

## **Duties of Year Tutors, Department of Psychology**

### **Year 1:**

To have an overview of the curriculum for the year – ensuring that the major areas of psychology are represented and that a suitable stream 4 option in psychology is available for each term.

To have a detailed overview of the range of assessments in the year, and to negotiate with individual course conveners if the balance of assessment modes seems inappropriate.

To have a detailed overview of the timing of assessment over the year and to ensure that undue clashing of assessment dates is avoided. There should be a specific discussion of projected assessment deadlines for the following year at the second meeting of UPC in the Spring term each year.

To support the mentoring of Associate Tutors employed on Year 1 courses.

To act as a member of the undergraduate examination board.

### **Year 2:**

To have an overview of the curriculum for the year – ensuring that the major areas of psychology are represented and that a suitable stream 4 option in psychology is available for each term.

To have a detailed overview of the range of assessments in the year, and to negotiate with individual course conveners if the balance of assessment seems inappropriate.

To have a detailed overview of the timing of assessment over the year and to ensure that undue clashing of assessment dates is avoided. There should be a specific discussion of projected assessment deadlines for the following year at the second meeting of UPC in the Spring term each year.

To support the mentoring of Associate Tutors employed on Year 2 courses.

To act as a member of the undergraduate examination board.

### **Year 3:**

To have an overview of the range of third year options that are available.

To have an overview of assessment methods used on different third year options.

To operate a blocking system for third year options.

To coordinate the choice of third year options.

To act as a member of the undergraduate examination board.

Pete Clifton