Part III Physics Project
Assessor marking information 2020-21

Detailed below are the arrangements for marking of the Part III project(s), 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 viva will usually take 40 minutes and may include a 5 minute presentation by the student at the beginning.

The mark sheets for the projects can be found on line on the Teaching Information System. 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 along with the project reports and supporting documents. 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 assessors 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 to examine your project(s) as soon as possible after they are handed in the **Monday 17th May** this year. Please bear in mind that sometimes students may have been given leave to hand in late by the Department or by the Applications Committee. The Undergraduate Office will inform you if such a case arises and what the new hand in date is. Both copies of the mark sheet reports should be completed before **Tuesday the 1st of June** at the very latest, **by the** Assessor. For students with extensions up to the 31st of May please complete the marking by Friday the 4th of June. **Please ensure that both your individual and joint reports are completed online by that date.** Note that the schedule for producing the overall Part III marks is very tight, so please avoid missing this deadline! The assessors project moderation meeting will be held shortly afterwards once a date has been agreed.

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

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 90% 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-up from the Undergraduate 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 citing evidence of what you believe to be examples of plagiarism. The project coordinator (Professor Charles G. Smith) will then check the evidence with the Director of Undergraduate Teaching 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. The marks are to be divided between "Research Skills" (x3), "Scientific Content" (x2), "Communication: Report" (x1.5), Communication: Viva (x1.5).

Research Skills (37.5%): 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 (25%): How much understanding of science (particularly physics) was shown?
Communication skills – report (18.75%): 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 (18.75%): Was the student able to summarise the work and respond coherently to questions?

High I (≥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 especially good. Only the top few percent of students should receive such marks.
I (≥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 (≥6/10) Solid competent work; roughly average in performance. About 35% of students receive a II.1 mark.
II.2 (≥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 (≥4/10) Poor work; major gaps in understanding or deficiencies in the work. Only a few students should receive a third.
Fail (≤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. **Please tick the box on the form if the student gave a small group presentation.**

New additional procedures in response to the Covid-19 crisis

1. The Supervisor will outline any impact they feel the Covid-19 crisis has had on the student project, particularly the laboratory shut down and they will write this in their Pre-viva mark sheet, but also send you a copy of this statement before the viva. Please have a look at this before the viva.

   The student will also outline how the Covid-19 crisis has impacted their project in a one-page statement in the first Appendix of their report. Please also look at this before the viva and discuss these reports with the Assessor before the viva. This may mean you will need a little extra time than normal for the viva process.

   You should use this information to adjust your marks so that the student's final mark is not impacted by the Covid-19 crisis. This may mean the student has fewer experimental results or they have had to use old data to complete their report. They should still be able to get high marks if they have analysed the data well and written up a good report given the circumstances.

2. This year the vivas will be held online using whatever technology works for the student. For students in the UK, Microsoft Teams or Google Meets works well, but these may not work in China for example so Skype may also be used. We will try and provide you with a list of the student locations, so you may need to adjust your viva times to fit in with the very different time zones.

3. Please include a statement as to how you have taken the information from the student and supervisor regarding the impact of the Corvid-19 crisis into account in your marking in the final joint report.

4. Laboratory notebooks have been handed in electronically though some students have found this difficult. Those uploaded will be available for the Assessor along with data and or computer programs that have been uploaded with the project.

5. We recognize that there is an enhanced risk that either student or their examiners may be ill on the day, and you should allow students to reschedule the viva where that proves necessary.

6. Please read the attached Guidelines for on-line VIVA VOCE when working with disabled students to ensure you follow best practice for your viva for any disabled students.