

**SECTION 1 (COURSE COORDINATION)**

Please complete this section and return it to TSS prior to the start of semester.

EMPLOYEE DETAILS

Employee Name:		Phone (wk):	
Employee ID #:		Fax (wk):	
Building/Room Num:		Mobile:	

PROGRAM & COURSE DETAILS

Program Name:	Bachelor of Business Administration (Singapore, Full Time)
Intake & Term:	
Course:	

COURSE COORDINATION ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)

ABOVE LOAD <input type="checkbox"/> Continuing Staff \$2000 Total Payment	WITHIN LOAD <input type="checkbox"/> Continuing Staff No Payment	<input type="checkbox"/> Casual/ Contract \$2000 Total Payment
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SALARY SACRIFICE (IF REQUIRED)

Amount in \$A:		Reason for Sacrifice:	
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SIGNATURES

HOS Signature:		Lecturer's Signature:	
Date:		Date:	

OFFICE USE ONLY

Date Received:		Date Processed:	
Processed by:		Initials:	

**SECTION 2 (PAYMENT FOR MODERATION)**

Please complete this section and return it to TSS once all the moderation has been completed.

EMPLOYEE DETAILS

Employee Name:		Phone (wk):	
Employee ID #:		Fax (wk):	
Building/Room Num:		Mobile:	

PROGRAM & COURSE DETAILS

Program Name:	Bachelor of Business Administration (Singapore, Full Time)		
Intake & Term:		Course:	

WORKLOAD STATUS (PLEASE TICK ONE)

ABOVE LOAD	WITHIN LOAD	<input type="checkbox"/> Casual/ Contract (Payment to be made)
<input type="checkbox"/> Continuing Staff (Payment to be made)	<input type="checkbox"/> Continuing Staff (No Payment)	

(A) MODERATION OF ASSESSMENT ITEMS*

Time Allowance: _____ (One hour per assessment item)	Number of Assessment Items Checked: _____
*A set of assessment questions and marking guide is considered to be one assessment item.	

(B) MODERATION OF MARKED ASSESSMENT PAPERS

Assessment	Time Allowance for Moderation (please tick one)			Number of Papers Moderated
Assignment 1	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	
Assignment 2	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	
Exam		<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	

(C) COMPILING MODERATION REPORTS

Assessment	Time Allowance for Moderation Report (please tick)	
Assignment 1	<input type="checkbox"/> No grade discrepancies to be reported No report required	<input type="checkbox"/> There are grade discrepancies to be reported Time Allowance: 1 hour
Assignment 2	<input type="checkbox"/> No grade discrepancies to be reported No report required	<input type="checkbox"/> There are grade discrepancies to be reported Time Allowance: 1 hour
Final Reporting (incl exam)	<input type="checkbox"/> No grade discrepancies to be reported Time Allowance: 0.5 hour	<input type="checkbox"/> There are grade discrepancies to be reported Time Allowance: 1 hour

MODERATION RATE**Rate: \$39.26/hour**

Total Time (A+B+C)= _____ hours	Total Moderation Payment = \$ _____
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SIGNATURES

HOS Signature:		Lecturer's Signature:	
Date:		Date:	

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Date Received:		Date Processed:	
Processed by:		Initials:	