Marker	
Role Overview	Mark scripts/evidence accurately and consistently to ensure overall standards
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities
2. Marking	
2.1	Mark candidates' scripts/evidence in accordance with the agreed marking scheme/criteria within the agreed timescale
2.2	Submit samples of marking to Principal Examiner/Marking Team Lead/City & Guilds within agreed timescales
2.3	Review candidates' marked scripts/evidence when requested
2.4	Apply advice and guidance provided by City & Guilds and Chief/Principal Examiner or Lead Marker
2.5	Highlight candidates' responses/evidence which appears to be deserving of marks but fall outside of marking scheme/criteria
2.6	Report any suspected malpractice or any evidence of irregularities in scripts/evidence to City & Guilds' staff
2.7	Produce examiner reports and submit within the specified time
2.8	Participate in marker monitoring studies, if requested by City & Guilds
3. Communication	
3.1	Respond to phone calls and emails within 2 working days
3.2	Inform City & Guilds immediately if unable to complete allocated work
4. Advice to City & Guilds	
4.1	If requested, support with appeals, complaints and investigations

All duties must be carried out in accordance with City & Guilds procedures and instructions.

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