

BS.10/11-xf
(Revision of BS.05/06-10)

UNIVERSITY OF DURHAM

Department of Mathematical Sciences

POLICY ON TRAINING POSTGRADUATE STUDENTS FOR TUTORING
AND MARKING

September 2010

This document states the Departmental Policy on Training Postgraduate Students to deliver tutorials and mark formative and summative problem exercises.

1. Postgraduate students are involved in tutoring Level I courses and in marking summative work at Level I. They are involved in marking formative work at any Level.
2. The Department of Mathematical Sciences enforces the University training policy as set out in Learning and Teaching Handbook 7.5.2
3. In the first week of each academic year, all postgraduate students of the Department who are new to tutoring and marking attend a session led by the Director of Undergraduate Studies and the Director of Support Teaching. They are briefed on current practice in marking and tutorials, as described in the Board of Studies document **BS.10/11-xi**, and given a hard copy of the document.
4. Each new postgraduate student is assigned a mentor for their teaching or marking duties who is a permanent member of the teaching staff.
5. By default, the postgraduate tutors are observed by academic staff once a year as part of their academic development and support, and as part of a quality assurance mechanism. All observations occur in the first few weeks following the beginning of the teaching activity of the observee in any particular academic year, so that good practice is recognised early and potential problems are identified and addressed with no delay. If a serious problem is identified in student questionnaires and/or at a Staff/Student Committee in the Michaelmas term, a second observation is organised in the Epiphany term.