

**REQUEST FOR MARKING ASSISTANCE**

Please submit an application for each course for which you are making a request. Please note that requests must be made by September 30 to be assured of consideration.

Faculty Member requesting marking assistance:

Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number:

Number of students registered:

Number of hours requested: Fall Term:

 Spring Term:

 TOTAL:

Requested T.A. or Marker’s Name:

 *(Please Print)*

T.A or Markers highest degree:

Address:

Signature of Faculty Member:

Signature of School Chair:

Maximum number of hours approved:

Signature of Vice-Principal & Academic Dean:

Once approved, submit time sheet to the Vice-Principal & Academic Dean’s Executive Assistant.

*(Room 125, St. James Building)*