This FAQ gives some departmental information about the dates and deadlines for this year’s exams process. It tells you who to see if you have any questions on the exams process or your results, and gives some of the options that might be available if something goes wrong. This is an informal document, so if any information here contradicts college regulations or practices, it’s the regulations or practices that take precedence.

Where do I go for general information on exams?

Most of the personalised information you need is on the Campus Connect web portal. Also, the following web page gives lots of general information, including a list of key dates, and a link to college regulations:

http://www.rhul.ac.uk/ecampus/academicsupport/examinations/home.aspx

What do I do if I’m ill? What if I have other extenuating circumstances?

You need to declare these, and provide evidence, as soon as you can. See the link

https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/extenuatingcircumstances.aspx

for the form you need to fill in and general information about extenuating circumstances. For circumstances affecting Maths exams, you need to submit the form together with original
copies of your evidence in writing (e.g. doctor’s certificate or other relevant documentation to support your case) to Lisa Cavey, the Departmental Administrator, or Valerie Nicol, the Undergraduate Administrator, and addressed to the Chair of the Maths Sub-Board Dr Alexey Koloydenko. The deadline for submitting evidence is **12.00 mid-day on Tuesday 4th June 2019**.

**When do I find out my results?**

Provisional pass/fail lists for each Maths course (half-unit or unit) will be emailed to your college email address at some point between **Thursday 13th and Friday 14th June 2019**. They will be listed by candidate number, so make sure you have this with you when you check your results!

Your exam results (a mark between 0 and 100 for each course) will appear on Campus Connect on **Friday 5th July 2019**.

If you are in your final year, your degree classification should appear on Campus Connect on **Friday 28th June 2019**.

**What do I need to pass the year?**

You need to pass all 4 units (most courses in Maths are 0.5 units) to pass the year. However you may progress if you have a maximum of two courses (1 unit) with Condoned Fails, i.e. with marks between 30 and 39% on your first attempt. (Note however you are only allowed a total of 2 courses with Condoned Fails out of all 8 units in the first and second year to enter the 3rd year. Courses with Condoned Fails can only be resat in the following year.) You also need to have a year average of at least 40%.

Some departments have extra requirements (such as passing a particular course): if your programme involves another department, you should check with them what their requirements are.
If you are a 2\textsuperscript{nd} year MSci student, you also need an average mark of 50 or more over your second year courses to progress to the third year. If you are a 3\textsuperscript{rd} year MSci student, your weighted average over years 2 and 3, with weighting 1 for year 2 and 2 for year 3, must be 55 or more to progress to the fourth year.

**How are my exam results processed?**

Exams are marked by the course lecturer. The exams are then checked by another member of the department: we are careful to check all borderline cases especially carefully. Finally, an external examiner (from outside the college) looks at the exam scripts. The end result is a mark between 0 and 100 for the course (or an Attendance Fail if you’ve not completed the compulsory project work for MT2800). The exam results are approved by the Department’s Exams Sub-Board and then a college committee before being finalised.

**I think I’ll pass the year, but I still want to discuss my results with someone. Who can I talk to?**

Talk to your personal adviser.

**I think I’ve not passed the year. Who can I talk to?**

When the pass/fail lists are released you can talk to our Academic Coordinator Prof. Jens Bolte (jens.bolte@rhul.ac.uk). Either go and see him directly in his office or email him (and arrange a time to meet if this is possible for you).

After the full exam results have been released and it is confirmed that you did not pass the year you must talk to our Academic Coordinator Prof Jens Bolte (jens.bolte@rhul.ac.uk): he is there to answer your questions in this situation. You might get an email from him over the summer: you should check your college email every day, as we might need information from you at very short notice. You are also very welcome to talk to your Personal Adviser.
I’ve not done as well in one of my courses as I hoped. What are the options?

You should discuss this with your personal adviser. Here are some points you should be aware of.

Here is some terminology. MT1810 is a course and BSc Mathematics is a programme. If you repeat a course, you attend the course again the following year; this includes attending the lectures, and submitting all coursework as well as attending the summer exam. If you resit a course, you just attend the summer exam.

Some points to note:

- You must pass 3 units (i.e. 6 courses = 90 credits) from the third year (i.e. MT3XXX courses) to graduate.
- You cannot resit or repeat a course that you have already passed.
- If you’ve passed enough courses to graduate on your degree programme, you must graduate that year: you can’t resit or repeat courses to improve your degree classification.
- You can only attempt to pass a course twice. Resits, (whenever you take them) or courses that are an Attendance Fail count as attempts.
- If your first attempt was graded as an Attendance Fail, you cannot resit the course (though repeating the course might be possible).
- The maximum mark available on a resit is 40
- If you attempt a course twice, the best attempt counts towards your degree classification. The weighting used is the weighting of the stage you were at when you first attempted the course.
- The Department must agree before you can resit or repeat a course.
- This year, in order to pass MT2320, you are required to complete the R component.
Are there resits available before the start of next year?

