

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Job Title	Marker
Grade	4
Responsible For (Job Title)	N/A

Principal Accountabilities
<p>Use judgement and knowledge of the subject area to interpret, assess and mark undergraduate and/or postgraduate examination scripts, assignments and presentations in line with guidelines and learning objectives of Psychology undergraduate and postgraduate courses.</p> <p>Provide thorough, constructive and meaningful feedback to students on assessments via the appropriate feedback methods; this may include providing oral feedback to students if required.</p> <p>Work with relevant teams to ensure consistency in examinations and marking across the University.</p>

Key Tasks
<p><i>Planning and Organising</i></p> <p>Plan personal workload in response to volume of examination of scripts, returning all necessary paperwork within designated time periods.</p> <p>Ensure timescales for marking are adhered to in line with departmental objectives and deadlines.</p> <p>Where appropriate develop assessments and marking schemes for particular course units.</p> <p><i>Initiative and Problem Solving</i></p> <p>Understand and apply knowledge of marking criteria to relevant assignments by referring to course and learning objectives.</p> <p>Assess and mark examination scripts, assignments and/or presentations within set guidelines and procedures, produce reports on outcomes, and report to relevant unit leader in a timely manner.</p> <p>Where required provide oral, as well as written feedback to students.</p> <p>Re-mark assessments as appropriate if scaling or adjustments are required.</p>

Communication

Discuss procedures, marking consistency, and guidelines with unit leaders and the relevant examining teams to enhance best practice across departments.

Advice and Guidance

Where appropriate provide advice and guidance to examination boards to assist in decision-making.

Aid in the development of the immediate work team providing advice and information on best practice.

Provide a mutual exchange of information and support with the examination team to aid in the development of consistency of marking and procedures.

Provide written reports to unit leaders based on the quality of examination scripts, marking schemes and student performance.

Provide informal support to other members of the examination team where required.

Liaison and Networking

Work with unit leaders to confirm arrangements for marking.

Liaise with the relevant examining teams to ensure a consistent approach to marking and interpretation of guidelines are followed.

May be required to liaise with external examiners regarding the assessment procedure and individual student progress.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Excellent organisation skills and the ability to meet deadlines.	E
		1.2	Understanding of general Microsoft packages such as Word and Excel.	E
		1.3	Ability to work professionally and co-operatively with the immediate work team and other Markers across the University.	E
2	General & Specialist Knowledge	2.1	Possess knowledge across the depth and breadth of the subject area.	E
		2.2	Understand the academic requirements of all student levels, including, but not limited to undergraduate and postgraduate levels.	E
		2.3	Thorough understanding of course requirements and marking criteria.	E
3	Education & Training	3.1	A degree or appropriate equivalent experience.	E
		3.2	A Postgraduate Certificate of Education (PGCE) or appropriate equivalent experience.	E
4	Relevant Experience	4.1	Sustained experience of teaching the subject area at undergraduate and/or postgraduate level	E
		4.2	Experience in educational, subject issues, and assessment methodology.	E
5	Special Requirements	5.1	Ability to work flexibly across multiple locations.	E
		5.2	Evidence of, and a commitment to, Equal Opportunities.	E
Date of Revision			September 2018	