

## Job Description

### Position

### Marker – CPA Marking

### Location

Home-based marking for previous markers (have marked for at least two semesters since S2 2021).  
New markers - Pearson Australia Marking Centre, Nunawading VIC.

### Marking

Markers are required to be available for the entire duration of training and marking, however may not be required for the whole time indicated. Please refer to <http://cpamarking.com.au> for up to date training and marking dates and times.

Successful applicants for this role are entitled to claim four CPD hours.

### Objective

Markers will mark all candidate responses using the online marking software (eMARK). Reporting to a Supervisor, markers will work in teams of between six to eight markers. All marks awarded will be closely monitored ensuring that marking quality standards are adhered to and maintained.

### Key Accountabilities

- Attend and successfully complete marker training for the training times outlined.
- Follow the online marking procedures and instructions given.
- Mark candidate responses using the online marking system accurately, in accordance with instructions given and by applying the marking scheme.
- Take account of any further guidance that may be issued by the Supervisor or Group Leader when marking.
- Maintain the security and confidentiality of all assessment and quality control information and materials.
- Complete marking in an efficient, effective and professional manner.
- Carry out any other tasks that are assigned to you by the Supervisor or Group Leader.

## Attributes

- Have good computer literacy.
- Have sound knowledge of the Subject you are allocated for marking.
- Receptive to ongoing support and instruction regarding the marking of questions as part of quality assurance protocols.
- Be able to work as part of a team and can work in accordance to target marking rates.
- Be punctual and professional.

## Requirements

### Ethics and Governance, Strategic Management Accounting

- A full member of CPA Australia - to mark exams, members must have advanced to full member status a minimum of twelve months prior to the marking event.
- A member in good standing and financial for the year of marking.

### Global Strategy and Leadership

- A minimum of five years relevant experience at a senior level. Relevant experience includes roles with a focus on strategy and management.

### Australia Taxation, Australia Taxation - Advanced

- A full member of CPA Australia - to mark exams, members must have advanced to full member status a minimum of twelve months prior to the marking event.
- A member in good standing and financial for the year of marking.
- A Registered Tax Agent (RTA).
- A licensed Public Practitioner.