



Role and duties of the marker

Marker for an ATAR course written examination

A written examination marker is responsible for the following duties.

- Attending all meeting/s as determined by the Chief Marker, including pre-marking meetings and reconciliation meetings
- Carrying out all processes needed to mark, reconcile, check and record all necessary information for the required number of candidates, including, where appropriate, the northern hemisphere ATAR course common task and examination marking process, and in the manner instructed by the Chief Marker by the due dates, and outlined in the *Marker Handbook: ATAR course written examinations*
- Ensuring no marks or notations are made on a candidate's examination materials
- Ensuring the security of all passwords and internet data entry pages
- Informing the Chief Marker immediately if they recognise a candidate's work
- Not discussing details of examination scripts with anyone who is not on the marking team – this includes disclosing information about the performance of any candidate after the marking process
- Submitting all results and returning all examination materials to the Chief Marker according to the marking timeline
- Informing the Chief Marker if a candidate writes comments in their examination script that discloses a risk of harm to the candidate or another person
- Writing a brief *Marker report* and submitting it to the Chief Marker by the due date
- Maintaining the confidentiality and security of the marking process
- Carrying out other duties as requested by the Manager – Examinations Logistics