



David Game College

MARKERS, ASSESSORS, VERIFIERS

JOB DESCRIPTION & PERSON SPECIFICATION

VACANCIES:

We require academics/professionals with for summative assignment marking of Pearson BTEC HNC/D modules. Level 4/5 teaching and/or marking experience essential and ideally from the delivery and assessment criteria system of BTEC units. Payments made on a per-script basis with workloads typically scheduled around December, April and July.

Opportunities exist across a range of subject areas in:

Health & Social Care

Business & Management

Public Services

All assignments are submitted through Turnitin and will be marked via the College's Moodle platform using Grademark. Applicants must have demonstrable proficiency in the use of these (or similar) systems.

Opportunities also exist for involvement in Internal Verification (of assignment briefs and assessment decisions) and the assessment of students in the workplace. Onsite facilities are available but ideally candidates should have a home/office computing facility.

SUMMARY:

You will be expected to:

- attend Induction meetings;
- participate in standardisation meetings;
- undertake relevant training as and when required;
- mark and/or assess and/or verify students/assignments/exam papers and provide feedback;
- develop and maintain a CPD record;
- comply with published quality assurance standards and procedures at DGHE.

JOB DESCRIPTION - MAIN DUTIES:

Marking:

- mark batches of student scripts, comprehensive in text feedback summarised at LO and AC level in Grademark
- complete summary unit grade sheet and statistic summary
- Complete academic misconduct form for each student suspected of plagiarism (for example) with justification.

Verifying:

- Second mark a sample batch of student scripts, complete grade sheet and provide feedback;
- Complete IV form with detail of agreement (or not) for sample
- Follow up and sign off action points to be completed by first marker

Scholarship and/or professional development:

- develop and maintain a record scholarly achievement;
- take advantage of opportunities for professional development.

Service duties:

- attend and participate in training sessions and inductions;
- attend and participate in departmental meetings;
- attend and participate in faculty meetings and, as requested, College-wide committees;
- comply with published quality assurance standards and procedures at DGHE.

NOTE: In addition to a physical presence, 'attendance and participation' may include activity via skype, email, telephone, etc. The above responsibilities are subject to change at the discretion of the College and shall include other reasonable responsibilities as the College may with from time to time assign.

Payments:

Marking - £8 to 15 per script

Verification - £50 to £100 per batch

Work-based assessing – variable

PERSON SPECIFICATION

The position holder will have high levels of personal competence in marking/assessing/verifying, they will be a good 'citizen' of DGHE, including having constructive attitudes and enthusiasm to work as part of a performance-driven team dedicated to the delivery of the highest-quality standards.

QUALIFICATIONS & EXPERIENCE

Bachelors degree or equivalent; Proven track record of performance standards in marking/assessing/verifying level 4/5 vocational/academic work with a preference for experience with Pearson BTEC HNDs.

KNOWLEDGE AND SKILLS

Knowledge of the subject area or areas relevant to DGHE's Programme areas; Proficient in the use of Turnitin, Moodle and Grademark; an understanding of quality assurance and good practices in the UK HE setting; Proven MS Word, Excel and Power Point proficiency.

ATTRIBUTES

A commitment to satisfying customers, solving problems and exceeding expectation; Behaviours and communication approaches that build successful relationships within teams and across teams; Capacities with new technologies which improve the quality of learning; Passionate about education and student satisfaction; Take pride in being professional and an expert in the field to achieve results; seeking and responding to feedback to achieve results.

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