Duties of Chief Markers

The written Chief Marker is responsible for:

**Preparation for the examination:**
- coordinating the ATAR course examinations marking process within School Curriculum and Standards Authority timelines and ensuring the integrity of the results
- attending briefings with the Authority’s examinations logistics team
- selecting a sufficient number of eligible markers
- finalising course specific marking timelines in accordance with the Authority’s specifications
- identifying marker pairings by the specified deadline
- organising and conducting the marking key ratification meeting and pre-marking meeting/s, including venues and catering
- informing the Authority’s examination logistics team of marker changes and/or any marking updates
- working with the Chief Examiner and/or members of the examining panel to ratify the marking key and identify exemplars to be used at the pre-marking meeting
- training the markers in the use of the marking key by utilising the exemplars previously identified
- training the markers in the procedures related to the recording of marks and other marking procedures
- communicating any marking key modifications to the Chief Examiner

**Conduct of the examination:**
- monitoring the marking standard and progress of each marker
- adjudicating where there are reconciliation problems

**Post-examination processing:**
- checking and collating all examination materials and returning scripts/materials to the Authority by the specified deadlines
- completing payment forms for markers within the budget allocations
- submitting a marker performance report if a marker is deemed unsatisfactory
- carrying out other duties such as checking large differences and identifying Course Exhibitions
- writing a Chief Marker’s report
- attending teacher/examiner meetings
- completing results checks if required

**Throughout the term of the contract:**
- coordinating the ATAR course examinations marking process, adhering to specific marking timelines and ensuring the integrity of the results
- ensuring that the quality of documents created is of good standard
- carrying out other duties such as requested by Manager, Examinations Logistics.
The **practical Chief Marker (performance/language)** is responsible for the following duties.

**Preparation for the examination:**
- attending briefings with the Authority’s examinations logistics team
- assisting with the recruitment and selection of a sufficient number of markers
- preparing a marker timetable showing marker pairings and the days they are marking
- communicating all course specific information such as marking timetable/timeline to the markers once they have been contracted
- informing the Authority’s examination logistics team of marker changes
- working with the Chief Examiner and curriculum specialist to identify exemplars to be used at the pre-marking meeting
- reviewing the marker handbook which is used at the pre-marking meeting
- organising and conducting the pre-marking meeting/s, including venues and catering if it is in accordance with the Chief Marker allowable expenses
- training the markers in the use of the marking key by utilising the exemplars previously identified
- training the markers in the procedures related to the recording of marks and for online marks collection
- assisting in identifying and sourcing of suitable equipment (Music only)

**Conduct of the examination:**
- working with the Authority’s examinations logistics team to ensure the smooth running of the examination
- working with supervisors to ensure the smooth running of the examination
- monitoring the marking standard and progress of each marker
- adjudicating where there are reconciliation problems
- stepping in for a marker where there is a conflict of interest
- identifying, investigating and reporting breaches of examination rules as they occur
- checking and signing off on marks collection forms on the day to ensure they are correct (Music only)
- ensuring the secure storage of examination material
- keeping accurate records of marker attendance at meetings and marking days

**Post-examination processing:**
- checking and collating all examination materials and returning scripts/materials to the Authority by the specified deadlines
- submitting a marker performance report if a marker is deemed unsatisfactory
- writing a Chief Marker’s report
- completing payment forms for markers within the budget allocations
- checking and submitting timesheets for supervisors

**Throughout the term of the contract:**
- coordinating the ATAR course examinations marking process, adhering to specific marking timelines and ensuring the integrity of the results
- ensuring that the quality of documents created is of good standard
- providing advice to the Manager, Examination Logistics on queries related to the conduct of the examinations
- carrying out other duties as requested by Manager, Examination Logistics.
The **practical Chief Marker (portfolio)** is responsible for the following duties.

