**EMPLOYMENT OF GRADUATE STUDENTS**

**TO MARK EXAMINATION SCRIPTS / COURSEWORK**

**OR TO TEACH MASTERS PROGRAMMES**

*This form should be submitted by the Head of Department/School*

*to the Faculty Dean (Undergraduate/Postgraduate) of the relevant Faculty to approve.*

APPLICATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Student’s family name: |  | |
| Student’s first name: |  | |
| Department/School: |  | |
| Module code(s) and title(s): |  | |
| 2. | Please specify the nature of the request (*please tick all that apply*): | | |
|  | * Employment of Graduate Students to mark examination scripts | |  |
|  | * Employment of Graduate Students to mark coursework | |  |
|  | * Employment of Graduate Student to teach on Masters programme | |  |
| 3. | Please provide a rationale for needing to employ AL/GLAs to mark examination scripts / coursework / or to teach on Masters programme. | | |
|  |  | | |
| 4. | Details of the examination script(s) / coursework, including approximate number to be marked. | | |
|  |  | | |
| 4. | *For examination script marking*: Has the student taught the whole module, or a significant part of the module (as per [marking policy](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/marking-policy.pdf?la=en))? | | |
|  |  | | |
| 5. | *For coursework marking*: Has the student taught a relevant part of the module in the current or previous academic year(s) or have the experience / qualification to demonstrate their competence to mark coursework (as per [marking policy](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/marking-policy.pdf?la=en))? | | |
|  |  | | |
| 6. | *For examination script/coursework marking:* Does the module contribute to the final degree classification within a programme(s)? | | |
|  |  | | |
| 7. | Please indicate the arrangements proposed for supporting/monitoring the student’s work in teaching or marking the examination scripts / coursework, including any plans for moderation, if required (as per [marking policy](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/marking-policy.pdf?la=en)). | | |
|  |  | | |
| 8. | Any other comments. | | |
|  |  | | |

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Head of Department/School signature: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

***To be completed by the Faculty Dean (Undergraduate/Postgraduate) of the relevant Faculty***

Approved

Comments:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Document owner** | Assessment Team  Quality and Academic Development |
| **Document author** | Quality and Academic Development |
| **Document last reviewed by** | Quality Officer |
| **Date last reviewed** | 28/09/2023 |
| **Review frequency** | Annually |

Once this form has been considered by the Faculty Dean, this form will be returned to the Head of Department/School, copied to the Departmental/School Manager. A [timesheet](https://www.essex.ac.uk/staff/managing-people/payroll-information-for-managers) will need to be submitted by the Department/School to the [Payroll and Pensions team](mailto:reward@essex.ac.uk) upon completion of the marking in order to arrange payment. Please contact People and Culture regarding the appointment of Graduate Students to teach on Mast

ers programmes.