



## Duties of Chief Markers

The Chief Marker for an ATAR course **written** examination is responsible for the following duties.

### Preparation for marking of the examination:

- attending briefings with the Examinations Logistics team
- selecting a sufficient number of eligible markers
- finalising course-specific marking timelines
- identifying marker pairings by the specified deadline
- organising and conducting the marking key ratification meeting and pre-marking meeting/s, including venues and catering in accordance with the Chief Marker's allowable expenses
- informing the 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
- ensuring current COVID-19 requirements are adhered to for all meetings and marking processes
- communicating any marking key modifications to the Chief Examiner.

### During the marking of the examination:

- monitoring the progress of each marker and performance in relation to the marking standard
- adjudicating where there are reconciliation discrepancies.

### Post-marking processes:

- checking and collating all examination materials and returning scripts/materials by the specified deadlines
- completing payment forms for markers within the budget allocations
- submitting a *Report on unsatisfactory performance of a marker*, if a marker is deemed unsatisfactory
- directing markers to complete the *Marker report*, drawing on this feedback in the *Chief Marker report* and returning a scanned copy of the *Marker reports* to the Authority
- carrying out other duties, such as checking large differences and identifying Subject Exhibitions
- writing the *Chief Marker report*
- attending teacher/examiner meetings, if required
- completing results checks, if required.

### Throughout the term of the contract:

- coordinating the ATAR course examination marking process, including, where appropriate, the Northern hemisphere examination common task, examination and ATAR course examination marking process, adhering to specific marking timelines and ensuring the integrity of the results
- ensuring that the quality of documents created is of an acceptable standard
- maintaining the confidentiality and security of the marking process
- carrying out other duties as requested by the Manager – Examinations Logistics.

The Chief Marker for an ATAR course **practical (oral and performance)** examination is responsible for the following duties.

**Preparation for marking of the examination:**

- attending briefings with the relevant practical examination consultant
- 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 timeline/timetable to the markers once they have been contracted
- informing the relevant practical examination consultant of marker changes
- working with the Chief Examiner and Curriculum Specialist to identify exemplars to be used at the pre-marking meeting
- reviewing the course *Marker handbook* which is used at the pre-marking meeting
- organising and conducting the pre-marking meeting/s, including venues and catering in accordance with the Chief Marker's 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/or Online Marks Collection (OMC)
- ensuring current COVID-19 requirements are adhered to for all meetings and marking processes
- assisting in identifying and sourcing suitable equipment.

**Conduct of the examination:**

- working with the relevant practical examination consultant to ensure the smooth conduct of the examination
- directing supervisors to ensure the smooth conduct of the examination
- monitoring the progress of each marker and performance in relation to the marking standard
- adjudicating where there are reconciliation discrepancies
- 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 marks collection forms on the day to ensure they are correct and legible
- completing documents for any accident or injuries sustained by either staff or candidates
- ensuring that at the end of each marking day the OMC marking status report is checked to ensure all markers have entered and reconciled their marks
- ensuring the secure storage of all examination material
- keeping accurate records of marker attendance at meetings, marking days and the number of composition portfolios marked
- ensuring current COVID-19 requirements are adhered to for all examinations.

**Post-examination processing:**

- checking and collating all examination material and returning material by the specified deadline
- submitting a *Report on unsatisfactory performance of a marker*, if a marker is deemed unsatisfactory
- directing markers to complete the *Marker feedback* form, drawing on this feedback in the *Chief Marker report* and returning a scanned copy of the *Marker feedback* forms to the Authority
- checking and submitting timesheets for supervisors
- completing payment forms for markers within the budget allocations
- writing the *Chief Marker report*
- completing breach investigations, if required
- reviewing misadventure applications, if required.

**Throughout the term of the contract:**

- coordinating the ATAR course examination marking process, adhering to specific marking timelines and ensuring the integrity of the results
- ensuring that the quality of documents created is of a high standard
- maintaining the confidentiality and security of the marking process
- providing advice to the Manager – Examination Logistics on queries related to the conduct of the examinations
- carrying out other duties as requested by the Manager – Examination Logistics.

