

## Essential Secondary Science Assessment 2009

### Marking Centre Personnel Role Descriptions

#### 1. Marking Supervisor

The Marking Centre Supervisor will

- recruit and appoint all marking centre staff
- liaise closely with DET personnel on all relevant matters
- be responsible for the smooth operation of all facets of the centre
- supervise all administrative support personnel
- assist the DET Project Leaders in the preparation of training materials for Group Leaders and Markers
- administer the distribution, collection and recording of reliability scripts and data
- be responsible for the maintenance of security and confidentiality of all assessment information and materials
- re-direct or terminate employment if and as necessary
- audit and prepare all pay claims
- administer the collection of data as requested by DET
- ensure the completion of evaluation procedures.

#### 2. Task Leader

The Task leader will

- liaise closely with DET personnel on all matters pertaining to the application of the marking guidelines and all science related issues that arise during the course of the operation
- undertake training in accordance with the DET's procedures and instructions to ensure the accurate and efficient marking of the science tasks
- assist the DET in the selection of reliability scripts and the scoring of their criteria
- identify aberrant markers and assist in their re-training and remediation
- liaise with the Marking Supervisor regarding the termination or re-assignment of markers
- assist DET in identifying issues related to the marking guidelines for each task
- provide professional assistance to Group Leaders during the marking period
- monitor and evaluate the performance of Group Leaders
- maintain the security and confidentiality of all assessment information and materials
- ensure accurate recording of all assessment information
- follow marking centre procedures.

### **3. Group Leader**

A Group leader will

- check mark and mark scripts
- undertake training in accordance with the DET's procedures and instructions
- participate in the training of Markers in a leadership role to ensure the accurate and efficient marking of the science tasks
- assess the science task accurately in accordance with the advice given by the DET and Task Leader
- monitor the performance of Markers and assist in Marker evaluation
- assist the Task Leader in the administration of reliability samples
- provide professional assistance to Markers during the marking period
- maintain the security and confidentiality of all assessment information and materials
- ensure accurate recording of all assessment information
- follow marking centre procedures.

### **4. Assistant Group Leader**

An Assistant Group Leader will

- Mark scripts and check mark as required
- assist Group Leader as requested
- substitute for Group Leader in his/her occasional absence
- attend marking training and assist Group Leader in the training of Markers
- undertake training and demonstrate competence in the 'on line' marking procedures and instructions
- participate in the conduct of reliability sampling
- maintain the security and confidentiality of all assessment information and materials
- follow marking centre procedures.

### **5. Marker**

A Marker will

- undertake training in accordance with the DET's procedures and instructions
- assess the task accurately in accordance with the advice given by the DET and Group Leader
- ensure accurate recording of all assessment information
- participate in the conduct of reliability sampling
- maintain the security and confidentiality of all assessment information and materials
- follow marking centre procedures
- mark scripts.

**6. Administration Staff**

Administrative Staff will

- support the Marking Supervisor, Task Leaders, Group Leaders and Markers in the marking of the science tasks
- maintain the security and confidentiality of all assessment information and materials
- ensure the timely supply of scripts to the marking area
- check the completeness of marking of each script
- follow marking center procedures
- report to the Marking Supervisor.