



Role and duties of Chief Markers

Written examination

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 using the identified exemplars.
- 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.

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

- Coordinating the ATAR course examination marking process, including, where appropriate, the northern hemisphere ATAR course common task and examination marking process, adhering to specific marking timelines, ensuring the integrity of the results and 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*, then drawing on this feedback to write the *Chief Marker report* and returning a scanned copy of the *Marker reports* to the Authority.
- Carrying out other duties, such as large difference checks and identifying Subject Exhibitions
- Writing the *Chief Marker report*.
- Attending teacher/examiner meetings, if required.

Throughout the term of the contract

- Coordinating the ATAR course examination marking process, including, where appropriate, the Northern hemisphere ATAR course common task and 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.

Practical examination

The Chief Marker for an ATAR course **practical** 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 (oral and performance examinations).
- 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.
- 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 using the identified exemplars.
- Training the markers in the procedures related to the recording of marks and/or online marks collection (OMC).

Conduct of the examination

- Working with the relevant practical examination consultant to ensure the smooth running of the examination.
- Directing Chief Supervisors and supervisors to ensure the smooth running of the examination (oral and performance examinations).
- Monitoring the progress of each marker and their 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.
- Completing documents for any accidents or injuries sustained either by staff or candidates.
- Ensure that at the end of each marking day the OMC marking status report is checked to ensure all markers have entered their marks and reconciled.
- Ensuring the secure storage of all examination material.
- Keeping accurate records of marker attendance at meetings, marking days or the number of production/portfolios marked.

Post-examination processing

- Checking and collating all examination material and returning material by the specified deadline.
- Submitting a *Report on the unsatisfactory performance of a marker*, if a marker is deemed unsatisfactory.
- Directing markers to complete the *Marker feedback form*, then 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.

- Investigating large discrepancies, where required (portfolio and production examinations)
- Writing a *Chief Marker report*.
- Completing breach investigations, if required.
- Reviewing misadventure applications, if required.
- Attending teacher/examiner forums, if required (would be scheduled in Term 1, 2025).

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.