

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Chief Moderator – English into German – Diploma in Translation</b>
<b>RESPONSIBLE TO</b>	<b>Live Assessment Team Lead/Development and Production Team Lead</b>
<b>JOB SUMMARY</b>	<b>To oversee the marking operation of the Diploma in Translation in the relevant language combination.</b>

### MAIN TASKS AND RESPONSIBILITIES:

- 1. Participate in the pre-exam moderation:**
  - 1.1 ensure parity of standard of difficulty in the set papers against the previous year;
  - 1.2 proof-read the texts (between 7 and 14 texts) in their language combinations, for which separate payment is made;
  - 1.3 attend pre-examination moderation meeting in September, for which separate payment is made.
- 2. Participate in the post-exam moderation:**
  - 2.1 moderate the marked papers (minimum of 20% of each paper/option or approximately 60 in total. CIOL Qualifications will inform of total number of scripts available);
  - 2.2 liaise with examiners and overlook the entire marking process including the preparation activities leading to the marking;
  - 2.3 checking for disparities in marks on results grid sent by CIOL Qualifications;
  - 2.4 in light of above, adding to or reducing the selection of scripts made by CIOL Qualifications;
  - 2.5 checking for consistency in the levels at which the different grades are awarded;
  - 2.6 upgrading or downgrading marks;
  - 2.7 signing all checked mark sheets and inserting them into a result grid;
  - 2.8 produce a feedback on examiners' performance, which will be treated in confidence;
  - 2.9 produce comments on the papers in time for the awards meeting;
  - 2.10 attend the awards meeting in April, for which separate payment is made;
  - 2.11 undertake other duties as necessary, such as moderation of re-marks, training and supervising setters and examiners.

### EXPERIENCE, SKILLS, KNOWLEDGE AND QUALITIES REQUIRED FOR THE POST

- 3. Knowledge and Experience:**
  - 3.1 have an excellent standard of general education;
  - 3.2 have a native-speaker competence in English;
  - 3.3 be a native speaker of German;
  - 3.4 have 10 years of experience in language examining and ideally in language teaching;
  - 3.5 ideally be able to moderate in both source and target languages;
  - 3.6 be a translator or teacher of translation studies in a higher learning institution;
  - 3.7 agree to abide by the CIOL Qualifications Code of Conduct for examiners.
  - 3.8 experience in examination moderation welcome.

The contract will run from 1 September 2019 to 31 August 2020.

### FEES

Chief Moderators will be paid an annual retainer of £600.00. In addition, they will be paid for the individual tasks performed as follows:

- attendance to Standardisation and Awards meetings,
- attendance to a training session (once),
- moderation and proofreading of exam papers.