

Module Marker Job Description

Manager: Module Leader

Summary of the role

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

Subject areas required

We are currently particularly interested in candidates whose subject areas include:

Subject area	Modules
Construction Technology	Construction Technology 2 (undergraduate level)
Economics	Economics for the Built Environment (undergraduate level)
Level 4 Modules	Introduction to Site Operations (undergraduate level)
	Introduction to the Built Environment 1 (undergraduate level)
Planning	Planning and Development (postgraduate level)
	Planning concepts (postgraduate level)
	Markets (postgraduate level)
	Valuations for Planners (postgraduate level)
	Applied Valuation (postgraduate level)
Quantity Surveying	Design Economics and Cost Planning (undergraduate level)
	Measurement and Costing (undergraduate level)
	Building Economics (postgraduate level)
	Contract Administration and Practice (undergraduate and postgraduate level)
	Estimating and Tendering (undergraduate level)
	Measurement and Quantification of Construction Work (undergraduate level)
	Professional Cost Management (postgraduate level)
Real Estate	Property Management (postgraduate level)
	Property Transactions (postgraduate level)
Sustainability	Sustainable and Innovative Construction (postgraduate level)
	Introduction to Sustainability (undergraduate level)
	Operationalising Sustainability (postgraduate level)
	Paradigms of Sustainability (postgraduate level)
	Realities of Sustainability (postgraduate level)

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Valuation	Valuation – Context and Principle (undergraduate level)
	Applied Valuation (undergraduate level)
	Statutory Valuations (undergraduate level)
	Valuation and Ethics (postgraduate level)
	Statutory Valuations (postgraduate level)
	Valuation – The Five Methods (undergraduate level)

Please see the [Module Descriptors](#) for further information on these modules.

Overview of duties and responsibilities

Pre-marking periods

- Complete the Module Marking certification training and other mandatory training on the VLE ahead of your contract start date (details will be provided to you).
- Attend up to two 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.
- Read through the assessment marking guides ahead of the marking periods and familiarising yourself with the marking criteria.
- Familiarise yourself with the module content on the VLE, especially those areas that are pertinent to the assessment.
- Monitor and contribute (if necessary) to the tutor forum with regards to the assessment.
- Gain an understanding of the processes (via the Module Marking certification training/marketing webinars) required for reporting suspected academic misconduct and acting appropriately thereon.
- Diarise the marking dates in your calendar and setting up reminders where possible, to ensure that you are available and ready to start marking from the submission due dates.
- Let 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, so as not to adversely affect the student experience.
- Be contactable by UCEM colleagues - as a Module Marker you are expected to use your UCEM email address and to be contactable on the telephone number(s) that you have provided, during normal working hours.

Marking periods

- Work together with the Module Leader, Module Tutors and other Module Markers to form a coherent Module Tutor Team for students; including attending catch-ups with the Module Leader as and when requested by them, monitoring and contributing (if necessary) to the tutor forum with regards to the assessment.
- Complete all the assignment marking online using the specified software in accordance with the marking criteria and guidance provided by the Module Leader.
- Ensure that you mark at least 3-5 of your scripts within the first 2-3 days of them being allocated to you, and communicating to your Module Leader when this has been done, so that the Module Leader can review your marking and provide feedback that should then be taken into consideration when you are completing the rest of your marking.
- Refer to the certification training as and when required throughout the duration of the marking periods.

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- Provide constructive and motivational feedback to students on their marked coursework through the UCEM standard processes and within the required timeframe, while meeting UCEM requirements.
- Liaise with the Module Leader/Assessment Team if you are unsure of any UCEM processes or systems, especially if this is your first time as a Module Marker (the Module Leader will act as your mentor if you are new to the role).
- Provide guidance to students on reflecting on their feedback and how to feed forward their learning to other assessments as instructed on the Assessment Feedback Template.
- Mark all assessments allocated to you within the set timelines:
 - a 3-week turnaround time normally applies to those assignments submitted on time
 - a 2-week turnaround normally applies to those that are submitted up to 7 days after the deadline (either due to students taking an extension or submitting late)
 - a 1-week turnaround normally applies to those that are submitted up to 14 days late
- Consult with the Module Leader if there are issues around word counts before adjusting marks because of this.
- Support the Module Leader in compiling responses to requests for additional feedback from students.

Application process

To express your interest please click [here](#) to submit your CV, covering letter, and Recruitment Check Form. Your details will initially be screened for subject matter and marking suitability. Should we then wish to progress you through the full credentialing process, we will contact you and inform you of the next steps.

Should you have any queries please contact the HR Team initially via email to recruitment@ucem.ac.uk

Closing date

This advert will go live in May 2024, with no specific closing date.