

# Maths, Stats & Numeracy – Student Guidelines

(1:1 tutorials and drop-in sessions)



The Maths, Stats & Numeracy support at CeDAS is free and available to all undergraduate and postgraduate taught students at Royal Holloway. We particularly encourage 1st year UG students to use the service.

In maths, there are often several different ways of working something out. So when you visit, please bring along examples from your lecture notes or course handouts so that we can see the approach your lecturers may be expecting. Alternatively, please be prepared to show your Moodle course pages. For statistics issues related to dissertations or projects, you will need to explain the purpose of your dissertation/project first.

We offer guidance and support on Maths and Stats but the final decision for any statistical tests is down to you and your supervisor. The service takes no responsibility for your final assessment. If you have specific questions about assignments, these should be directed to your department.

## Examples of what we can do:

- ✓ Help you to identify where you are 'going wrong' in your maths.
- ✓ Help you to increase your confidence when dealing with maths/stats problems.
- ✓ Offer examples of similar questions for you to practise, or identify related areas of further study.
- ✓ Offer self-study materials for a wide range of maths, stats, and numeracy topics and help you search for resources besides those on our Moodle website (see below).
- ✓ Watch you carry out some sample maths or data analysis, and advise you on the effectiveness of your methods.
- ✓ Act as a 'sounding board' for your quantitative research ideas.
- ✓ Answer general questions on the use of packages such as SPSS.
- ✓ Advise you which session you could attend or who to email if the tutor available on the day is unable to answer your question. In any emails (see 'contact us' below) you can state the nature of the problem you want to discuss. CeDAS can then confirm whether any other available tutors can meet your requirements at a different time.

## Examples of what we don't do:

- ✗ Teach subject-specific content that goes beyond the maths/stats.
- ✗ Do your questions for you, or check/correct/'pre-mark' any work that you are going to be formally assessed on. You may be asked to check the work through slowly, explaining the processes used and identifying any problem areas yourself.
- ✗ Complete statistical analysis on your behalf.
- ✗ Accept emailed or posted work to be 'corrected and returned', unless we have already discussed your needs and agreed this as a way forward.

For tutorials conducted online:

- Tutorials should not be recorded, except with written consent from both the tutor and student.
- Tutorials can be conducted either using video and audio, or only audio. The tutor and student may each choose which format they prefer. If neither option is suitable, both may agree to an alternative (e.g. email communication), but this should be limited to the time allocated to the scheduled tutorial.
- Both the tutor and student should minimise potential for interruptions (e.g. from other members of the

household or other online activity).

**Contact us:**

*See us:* CeDAS Reception FW141 (Founders Building)

*Email for queries and comments:* [CeDAS-Maths@royalholloway.ac.uk](mailto:CeDAS-Maths@royalholloway.ac.uk)

*Website for information and bookings:* <https://www.royalholloway.ac.uk/students/study/academic-skills/cedas/maths-statistics-and-numeracy/maths-stats-and-numeracy.aspx>

*Moodle for resources:* <https://moodle.royalholloway.ac.uk/course/view.php?id=3533>