School of Psychology & Neuroscience

June 2015

This document serves as an overview of teaching-related duties.

This document does not replace the simple requirement that all teaching staff must read the relevant student handbooks and the university policies and regulations (these take precedence over information in this document, links given below). If you are in any doubt about procedure or policy, seek help and advice from the Director of Teaching. This document, along with the time lines and Gantt charts, is only intended to provide a way of you planning your research and administrative duties around your teaching requirements. The following information provides a more accessible overview of teaching than the handbooks and university policies but obviously less detail.

Please remember that it is ultimately our responsibility as lecturers to know the relevant policies necessary to perform our teaching duties

University policies & regulations: http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/
School teaching handbooks: http://www.st-andrews.ac.uk/psychology/current/

This document will be distributed to students and teaching staff. This will provide our students with clear and reasonable expectations as well as enable them to see the processes by which we ensure fair and equitable grading of their work.
Generic module information

**Module controller:** The individual responsible for ensuring the module runs smoothly.

**MMS:** The Module Management System (MMS) is where all grades etc. are entered.

**TurnItIn:** An automated system for helping detect plagiarism. Check it.

**Moodle:** The students will use Moodle (or MMS) as their first port of call for module information.

**Initial actions**

**Before the module starts:** Check your MMS and Moodle entries are correct. Pay special attention to the assessment structure and feedback deadlines.

**End of week 2:** Examination and continuous assessment questions must be ready – along with model answers (what you are looking for).

**Finalising modules**

**Module meeting:** Reflect on the strengths and weaknesses of each module.

**Module minutes:** Description of the number of students, the assessment process and the moderation process. The module minutes, once accepted by the external examiners, and generic feedback should be put on Moodle for the students.

**Pre-board meeting:** This is the “warm-up” for the board meeting, to have the minutes checked for clarity and find out how any innovations in teaching went (the “sharing of best practice”).

**Board meeting:** The final meeting for each module where the external examiners validate the marks.

**Awarding marks to work, grades to modules**

**Marking:** In general discussion and when marking an individual piece of work we talk about a 20 point scale. Fail<7, Pass = 7, 3rd class = 8-10; 2.II = 11-13; 2.I = 14-16; 1st class = 17 – 20.

**Marking exam scripts:** Make comments directly onto the script as you go, and a summary sentence or two at the end of each script. Don’t forget to write the mark for each question on the front of each script.

**Moderation & 2nd marking**

**2nd marking:** For first time markers, a 2nd marker should go through at least 50% of scripts (or 30 scripts, whichever is the greater) and check against your mark.

**Moderation of marks:** As you get more experienced you marking is “moderated”, ending up as being 15% or 10 scripts (whichever is the greater) and every piece of work awarded a third class mark or lower.

**If discrepancies are noted** re-assess all the scripts in a given bracket. Do *not* change the grades of the 2nd marked or moderated scripts.

**Marking madness**

**REMEMBER:** All assessed work, whether CA or exam, needs to be moderated / 2nd marked. Discuss deadlines etc. with each other so there is time for issues to be meaningfully discussed and dealt with. Electronic submission means 2nd markers / moderators can start their work at the same time as the first marker.

**FINALLY:** we use MMS to release marks to the students. **Do not forget to make the marks visible to students only when all the marks are in the system.**
Post graduate students

Masters students

We have a variety of masters degrees and this is only a generic overview of duties and expectations. Please refer to the appropriate handbooks for the full details.

Induction event: First week of the academic year.

Conversion student content modules (PS5231-PS5238): Each module will run at least 5 X 1 hour tutorial sessions (time set by lecturer) in addition to the lectures and afternoon practical sessions with the undergraduates.

Supervisor allocation: Done by end of 2nd week of semester 1. Supervisors to have introductory meeting by end of first 3 weeks.

Ethics for Masters project: Must be submitted by end of March. Should be submitted considerably earlier.

Experiment/project implementation: Study must be set up and ready to run by end of April. Should be completed considerably earlier.

Summer supervision: Masters students will need supervision during the summer. Discuss any holiday/research away from St. Andrews arrangements you have (duly approved by Head of School) with your masters students to ensure your break does not impact on their work.

PhD students

Induction event: First week of the academic year

First year PhD only: Supervisor to conduct a skills analysis and advise student into relevant modules as needed

Christmas Poster session: Early/middle of December. Every student will produce a poster.

First year PhD report: Submitted by 30th May, needs to be marked by 2nd supervisor and another examiner within 4 weeks. When selecting 2nd supervisors, make sure you check availability. The report has maximum 10,000, but is typically 5,000 to 7,000 words (excluding abstract, references and figures). The evaluation will be based on a viva voce (no more than 1 to 1.5 hours) as well as based on the report content.

Psycholoquia: Each student will give one talk to the rest of the department each year.

Progress report: Supervisor will submit a yearly report for each PhD student (including the first year).

Third year report: Submitted by 15th October at start of 3rd year, 2 pages detailing plans for final data collection, analysis and writing of the thesis. This is done in collaboration with the supervisor.