Duties of markers

Markers

The marker is responsible for:

- attending meeting/s as determined by the Chief Marker, these include pre-marking meetings and reconciliation meetings
- carrying out all processes needed to mark, reconcile, check and record all necessary information for the required number of candidates as determined by the Chief Marker by the due dates and in the manner instructed by the Chief Marker and the marker’s handbook
- ensuring no marks or notations are made on the candidate’s examination materials
- ensuring the security of all passwords and internet data entry pages
- informing the Chief Marker immediately if they recognise a candidate or candidate’s work
- not discussing details of examination scripts with anyone who is not on the marking team - this includes disclosing the performance of any candidate after the marking process
- submitting all results and returning all examination materials to the Chief Marker according to the marking timeline
- independently recording in OMC the eligibility of language candidates for that level of examination i.e. second language or background language
- informing the Chief Marker if a candidate writes in their examination script comments which disclose risk of harm to the candidate or another person
- writing a brief marker report
- carrying out other duties as requested by the Manager, Examinations Logistics.