

## **INTRODUCTION**

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

Membership of the UK ESOL 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 Skills for Life examinations.

Initial appointment to the UK ESOL 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 UK ESOL 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 Academic team will monitor good practice throughout the year. UK ESOL 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 UK ESOL Marker Panel is at the absolute discretion of Trinity College London.

## **DESCRIPTION OF POST**

UK ESOL markers are required to mark all levels of Skills for Life reading and writing examination scripts (Entry 1, 2, 3 and Levels 1, 2). Markers are also required to complete some administrative tasks related to marking.

Markers assess scripts according to given criteria with reference to the relevant syllabuses and markers' guidance notes. Training is provided and ongoing support is available from Trinity's Academic team for any queries that may arise.

Markers usually work from home. Scripts are marked in hard copy, with marks being recorded on hard copy marksheets.

Skills for Life examinations occur throughout the year. Most marking however occurs during June and July when most Skills for Life examinations take place.

## **CRITERIA FOR PANEL MEMBERSHIP**

Applicants for the UK ESOL Marker Panel must:

- 1) be resident in 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 an annual training event and successfully complete an annual standardisation exercise.

## **FORMAL QUALIFICATIONS**

As a minimum, applicants are required to have:

- A first degree (or equivalent) or teaching certificate
- A relevant and recognised ESOL teaching qualification

## **EXPERIENCE AND CURRENT KNOWLEDGE**

Applicants should have a minimum of five years' recent EFL/ESOL teaching experience. A minimum of two years' experience of teaching on ESOL Skills for Life courses is also required. It is not a prerequisite for applicants to have exam marking experience and those who mark for other awarding organisations are welcome to apply.

Applicants need to demonstrate a thorough knowledge of the Adult ESOL Core Curriculum. It is not necessary to have prepared candidates for Trinity examinations in order to be a UK ESOL 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 UK ESOL Markers 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 level of frequency of marking, which is essential to ensure adequate intra-rater and inter-rater reliability of assessment.

Currently UK ESOL Markers are required to mark a minimum of 200 exam papers a year during June and July. This is subject to change. Please note, although Markers must offer this minimum level of marking availability, no minimum number of scripts is guaranteed by Trinity. If you do not have the minimum availability, then please do not apply.

Markers must also be available to attend an annual training event in London and to complete a subsequent annual standardisation exercise.

## **FINANCIAL REQUIREMENTS**

Markers are independent self-employed professionals offering their services in the UK. While Trinity endeavours to reimburse Markers as quickly as possible, 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 Marker's bank account on receipt of an invoice from the Marker. Travel and subsistence/hotel expenses will be paid to 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/hotel expenses related to attendance at training events will normally be reimbursed to Markers. No fee is paid for attendance at these events.

Fees will be paid for completion of the annual standardisation exercise.

### **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 UK ESOL Markers is a major concern for Trinity, and all Markers must be sufficiently fit to undertake UK travel.

### **SAFEGUARDING AND PROTECTION**

Trinity College London is committed to safeguarding and protecting the children and young people with whom we work. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.

### **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.