess this based on their observation of the student during the project? (weighted 11%);

*Communication skills – report (17%):* Was the report well written and clearly organised, with clear and well balanced arguments, appropriate use of figures, tables and references etc?

*Communication skills – viva (17%):* Was the student able to summarise the work and respond coherently to questions ?

- High I** ( $\geq 8/10$ ) Outstanding work; deep understanding of the topic. Such marks should be given sparingly; make sure your report indicates why you think the review is specially good. Only the top few percent of students should receive such marks.
- I** ( $\geq 7/10$ ) Good work, clearly better than average, thorough understanding of the topic; good presentation. About 45% of students receive first-class marks..
- II.1** ( $\geq 6/10$ ) Solid competent work; roughly average in performance. About 35% of students receive a II.1 mark.
- II.2** ( $\geq 5/10$ ) Reasonable work, but clearly poorer than average; some gaps in understanding or deficiencies in the work. About 15 — 20% of students should receive these marks..
- III** ( $\geq 4/10$ ) Poor work; major gaps in understanding or deficiencies in the work. Only a few students should receive a third.
- Fail** ( $\leq 3.5/10$ ) Grossly inadequate or incompetent. Hardly any student should get such marks.

The students are expected to have given a small-group presentation, and to have handed in a Project Plan at the end of Michaelmas Term. It has been agreed by the Teaching Committee that each of these, if not done, contributes 5% negative marks – that is, they should be *deducted* from the total if the student failed to give a presentation, or did not submit a project plan, without good reason.