

MINISTRY OF EDUCATION HERITAGE ARTS

JOB DESCRIPTION: EXAMINATION MARKERS

CORPORATE INFORMATION

1. Salary Band: E
2. Hourly rate: \$9.90
3. Duty Station: Examination Office
4. Reporting Responsibilities:
 - a) **Reports To:** Chief Examiners
 - b) **Liases with:** Markers
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position is responsible for the efficient and effective marking of examination scripts.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Ensure all allocated batch of examination scripts are efficiently and effectively marked.
2. All marks are correctly recorded in the mark sheet against the student index number.
3. Compile all the marked scripts by ascending student ID numbers, and submit to the examination office.
4. Compile marking report and submit to the chief examiner.

PERSON SPECIFICATION

The following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Sound knowledge and understanding of the subject matter for the relevant level.
2. At least 3 years' experience assessing exams or similar in the relevant subject matter.
3. Ability to quickly adapt to the marking expectations.
4. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Demonstrated ability to mark efficiently and is able to make decisive judgment on the awarding of marks.
2. Demonstrated ability to follow instructions and organize activities, and work cooperatively and meet marking deadlines.
3. Service oriented approach, with a commitment to ensure quality marking of the allocated script.

Note: This position will be required to work out of the normal working hours.

Personal Character

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.