

MEMORANDUM

Department of Physics and Astronomy

University of Sheffield

From: Chris Booth (Third Year Tutor)

To: Third Year Project Examiners

Date: 18th December 2014

YEAR 3 PHYSICS PHY341 PROJECT EXAMINING 2014-15

Please find enclosed the project reports for marking and examining, together with a list of supervisors and co-examiners. (Most staff have 3 or 4 to examine. Staff who supervised fewer projects will have a larger number to co-assess.) A draft timetable for oral examinations has been circulated – if there are amendments, a revised version will follow. Also enclosed are paper copies of assessment material which is available on the web – the Project Assessment/Feedback Forms together with a Project Marking Scheme that indicates what level of attainment is required for each mark category. On the Project Assessment Form you should allocate marks (%) as indicated for each of the categories, noting the items to be taken into consideration in each case. I hope that the sheet describing the marking scheme is clear without further explanation.

Note that the Project Attempt mark will be allocated by the Supervisor, whilst the marks for the Report and Oral should be allocated separately by the Supervisor and Assessor and the average taken. Where there is disagreement or a large deviation between the separate marks the Year Tutor should be consulted and, if necessary, will act as arbitrator.

Supervisors should return the laboratory notebook to the students at or soon after the oral examination. (*In the past, this has often been forgotten!!*)

May I remind you of some **other requirements?**

1. At the beginning of each oral the student should be given approx. **5 minutes** to provide an **overview** of the work. (Students have been told to expect this.) This should help develop presentational skills.
2. **Feedback for students** should be provided, indicating to them where their strengths and weaknesses lie. This feedback is essential if we expect students to learn from their first attempt and to improve their performance during subsequent project work. The report need not be long, but indicated on the sheet are some of the topics which you **may** wish to refer to. These are just to remind you which aspects may require **constructive** comment. In response to staff requests, there is no longer a separate feedback form. The whole form will be made available to students apart from the section marked “Confidential”. **Please return the assessment form to me, together with one copy of the report** for each student examined.

If you prefer to complete the forms electronically, they are also available from the Third Year Teaching page, <http://www.cbooth.staff.shef.ac.uk/third/staff.html>

Many thanks for your co-operation.