

Marking Coordinator & Marker Handbook



- All Marking Coordinators and Markers employed by TASC **MUST** follow the guidelines in this handbook, as required by the Statement of Duties for these roles.
- **If you have questions** or are unsure about any aspect of your role:
 - Marking Coordinators: contact TASC Assessment Team
 - Markers: speak with your Marking Coordinator, in the first instance
 - Questions that cannot be resolved can be sent to the TASC Assessment Team at tasc.assessment.team@tasc.tas.gov.au
 - Questions about payment, Human Resource matters and relief payments can be sent directly to jobs@tasc.tas.gov.au.

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INTRODUCTION

Welcome to your role as a Marking Coordinator or Marker for the Tasmanian Assessment, Standards and Certification (TASC).

Markers play an essential role in ensuring fair, consistent, and high-quality external assessments for Year 11 and 12 students. This includes marking written exams, folios, practicals, presentations, orals, and displays. External assessment is a key component of all Level 3 and 4 courses in Tasmania's senior secondary education system.

We appreciate your commitment to maintaining the integrity of the assessment process and look forward to working with you to support student success.

ELIGIBILITY AND APPLICATION

ELIGIBILITY CRITERIA

Applicants seeking a marking role should ideally have taught the TASC-accredited course(s) they wish to mark or possess extensive experience in the subject area. While prior teaching experience in the course is preferred, applicants must demonstrate a deep understanding of the course content, assessment standards, and TASC's external assessment requirements.

Marking roles are not suitable for recent school leavers or individuals currently undertaking teaching placements as part of their degree, as these applicants may not yet have the necessary experience in applying TASC assessment criteria and standards.

TASC employs Marking Coordinators and Markers in accordance with the [State Service Act 2000](#). Applicants must demonstrate:

Marking Coordinator requirements:

- Expert knowledge of the relevant course and criterion-based assessment.
- Strong leadership skills to manage and support a marking team.
- High-level communication skills (written and verbal).
- Ability to adhere to marking policies, procedures, and confidentiality.
- Commitment to quality assurance in the marking process.
- Receptiveness to feedback and ability to apply it.

Marker requirements:

- Demonstrated subject expertise.
- Ability to meet deadlines and adhere to marking procedures.
- Strong teamwork skills and willingness to follow instructions.
- Commitment to confidentiality and security requirements.
- Receptiveness to feedback and professional integrity.

APPLICATION PROCESS

Each year, TASC opens applications for Marking Coordinators and Markers. TASC advertises these roles via:

- the TASC website
- the TASC fortnightly update
- email notifications to previous sessional staff and applicants on the TASC Sessional Staff Register.

Application Requirements:

- A current CV (maximum 2 pages).
- A 500-700 word response addressing the selection criteria.
- [Registration to Work with Vulnerable People](#) (*Employment status*).
- Complete [New Employee Starter Pack](#) (*if you have not previously worked with TASC*).
- [Safeguarding, Confidentiality, and Conflict of Interest Declaration Form](#) (*if shortlisted*).

Selection & Appointment:

- TASC ensures fair selection by considering experience, regional and sector representation, and equitable access to marking roles.
- Markers can apply to mark a combination of different courses and assessment types (e.g., written exams, oral assessments, folios).
- TASC configures marking teams based on:
 - Suitability and experience.
 - Cross-regional representation.
 - Cross-sector representation.
 - Equitable access for schools and teachers.
- TASC works with Marking Coordinators to select a balanced team of new and experienced Markers.
- Successful applicants will be contacted by TASC to confirm appointment to courses and assessment types.

ROLES AND RESPONSIBILITIES

Marking Coordinators

Marking Coordinators oversee the marking process and ensure consistency, accuracy, and adherence to TASC policies. Their key responsibilities include:

- Managing a marking team to ensure deadlines are met.
- Providing training and guidance to ensure markers understand assessment criteria and standards.
- Overseeing quality control, checking for systemic issues in marking.
- Developing or refining marking guides, rubrics, and solutions for consistent application of standards.
- Determining minimum values and participating in borderline and anomaly reviews.
- Reviewing student papers requested for inspection in January/February. If unavailable, they must arrange for an experienced team member to complete the reviews.
- Liaising with TASC to report concerns and suggest process improvements.
- Providing detailed assessment reports for future exam development.

