

MARKING PAYMENT GUIDELINES FOR TEACHING ASSOCIATE STAFF

Purpose

To provide clear guidance regarding marking payment arrangements for Teaching Associate staff in the faculty of Medicine, Nursing and Health Sciences in conformity with the provisions of the *Monash University Enterprise Agreement (Academic and Professional Staff) 2014* (the **EA**).

Scope

These guidelines apply to:

- Faculty of Medicine, Nursing and Health Sciences activities on all Australian campuses;
- all undergraduate and graduate/post-graduate course programmes; and
- all Faculty of Medicine, Nursing and Health Sciences resource staff.

Overview

The Faculty recognises the important role of Teaching Associate staff in the Faculty's teaching programme and wants to ensure that payment arrangements for marking are clear, consistently applied across the Faculty of Medicine, Nursing and Health Sciences, where appropriate, and are in conformity with the provisions of the EA.

The EA states that:

"The number of hours allowed for marking and the appropriate marking rate per hour will be determined by the Dean taking into consideration the expected time taken to undertake the marking based on the complexity of the marking in the context of the academic discipline involved. The Dean's determination of the number of hours for marking will be consistent with guidelines issued for each Faculty. These guidelines will be developed in consultation with academic staff within the relevant discipline or organisational unit and will set out reasonable expectations about the number of hours to be allowed for marking based on the complexity of the marking and allowing for variations in level of experience of the marker in the context of the academic discipline involved."

Reasonable expectations within the Faculty about the number of hours to be allowed for marking

This section sets out the reasonable expectations about the number of hours to be allowed for marking based on the complexity of the marking. The next section deals with variations in the context of the discipline involved and allowing for variations in level of experience of the marker.

It is also relevant that these expectations will differ depending on whether the complex marking rate is paid or whether the standard marking rate is paid (both of these are defined terms in the EA).

For all standard assessment tasks the Faculty has the following expectations

1. Undergraduate and Postgraduate Written Work excluding literature/systematic reviews where a **standard marking rubric** is used to provide feedback to students

Written work includes assignments, essays, journal entries, critical incident reports, laboratory/experiment reports and discussion board posts completed individually or as a member of a group

Word limit	500	1000	1500	2000	3000	4000
Number of items marked per hour	6-10	3-5	4	2	1.5-2	1

2. Undergraduate and Postgraduate Examinations (mid semester and end of semester)

Multiple choice questions are excluded from this list as they **must** be marked electronically. Examination marking is considered to be routine marking. It is also assumed that a marking sheet is used by the examiner with nil feedback to students.

Type one: Only short answer questions including matching questions that cannot be computer marked

Exam Length	1 hour	1.5 hours	2 hours	2.5 hours	3 hours
Number of scripts per hour	10	7	5	4	3

Type two: A mix of MCQs, short answer questions and essay type questions. The assumption is MCQs will comprise up to one hour of a 3 hour paper and up to 30 minutes of a 1.5 hour paper and be computer marked.

Exam Length	1.5 hours	2 hours	2.5 hours	3 hours
Number of scripts per hour	6	4	3	2

Type three: For cases where different markers are used to mark an examination or where all questions are distinguished by the time students should take to answer the questions.

Question Length	10 minutes	20 minutes	30 minutes	60 minutes
Number of questions per hour	12	8	6	4

For assessment tasks which are not accommodated by the above time allowances the following expectations will apply as per the following table:

ASSESSMENT/MARKING TASK	EXPECTATION
Clinical/Fieldwork reports	4 clinical/fieldwork reports (1,000-1,500 words) per hour Based on 15 minutes per clinical/fieldwork report
Oral examining	Actual hours worked (excluding meal/rest breaks)
Group marking of final exam papers (where papers are marked by a group of staff working together and supervised by non-sessional staff).	Actual hours worked (excluding meal/rest breaks)
Projects / practical reports	4-6 projects per hour Based on 10-15 minutes per project/report
Panel Assessment or OSCE (Objective Structured Clinical Examination)	Actual hours worked (based on 10 minutes per station or project) (excluding meal/rest breaks)
Literature Review/complex analytical paper	1 review per 4,500-5,000 words per hour