

## Marking Assistance by Students and Contract Staff

### Principles and Guidelines

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<b>Approved By:</b>	Chair, Academic Board
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### Introduction:

The [General Course and Examination Regulations](#) (GCER D) state that “internal examiners are continuing members of staff of this University.” There are situations, however, when internal examiners may be assisted in their task by people who are not continuing members of staff.

This Policy acknowledges that Programme Convenors may use students or non-continuing staff to assist with marking of student work where appropriate. Situations where this might be justified include, for example, where there are very large classes; where teaching and marking are considered part of the student-tutor’s academic apprenticeship; or where a staff member is taken ill or leaves.

Please note that there are situations where it is not appropriate to have marking assistance.

### Principles:

The rules regarding assessment are laid out in the [General Course and Examination Regulations, sections C - H](#). The following principles apply to the marking of all student work except these.

1. Ideally, all assessment should be marked by the official examiner, but it is acknowledged that there are situations where this is not possible. Approval for another person to be employed to mark assessment items must be gained from the relevant Head of Department/School or Programme Convenor.
2. Where a non-continuing staff member, or a student-tutor, is employed to mark assessment, the final responsibility for that assessment remains with the official examiner (see [GCER D1](#)).

3. All assessment must be moderated by the official examiner or another member of the continuing staff with relevant knowledge and expertise. Any marker who is not an official examiner must be appropriately trained, supervised and moderated in accordance with the guidelines in this Policy to ensure consistency.
4. Any student who considers that the marking of an item of assessment has been affected by bias or inappropriate practice may apply to the Head of Department/School for reassessment (GCER C9). Where the work was marked originally by a person other than the official examiner, then the first step in any review should be a re-assessment by the official examiner.

## **Guidelines:**

Faculties are responsible for developing their own policy or guidelines on the use of students or contract staff to mark items of assessment in their particular disciplines. The following guidelines have been distilled from examples of good practice in various university departments/schools.

- Markers must be appropriately qualified and if they are students then they should be at least two years ahead of the students being assessed.
- Where work is assessed by peers as in-class work then the assessment must be moderated by the examiner.
- Prior to marking a given piece of assessment, all markers for that work should meet with the examiner to review the marking schedule and to ensure consistent instructions are received.
- Markers should receive training which ensures they are familiar with the objectives of the course and any specific expectations for that discipline or course.
- Markers should be advised of the examiner's expectations of feedback given in formative assessment.
- Ideally, all the assessment of a single question should be allocated to the same marker.
- The examiner must take all reasonable steps to ensure marking consistency, including providing markers with an explicit and detailed marking schedule and a model answer or points to be included in a model answer.
- The examiner must moderate all assessment or marking, including that of any continuing staff who might be marking the same piece of work. This should include checking and verifying a sample of each marker's work.
- A debriefing should be conducted at the conclusion of the assessment to identify any problems and issues experienced either by the examiner or by the markers, and develop solutions for future occasions.

It is noted that a professional body may have specific expectations which are not addressed in this Policy.

## **Related Policies, Procedures and Forms:**

- [General Course and Examination Regulations \(GCER, D\)](#)
- [General Course and Examination Regulations \(Sections GCER, C– H\)](#)
- [General Course and Examination Regulations \(GCER, D1\)](#)
- [General Course and Examination Regulations \(GCER, C9\)](#)

## **Notes:**

1. Examples of good practice by University departments/schools may be found on the Teaching and Learning website <http://www.teachlearn.canterbury.ac.nz/?s=home>.

<b>Version Control Table</b>		
<b>Action</b>	<b>Approval Body</b>	<b>Date Loaded in UCPL</b>
New Guidelines	Chair, Academic Board	17 September 2009

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