Role Profile - Regular Marker

Purpose:
A regular marker is responsible for the marking of pupil scripts in accordance with the mark scheme, whilst adhering to procedures and scheduled deadlines. Marking will be done remotely (at home) using MarkManager software. An awareness of subject specific knowledge is necessary to accurately apply the mark scheme. Each regular marker will receive an approximate allocation of regular items to mark. These activities will be delivered under the direction of a senior marker.

Regular markers can seek to move through the marking hierarchy as they gain further experience of the role.

Experience / Qualifications required:

- an undergraduate undertaking the final year of a recognised course in primary school teaching.
- a graduate undertaking a recognised postgraduate course in primary school teaching or undertaking a postgraduate teacher training programme in secondary school teaching, specialising in the subject/curricular area they are contracted to mark.
- a primary school teacher.
- a secondary school teacher, specialising in either the subject/curricular area they are contracted to mark, or
- a marker who meets the criteria for a specialist marker but has not obtained a position as a specialist marker due to over subscription.

Specific Responsibilities

- Participate in and complete all mandatory e-learning and training to the required standard.
- Demonstrate you can apply the mark scheme accurately and consistently and to the required standard through the marking of quality assurance samples.
- Conduct marking in line with processes, procedures and timelines as defined in the agreed marking plan.
- Ensure all deadlines for marking are met.
- Complete administrative tasks as required.
- Maintain confidentiality in all aspects of the marking role ensuring that test security is not compromised.

Requirements

- Can work well under pressure.
- Can meet deadlines.
- IT (Information Technology) literate.
- Have a home computer or laptop, which is compliant with our minimum specifications (as detailed in the letter of appointment), a headset/earphones with microphone and a webcam (integrated or attached).

o Have a reliable broadband internet connection and a private personal e-mail address (not a school or work email address).
o Undertake marker training online, through a training plan covering both e-Learning and virtual classroom sessions.
o Download the Virtual Classroom app to access virtual classroom sessions.

We strongly recommend having a large second screen to display and annotate digital versions of training materials.

o Can travel where required to complete a right to work check or has registered with the Government digital ID service.

Expectations

- You must respond to all emails and phone calls from both Capita and your team within 24 hours.
- Have personal IT equipment capable of running the on-screen marking system (MarkManager, Tessello, egress, Virtual Classroom, PAG).
- Have relevant malware and appropriate virus protection software.
- Completion of the relevant mandatory online training modules by the specified deadline.
- Have a suitable internet connection and a personal email account which you do not share with anyone else.
- Ensure confidentiality of Capita, pupils and all materials shared as part of your role as a member of the marking team.
- Undertake all marking activities such as virtual training and on-screen marking in a private place – please note that conducting training, eLearning and all marking activities must not be completed in a non-secure public location e.g., not in a coffee shop, in a car in a car park, while travelling on public transport.
- Act always in a way which will not bring Capita, its clients, its employees, and its representatives into disrepute. Do not disclose any information about any aspect of your work with Capita in any way e.g., on forums, social networking sites etc. Please refer to the social media, user security and acceptable use policies for further information.
- Maintain regular contact with your supervisor (as defined in the marking hierarchy) as required, escalating issues as they arise. As well as informing your supervisor immediately if you are not able to complete any aspect of your role to the agreed deadlines.
- Carry out (within reason) other tasks that Capita employees/ representatives give you.
- Participate in the virtual training activities for all allocated marking. You will not be permitted to mark a segment if you fail to successfully complete the qualification for the segment.
- Complete qualification activities online using the mark scheme and marker guidance, contacting your supervisor with any queries, or required feedback.

- Mark pupil responses, at segment level, using MarkManager. Mark all segments allocated to you in line with the marking schedule. You may be temporarily stopped on specific segments if your marking is not even across all your allocated segments. Segments may be removed from your allocation if marking is not completed by the required deadlines.
- Complete your marker feedback form which can be found on the PAG and submit these reports through the portal.
- The email address used to register as a marker cannot be a school or work email address and must be personal.