School of Psychology
Course Convenor Duties

Responsibility for:
  ➢ Development, design and delivery of the course in line with University teaching and learning strategies and policies and in liaison with the Programme Convenor.
  ➢ Management of the course including administrative duties required in the professional delivery of teaching. This will include the production of up-to-date course materials, adherence to quality assurance procedures and production of teaching plans for any ATs involved in teaching on the course.
  ➢ Organising and overseeing course assessment procedures in line with University and School teaching and learning policies.

On an annual basis,
  ➢ autumn term, set/collate exam, resit and sample questions for the exams period.
  ➢ spring term, check course description, assessment and teaching methods for the forthcoming academic year. Assessments cannot be changed during the academic year as students can be disadvantaged if dates or details change after printing.
  ➢ summer term, check draft timetable for forthcoming academic year

Previous term/Before the course starts
  ➢ Check teaching slots are timetabled correctly and that other lecturers are added.
  ➢ Check assessment details are generated in Sussex Direct (including renegotiating minor changes due to timetabling).
  ➢ Check marking arrangements and deadlines for all coursework. Ensure that the office are aware of marking processes.
  ➢ Prepare a course handbook and send to the office for copying. See the course handbook template for what must be included. Liaise with office about distribution.
  ➢ A copy of the reading list should be given to the library using the online request form. Liaise with library and bookshop about book requirements
  ➢ Set up study direct site and upload course materials and lecture notes.
  ➢ Consider use of a study pack or online readings
  ➢ Check disability information for students registered on the course. Check that standard reasonable adjustments have been met and any special arrangements.
  ➢ If the course involves ATs: appoint and follow convenors checklist for Associate tutors

Teaching term
  ➢ Answer course queries during office hour, by email and on course forums
  ➢ Alert students to any problems that arising during the running of the course
  ➢ Mark (or check marking of) assessment ensuring 15 working day return to students
  ➢ Enter (or check entry) of CWK individual and generic feedback
  ➢ Maintain study direct site.
  ➢ Enter (or check entry) of student attendance records
  ➢ If applicable: support and mentor associate tutors
  ➢ If applicable: delegate assessment marking to tutors

After the course has finished
  ➢ Complete course evaluation summary form. Consider revisions to delivery, teaching methods and assessment for next teaching committee meeting.

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- Enter (or check entry of) coursework marks & feedback, release marks to students, confirm, conflate and send to exams.
- Enter (or check entry of) student tutorial reports.
- If applicable: Debrief ATs (see <u>convenors checklist for ATs</u>)