Resits before the start of the next academic year are only available in very limited circumstances: here are the rules. You must be a first year or second year student. You will only be offered summer resits in a maximum of 2 courses provided you have ‘passed’ 3 units which could include up to 2 Condoned Fails, i.e. 2 courses with a mark between 30 and 39%. You cannot be offered resits for courses marked Attendance Fail. Finally, you must be in a position to progress if you pass your resits.

What happens if I’ve not passed the year?

When your results are published on Campus Connect in the summer, you will be told what options you have. If you’ve not progressed/graduated, the more common options are one or more of:

- **Resit the year.** This means resitting the courses you’ve failed this year: the resit exams will take place the following year, in the summer term. Resitting students do not attend any lectures, or complete any project work.

- **Resit before the start of the next academic year.** This option is only available to first and second year students, and only in very limited circumstances (see above). This year, resits will take place between Tuesday 27th August 2019 and Friday 6th September 2019. If you pass the required courses, this means you can progress to your next year without a delay. You must register for these resit exams by Friday 26th July 2019.

- **Repeat the year.** This means repeating some (or all) of the courses you’ve failed this year, and resitting the others (if any). The Department might place restrictions on which courses you can resit in this situation.
Repeating students attend lectures, and complete project work if necessary, on at least one course.

- **Terminate.** This is self-explanatory!

If you are an **MSci student** and you fail to pass your second or third year at the first attempt, you are transferred from the MSci to the corresponding BSc programme (or you are awarded a BSc if you qualify for this).

Some points to note:

- If you fail to progress after repeating or resitting the year, your registration will be terminated.
- Remember the cap of 40 on resits, and the fact that Attendance Fail courses cannot be resat.
- Remember that a resit before the start of the next academic year counts as an attempt on the course (**you only have two attempts**).
- If you are repeating a small number of courses and you are a non-UK student, your visa status might be affected. You should make enquiries about this if you think this might apply to you.
- You should ask the Student Administration Centre about the fees you will be charged. The fees might depend on whether you are repeating courses in both terms, as well as the number of resits/repeats you need.

**I think I’ve done well! Are there any prizes?**

Yes, there are quite a few prizes. You’ll be told in the summer if you will be given a prize. The following prizes are available:

**University of London Prizes:**

The **Wynne-Roberts** prizes are for the best Mathematics or joint MSci students for each of the four undergraduate years.

The **Loney Prize** is in memory of Professor Loney who was the Head of Mathematics from 1887-1920 and it is supported by a University of London Trust Fund. It is awarded to the student who produces the best fourth year MT400 project in Mathematics.
College prizes:

**Martin-Holloway** prize for the best finalist in each faculty.

**Harrison** prize for the best joint honours finalist.

**Murgoci** prize for the best first year in the faculty.

**Lillian Heather** prize for excellent performance in the 1st year.

**Ede and Ravenscroft** prizes for the best first year or second year student in the Science Faculty.

Mathematics Department prizes:

The **Margaret Jackson Prize** is awarded in memory of Margaret Jackson, a former student at Bedford College and a lecturer in Maths at Nottingham University, to the two students with the highest average marks in the 2nd year Pure Maths modules of MT280, MT290 and MT294.

The **Bailey Prize** marks Professor Wilfred Bailey, Head of Mathematics at Bedford College 1944-1958. It is awarded to a student of Mathematics at the start of his or her third year of study.

The **Coulter McDowell Prize** marks Professor Coulter McDowell, member of staff at Royal Holloway 1957-1964 and 1969-1986, Head of Mathematics 1981-1986. It is awarded to the student who produces the best third year MT300 project in Mathematics.

The **Simpson Prize** is in memory of Professor Harold Simpson, Head of Mathematics at Bedford College 1907-1944 (until 1939 his surname was Hilton). It is awarded to a first-year undergraduate in the Department of Mathematics in recognition of outstanding academic effort or achievement.
The **Thewlis/Wilks Prize** is in memory of Madeline Thewlis and Ruth Wilks, former students at Bedford College. It is awarded to a student of the College entering for the final examinations in Mathematics to assist him or her in postgraduate work.

The **Harding Prize** marks Professor Percy Harding, Head of Mathematics at Bedford College 1870-1907. It is awarded to the group of students who submit the best MT2800 project.

The **Mary Bradburn Prizes** were given in memory of Dr Mary Bradburn, student at Royal Holloway College 1935-1940 and staff 1945-1980. They are awarded to under-graduate students of the Mathematics Department in their third or fourth year for outstanding effort or achievement, and were awarded for the first time in 2004.

The **Robert L. MacNeil Mathematical Prize** is for the third year undergraduate who made the most valuable contributions to the department.

The two **IMA Prizes** are awarded by the Institute of Mathematics and its Applications to the two best finalists in Mathematics at the College. The prizes consist of free membership to the IMA.

Apart from the IMA, Thewlis/Wilks and Jackson prizes, the Mathematics prizes are to be spent on books.