**More time needed to mark a specific module**

Dear (insert name of PL Staffing and Resources)

I am currently marking the (insert element ICA/ECA/Portfolio etc) for (insert module name). As you know, the allocated time allowance for this is (insert number of hours).

There are (insert number of scripts). I have currently marked (insert small number) and it is taking (insert time per script) to mark one and provide feedback.

I am therefore estimating that the marking will take (insert number of hours) - (insert numbers of additional hours) more than I have currently been allocated.

Delete as applicable -

Please can these additional hours be allocated to my workload? (If receive negative response - please can you raise this issue with Professor Simpson via the appropriate mechanism)

Please can you allocate another marker to assist with this work?

Best wishes

(insert name)