



## Guidelines On Post Contract Work & Hours of Work

The hours cited for post-contract work on this form are a guide for Sessional Faculty, and supervisors. It is understood that the length of time for Sessional Faculty to complete a given task varies depending upon, for example, the length and complexity of the exam or paper to be graded.

### ***EXAMPLES:***

- |   |                                |
|---|--------------------------------|
| a) Setting Exam<br>or time as approved by Supervisor    | 60 minutes                     |
| b) Grading Exam<br>or time as approved by Supervisor    | 20 minutes                     |
| c) Re-grading Exam<br>or time as approved by Supervisor | 20 minutes                     |
| d) Grading Papers<br>or time as approved by Supervisor  | 30 minutes                     |
| e) Attend Appeal  | Time as approved by Supervisor |

***Note: “contract expiry date” is the end of normal duties, i.e., the later of the date by which exams are to be marked or the end of the examination period.***