

**EMPLOYER: City & Guilds**

**ROLE TITLE: Marking Examiners.**

City & Guilds is the leading vocational awarding body in the UK, offering more than 500 qualifications over 29 industry sectors, through 8500 approved centres in around 100 countries worldwide.

City & Guilds Technical qualifications are new, high quality and demanding technical qualifications that prepare candidates for further education or to go into the workplace in a range of industry areas. They require candidates to complete stretching written tests, which include extended response questions, to distinguish between just able and merit and distinction quality candidates.

An examiner marks candidates' responses in accordance with the pre-defined mark scheme, whilst adhering to guidance and examination procedures.

Responsibilities of an examiner:

- Attend training/standardisation meeting to ensure best practice is adhered to when marking
- Mark written responses accurately and consistently to the standard set by the Chief Examiner.
- Submit samples to the Chief Examiner at designated times.
- Ensure timescales for marking are adhered to.
- Ensure all administration is completed as specified.

Exact marking windows vary for each subject but the key marking periods for technicals for 2020

- Level 2 Technical Qualifications: Spring series – 19 March 2020 – 13 April 2020, Summer series – 4 June 2020 – 4 July 2020
- Level 3 Technical Qualifications: Spring series - 5 March 2020 – 28 March 2020, Summer series – 4 June 2020 – 4 July 2020

Successful applicants will:

- have current knowledge of the UK 14-19 education system
- have teaching or assessment experience in the relevant subject and level
- have a high level of recent, relevant subject knowledge, in order to apply the mark scheme
- be computer literate
- have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account
- have good written and verbal communication skills
- be able to follow procedures accurately and reliably
- be able to work to fixed timescales
- be passionate about vocational education and helping people reach their full potential.

If you think that you meet these criteria, please email your current CV and covering letter to [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com) clearly stating in the subject line, the specific role or roles, the qualification number and the industry or sub-industry area in which you are interested to be involved.

Marking examiner vacancies are available in the following industry areas:

**Technical industry areas:**

<b>Industry</b>	<b>Sub-industry</b>
Construction	Level 2 & 3 Architectural Joinery
	Level 2 & 3 Bricklaying
	Level 2 & 3 Plastering
	Level 2 & 3 Painting and Decorating
	Level 3 Construction in the Built environment
Hair and beauty	Level 2 & 3 Barbering
	Level 2 & 3 Hairdressing
	Level 3 Media Make-up
	Level 3 Theatrical, Special Effects and Media Make-up Artistry
	Level 2 KS4 Hair and Beauty
	Level 3 Health and Care
Hospitality and catering	Level 2 Professional Cookery
	Level 3 Professional Cookery
	Level 3 Professional Chef
	Level 3 Professional Chef Patisserie
	Level 2 Food and Beverage
	Level 3 Food and Beverage
Land	Level 2 & 3 Floristry