

DUTY STATEMENT

Tutors and Coursework Markers

Preparation for tutorials

It is expected that you will be familiar with the material for each tutorial in advance of the scheduled class time. At times this preparation may involve reviewing the lecture materials and prescribed reading, in addition to the tutors' materials.

Please do not distribute additional materials in your tutorials (other than those that have been provided by your Unit Coordinator) without discussing this with the Unit Coordinator first. This requirement is to ensure we have consistency in the materials that are delivered to students across all modalities (e.g., on and off campus) and locations. It also means that your ideas may be able to be used by other tutors.

Inability to take a class

Whilst it is not ideal for teaching associates to be absent from scheduled classes, unavoidable situations do arise from time to time. If you are unable to attend your scheduled tutorial you need to let your Unit Coordinator know as soon as possible.

Where you have advanced notice (e.g., a conference) a replacement tutor may be appointed. If you know of another teaching associate who is willing to take your class you need to **seek approval from your Unit Coordinator** prior to arranging the swap. You are NOT authorised to make an informal tutorial swap without the approval of your Unit Coordinator.

In the event that you are unwell and are not able to provide advanced notice you need to inform your Unit Coordinator as soon as possible. This will allow them to either arrange cover for the tutorial or at the very least notify students of the cancellation.

Consultation

For some units, consultation outside of tutorials is expected as part of your associated work. Your Unit Coordinator will notify you if this applies to your unit. If there is no set consultation time required for your unit you are advised NOT to meet students outside of class. Regarding email contact, teaching associates are expected to respond to student emails within 2 business days.

Marking

Student assignments will be marked either by you, another tutor in the unit, or an external marker, depending on how the Unit Coordinator has decided to arrange this. You will be made aware of the marking requirements of your teaching role in advance. You will be given a due date for the return of assignments. Please ensure that you upload your assignments in a timely fashion to meet the requirements of University policy.

Your Unit Coordinator will be happy to discuss any marking issues you have so feel free to contact them at any time. Any suspected cases of cheating, collusion or plagiarism need to be reported directly to the Unit Coordinator.