Approved Teachers, Approved Tutors, **Approved Markers** and Approved Demonstrators Scheme

**Definition of Approved Markers**

- Approved Marker status is required of anyone who may mark summative and formative assessment, including examinations, coursework, projects, dissertations and other assessment activities as set out in the course descriptor.

- Level of duties determines whether a person is eligible for Approved Marker status, details of which are outlined in **Ordinance P6**.

- Approved Marker status is given by the Dean of the University on the recommendation of the Head of School. The Head of School may delegate to the Director of Learning and Teaching /Director of Academic Quality the process of recommending candidates for Approved Marker status.

- Approved Marker status can be given up to a maximum of either three or five years. All approvals expire on 31 July of the respective year.

- It is expected that recommended training will be completed no later than six months following the take up of the appointment. Training must be completed in advance of a re-application.

- It should be noted that all new Approved Markers will normally require a certain degree of training before commencing with their duties, unless they have evidenced extensive previous teaching experience within their application.

- It is the responsibility of the **Academic Registry** to notify the Learning and Teaching Academy (LTA) of candidates who, on the advice of the School, require training in order to effectively perform their duties.

- It is the responsibility of LTA to ensure that Academic Registry is notified of completed training.

- If marking is to continue beyond the expiry period a re-application must be made following the same procedure.

- Please follow the link to obtain copies of the Approved Marker **application procedures and application form**.

*Emma Cessford, Global Quality Officer*
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