

## **Marking For Education not Administration Additional Detailed Instructions for Tutor Markers**

**September 24, 2015**

### **Background**

Tutor-markers may encounter unique and unusual circumstances due to the nature of their work. This document covers some issues, but if other questions arise, members should immediately contact:

TSSU office: 778-782-4735

TSSU Helpline: 604-652-6202

Email: [tssu@tssu.ca](mailto:tssu@tssu.ca)

### **Detailed instructions**

1. If you are not in the Lower Mainland, you may request grade-withholding envelopes and printed tracking sheets be mailed directly to you by TSSU. Printed copies are also available at the TSSU office and can be sent to other campuses via inter-campus mail by request to [tssu@tssu.ca](mailto:tssu@tssu.ca) (it may take several business days).
2. You may provide feedback on assignments, tests and other work via the normal means for your course. This includes providing feedback via Canvas or other electronic system. You must not indicate a numeric score or any mark that can be directly interpreted as a numeric score / letter grade via any mechanism that is available to the student, the Course Supervisor or any SFU employee who is not a TSSU member.
3. Numeric scores and letter grades may be recorded onto a grade-withholding cover sheet or electronically on the computer you normally do your work on providing it is not accessible to the Course Supervisor or any SFU employee who is not a TSSU member.
4. The cover-sheets will only be returned to the Course Supervisor when the TSSU members have been directly instructed to do so by TSSU.
5. Tutor markers who have had time allocated in their Time Use Guideline may provide verbal and written feedback. This feedback must not communicate the mark received via any quantifiable means, including a letter grade, score, percentage, etc. TSSU members may inform students if they have failed on an assignment or exam.

### **What if I live far away and don't want to worry about envelopes?**

The key purpose of the envelopes is to ensure that the grades are kept out of the hands of the Administration. If you are confident that your physical work location is sufficient to keep the grades safe, then you may choose to keep the grades in a manner you deem appropriate.

### **What about marking that is supposed to be done online?**

You must not enter grades into any electronic system that is available for access by employees of SFU who are not TSSU members. You may enter feedback (e.g. comments, hints, alternative ways to approach the problem, etc) onto an electronic system, but numeric and letter grades must not be entered. For unusual circumstances, please contact TSSU via the means listed above.