

FAQs Grading Fee Payment Process

What is the supplementary fee for grading?

The supplementary grading fee is an additional payment made to affiliate faculty when they teach degree core and / or elective classes with more than 30 students.

When am I entitled to a supplementary fee?

You are entitled to a supplementary fee when teaching in core and / or elective classes with more than 30 students.

Am I entitled to a grading fee if the core and / or the elective class has fewer than 30 students?

No, you are not entitled to a supplementary grading fee if the class has fewer than 30 students.

Am I entitled to a supplementary grading fee for all the courses I teach?

No, you are not entitled to a supplementary grading fee for all the courses you teach.

Certain courses are not eligible for a supplementary grading fee. These include LondonLAB, LondonCAP, and the Global Experience courses.

How is the supplementary grading fee determined?

The supplementary fee is based on the number of sessions in a core and / or elective course and the number of students enrolled. The rate is £26 per student. LBS Degree programmes include both 10-session and 5-session courses.

The supplementary grading fee is calculated as follows:

10-session course with 80 students:

80 students – 30 students = 50 students

50 students x £26 x 1 = £1,300

5-session course with 80 students:

80 students – 30 students = 50 students

50 students x £26 x 0.50 = £650

How is the fee determined if the course has a group assignment?

If the course has a group assignment, the fee is still charged per student.

An affiliate is entitled to a supplementary fee even if the course includes a group assignment. The fee is calculated based on the number of sessions and the number of students. For example, for a five-week course with a group assignment, the grading fee is calculated as follows:

100 students – 30 students = 70 students
70 students x £26 x 0.5 = £910

Am I entitled to a supplementary grading fee if I co-teach the course with another faculty member?

Yes, you are entitled to a supplementary grading fee if you co-teach a course with another faculty member.

Example 1:

Faculty A and Faculty B, split a 10-session course with 80 students in a 60:40 ratio. The fee is calculated as follows:

Faculty A:

80 students – 30 students = 50 students
50 students x £26 x 0.6 (for six out of ten sessions) = £780

Faculty B:

80 students – 30 students = 50 students
50 students x £26 x 0.4 (for four out of ten sessions) = £520

Example 2:

Faculty A and Faculty B, split a 5-session course with 36 students in a 30:20 ratio (3 sessions for Faculty A and 2 sessions for Faculty B). The fee is calculated as follows:

36 students – 30 students = 6 students
6 students x £26 x 0.5 = £78

Faculty A (3 sessions):

£78 x (3 / 5) = £46.8

Faculty B (2 sessions):

£78 x (2 / 5) = £31.2

Can I hire someone else to do the grading for me?

Yes, you may hire someone else to do the grading. However, it remains your responsibility to ensure the quality and completion of all grading, whether you

undertake this task yourself or assign it to an internally or externally sourced grader.

What is an internally sourced grader?

An internally sourced grader is an individual who already has an affiliation or agreement with the School to provide services and is on the School's informal payroll. This category includes PhD students, teaching assistants, and tutors.

An internally sourced grader handled the grading for me, how can I pay them?

If you opt to hire / use a grader from within the School, specific actions are required:

1. You are responsible for arranging the grader's payment. This involves completing a timesheet that:
 - Documents the grader's work
 - Is countersigned (approved and signed) by you
 - Is sent to the payroll department via the provided email address (timesheets@london.edu)

The grader's fee is higher than the allocated allowance, what should I do?

You must adjust your own payment for the course. Specifically, your fee will be reduced by the exact amount that was paid to the internal grader. In essence, the School pays the grader directly on your behalf, and this cost is deducted from your earnings.

Example

Faculty A has a £750 rate per point. They taught a 10-session course with 80 students attending the class. The supplementary fee for this course was calculated as follows:

80 students – 30 students = 50 students
50 students x £26 = £1,300

Faculty A decided to use an internally sourced grader to handle the grading. After the work was completed, the grader charged £1,450. Faculty A approved the grader's fee and countersigned the timesheet submitted by the grader. The School paid the grader £1,450 through the informal payroll.

Faculty A then submitted their invoice for teaching the course. Their fee was calculated as follows:

10 sessions x 2.5 points per session = 25 points

$$25 \text{ points} \times £750 = £18,750$$

In the invoice submitted for their teaching services, Faculty A reduced their fee by the amount paid to the internal grader which was £150:

$$£18,750 - £150 = £18,600$$