The Chief Marker for an ATAR course **practical (portfolio and production)** examination is responsible for the following duties.

**Preparation for the examination:**

- attending briefings with the relevant practical examination consultant
- assisting with the recruitment and selection of a sufficient number of markers
- submitting marker pairs to the relevant practical examination consultant
- communicating all course-specific information, such as marking timeline to the markers once they have been contracted
- informing the relevant practical consultant of marker changes
- working with the Chief Examiner and Curriculum Specialist to identify exemplars to be used at the pre-marking meeting
- reviewing the course *Marker handbook* which is used at the pre-marking meeting
- organising and conducting the pre-marking meeting/s, including venues and catering in accordance with the Chief Marker's 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 OMC
- ensuring current COVID-19 requirements are adhered to for all meetings and marking processes.

**Conduct of the examinations:**

- working with the relevant practical examination consultant to ensure the smooth conduct of the examination
- monitoring the progress of each marker and performance in relation to the marking standard
- adjudicating where there are reconciliation discrepancies
- investigating large discrepancies, where required
- identifying, investigating and reporting breaches of examination rules as they occur
- completing documents for any accident or injuries sustained by either staff or candidates
- ensuring the secure storage of all examination material
- keeping accurate records of marker attendance at meetings and the portfolios marked.

**Post-examination processing:**

- checking and collating all examination material and returning them by the specified deadline
- submitting a *Report on unsatisfactory performance of a marker*, if a marker is deemed unsatisfactory
- directing markers to complete the *Marker feedback* form, drawing on this feedback in the *Chief Marker report* and returning a scanned copy of the *Marker feedback* forms to the Authority
- completing payment forms for markers within the budget allocations
- writing the *Chief Marker report*
- completing breach investigations, if required
- reviewing misadventure applications, 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 a high standard
- providing advice to the Manager – Examination Logistics on queries related to the conduct of the examinations
- maintaining the confidentiality and security of the marking process
- carrying out other duties as requested by Manager – Examination Logistics.

The Chief Marker for the **Physical Education Studies ATAR course practical** examination is responsible for the following duties.

**Preparation for the examination:**

- attending briefings with the relevant practical examination consultant
- assisting with the recruitment and selection of a sufficient number of markers
- assisting with the identification and recruitment of floor warm up supervisors and examination assistants
- preparing a marker timetable showing marker pairings and the days they are marking
- communicating all sport-specific information, such as marking timeline/timetable to the markers once they have been contracted
- assisting to finalise sport-specific timetable sessions in accordance with the specifications
- informing the relevant practical examination consultant of marker changes
- reviewing the course *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's allowable expenses
- training the markers in the use of the marking key
- training the markers in the procedures related to the recording of marks
- ensuring current COVID-19 requirements are adhered to for all meetings and marking processes
- assisting with identifying and sourcing suitable sporting equipment.

**Conduct of the examination:**

- working with the relevant practical examination consultant to ensure the smooth conduct of the examination
- directing supervisors to ensure the smooth conduct of the examination
- monitoring the progress of each marker and performance in relation to the marking standard
- adjudicating where there are reconciliation discrepancies
- 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 marks collection forms on the day to ensure they are correct and legible for scanning
- completing documents for any accident or injuries sustained by either staff or candidates
- ensuring the secure storage of all examination material
- keeping accurate records of marker attendance at meetings and marking days.
- ensuring current COVID-19 requirements are adhered to for all examinations.

**Post-examination processing:**

- checking and collating all examination material and marks collection forms and returning them by the specified deadline
- submitting a *Report on unsatisfactory performance of a marker*, if a marker is deemed unsatisfactory
- directing markers to complete the *Marker feedback* form, drawing on this feedback in the *Chief Marker report* and returning a scanned copy of the *Marker feedback* forms to the Authority
- checking and submitting timesheets for supervisors
- completing payment forms for markers within the budget allocations
- writing the *Chief Marker report*
- completing breach investigations, if required
- reviewing misadventure applications, 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 a high standard
- providing advice to the Manager – Examination Logistics on queries related to the conduct of the examinations

- maintaining the confidentiality and security of the marking process
- carrying out other duties as requested by Manager – Examination Logistics.