

INTRODUCTION

The Panel of Music Theory Diploma Markers exists in order to enable Trinity to deliver assessments across the world to a consistent level of quality and reliability.

Membership of the Music Theory Diploma 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 examinations.

Initial appointment to the Music Theory Diploma Marker Panel follows a selection process which involves completing an application (with details of relevant qualifications and experience), attendance at an interview, and completion of initial training. Appointment is also conditional on various criteria being met:

- Provision of two references that are satisfactory to Trinity
- Proof of eligibility to work in the UK

Continuing membership of the Music Theory Diploma 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.

Appointment and re-appointment to the Music Diploma Theory Marker Panel is at the absolute discretion of Trinity College London.

Music Theory Diploma 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.

The two levels of Diploma are:

- Associate (AMusTCL): equivalent in standard to the first year of an undergraduate degree.
- Licentiate (LMusTCL): equivalent in standard to the final year of an undergraduate degree.

Full details of these qualifications may be found in the current Music Theory Diploma syllabus.

DESCRIPTION OF POST

Music Theory Diploma Markers are required to mark both levels of the examination. Markers are also required to complete some administrative tasks related to marking.

Markers assess scripts according to a pre-defined mark scheme with reference to the Music Theory Diploma syllabus and markers' guidance notes. Training is provided and ongoing support is available from Trinity's Academic and Panel Management teams, for any queries that may arise.

Scripts are marked in hard copy, with marks being recorded on hard copy marksheets. Music Diploma Theory exams occur twice a year, in May and November.

CRITERIA FOR PANEL MEMBERSHIP

Applicants for the Music Theory Diploma Marker Panel must:

1. be resident in the United Kingdom with eligibility to work;
2. demonstrate the required qualifications, experience and skills;
3. offer the required availability; and
4. complete training and standardisation exercises twice a year and attend markers' meetings

SKILLS AND ATTRIBUTES

Given the nature of the role, applicants must:

- have a wide-ranging knowledge of music history in the Western classical tradition;
- be able to make accurate assessment, independently;
- be able to adhere to deadlines;
- have excellent time-management skills;
- be able to keep accurate records;
- be well-organised and reliable.

FORMAL QUALIFICATIONS

- Honours degree (or equivalent) in Music (with a focus on music literacy)

EXPERIENCE

The following experience is desirable:

- experience as a teacher/examiner in tertiary education;
- practice of theoretical and analytical concepts and procedures.

AVAILABILITY

To be a member of the Music Theory Diploma Marker Panel, availability is necessary, during May and November. 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.

Please note, although Markers must offer this minimum level of availability, no minimum number of scripts is guaranteed by Trinity. If you do not have the availability during these months, then please do not apply for the role. Markers must also be available to attend training days in London twice a year and complete standardisation exercises before each marking session.

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.