

Specialist Graduate Marker: Guidance notes for completing the application form

Please follow the instructions below when completing the online application form for a specialist graduate marker role.

Please note that all sections marked with an asterisk * are required fields

Step 1 - Personal Details

Please provide your personal details.

Step 2 - Qualifications

Please provide us with details of any previously gained qualifications and/or qualifications which you are currently studying towards.

- Question 1: Do you hold a degree or equivalent?

N.B You will be required to provide evidence of your degree before you can be appointed as a marker

- Question 1b: Do you hold any English Language Qualification?

N.B If your first language is not English you will be asked to provide certificates of an English Language qualification

Step 3-5 - Work Experience

- Question 1: Do you have assessment experience (i.e. teaching, lecturing, delivering) either within a school, college, other institution of learning or through relevant industry experience?

Please answer **Yes**.

- Question 1a: Are you currently teaching or do you have any current relevant industry experience?

Please answer **Yes** and include details of your degree in the drop down boxes below.

You should select the following options from the drop down boxes:

Position Held

please select

Other

Level of Teaching

please select

NA - Recent Graduate

Subject taught

please select the subject most relevant to your degree subject.

NB. If your degree subject does not appear in the list then unfortunately we do not have any vacancies in your subject area

Step 6 - Vacancy/Preference Selection

Please select the role, level and subject that you would like to be considered for.

Role - Please select **Specialist Graduate Marker**

The following drop down menus should offer you levels and subjects which are available to you given your qualifications and experience. Please select a level, unit and paper for your subject before continuing to the next step.

Step 7 - Additional Information

Please provide any further information to support your application.

Step 8 - Reference Contacts

You will need to provide 2 referees for your application:

Referee 1 should be an academic referee, such as your course leader or your personal tutor.

Referee 2 can be a second academic referee, or a previous employer if you have one

Please note that once your application has been submitted requests will automatically be sent to both of your referees.

Step 9 - Equalities Monitoring Forum

If you do not wish to answer any of the questions in this section, please choose "prefer not to state" from the drop down list.

Step 10 - Declaration

Please ensure that you have read and understood the terms of the declaration before ticking this box.

Step 11 - Review of Online Application Form

Please review your application to ensure that the details you have provided are correct. To submit your application for processing, click on **Send Application**.