

**Payment Information**

For Course Coordination, Moderation and Exam Marking

This form is to be used for courses that require:

- moderation of assignments
- travel to Malaysia
- UniSA to mark exams

**SECTION 1**

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:	<b>Taylor's College (Malaysia) Undergraduate Programs</b>		
Semester:		Course:	
Visit Date:		School:	

**TEACHING ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)**

<b>ABOVE LOAD</b> <input type="checkbox"/> Continuing Staff - \$5080 Total Payment	<b>WITHIN LOAD</b> <input type="checkbox"/> Continuing \$1000 Total Payment	<input type="checkbox"/> Casual / Contract - \$5080 Total Payment
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Please note that \$2580 of the \$5080 payment will be made on your return from Malaysia. The remaining payment for the course coordination component will be paid once the course has been completed together with any moderation and exam marking payments.

**SIGNATURES**

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

**Office Use:**

Date Received:		Date Processed:	
Processed by:		Initials:	

**Payment Information**

For Course Coordination, Moderation and Exam Marking

**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:	<b>Taylor's College (Malaysia) Undergraduate Programs</b>		
Semester:		Course:	
Visit Date:		School:	

**WORKLOAD STATUS (PLEASE TICK ONE)**

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

**(A) MODERATION OF ASSESSMENT ITEMS\***

<b>Time Allowance:</b> _____ (One hour per assessment item)	<b>Number of Assessment Items Checked:</b> _____
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\*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
<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	

**(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 Time Allowance: 0.5 hour	<input type="checkbox"/> There are grade discrepancies to be reported Time Allowance: 1 hour
<b>Assignment 2</b>	<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

**PAYMENT FOR MARKING EXAMS**

<input type="checkbox"/> <b>Marking Rate 1 \$32.82</b> (standard rate: simple assessment)	<input type="checkbox"/> <b>Marking Rate 2 \$39.28</b> (standard rate: standard assessment)
<b>Examination</b>	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min    Number of Papers:

**SIGNATURES**

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

**OFFICE USE ONLY**

Date Received:		Date Processed:	
Processed by:		Initials:	
<b>Course Coordination:</b> Total: \$ _____	<b>Moderation</b> Total Time (A+B+C)= _____ hours Moderation Rate = \$39.26 per hour Total Moderation Payment = \$ _____	<b>Exam Marking</b> No of papers marked = _____ Total Payment for marking = \$ _____	

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