



## NSW Department of Education Year 6 Check-in Writing assessment marking 2025

### Marking centre personnel

#### Role descriptions

##### 1. **Marking Supervisor**

The Marking Centre Supervisor will

- recruit and appoint all marking centre staff
- liaise closely with DET personnel on all relevant matters
- be responsible for the smooth operation of all facets of the centre
- supervise all administrative support personnel
- assist the DET Project Leaders in the preparation of training materials for Group Leaders and Markers
- administer the distribution, collection and recording of reliability scripts and data
- be responsible for the maintenance of security and confidentiality of all assessment information and materials
- re-direct or terminate employment if and as necessary
- audit and prepare all pay claims
- administer the collection of data as requested by DET
- ensure the completion of evaluation procedures.

##### 2. **Professional Leader**

The Professional Leader will

- liaise closely with DET personnel on all matters pertaining to the application of the marking guidelines and all writing related issues that arise during the course of the operation
- undertake training in accordance with the DET procedures and instructions to ensure the accurate and efficient marking of the writing tasks
- assist the DET in the selection of reliability scripts and the scoring of their criteria
- identify aberrant markers and assist in their re-training and remediation
- liaise with the Marking Supervisor regarding the termination or re-assignment of markers
- assist DET in identifying issues related to the marking guidelines for each task
- provide professional assistance to Group Leaders during the marking period
- monitor and evaluate the performance of Group Leaders
- suggest and record recommendations for possible future Group Leaders
- complete recommendations paperwork for ACER
- maintain the security and confidentiality of all assessment information and materials
- ensure accurate recording of all assessment information
- follow marking centre procedures.
- Oversee and direct Group Leaders.

**4. Group Leader**

The Group Leader will

- check mark and mark scripts
- undertake training in accordance with the DETs procedures and instructions
- participate in the training of Markers in a leadership role to ensure the accurate and efficient marking of the writing task
- assess the writing task accurately in accordance with the advice given by the DET and Professional Leader
- monitor the performance of Markers and assist in Marker evaluation
- assist the Professional Leader in the administration of reliability samples
- provide professional assistance to Markers during the marking period
- maintain the security and confidentiality of all assessment information and materials
- ensure accurate recording of all assessment information
- follow marking centre procedures.

**5. Assistant Group Leader**

The Assistant Group Leader will

- mark scripts
- check mark scripts when requested
- undertake training in accordance with the DETs procedures and instructions
- participate in the training of Markers to ensure the accurate and efficient marking of the writing task
- assess the writing task accurately in accordance with the advice given by the DET and Professional Leader
- assist the Group Leader in the administration of reliability samples
- provide professional assistance to Markers during the marking period
- maintain the security and confidentiality of all assessment information and materials
- ensure accurate recording of all assessment information
- follow marking centre procedures.

**5. Marker**

The Marker will

- undertake training in accordance with the DET's procedures and instructions
- assess the task accurately in accordance with the advice given by the DET and the Group Leader
- ensure accurate recording of all assessment information
- participate in the conduct of reliability sampling
- maintain the security and confidentiality of all assessment information and materials
- follow marking centre procedures
- mark scripts.

**6. Administration Staff**

The Administrative Staff will

- support the Marking Supervisor, Professional Leaders, Group Leaders, Assistant Group Leader and Markers in the marking of the writing tasks
- maintain the security and confidentiality of all assessment information and materials
- ensure the timely supply of scripts to the marking area
- check the completeness of marking of each script
- follow marking center procedures
- report to the Marking Supervisor.