

FAQs- Grading Fee Payment Process

What is the supplementary fee for grading?

The supplementary grading fee is an additional payment made to affiliate faculty for grading papers in core and/or elective classes with more than 30 students.

When am I entitled to a supplementary grading fee?

You are entitled to a supplementary grading fee when teaching in core and / or elective classes with more than 30 students, provided the course includes exams.

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

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?

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

$$50 \text{ students} \times £26 \times 1 = £1,300$$

5-session course with 80 students:

$$80 \text{ students} - 30 \text{ students} = 50 \text{ students}$$

$$50 \text{ students} \times £26 \times 0.50 = £650$$

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:

$$100 \text{ students} - 30 \text{ students} = 70 \text{ students}$$

$$70 \text{ students} \times £26 \times 0.5 = £910$$

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

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

Example A

Faculty A and Faculty B, split a 10-session course with 80 students in a 60:40 ratio (6 sessions for Faculty A and 4 sessions for Faculty B). The fee is calculated as follows:

Faculty A:

$$80 \text{ students} - 30 \text{ students} = 50 \text{ students}$$

$$50 \text{ students} \times £26 \times 0.6 \text{ (for six out of ten sessions)} = £780$$

Faculty B:

$$80 \text{ students} - 30 \text{ students} = 50 \text{ students}$$

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

Example B

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

How can I claim the supplementary grading fee?

You may claim payment for the supplementary grading fee by submitting an invoice to Faculty HR at facultyhr@london.edu

Example of an invoice will all details complete: **[Invoice for grading](#)**

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

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 (internal grader)?

An internally sourced grader is an individual who already has an affiliation or an 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 use a grader from within the School, specific actions are required:

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

You must adjust your own payment for the course. Specifically, your teaching 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 internal grader charged £1,450. Faculty A approved the internal grader's fee and countersigned the timesheet submitted by the internal grader. The School paid the internal 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 points x £750 = £18,750

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

£18,750 - £150 = £18,600

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

You cannot pay an internally sourced grader in cash.

What is an externally sourced grader (external grader)?

An externally sourced grader is an individual or company hired to undertake grading on your behalf. This individual or company does not have any affiliation or agreement with the School.

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

If you chose to use an external grader, any supplementary grading fee allocated for the course will be paid to you directly by the School by submitting an invoice to Faculty HR (facultyhr@london.edu). You are then responsible for using this fee to pay the external grader.

You must ensure compliance with all applicable laws and regulations regarding the use of an external grader. This includes:

- **Tax Requirements:** Ensuring that payments adhere to tax regulations and reporting obligations.
- **Immigration Laws:** Verifying that the external grader's employment complies with immigration policies (if applicable)
- **Other Statutory Obligations:** Addressing any additional legal or regulatory requirements tied to employing an external grader.

In essence, the School transfers the supplementary grading fee to you, but you bear full responsibility for all aspects of hiring and compensating the external grader, along with meeting any legal obligations.

Example

Faculty A taught a 10-session course where 100 students attended. The supplementary fee is calculated as follows:

100 students – 30 students = 70 students

70 students x £26 = £1,820

Faculty A decided to use an external grader to handle the grading on their behalf. Faculty A submits an invoice to Faculty HR (facultyhr@london.edu) to claim the grading fee, and the School pays this fee directly to Faculty A. Faculty A is responsible for paying the external grader. Faculty A cannot submit an invoice on behalf of the individual or company that handled the grading.

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

If an externally sourced grader charges you more than the agreed amount, you are responsible for paying the additional cost. The School cannot be held responsible for any agreements made with external parties and will not process or pay invoices submitted by individuals or companies you have hired independently.

I've just received a purchase order for grading, but the amount is exceedingly high. Is the amount correct?

The amount on the purchase order you received for the grading (£10,000) is a general sum to cover all grading throughout the year and is not reflective of how much you will need to invoice.