

INTRODUCTION

The Panel of ISE Markers exists in order to enable Trinity College London ('Trinity') to deliver assessments when and where required across the world, to a consistent level of quality and reliability.

Membership of the SELT ISE Marker Panel is undertaken on an individual basis by self-employed professionals. Trinity enters into an annual agreement setting out the terms under which a Marker's services will be sought. The services will be sought on the basis of the levels of activity which apply in any given year for the ISE examinations.

Applications to join the SELT ISE Marker Panel may be made via the Trinity College London website.

Initial appointment to the SELT ISE Marker Panel follows a selection process which involves completing an application (with details of relevant qualifications and experience), attendance at a Marker selection event, which may or may not include training and is conditional on various criteria being met, e.g. provision of two references that are satisfactory to Trinity; proof of eligibility to work in the UK.

Continuing membership of the SELT ISE Marker Panel depends upon evidence of the individual's good practice during the preceding year(s), availability for training and standardisation, suitable availability on the part of the individual to undertake marking and overall need (i.e. level of activity). The Panel Development and Standardisation (PDS) team will monitor good practice throughout the year. SELT ISE Markers are not permitted to mark papers from an organisation where they have worked or still work, or mark scripts of learners or teachers whom they have previously tutored or still tutor.

Appointment and re-appointment to the SELT ISE Marker Panel is at the absolute discretion of Trinity College London.

DESCRIPTION OF POST

SELT ISE markers are required to mark ISE I, II and III of SELT ISE Reading and writing exam scripts (ISE I, II and III i.e. from A2-C1 levels of the CEFR). SELT ISE Markers are also required to complete some administrative tasks related to marking.

Markers assess scripts according to given criteria with reference to the ISE specifications, rating scales and markers' guidance notes. Training is provided and ongoing support is available from Trinity's PDS team for any queries that may arise.

Markers travel into Trinity's Croydon office for every marking session to attend a benchmarking session and mark scripts. Scripts are marked in hard copy, with marks being recorded on hard copy marksheets. On occasion markers will also take scripts

home to mark. It is a requirement that SELT ISE markers are resident within easy travel time to Trinity's Croydon office.

ISE SELT examinations occur throughout the year, once or twice a week, but this may increase depending on candidate numbers.

GENERAL CRITERIA FOR PANEL MEMBERSHIP

Applicants for the ISE Marker Panel must:

- 1) be resident in the South East of the United Kingdom with eligibility to work;
- 2) be under 75 years old;
- 3) demonstrate the required qualifications, experience and skills;
- 4) offer the required availability; **and**
- 5) attend or participate in training and standardisation events
- 6) successfully complete the standardisation tasks before marking

FORMAL QUALIFICATIONS

As a minimum, applicants are required to have:

- A first degree (or equivalent) or teaching certificate
- A recognised diploma-level (NQF level 4) teaching qualification in TESOL/ESOL.

EXPERIENCE AND CURRENT KNOWLEDGE

Applicants should have a minimum of five years' recent EFL/ESOL teaching experience. It is not a prerequisite for applicants to have exam marking experience and those who mark for other awarding bodies are welcome to apply.

Applicants need to demonstrate a thorough knowledge of the ISE specifications. It is not necessary to have prepared candidates for Trinity examinations in order to be an SELT ISE Marker.

SKILLS AND ATTRIBUTES

Given the nature of the role, applicants need to be:

- able to make accurate assessment independently;
- able to adhere to deadlines;
- able to keep accurate records;
- well-organised;
- reliable.

AVAILABILITY

To be a member of the SELT ISE Marker Panel, a certain minimum level of availability is necessary. This is not only to ensure that Trinity's marking commitments are fully provided for but also to ensure the minimum frequency of marking, which is essential to ensure adequate intra-rater and inter-rater reliability of assessment.

SELT ISE Markers are required to be available for at least 2 consecutive days:

- Tuesdays and Wednesdays AND/OR
- Thursdays and Fridays,

at least 2 weeks a month.

FINANCIAL REQUIREMENTS

SELT ISE Markers are independent self-employed professionals offering their services in the UK. While Trinity endeavours to reimburse SELT ISE Markers as quickly as possible, SELT ISE Markers must have financial arrangements to reflect the service they offer. It is essential that Markers have a UK bank account.

FEES

Fees for marking are paid direct into a SELT ISE Marker's bank account on receipt of an invoice from the SELT ISE Marker. Travel and subsistence/hotel expenses will be paid to SELT ISE Markers in accordance with Trinity's standard terms. For reimbursement of travel expenses, Markers need to fill in a claims form and submit this with all receipts. Travel and subsistence expenses related to attendance at marking days will normally be covered by Trinity. No fee is paid for attendance at training events.

PERSONAL DETAILS

Trinity's insurance does not cover individuals over the age of 75 years. It is our practice, therefore, to withdraw panel membership at the end of the year in which the individual reaches the age of 75.

HEALTH & SAFETY

The health, safety and welfare of SELT ISE Markers is a major concern for Trinity, and all SELT ISE Markers must be sufficiently fit to undertake travel to and from Trinity's Croydon office.

EQUAL OPPORTUNITIES

It is Trinity's policy to work towards a varied and representative panel membership with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership.