

Policy Identifier: Guidelines for Part-time Staff and Examinations

Policy Title:	Guidelines for Part-time Staff and Examinations
Description:	This document outlines the specific supports, guidelines, and responsibilities for part-time staff (i.e. lecturers on hourly contracts) regarding examinations.
Author (Position):	Heads of Departments
Version:	1
Approved By:	MIE Governing Body
Policy Re-approval Date:	June 2023
Date of Next Policy Review:	June 2027 (or as necessary)

Guidelines for Part-time Staff and Examinations

1. Specific Supports, Guidelines, and Responsibilities for Part-Time Staff (i.e. Lecturers on Hourly Contracts) Regarding Examinations

- 1.1. Part-time staff members are expected to prepare student assessments for both annual and supplemental exams in line with the module specification.
- 1.2. Part-time staff members are required to input results on [MAESTRO](#).
- 1.3. On occasion it may be necessary for any examiner to revisit a script that has already been marked (e.g. to justify a mark¹ for a given exam component, or in response to a query from an external examiner² or a Head of Department).
- 1.4. A part-time member of staff may be required to be a second marker for other scripts in the same discipline, if necessary. This will be paid for at the agreed rate.
- 1.5. Part-time lecturers are expected to prepare the necessary documentation (including digital and audio documentation³) that is requested by the external examiners. Typically this includes, but is not limited to
 - i. Module specification
 - ii. Exam paper/assignment/presentation guidelines
 - iii. Marking criteria/rubric
 - iv. Mark sheet for the entire group
 - v. All failing scripts
 - vi. A sample of scripts from each grade band for students in sophister years and in post-graduate programmes.
- 1.6. A part-time lecturer is expected to attend script viewing day or to make themselves available at a similar time to meet with students to discuss their performance in the assessment.

¹ See [Guidelines on Writing and Marking Examination Papers & Assignments](#) and [Re-check/Re-Mark of Assessments Procedure](#)

² See [Guidelines for External Examiners on European General Data Protection Regulation 2018](#), [MIE Role of External Examiners](#) and [MIE GDPR Data Processing Agreement with External Examiners](#)

³ See [Assessment Handbook](#)

- 1.7. Part-time staff are invited to make a request to the [Registrar's Office](#) for any training or support that is necessary to perform the duties outlined above.
- 1.8. Heads of Departments are to bring the attention of part-time staff to these guidelines, responsibilities and supports.

2. Specific Guidelines for Contracting People External to MIE to Mark Assessments

- 2.1. External markers⁴ are not expected to input marks on [MAESTRO](#). This will be done by the person who contracts the person to do the marking.
- 2.2. On occasion, it may be necessary for any examiner to revisit a script that has already been marked (e.g. to justify a mark for a given exam component or in response to a query from an external examiner or a Head of Department).
- 2.3. An external marker⁴ may be asked to be a second marker for other scripts in the same discipline, if necessary. This will be paid for at the agreed rate.
- 2.4. External assessors⁴ are asked to assist the relevant lecturer or head of department in preparing the necessary documentation (including digital and audio documentation⁵) that is requested by the external examiners. Typically, this includes, but is not limited to;
 - i. Module specification
 - ii. Exam paper/assignment/presentation guidelines
 - iii. Marking criteria/rubric
 - iv. Mark sheet for the entire group
 - v. All failing scripts
 - vi. A sample of scripts from each grade band for students in sophister years and in post-graduate programmes.

An external marker⁴ is not usually expected to attend script viewing day.

⁴ See [MIE Role of External Examiners](#)

⁵ See [Assessment Handbook](#)

- 2.5. An external marker will report to the leader of the module who will provide or seek relevant supports for the external marker.

3. Responsibility

Heads of Department will ensure that these guidelines are applied where relevant.

4. Related Documents

- 4.1. [Academic Assessment and Academic Progression Policy](#)
- 4.2. [Guidelines on Writing and Marking Examination Papers & Assignments,](#)
- 4.3. [Re-check/Re-Mark of Assessments Procedure](#)
- 4.4. [Guidelines for External Examiners on European General Data Protection Regulation 2018](#)
- 4.5. [MIE GDPR Data Processing Agreement with External Examiners](#)
- 4.6. [Assessment Handbook](#)
- 4.7. [MIE Role of External Examiners](#)