

Guidance on the calculation of hours

This document provides guidance on the calculation of hours for marking and assessment for Associate Lecturers.

Principles:

The following principles apply to all contracts

All contracts must extend for the full period of time that the Associate Lecturer will be required to undertake work for the University, this includes teaching and marking periods. If the Associate Lecturer is teaching the Autumn Term and marking in the Summer Term, the contract must run for the whole period.

The activities undertaken by Associate Lecturers must be consistent with the role profiles

For every hour of contact time, all Associate Lecturers will be paid on a multiplier of 3, i.e. one hour contact time and two hours paid at the same rate for preparation and module assessment.

Assessment:

Activities relating to assessment should be paid in addition to any rate for teaching. In-class formative assessment can be included in the rate for teaching, and VLE-assisted automatic marking does not have to be factored in, unless feedback is required beyond the result.

However, for any formative or summative assessment that takes a substantial amount of time to mark and provide feedback for outside of the scheduled classes, this time should be calculated. The amount of time it should take to mark and provide feedback for an assignment should be calculated for each assignment separately, using the following model.

Coursework:

Any piece of student writing (essay, report) at the length of 2500 words: 30 minutes per piece per student. This baseline can be adjusted to varying numbers of words: 1250 words = 15 minutes, 5000 words = 1 hour, 10 000 words = 2 hours.

If a sessional lecturer provided cover for a module involving two pieces of coursework, one 1250 words and one 2500 words assignment with 40 students enrolled, time for assessment should be calculated as follows:

40 x 15 minutes = 10 hours

40 x 30 minutes = 20 hours

10+20 = 30 hours for marking and feedback in addition to time paid for teaching.

This should be a guide for minimum payments which could be exceeded if, for example, the sessional lecturer is expected to give comprehensive feedback with an emphasis on points for improvement, e.g. for a shorter Part 1 piece of coursework. In such cases, time could be added to take this into account.

Exam marking:

When calculating the time required to mark test or exam scripts, consideration should be given to the length of the exam, number of questions to be answered and estimated word count of exam answers. The maximum number of scripts per hour should be 4 for 1-hour

tests or exams; or exams with questions that require short answers only; and/or scripts that can be marked with a clear marking scheme/model answers.

The number of 4 scripts per hour should be reduced for longer exams requiring longer/more complex answers.

All other forms of assessment:

The module convener or colleagues involved in the same/similar assessment activities should be consulted to estimate the time it takes to mark an individual assignment, which should then be multiplied by the number of students enrolled in the module.

Where, as will be the case for Part 1 modules, the number of students cannot be ascertained at the time of issuing a contract, calculations should be made on an average student enrolment on the respective module in the past, or the best available forecast. If student numbers significantly exceed the time allocated, additional payments should be made for adjustment.