



Approval of unit(s) on which appointed, trained and supported Graduate Teaching Assistants (GTAs) may mark assessments contributing to final degree classification

This form is intended for the approval of all circumstances of GTAs being employed to mark assessments that contribute to the final degree classification, before the commencement of any assessment. This form only needs to be completed once for each unit *unless major changes to the assessment of the unit occur or a new Unit Coordinator is appointed*, in which case the form should be re-submitted to provide assurance that GTAs will continue to be appropriately supported.

The form should be submitted to the Board of Studies, by the Department or School intending to appoint a GTA to mark assessments that contribute to the final degree classification.

In addition, individual Graduate Teaching Assistants to be employed in this way must be approved by Board of Studies as student teaching assistants using form QA9.1.

Please note that the Board of Studies MUST assure itself that Graduate Teaching Assistants with such marking responsibilities are well trained, supported (including through the provision of detailed marking schemes) and mentored, and the marks moderated (see section 5 of [QA9](#) Professional Development and Recognition for All Staff and Students who Teach).

The Unit Coordinator is responsible for setting assessment, ensuring that all pieces of work marked by GTAs are subjected to moderation and for the final marks.

Department/School: _____

for the Academic Year: _____

A	B	C	D
Programme and Unit in which GTAs will be involved in marking assessments that contribute to the final degree classification (if seeking approval for multiple units, please provide details for each unit on a separate line).	Unit Coordinator Name	Please indicate the nature of the assessment that the GTA will be marking (e.g. objective multiple choice; lab report; maths problem etc. and confirmation of why it is appropriate for this assessment to be marked by GTA(s).	Please specify the training, support, mentoring and moderation provided.

A	B	C	D
Programme and Unit in which GTAs will be involved in marking assessments that contribute to the final degree classification (if seeking approval for multiple units, please provide details for each unit on a separate line).	Unit Coordinator Name	Please indicate the nature of the assessment that the GTA will be marking (e.g. objective multiple choice; lab report; maths problem etc. and confirmation of why it is appropriate for this assessment to be marked by GTA(s).	Please specify the training, support, mentoring and moderation provided.

Head of Department/School, OR Director of Studies OR Nominated alternative requesting the appointment:

Name:

Date:

APPROVAL BY BOARD OF STUDIES OF GTA INVOLVEMENT IN MARKING OF UNIT(S)

Date of meeting:

Minute number: