

## Frequently Asked Questions - NCT

### **What does a Marker actually do?**

A Marker marks pupil responses in accordance with the pre-defined mark scheme, whilst adhering to marking and administrative procedures and scheduled deadlines for the national curriculum assessments.

### **What experience do I need to become a Marker?**

You must be a qualified teacher and be either currently teaching or you have taught within the last two years. You should have at least two years teaching experience in the relevant subject and at the relevant level. For example, if you wish to mark key stage 2 English reading, you must have recently taught English reading for at least two years.

### **What subjects can I apply to mark?**

You can apply to be a Marker for the following key stage 2 assessments:

- English grammar, punctuation and spelling (GPS)
- English reading
- Mathematics

### **Can I apply to mark more than one role/subject?**

If you are interested in English Reading, GPS and Maths, please apply for your preferred subject only.

If no further contracts are available for your preferred subject, you may be asked if you are willing to mark either of the other two subjects, should there be shortages, providing you are eligible.

### **How do I apply and what is the selection procedure?**

To apply please visit:

<http://qualifications.pearson.com/en/support/support-for-you/teachers/work-with-us/current-vacancies.html>

Complete an online application form by selecting the subject you are interested in. Your form will be reviewed by our recruitment team and references will be taken. Successful applicants will receive notification that they are on our register of approved markers. The process to approve an application can take up to 4-6 weeks.

*N.B. Please be aware that you will need to provide two referees in your application form, and that requests will automatically be emailed to them when you submit your application for processing. Both of your referees need to be in positions more senior than yours (for example, your Deputy Head or Head Teacher) and relevant to the role you are applying for.*

**I have previously been a marker but have not marked within the last two years, do I need to re-apply?**

Yes. Approved applications are only valid for two years so if you have not marked within the last two years, you will need to re-apply to be a marker. You can re-apply using your existing 6 digit marker ID number. If you have marked within the last two years you do not need to re-apply.

To re-apply please visit:

<http://qualifications.pearson.com/en/support/support-for-you/teachers/work-with-us/current-vacancies.html>

Complete an online application form by selecting the subject and level you are interested in. Your form will be reviewed by our recruitment team and references will be taken. Successful applicants will receive notification that they are on our register of approved markers. The process to approve an application can take up to 4-6 weeks.

*N.B. Please be aware that you will need to provide two referees in your application form, and that requests will automatically be emailed to them when you submit your application for processing. Both your referees need to be in positions more senior than yours (for example, your Deputy Head or Head Teacher) and relevant to the role you are applying for.*

**Will I be offered a contract if I am on the register of approved markers?**

A contract to mark the assessments in 2019 cannot be guaranteed to every applicant. Pearson is under no obligation to do so and you are under no obligation to accept one if we do.

Whether you will be offered a contract for marking in 2019 will depend on:

- The total number of markers required for each subject.
- The number of markers from 2018 who continue this year.
- The number of new applications we receive for your subject.

**Will I receive any training?**

All markers attend a training meeting for the subject that they have been contracted to mark. The training meeting instructs markers how to apply the agreed mark scheme and how to carry out all relevant administration.

Markers are also expected to read guidance booklets and complete some online training modules prior to their training meeting so they are familiar with marking processes.

**What support is there for New Markers?**

You will be assigned a Team Leader who will hope to make contact with you before the training meeting, and will then maintain regular contact throughout the marking period. They will endeavour to answer your queries, help you work through the training and answer questions about live marking. New Markers are also given separate guidance materials so they can become familiar with the marking programme.

**If I were to become a Marker when would I need to be available?**

The training meeting for all subjects for Markers will be taking place on Saturday 18 May 2019. You will need to be available until the deadline of marking on Friday 7 June 2019 however you may be required to be available until results day which on Tuesday 9 July 2019. Training is held at various locations across England and Pearson would endeavour to allocate you to the closest geographical venue available.

**Would I need to do anything before the training meeting?**

Yes. Prior to the training meeting, you will be expected to read guidance documents and complete some online training and tutorials in preparation for the meeting. Following the training meeting, you will have about approximately four weeks to complete your marking, although there will be a number of marking deadlines that you are expected to adhere to during this period. Some of these marking deadlines occur during the end of May half-term holiday. All contracted markers are required to be contactable by telephone and e-mail throughout the marking period.

**How is marking going to be done in 2019?**

Please note that all marking will be online where you mark question items using Pearson's online marking mechanism; ePEN. Marking onscreen can be quicker and more efficient as the need to complete administrative tasks is removed.

**How much will I be expected to mark?**

Markers will be given a target number of items to mark but we are currently unable to confirm your allocation size.

**How much time will I be expected to spend marking?**

You could be expected to spend approximately 40 - 50 hours marking over a 3 week period depending on your allocation of question items, and the complexity of the pupil's response. If you choose to take on additional allocations, you can obviously expect to spend more time marking.

Please note, there are a number of marking deadlines throughout the marking window that may influence the time you are expected to spend marking within any given week.

**How much will I get paid?**

Marking fees are set per item and are determined by the subject you mark. Depending on your allocation you could expect to earn around £800-£1000. We will also pay you a fee for attending the training meeting, a communications fee and reimburse you for travel and other expenses. Your marker contract and further communications will confirm all payment details.

**How will I be paid?**

Payment will be made via bank transfer. Item marking fees are paid when you complete marking targets. Meeting fees are paid within 30 days after the meeting and agreed expenses are paid within 30 days after receipt of a completed claim. More information will be provided in your contract.

**Do I need to take time off work?**

No, you would not normally need to take time off work. The training meeting is held on a weekend, and marking can be done in the evenings and weekends.

**Do I complete my marking at home?**

Marking is onscreen so can use any suitable computer. However, marking should not be completed in a public place (e.g. trains, libraries or internet cafes) or at work. Care should be taken to ensure marking is done in privacy to uphold confidentiality and security regulations.

**Would I mark the complete script for a pupil?**

You will not mark a complete script for a particular pupil. Each test paper will be scanned and divided into sections called 'items'. An 'item' is often a page of a test paper so each 'item' may contain the responses to a number of questions. If a question/response extended over two or more pages of a test paper, the pages would be linked and you would mark all pages for that question/response. You will be required to mark a specified number of each item and the responses could be from any pupil who sat the test.

**Is my marking checked?**

Yes. After training, each marker must mark a small sample of Practice scripts before undertaking Standardisation. The Standardisation is a check to ensure that markers can apply the mark scheme correctly, and to the agreed national standard. Markers must pass Standardisation to be allowed to mark pupil responses.

Markers are required to mark further quality assurance samples throughout the marking cycle to demonstrate that they are continuing to mark to the agreed national standard.

**Are there specific computer requirements for marking onscreen?**

Yes. The minimum and recommended requirements are listed in the table below.

**Unfortunately Apple Macs are not compatible with the ePEN system, and so you would not be able to mark using this type of computer.**

When marking online it is important to have a suitable computer on which to run ePEN. The following table outlines the list of minimum requirements for your PC. Assessment Associates must have access to a suitable computer before agreeing to mark online.

Minimum Requirements
<p><b><u>Internet Service Provider</u></b></p> <p>Broadband</p> <p>NB. Mobile Broadband may work but is not supported</p>

**Operating System**

Windows 7  
Windows 8  
Windows 8.1

**Connection Type**

ADSL/Cable – Broadband

Wireless Broadband is only recommended in areas where signal strength is not likely to fluctuate below 90%. Any break in connection will terminate the session generating an xml error message

**Processor**

1.0GHz Processor – Windows 7, Windows 8 and Windows 8.1

**Memory**

1Gb for all other versions of 32-bit Windows 7, Windows 8 and Windows 8.1  
2Gb for 64-bit versions of Windows 7, Windows 8 and Windows 8.1

**Web Browser**

Internet Explorer 11  
All other browsers are supported on a best endeavours basis

**Java**

Java SE Runtime Environment 8  
[Latest compatible version](#)  
Java SE Runtime Environment 8 update 31 for senior markers which can be downloaded [here](#)  
Java SE Runtime Environment 8 update 77 for all other users which can be downloaded [here](#)

**Disk Drive Space**

25 Gb Hard Drive space required (15Gb Installation, 300Mb Operation)

**Display**

Monitor supporting 1024x768 resolution or higher

## Conscious Requirements

New products and upgrades identified for future compatibility testing.

Timeline of Microsoft products reaching the end of the support lifecycle, Pearson 'Best endeavours' support remains.

Microsoft Product	Support Timeline
<b>Operating System</b>	<b>Operating System</b>
Windows Vista	Unsupported
Windows 2000	Unsupported
Windows ME	Unsupported
Window XP	Unsupported
IE 8, 9 and 10	Unsupported

### **If I need more information who should I contact?**

If you have any queries please email [markers@nct.pearson.com](mailto:markers@nct.pearson.com)