

Summary of Faculty Guidelines for Part III Examples Classes

2019/2020

Examples classes exist to provide backup to the lectures, both by discussing examples sheet questions and the lecture material, if there are points the students find difficult or complicated. They are also one of the few ways we have to monitor progress of the 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 length is required to be *minimum* 4h (resp 3h) and *maximum* 8h (resp 6h), plus 1-2h revision in Easter Term.

As of the start of the academic year 2019-2020, all examples classes (with the exception of those in Continuum Mechanics) are timetabled centrally by the Undergraduate 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 instructors' constraints. Classes normally take place between 13:30 and 17:00 Monday to Friday in Full Term, except late Wednesday afternoon (to avoid clashes with the Wednesday Part III talks, which all Part III 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 he or she chooses.

The Faculty requires that *selective marking* of at least 2 questions per examples sheet per student should be offered. This provides invaluable feedback to the 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 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) within the length restrictions mentioned above. This applies to UTOs as well as any other examples class instructor. The examples class instructor need not be the lecturer (see more detail 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 can be gathered via Self-Assessment Forms, see the full Guidelines for Part III Examples Classes for more details. That 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 gives 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, and should note the number of hours on their claim form. (The rate is very similar to the large-group supervision rate.) Note that very big classes (say 40-80 students) tend to intimidate many of the students, who do not feel comfortable asking questions in such a setting.

Another common option is to split the 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 providing the instructors 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. It is sensible to make every attempt to organise the group sizes so that they will be between 6 and 12 students, allowing for student drop-outs and movement between groups. If it proves too complicated to achieve classes of fewer than 12 students, then the department will pay for the bigger classes as described in the above paragraph. 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 "intermediate" demonstration rate for research students 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 the students can still have access directly 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 examples 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, or the Chair of Part III Committee at partiii-chair@maths.cam.ac.uk.