Markers

Markers are responsible for the accurate and fair assessment of student work. Their duties include:

- Attending training sessions to ensure consistent marking practices.
- Applying marking rubrics and guidelines provided by TASC.
- Maintaining strict confidentiality throughout the marking process.
- Completing marking within set deadlines and following assessment procedures.
- Consulting the Marking Coordinator on any concerns arising during marking.
- Contributing feedback and observations for the Assessment Report.
- Attending Assessment Panel discussions (if required) to review borderline or anomaly cases.
- Ensuring assessment integrity by reporting any suspected breaches of academic honesty.

Markers **must not** engage in discussions about candidate results outside the designated TASC processes.

EXTERNAL ASSESSMENT OVERVIEW

All TASC Level 3 and 4 courses include an externally assessed component, which follows standardised assessment conditions to ensure fairness and consistency. External assessments:

- Are designed by independent examiners and assessed against current course content and the relevant course External Assessment Specifications (EAS).
- Are conducted under specified conditions to maintain academic integrity.
- Are marked using consistent application of standards by a team of qualified markers.
- Contribute directly to the candidate's final award, combining external and internal ratings.

Types of External Assessment

External assessments may be conducted in various formats, including:

- Written exams are conducted under supervision at designated exam centres.
- Oral, performance, and display assessments are assessed by a marking panel on-site at schools or colleges.
- Folios and project work are submitted by candidates and reviewed against set criteria.

All assessment conditions and verification processes are designed to ensure that student work is authentic, fair, and meets the course specifications.

MARKING PROCESS

Key Dates

Important external assessment dates, including marking deadlines and training sessions, are available on the [TASC website](#).

Planning for Marking

Marking Coordinators work with TASC to plan assessment marking, including refining marking guides, confirming rating methods, and ensuring consistency in assessment.

Marker training meeting

Before marking begins, Coordinators lead a training session to ensure consistency in marking.

- The marking team reviews and standardises marking using sample student responses.
- Coordinators refine marking rubrics, solutions, and assessment guides where necessary.

When and Where

Marker meetings are conducted online via Microsoft Teams unless an in-person meeting is approved by TASC. The meeting schedule is published annually.

Marker training meeting

- Coordinators lead training to ensure alignment with assessment standards.
- The marking team moderates marking using sample student responses.
- Coordinators refine marking rubrics, solutions, and assessment guides.

Marking

- All assessments must be completed within the specified timeframe.
- Markers must apply consistent assessment procedures and report any uncertainties to their Coordinator.

Assessment Panel Review *(Marking Coordinators and selected Markers only)*

- Assessment Panel members:
- ensure that the minimum values / cut-off scores align with performance expectations.
- determine if students who are one rating below a higher award (borderline) have evidence to support upgrading their award.
- investigate anomalous results, if there are inconsistencies in assessment patterns and provide recommendations to TASC.

Final Reporting

Marking Coordinators must submit an Assessment Report with input from their marking team, that provides insights for future candidates, teachers, and exam-setting teams.

The report must include:

- General feedback on student performance, highlighting strengths and common areas for improvement.
- Criterion-based feedback, outlining how responses aligned with the assessment criteria.
- Suggestions for students and teachers to improve future responses.
- Feedback to the Setting Examiner and Critics, including insights on question clarity, difficulty, and alignment with course standards.
- Logistical feedback to TASC, covering marking processes, communication, and any operational issues.
- External Assessment Specifications (EAS) feedback, noting any concerns about time allocation, assessment formats, or course expectations.

Reports must be objective, constructive, and use professional language appropriate for publication.

The final report must be submitted to TASC by mid-December for review and implementation in future assessments.

Student inspections of written exam materials (*Marking Coordinators only*)

- Review and advise TASC on student papers requested for inspection.
- Assess specific questions or sections flagged by students in their comments.
- This process occurs in January during school holidays and through February. If unavailable, you must arrange for an experienced team member to complete the reviews.

