

## 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**.