

Sole Marker Checker	
Role Overview	Check scripts/evidence to ensure accuracy and consistency
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities as required
2. Marking support activity	
2.1	Check the marks for a minimum of 5 candidates' scripts/evidence in accordance with the agreed marking scheme/criteria, when requested
2.2	Complete and submit a report as an audit of the checks
2.5	Highlight candidates' responses/evidence which appear 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	Report any issues or discrepancies with marking to the Assessment Coordinator as soon as possible
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

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

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

A Sole Marker Checker 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