



## **Marking For Education not Administration Detailed Instructions**

**September 24, 2015**

If members have additional questions, they should immediately contact TSSU via:

TSSU office: 778-782-4735

Helpline: 604-652-6202

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

### **The Action:**

**All assignments** are subject to the “Marking for Education not Administration” action outlined below. TSSU's Strike Committee recognizes that this job action will sometimes result in more work for us all. TSSU members will provide feedback and verbally inform students of progress if asked, but will not enter marks into any SFU system, record them in any electronic communication, or provide them to anyone. These marks will be stored by the TSSU member until directed otherwise by the TSSU Strike Committee.

**In short, TSSU members will provide feedback to their students while denying the “numbers” or “letters” that the University bureaucracy requires to function, until we reach a contract.**

### **How will this work?**

1. All assignments to be returned to students will have a “marked by a TSSU member” sticker at the top – stickers are available from your departmental steward or in AQ 5129
2. All marking results will be recorded, electronically or physically, on the spreadsheet attached or a similar document created and controlled by the TSSU member. No mark will be recorded on the assignment, lab book, test question, etc. If marks are being stored electronically, the member must ensure the mark is not recorded or saved on a computer accessible to other SFU employees. If you do need to use a shared SFU computer for marking, we recommend you save the spreadsheet on a USB stick rather than on the hard drive of the computer.
3. TSSU will provide envelopes in which the member will seal their marking results, available from your Steward, or the Union office, or you can email [tssu@tssu.ca](mailto:tssu@tssu.ca). The course number, section number, assignment description, and TA/TM/Sessional name (TMs who are not on campus – see attached document “Marking for Education not Administration; Specific Detailed Instructions for Tutor Markers”) will be on the outside of the envelope.
4. Envelopes will be stored in a safe and secure location by the individual TSSU member until the TSSU Strike Committee directs you to submit them.

5. In group marking, a cover sheet with marks will be used for each individual student assignment or test. After the group has completed marking, all of the cover sheets will be collected by the markers and placed into envelopes (use as few envelopes as reasonable). Further details see "Marking for Education not Administration; Specific Detailed Instructions for Group Marking." **If any member has concerns about a group marking scenario, please contact us immediately at 778-782-4735 or 604-652-6202.**
6. The TSSU member will hold the grades, and the grades will not be given to your Course Supervisor or any other SFU Employee until TSSU Strike Committee officially instructs you to do so.
7. TSSU members shall continue to give students 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.
8. If a student requires a grade for an external organization, visa renewal, external scholarship, job offer, etc, students must first contact the SFU Registrar to request a letter under the system for grades not reported. If this letter is insufficient for the students' needs, the student may check <http://bargaining.tssu.ca/grades> for the current instructions on any potential Grade Appeal. Any student seeking an appeal will have to provide documentation. Outside of approved grade appeals, grades will not be released until TSSU's Strike Committee advises.
9. We know that there are many situations and complications on how marking is carried out and recorded. If you have any questions as to how to carry this out, please call us at 778-782-4735 or 604-652-6202. We will work through how you can support our achievement of a fair agreement, through this job action in your particular circumstances.

Your participation in this job action helps us avoid the potential for a picket line. Together, we can achieve the end goal of our job action: a fair and reasonable collective agreement.

**Your TSSU Strike Coordinating Committee & Contract Committee**