

## Task profile

**Associate type:** Marking Examiner – T-Levels

**Monitored by:** Principal Examiner or Marking Team lead

**Managed by:** Qualification Assessment & Development

**Contracted Days:** As per supply of services

There will be **two** assessment/marketing windows per year: one in Summer, one in Autumn

## Task purpose

To mark scripts/evidence accurately and consistently to ensure overall standards

### Key Contracted Responsibilities

#### 1. Standardisation & Marking

Prepare for and participate in standardisation of markers meetings

Mark candidates' scripts/evidence in accordance with the agreed marking scheme/criteria within the agreed timescale

Submit samples of marking to Principal Examiner/Marking Team Lead or City & Guilds within agreed timescales

Report any suspected malpractice or any evidence of irregularities in scripts/evidence to City & Guilds' staff

Report any suspicion of collusion or unfair practice or any evidence of irregularities on the part of candidates or centres to City & Guilds' staff

Review candidates' marked scripts/evidence when requested by City & Guilds, Principal Examiner or Marking Team lead

#### Measures:

- Marking is carried out in accordance with the agreed mark scheme or marking grid and within the agreed timescale
- Marking is carried out accurately and consistently during the marking window
- Guidance and feedback provided by City & Guilds and Chief/Principal Examiner or marking team lead is applied consistently and accurately during marking
- Phone calls and emails from City & Guilds and Chief/Principal Examiner(s) are responded to within 2 working days during marking window
- Security of assessment materials, scripts or evidence are maintained at all times in line with City & Guilds guidance and policies.

#### 2. Reporting & Training

Produce examiners reports and submit within the specified time

Attend and participate in all training as requested by City & Guilds

Participate in marker monitoring studies, if requested by City & Guilds

Keep up to date with any changes to relevant City & Guilds products, processes services and IT systems required for the role - through training, webinars, Associate updates, website and email correspondence

**Measures:**

- Examiner reports are accurate, professional, concise and completed within the agreed timescale
- Attend and participate in all training
- Actions and advice are carried out in line with the latest updates or guidance provided by City & Guilds
- Marker monitoring studies are completed within the agreed timescale

**LIMITATIONS**

A Marker must not be involved in marking activity in centres where they have an established link.

A Marker must not be involved in the delivery of centre training events if they have been involved in a substantial part of the development of the external test and are likely to know the content of the test.

A Marker must complete and submit a Conflict of Interest declaration form to outline any potential conflicts. This must be updated whenever circumstances change.