

**Person specification**

**Associate type: Marking examiner - T level**

**Summary of Role**

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

Essential	Desirable
<p>Availability to attend meetings or manage key activities throughout the year – especially during key marking and awarding times:</p> <p><b>Summer series –</b> Examinations – June &amp; July Employer set projects: May, June &amp; July</p> <p><b>Autumn series –</b> Examinations: - November, December &amp; January Employer set projects: December &amp; January</p>	<p>Experience of producing assessments or marking the qualification concerned (or similar type of qualification)</p>
<p>Have Industry specific qualifications relating to the sector area</p>	<p>Data analysis skills</p>
<p>Have current or recent experience of teaching or assessing in the relevant subject and level</p>	<p>EQA/IQA/Assessor D,A/V or TAQA units Qualified to level 4 or above in the associated sector</p>
<p>Some experience of marking /following marking scheme or marking grid</p>	<p>Experience of co-ordinating standardisation activities for teams of assessors / markers</p>
<p>Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel</p>	<p>Experience of producing published reports and training / guidance material</p>
<p>Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account</p>	
<p>Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing</p>	
<p>Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account</p>	
<p>Have attention to detail and ability to work well under pressure and meet deadlines</p>	