PROFESSIONAL LEARNING RECOGNITION

Participation in the marking process and training meetings is recognised as professional development under the Australian Professional Standards for Teachers:

- 5.3 Make consistent and comparable judgements
- 6.3 Engage with colleagues and improve practice
- 7.4 Engage with professional teaching networks and broader communities

OBSERVERS

Marking Observers

The Marking Observer process is a professional learning opportunity designed to provide insight into TASC's external marking process. Observers may attend the first Marker meeting for written, folio, or practical assessments, offering a valuable learning experience for teachers new to a TASC course and enhancing comparability of assessment standards.

Observer Eligibility & Conditions

- Observer access is limited, approval is subject to availability and TASC's discretion.
- Observers must have written permission from TASC to attend the first Marker meeting.
- Observers may attend practical, performance, and display assessments with TASC's written approval.
- Observers do not receive a marking load and cannot influence marking decisions.
- The Marking Observer position is unpaid—travel, accommodation, and relief reimbursements are not provided.
- Observers are not permitted to attend student oral interviews.

Observer Conduct & Confidentiality

Observers must:

- Remain neutral and not participate in discussions that influence marking decisions.
- Not take notes, photographs, or recordings of the marking process.
- Not discuss, disclose, or request access to live student work, marking guides, or confidential assessment materials beyond the observer session.
- Not engage with students or other stakeholders regarding their observations.
- Follow all confidentiality and security protocols to maintain assessment integrity.

TASC reserves the right to remove an observer from the meeting if their presence disrupts the marking process. Approval to observe marking in one year does not guarantee approval in subsequent years.

CONFIDENTIALITY AND COMPLIANCE

CONFIDENTIALITY OBLIGATIONS

Marking Coordinators and Markers have access to sensitive assessment data and **must**:

- Never discuss student results or assessment processes outside TASC-authorised settings.
- Direct all result-related inquiries to TASC.
- Ensure all assessment materials remain secure and are returned to TASC.
- Not retain or make copies of any student work.

ACADEMIC INTEGRITY

Markers must ensure student work is original and free from academic misconduct. If academic dishonesty is suspected:

1. Mark the work as normal.
2. Flag the issue with your Marking Coordinator.
3. TASC will investigate and take appropriate action.

Markers **must not** personally investigate or discuss potential breaches with students or teachers.

CONFLICT OF INTEREST

A conflict of interest occurs when a marker has a personal or professional connection that could compromise fairness.

Examples include:

- Marking work from students they teach or tutor.
- Having close personal relationships with candidates or school staff.
- Reviewing assessments from a school where they recently taught.

All markers **must** declare any potential conflicts of interest before commencing marking.

PAYMENTS, TRAVEL, AND RELIEF

PAYMENTS

All payroll functions are managed by the Department for Education, Children and Young People (DECYP). Payments, including salaries and reimbursements, are deposited into nominated bank accounts after approval by TASC.

Markers and Coordinators must complete the required payroll forms to ensure payments are processed correctly. For full details on payroll, superannuation, and tax requirements, visit the [TASC Employment page](#) under Sessional Staff Payments.

TRAVEL AND ACCOMMODATION

Prior approval from TASC is required for any travel and accommodation expenses. Travel reimbursements and allowances are paid in accordance with TASC's Travel and Accommodation Guidelines.

- TASC may arrange corporate or hire vehicles for approved travel.
- Private vehicle use may be reimbursed if prior approval is obtained.
- Reimbursement claims must be submitted using the Travel Advance / Reimbursement of Expenses Claim Form.

Further information, including booking procedures and reimbursement policies, can be found on the [TASC Employment page](#).

RELIEF PAYMENTS

TASC will cover relief teacher costs for Marking Coordinators and Markers who miss scheduled teaching duties due to compulsory TASC commitments, such as:

- Formal training sessions
- Discrepancy and assessment panel meetings
- Practical, oral, and folio panel marking
- External Assessment Advisory Panel sessions

Relief is not paid for:

- Time spent marking written exams or individual folios
- Travel time or attending compulsory meetings on scheduled days off teaching.

If you are unsure whether a relief payment applies, contact enquiries@tasc.tas.gov.au. Full details on relief reimbursements are available on the [TASC Employment page](#).