

## **APPENDIX 1:**

### **NATURAL SCIENCES TRIPOS**

## **ADVICE REGARDING WRITING ON SCRIPTS**

The Committee of Management for the Natural Sciences Tripos has agreed to endorse the General Board's advice on the writing on examination scripts. The advice from the General Board's Education Committee is based on two principles: objectivity of marking (where double marking is used) and the administrative complications of retaining and disseminating comments on scripts to students if requested to do so.

Where this is not already current practice, Examiners are recommended to record their marks and comments separately from the examination scripts. Such marks and comments should be recorded clearly in a way that will aid reference to the original work.

In all cases, Examiners and Assessors should ensure that some indication (i.e. a tick or other identifier) is made on each page of the script to indicate that it has been read and reviewed.

The Committee of Management for the NST has agreed that there are cases where it is sensible and prudent for marks and comments to be made on the scripts; in these instances, Examiners should take due care that this data can be retrieved easily if a request is made.

Examiners are entitled to make comments on scripts, providing that they are aware that students may request a transcription of those comments. It is the responsibility of the Examiners, or the relevant Department, to ensure that there are resources and procedures in place to deal with any such requests as they arise.

## APPENDIX 2:

### PART II AND III MARKING CRITERIA

Examiners are nominated by the various Faculties and Departments who contribute to teaching on the Tripos and are formally appointed by the General Board. In each subject, there is a Senior Examiner and other appointed Examiners and Assessors who are responsible for setting the papers and marking the scripts. There is also a Chairman of Examiners who delegates responsibility to the Senior Examiners in each Part II or Part III examination to assign classes to candidates and produce the official class lists and College markbooks.

Each subject in Part II and Part III of the Tripos produces its own marking scheme and classing criteria. Students are asked to refer to the individual Faculty or Departmental documents outlining marking schemes and classing criteria, which may be found on the relevant website. The Committee of Management for the Natural Sciences Tripos has determined, however, that the following class boundaries be used for all Tripos examinations:

candidates who achieve a percentage mark of 70-100	are awarded a 1st class
candidates who achieve a percentage mark of 60-69.9	are awarded a II.1 class
candidates who achieve a percentage mark of 50-59.9	are awarded a II.2 class
candidates who achieve a percentage mark of 40-49.9	are awarded a 3rd class

*The information required for University transcripts (taken from the returns made to the Student Records Section) includes an indication of both the class boundaries and the cohort percentages in each class. Examiners are strongly encouraged to adhere to the above boundaries, but it is accepted that deviations from them will occur. In any event, this information should be recorded and the reasons for doing so in the minutes of the meeting of the corresponding Board of Examiners.*

## APPENDIX 3:

### USEFUL CONTACTS

**Chairman of Examiners, Part II and III**

Dr Nick Holmes  
Department of Pathology  
Tennis Court Road  
Cambridge  
CB2 1QP

tel: 33871      email: [nh106@cam.ac.uk](mailto:nh106@cam.ac.uk)

**Secretary, Committee of Management for the NST**

Mrs Lottie Garrett  
Educational & Student Policy,  
Academic Division  
17 Mill Lane, Cambridge CB2 1RX

tel: 64853      email: [Lottie.garrett@admin.cam.ac.uk](mailto:Lottie.garrett@admin.cam.ac.uk)

**Office of the Faculty of Biology**

First Floor, 17 Mill Lane [behind the Old Press Site, between Mill Lane and Silver Street]

Dr Chad Pillinger                      tel: 66944              email: [chad.pillinger.admin.cam.ac.uk](mailto:chad.pillinger.admin.cam.ac.uk)  
Faculty Office                              tel: 66899

**Student Registry**

4 Mill Lane, Cambridge CB2 1RZ      General number (7)66302

Head of Records and Examinations:      Jenny Green      email: [Jenny.Green@admin.cam.ac.uk](mailto:Jenny.Green@admin.cam.ac.uk)

Exams Office                              tel: (7)64995 or (3)34488

**Reprographics Centre**

The Old Schools

Mr Nigel Reynolds                      tel: (7)48721      email: [nigel.reynolds@admin.cam.ac.uk](mailto:nigel.reynolds@admin.cam.ac.uk)

**Secretary, Board of Examinations**

Mrs Catherine Fage                      tel: (3)32303      email: [catherine.fage@admin.cam.ac.uk](mailto:catherine.fage@admin.cam.ac.uk)  
Sec: Mrs Lyn Whittock                      tel: (3)32296      email: [lyn.whittock@admin.cam.ac.uk](mailto:lyn.whittock@admin.cam.ac.uk)

## APPENDIX 4:

### Material to be submitted after the final Examiners' meeting

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#### **MATERIAL TO GO TO THE STUDENT REGISTRY, 4 Mill Lane**

- A  two copies of the Class List, signed by the Examiners, see:  
<http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/class/information/index.html>
  - B  a list of the names and Colleges of those candidates who have failed, along with comments (if relevant) which might assist the Applications Committee in considering the cases of those candidates
  - C  a list of the names and Colleges of those candidates who do not appear on either of the lists above, with reasons (*i.e.* a list of withdrawn candidates, CME students etc.)
  - D  a Data Protection Processing of Marks Form, obtainable from:  
<http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/class/information/submission/index.html>
  - E  a hard copy of the final markbook
  - F  a copy of the Grade Roster or confirmation that this has been uploaded to CamSIS, see:  
<http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/class/information/submission/index.html>
  - G  a completed copy of the Class List Check List form, see:  
<http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/class/information/submission/index.html>
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#### **MATERIAL TO GO TO EDUCATIONAL & STUDENT POLICY (Sec. of the Committee of Management for the NST) 17 Mill Lane,**

- A  a photocopy of the Class List
  - G  a copy of the Class List Check List form
  - H  an electronic excel version of the College markbook, which will be circulated on your behalf. **Please note that this may be different to the Grade Roster (F above): the College markbook may well contain additional information which you would like candidates to know.**
  - K  **For Part II only**, marks for students reading any Half Subject within Part II Physical Sciences, which will be forwarded on your behalf to the Senior Examiner
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#### **Only required if you have marks for a Major Subject within Part II Biological and Biomedical Sciences**

#### **MATERIAL TO GO TO THE OFFICE OF THE FACULTY OF BIOLOGY (Part II BBS)**

First Floor, 17 Mill Lane [behind the Old Press Site, between Mill Lane and Silver Street]

- K  marks for students reading any Major Subject within Part II Biological and Biomedical Sciences in accordance with the details provided by the Faculty Office. The marks will be forwarded on your behalf to the Senior Examiner.