**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 TeamQuality 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 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.