Guidelines on Marking by Research Postgraduate Students
Serving as Teaching Assistants

I. <u>Introduction</u>

As many research postgraduate (RPg) students will pursue academic career after graduation, it is believed that an experience in marking undergraduate (UG) students' works will enhance their profile and hence chances of securing employment. The following section sets out relevant guidelines regarding engaging RPg students serving as Teaching Assistants (TAs) in marking.

II. <u>Guidelines on Marking by RPg Students Serving as TAs</u>

1. Hours engaged in marking by an RPg student are regarded as teaching duties and should be counted within the duty hours as stipulated in the Terms and Conditions of Postgraduate Studentships (PGSs).

2. An RPg student serving as a TA of an undergraduate course may be assigned with marking tasks of the course. To help the TA in performing the marking duty, it is mandatory for the TA to have taken the Supporting Learning and Teaching @ Lingnan (SLT@LU) programme *(formerly the Learning and Teaching Development Programme (LTDP)* organised by the Teaching and Learning Centre.

3. The TA can assign a mark on each aspect of the work according to the assessment scheme and recommend the final grade but the course instructor who is responsible for the course should decide on the final grade as this involves academic judgement. For any subsequent matters related to the overall grades given, e.g. appeals from UG students or queries on grade distribution, the course instructor shall be responsible for handling.

4. A TA can assist in marking works such as mid-term papers, reflective essays or tutorial assignment, but not work such as examination scripts or term papers. For such works (those in the latter category), it may be possible for a TA to be responsible for first marking only when he/she is very familiar with the course material. The course instructor for the course should undertake second marking of all of these works as a quality control.

5. When assigning marking duty to a TA, relevant academics, usually the course instructor, shall provide appropriate supervision and guidance to the TA. The level of supervision and guidance will depend on the knowledge of the TA in the specific course and experience in teaching the course, etc.

6. To enhance the learning experience of the TA in the process and as a quality control, the

course instructor may work out the marking scheme (or preferably a grading rubric) together with the TA and do some sample markings together with the TA. Furthermore, the course instructor should mark a certain percentage of works (at least 25%). After marking by the TAs, the course instructor should randomly check the consistency and the quality of marking and make moderation on the marks given by the TA.

7. The instructor shall give feedback to the TA on his/her accuracy on marking as this is valuable to enhance his/her learning experience.

Note: Some PhD students meeting certain criteria to be decided by the Faculty/School/Department/Unit may be assigned to teach a course on their own with minimum supervision and will take up the responsibility of the course more like an instructor than a TA.

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