



## Duties of ATAR course markers

Markers for ATAR course **written** and **practical** examinations are responsible for:

- attending meeting/s as determined by the Chief Marker, including pre-marking meetings and reconciliation meetings, and where appropriate, the mid-year pilot examination common task marking process
- 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 or as timetabled in the manner instructed by the Chief Marker and the *Marker Handbook: ATAR course written examinations 2022*
- ensuring no marks or notations are made on candidate 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 an examination with anyone who is not on the marking team; including disclosure of information of a candidate's examination after the marking process
- submitting all results and returning all examination materials to the Chief Marker according to the marking timeline or timetable
- informing the Chief Marker if a candidate displays actions or writes comments in their examination which disclose risk of harm to the candidate or another person
- writing a marker report and submitting it to the Chief Marker by the due date
- maintaining the confidentiality and security of the marking process
- adhering to current COVID-19 requirements for all meetings and marking processes, including having met the employment requirements of the Department of Education mandatory vaccination guidelines
- complying with the occupational health and safety requirements for working remotely
- carrying out other duties as requested by the Manager – Examination Logistics.