

**OFFSHORE TEACHING****TAYLORS – Non CPA****Payment Information**

For Course Coordination, Assignment Moderation and Exam Moderation

This form is to be used for courses that require:

- require moderation for all assessment components
- do not require travel to Malaysia

**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:	

**PAYMENT FOR COURSE COORDINATION**

Work load status (please tick one)

**ABOVE LOAD** Continuing Staff (\$2500 Total Payment)**WITHIN LOAD** Casual/ Contract (No Payment) Casual/ Contract (\$2500 Total Payment)**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"/> 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
<b>Examination</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

**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 = \$ _____	*A set of assessment questions and marking guide is considered to be one assessment item.	

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