

## **Annex A: LSE-UCT July School (LCJS) Teaching Assistant Job Description**

### **Teaching Arrangements**

1. LCJS courses are delivered at the University of Cape Town (UCT) in Cape Town and offer two weeks of intensive teaching in English at a level equivalent to LSE undergraduate courses in London. Each course comprises 36 hours of lectures and 12 hours of classes. Course leaders are responsible for delivering and coordinating the lectures, and for selecting and managing the Teaching Assistants who deliver the classes. Teaching Assistants are expected to attend all lectures in order to inform the linked classes.

### **Course information**

2. Course Leaders prepare an outline course description and profile for the LCJS website and brochure, which will be provided to Teaching Assistants on appointment, and a detailed course curriculum, reading list, marking scheme and a specimen or previous examination paper one month prior to the LPSS.
3. The LCJS Office at UCT will make arrangements to support the delivery of the course, including arranging for reproduction of any teaching material needed for a course. Teaching Assistants should discuss any materials requiring reproduction with their Course Leader, in order for these to be supplied to the LCJS office at LSE at least one month before the start of the programme. It is responsibility of the Course Leader to ensure that any copyright clearances have been obtained for material which is to be reproduced.

### **Examination and assessment arrangements**

4. All LCJS courses have mid-session assessment and a final examination. The form of mid-session assessment(s) varies between courses, some having an examination whilst others use projects, presentations or essays (where these can be objectively assessed) as the basis of assessment. The format of the mid-session assessment must be included in the course outline, and must be approved by the Academic Director and the LCJS Joint Advisory Committee. The final examination will be on the Friday afternoon of the second week of the programme, and will be of two hours duration.
5. The course leader is responsible for setting examination papers and any other assessments, and for their security. The teaching assistant acts as invigilator for the examination.
6. The Teaching Assistant is normally responsible for marking any piece of work which represents less than 25% of the final mark. The Course Leader shall review a representative sample of 10% or a minimum of six scripts in order to determine that marking is consistent and of an appropriate standard. The Course Leader is normally responsible for marking any piece of work which represents 25% or more of the final marks and a representative sample of 10% or a minimum of six scripts will be second marked, usually by the Teaching Assistant. Where a grade of A+ or Fail has been awarded, the second marker/ reviewer shall normally see at least two scripts from each of these two grade ranges within the sample. The Course Leader shall provide finalised marks, showing all marks and calculations, in electronic format to the LCJS office at LSE and in hard copy to the Academic Director. Marks will be ratified by the LSE-UCT July School Joint Advisory Committee prior to any publication to participants.
7. An external examiner is appointed for each LCJS course, selected by the Academic Director on recommendation of Course Leaders and approved by the LCJS Joint Advisory Committee. External examiners shall retrospectively review the examination paper and a representative sample of the final examination scripts in order to provide a report to the Academic Director giving their view on the coherence and balance of the final examination question paper; the equivalence of the question paper to comparable degree course papers; the standard of the marking; and the comparability of marking standards with those for courses of a similar nature offered within degree programmes. External examiner reports are considered by the LCJS Joint Advisory Committee, provided to each Course Leader and will be circulated at LSE and elsewhere as appropriate.
8. The LCJS quality assurance procedures are laid out in detail in the *Instructions for Examiners for the LSE-UCT July School*. All Teaching Assistants are required to attend a meeting at the start of the LCJS to ensure understanding of the *Instructions for Examiners*.