**Preparation for the examination:**
- attending briefings with the Authority's examinations logistics team
- assisting with the recruitment and selection of a sufficient number of markers
- preparing a marker timetable showing marker pairings and the days they are marking
- communicating all course specific information such as marking timetable/timeline to the markers once they have been contracted
- informing the Authority's examination logistics team of marker changes
- working with the Chief Examiner and curriculum specialist to identify exemplars to be used at the pre-marking meeting
- reviewing the marker handbook which is used at the pre-marking meeting
- organising and conducting the pre-marking meeting/s, including venues and catering if it is in accordance with the Chief Marker allowable expenses
- training the markers in the use of the marking key by utilising the exemplars previously identified
- training the markers in the procedures related to the recording of marks and for online marks collection

**Conduct of the marking:**
- working with the Authority's examinations logistics team to ensure the smooth running of the examination
- monitoring the marking standard and progress of each marker
- adjudicating where there are reconciliation problems
- investigating and where required remarking large discrepancies
- identifying, investigating and reporting breaches of examination rules as they occur
- ensuring the secure storage of examination material
- keeping accurate records of marker attendance at meetings and the portfolios marked

**Post-examination processing:**
- checking and collating all examination materials and returning scripts/materials to the Authority by the specified deadlines
- submitting a marker performance report if a marker is deemed unsatisfactory
- writing a Chief Marker's report
- completing payment forms for markers within the budget allocations

**Throughout the term of the contract:**
- coordinating the ATAR course examinations marking process, adhering to specific marking timelines and ensuring the integrity of the results
- ensuring that the quality of documents created is of good standard
- providing advice to the Manager, Examination Logistics on queries related to the conduct of the examinations
- carrying out other duties as requested by Manager, Examination Logistics.
The **Chief Marker (PES)** is responsible for the following duties.

**Preparation for the examination:**
- attending briefings with the Authority’s examinations logistics team
- quality assuring the examination materials for the examination development branch
- assisting with the recruitment and selection of a sufficient number of markers
- assisting with the identification and recruitment of floor supervisors, warm up supervisors, feeders and helpers
- preparing a marker timetable showing marker pairings and the days they are marking
- communicating all sport specific information such as marking timetable/timeline to the markers once they have been contracted
- assisting to finalise sport specific timetable sessions in accordance with the Authority’s specifications
- informing the Authority’s examination logistics team of marker changes
- reviewing the marker handbook which is used at the pre-marking meeting
- organising and conducting the pre-marking meeting/s, including venues and catering if it is in accordance with the Chief Marker allowable expenses
- training the markers in the use of the marking key by utilising exemplars
- training the markers in the procedures related to the recording of marks
- assisting in identifying and sourcing of suitable sporting equipment

**Conduct of the examinations:**
- working with the Authority’s examinations logistics team to ensure the smooth running of the examination
- working with supervisors to ensure the smooth running of the examination
- monitoring the marking standard and progress of each marker
- adjudicating where there are reconciliation problems
- stepping in for a marker where there is a conflict of interest
- identifying, investigating and reporting breaches of examination rules as they occur
- checking and signing off on marks collection forms on the day to ensure they are correct and legible for scanning
- ensuring the secure storage of examination material
- keeping accurate records of marker attendance at meetings and marking days

**Post-examination processing:**
- checking and collating all examination materials and marks collection forms and returning them to the Authority immediately following the examinations
- submitting a marker performance report if a marker is deemed unsatisfactory
- writing a Chief Marker’s report
- completing payment forms for markers within the budget allocations
- checking and submitting timesheets for supervisors, floor supervisors, warm up supervisors and feeders

**Throughout the term of the contract:**
- coordinating the ATAR course examinations marking process, adhering to specific marking timelines and ensuring the integrity of the results
- ensuring that the quality of documents created is of good standard
- providing advice to the Manager, Examination Logistics on queries related to the conduct of the examinations
- carrying out other duties as requested by Manager, Examination Logistics.