

Module Marker Role Descriptor

Manager: Module Leader

Summary of the Role

To work within the module team and with the Module Leader's guidance, to provide timely and effective feedback on students' assessments.

Duties and responsibilities

Module Marking

- Attending up to 2 assessment briefing webinars (one per assessment) scheduled by the Module Leader. The dates and times of these webinars will be issued to you by the Module Leader. If you are unable to attend, then you must listen to the recordings before you commence your marking
- Reading through the assessment marking guides ahead of the marking period and familiarising yourself with the marking criteria, plus any relevant module material and postings in the forums that are pertinent to the assessment
- Providing constructive and motivational feedback to students on their marked coursework and examinations through the UCEM standard processes and within the required timeframe, while meeting UCEM requirements
- Providing guidance to students on reflecting on their feedback and how to feed forward their learning to other assessments
- Gaining an understanding of the processes required for reporting suspected academic misconduct and acting appropriately thereon
- Completing all the assignment marking online using the 'Turnitin Feedback Studio' software, and completing the training provided on this
- Assessing coursework (using the online Turnitin Feedback Studio) and examinations in accordance with the marking criteria and guidance provided by the Module Leader and in line with the current UCEM Tutor Engagement Model. Providing feedback to the Module Leader on student performance
- Marking all assessments allocated to you and ensuring you meet the deadlines set for their marking times, as per the set timelines:
 - For assignments, a 3-week turnaround time normally applies to those assignments submitted on time, a 2-week turnaround normally applies to those that are submitted 7 days after the deadline (either due to students taking an extension or submitting late) and a 1-week turnaround normally applies to those that are submitted 21 days late. Please note the assignment marking deadline is normally 10.00 a.m. on the deadline day given
 - For exams, the standard marking turnaround time is 2 weeks. The exam scripts will be sent to you in hard copy as soon as possible after their receipt from the Examination Centres. Please note this can mean you receive them up to a week or more after the exam date. Where possible, we will send exam scripts to you in

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batches. You are expected to mark the batch of exam scripts within two weeks after the batch has been despatched to you.

- In addition, for examined modules, completing a summative exam feedback template for your exam cohort within the timeframes given and following the instructions given by the Exams team
- Letting your Module Leader know as soon as possible if you are unable to work (for example, due to illness) and ensuring, where possible, that suitable cover is found

General

- Completing the Module Marking training and associated online marking training on the VLE and achieving 100% in the quiz ahead of your contract start date and referring to the training as and when required throughout the duration of the module
- Completing other mandatory training as required, including Data Protection, Safeguarding & Prevent training – details of this will have been provided to you already
- Participation in feedback from training as requested
- Use your UCEM email address provided for all email communications with your Module Leader and other teams at UCEM