

# Summary of Faculty Guidelines for Part III Examples Classes

## 2023-24

Examples classes exist to provide back-up to lectures. They provide an opportunity to discuss examples sheet questions and clarify lecture material, if there are points the students find difficult or confusing. They are also one of the few ways we have to monitor the progress of Part III students and to identify students who are having difficulties.

The expectation is that there will be 4 examples classes for a 24 hour lecture course, and 3 classes for a 16 lecture course, in both cases *plus revision*. The total length is required to be a *minimum* of 4h (resp. 3h) and a *maximum* of 8h (resp. 6h), plus 1-2h revision in the Easter Term.

All examples classes (with the exception of those in Continuum Mechanics) are timetabled by the Postgraduate Office before the start of term. Time slots are assigned to each lecture course based on existing clashes between courses in the lecture timetable and lecturers'/instructors' constraints. Classes normally take place between 14:00 and 17:00 Monday to Friday in Full Term, except late Wednesday afternoon (to avoid clashes with the Wednesday Part III talks, which all students need to be free to attend). Beyond the initial timetabling and room booking, the smooth running of the examples classes is the *lecturer's* responsibility, whichever format they choose.

The Faculty requires that *selective marking* of 2 questions per examples sheet per student should be offered. This provides invaluable feedback to students on their progress. The lecturer should indicate which 2 questions will be marked by appropriate labelling on the examples sheet, and the marker should set a suitable deadline (something like 2 working days before the examples class) and a suitable location for the submission of work.

It has been agreed with the Colleges that payment for any examples class with up to 12 students may be claimed via CamCORS, (with every effort being made to have groups of six or more) up to the aforementioned total number of hours per student. This applies to UTOs as well as any other examples class instructor. The examples class instructor need not be the lecturer (see below). If payment is claimed via CamCORS, it is essential that a proper attendance record is kept for all classes, and individual reports including meaningful academic feedback need to be submitted. Keeping a record of how students do on the selectively marked questions is one way of gathering information for these reports. An additional source of information is the Self-Assessment Form, which are described in detail in the full Guidelines for Part III Examples Classes. This document also contains detailed instructions on how to fill in the CamCORS claims.

One suitable option for examples classes is for the lecturer to deliver classes to all students together. If this method results in classes of more than 12 students (and so cannot be claimed from Colleges as described above), UTOs are expected to give these classes as part of their duties. Any non-UTO (such as CTOs, postdocs, etc.) is paid for these classes in addition to their lectures by the relevant department. Claims are made via the Cambridge Casual Worker System (CCWS). Note that very large classes (say 40-80 students) tend to intimidate many students, who do not feel comfortable asking questions in such a setting.

Another common option is to split students into several smaller groups for examples classes, which are then usually not all given by the lecturer. In this case, the lecturer is responsible for recruiting the instructors and providing them with all the information they need, including the Guidelines to Part III Examples Classes, the examples sheets, the length of classes the lecturer feels suitable, and possibly lecture notes and/or solutions or hints to the examples sheet questions. Every attempt should be made to arrange group sizes of between 6 and 12 students, allowing for student drop-outs and movement between groups. If it proves difficult to achieve classes of fewer than 12 students, then the department will pay for the larger classes. Claims are made via the CCWS. In any case the department will pay for the selective marking of 2 questions per sheet per student (for any non-UTO doing the marking; marking done by UTOs is considered to be part of their duties). The rate for this payment is based on the "Senior Demonstrator" rate for substitute teaching under the assumption that 12 questions are marked per hour with meaningful feedback.

If the lecturer does not deliver examples classes for all students, then the Faculty strongly encourages the offer of office hours, so that students can still have direct access to the lecturer.

Revision support is expected, of 1-2h per lecture course. This is not envisaged to be given by anyone other than the lecturer. It should involve review of previous exam questions, opportunities for students to ask questions about examinable material, and clarification of lecture notes and example sheet questions, etc. For small lecture courses, special revision office hours might serve this need, but in most cases a revision class would be more suitable.

In case of questions, please consult the full Guidelines, and if not resolved, contact the Director of Taught Postgraduate Education at [director-tpe@maths.cam.ac.uk](mailto:director-tpe@maths.cam.ac.uk), or the Chair of Part III Committee via [partiii-chair@maths.cam.ac.uk](mailto:partiii-chair@maths.cam.ac.uk).