University of Durham

Department of Mathematical Sciences

Policy on Training Undergraduate Student Markers

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This document states the Departmental Policy on Training Undergraduate Students to mark formative problem exercises.

1. Level IV single honours, natural sciences and combined honours undergraduate students who obtained an average of at least 70% in their third year mathematics examinations may be invited to be involved in marking formative work at Level II. The department makes every effort to ensure those students mark material from modules they took in previous years. The added value is that the markers have a good grasp on the courses they mark, and are well aware of the difficulties their successors might encounter.

2. In the first week of each academic year, all such students attend a training session led by the Director of Undergraduate Studies and the Director of Support Teaching. They are briefed on current practice in marking, as described in the Board of Studies document **BS.10/11-xi**, and given a hard copy of the document.

3. The lecturer of a given second year course (if there are several lecturers for a course, one means the Michaelmas lecturer) acts as a mentor for all student markers of that course. The latter should be reminded of consulting the relevant course webpages for academic resources, or/and should be enrolled as graders for the relevant modules within Durham On-Line (DUO). It is the lecturer's responsibility to ensure the markers are competent and comfortable with the material they mark.

4. The undergraduate markers receive the marking shortly after the assignments are due and should mark promptly. They return the marked scripts to the lecturer in charge, who includes the records in the database.

5. As part of a quality assurance mechanism, lecturers and relevant markers are encouraged to spend some time at the return of the marked scripts, to reflect on student patterns of achievement. It is the lecturer's responsibility to ensure that the marking is homogeneous.