

JOB DESCRIPTION

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

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. CIOLQ 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 CIOLQ;
- 2.4 in light of above, adding to or reducing the selection of scripts made by CIOLQ;
- 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 Polish;
- 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 CIOLQ Code of Conduct for examiners.
- 3.8 experience in examination moderation welcome.

The contract will run from 1 September 2020 to 31 August 2021.

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.