



# JOB DESCRIPTION

## EXAM MARKER

**RESPONSIBLE TO:**

**MAIN CONTACTS:**

### JOB PURPOSE

The primary purpose of the Exam Marker is to accurately and reliably assess candidate examination scripts according to the provided mark scheme, subject-specific guidance, and assessment regulations. The Marker is responsible for ensuring the consistency and quality of marking to maintain the integrity of the examination process, requiring strong, up-to-date subject knowledge and familiarity with the assessment specification.

### MAIN RESPONSIBILITIES

#### Marking and Assessment

- Accurately mark a designated allocation of examination scripts (paper-based or digital) within strict deadlines, adhering precisely to the official mark scheme and any subsequent guidance from the Lead Examiner.
- Apply the mark scheme consistently across all allocated scripts, ensuring fairness and equity in assessment outcomes.
- Maintain the security and confidentiality of all examination materials, candidate data, and marking records at all times.
- Manage marking time effectively to ensure the required number of scripts are completed daily, and the final quota is met by the series deadline.

#### Quality and Standardisation:

- Attend and actively participate in mandatory standardisation meetings (usually virtual or online modules) to ensure a thorough understanding of the mark scheme application and common errors.
- Engage with the digital marking system (e.g., e-marking platform) as required, including completing pre-standardisation and post-standardisation testing.
- Respond promptly to queries or feedback from the Exams Manager or Assistant Head - Data regarding marking quality or consistency checks.

#### Administration and Compliance:

- Ensure all necessary marking paperwork or digital records are completed accurately and submitted on time.
- Adhere to all terms and conditions outlined in the marker contract and comply with the

examination board's codes of practice and regulatory requirements.

