



# *Teaching Support Staff Union*

## **Marking For Education not Administration Additional Detailed Instructions for Group Marking**

**Sept 24, 2015**

### **Background**

In large courses members may be asked to mark midterms and final exams in groups. In some cases, course supervisors or other non-TSSU members may also participate in the group marking. These instructions are designed to allow effective withholding of grades in these circumstances. If members have questions, they should immediately contact:

TSSU office: 778-782-4735      TSSU Helpline: 604-652-6202      Email: [tssu@tssu.ca](mailto:tssu@tssu.ca)

### **Detailed instructions**

1. As part of the strike, Group Marking shall only occur between the hours of 8:30 am and 4:30 pm, with the exception that the Supervisor may, in advance, request TSSU approval for alternative hours. Any request will include hours and location and must be made to [tssu@tssu.ca](mailto:tssu@tssu.ca).
2. Ensure you have at least one copy of the grade withholding coversheet for group marking from <http://bargaining.tssu.ca/markings-for-education>. 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).
3. Designate one of the TSSU members assigned to mark to be responsible for collecting and holding the grade withholding cover-sheets.
4. Temporarily attach one coversheet to each student's test.
5. Start marking. You may circle or indicate incorrect parts of an answer and leave comments for students as you feel appropriate. You must not indicate a numeric score/ letter grade, or any mark that can be directly interpreted as a numeric score on the test sheet. TSSU members must only record actual grades on the coversheet.
6. When an exam is finished being marked by TSSU members, the coversheet should be removed and placed in a TSSU grade withholding envelope. The TSSU member designated in step 3 will keep the envelope in a secure location that is not accessible to the Course Supervisor.
7. The envelope containing cover-sheets will only be returned to the Course Supervisor when the TSSU members have been directly instructed to do so by TSSU.

### **What if a non-TSSU member is assigned to mark?**

The non-TSSU member may enter grades for questions they mark directly onto the test. If the non-TSSU member wishes to put grades onto the coversheet, TSSU has no issue with them doing so. TSSU has no ability to protect non-TSSU members from repercussions and so non-TSSU members assigned to mark should consult their own association, union or equivalent.