

**Payment Information**

For Course Coordination and Moderation

This form is to be used for courses that require moderation for all assessment components &amp; do not require travel to Malaysia

Please complete this document and return it to Transnational Support Services 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: | <b>Bachelor of Business (Property)</b> |         |  |
| Semester:     |  | Course: |  |
|               |  | School: |  |

**PAYMENT FOR MODERATION**

Work load status (please tick one)

**ABOVE LOAD** Continuing Staff (Payment to be made)**WITHIN LOAD** Continuing Staff ( No Payment) Casual/ Contract ( Payment to be made)**(A) MODERATION OF ASSESSMENT ITEMS\*****Time Allowance:** \_\_\_\_\_ (One hour per assessment item)**Number of Assessment Items Checked:** \_\_\_\_\_**(B) MODERATION OF MARKED ASSESSMENT PAPERS**

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

**(C) COMPILING MODERATION REPORTS**

| Assessment          | Time Allowance for Moderation Report (please tick)   |   |
|---------------------|--|---|
| <b>Assignment 1</b> | <input type="checkbox"/> No grade discrepancies to be reported<br>Time Allowance: 0.5 hour | <input type="checkbox"/> There are grade discrepancies to be reported<br>Time Allowance: 1 hour |
| <b>Assignment 2</b> | <input type="checkbox"/> No grade discrepancies to be reported<br>Time Allowance: 0.5 hour | <input type="checkbox"/> There are grade discrepancies to be reported<br>Time Allowance: 1 hour |
| <b>Examination</b>  | <input type="checkbox"/> No grade discrepancies to be reported<br>Time Allowance: 0.5 hour | <input type="checkbox"/> There are grade discrepancies to be reported<br>Time Allowance: 1 hour |

**SIGNATURES**

|                |  |                       |  |
|----------------|--|-----------------------|--|
| HOS Signature: |  | Lecturer's Signature: |  |
| Date:          |  | Date:                 |  |

**FOR OFFICE USE ONLY**

|  |   |   |  |
|--|---|---|--|
| Date Received:                                 |   | Date Processed:   |  |
| Processed by:                                  |   | Initials:   |  |
| <b>Course Coordination:</b><br>Total: \$ _____ | <b>Moderation</b><br>Total Time (A+B+C)= _____ hours<br>Moderation Rate = \$39.26 per hour<br>Total Moderation Payment = \$ _____ | *A set of assessment questions and marking guide is considered to be one assessment item. |  |

Please return completed &amp; signed form to TSS – Smartworks PRA for payment processing