

Marking Team Lead	
Role Overview	Support and standardise a team of markers
1. Standardisation	
1.1	Attend, participate and engage in and support standardisation activities
2. Marking	
2.1	Act as a marker for the assessment
2.2	Sample and monitor the work of markers throughout the marking period to ensure consistency of marking
2.3	Attend meetings as requested by City & Guilds staff
2.4	Participate in marker monitoring studies, if requested by City & Guilds
2.5	Alert Principal and/or Chief Examiner to under performance of individual Markers
2.6	Report any suspicion of collusion or unfair practice or any evidence of irregularities on the part of candidates or centres to City & Guilds' staff
2.7	If marking online, alert City & Guilds to system failures and anomalies such as marks being allocated by marking examiners not reflected on system or incorrect calculations
2.8	Collate examiner reports and submit within the specified time
3. Associate support	
3.1	Provide on-line and/or telephone first line support to Markers, where appropriate. This could be at evenings and weekends as agreed with team members
3.2	Provide feedback to Markers on their performance
3.2	Make regular contact with Markers to provide updates
4. Communication	
4.1	Inform City & Guilds immediately if unable to complete allocated work
4.2	Respond to phone calls and emails within 2 working days

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