

Person specification for the role of Marking Examiner and Sole Marker Checker

Essential	Desirable
The Applicant must have a teaching/ assessing qualification and teaching / assessing experience in the relevant subject area/ sector	The Applicant should have experience of marking externally marked assessments for awarding organisations (or similar).
Industry-specific qualifications, or equivalent evidence of competence, at least at or above the level of the assessment	Experience of participating in standardisation activities
Up to date, relevant subject knowledge and/ or occupational industry experience, with relevant CPD in the subject area/ sector within the last 12 months	Experience of producing reports
Experience of marking, using marking schemes / marking grids	Experience of working in a heavily regulated environment
Good written and verbal communication skills	
Experience of working to firm deadlines	
Availability to attend key meetings during core working hours on Monday – Friday and availability through the marking window	
Proficient IT skills with experience of using key business software e.g. Outlook, Word, and Excel.	