

**INDEPENDENT CONTRACTORS (75 EXTERNAL MARKERS)**

**DEPARTMENT OF ENGLISH STUDIES  
SCHOOL OF ARTS  
COLLEGE OF HUMAN SCIENCES  
(Ref: CHS/ENG/75-2024BM)**

Assessment is an integral part of curriculum development as outlined in the Curriculum Policy. During curriculum development, an assessment strategy is developed that is aligned to the ODeL Policy and strategy of UNISA. Assessment can have different focuses, namely to:

- improve the quality of students' learning experiences by focusing on significant knowledge, skills, attitudes and values, and providing motivation to work through the material through tasks and feedback, known as assessment for learning.
- focus on the ability to transfer knowledge to new contexts and to apply knowledge in specific contexts in line with the NQF level descriptors and other taxonomies of learning.
- focus on programmatic and graduate attributes and critical cross-field outcomes in assessment of learning.
- make academic judgements related to diagnostics, placements competence, progression and/or qualification completion; and as a feedback mechanism to improve curricula, known as assessment of learning; and to
- create opportunities for students to engage with the content, with their context, with the lecturer and with fellow students (**Unisa Assessment Policy, 2011**).

The Department of English Studies is inviting suitable applicants for providing assessment services to be appointed as independent contractors (markers) on a year contract. These positions are for competent and suitable candidates who will be required to attend to assessment tasks in a professional and ethical manner, aligned to the Assessment Policy and Guidelines of the University of South Africa and grounded on assessment principles.

**Requirements:**

- Applicable and relevant qualifications equivalent at NQF level 9 (Master's degree) in English/ English Studies/ Applied English Language Studies/ Linguistics/ English Literature/ English Language Education OR NQF level 10 (PhD) in English/ English Studies/ Applied English Language Studies/ Linguistics/ English Literature/ English Language Education.

**Duties:**

- Complete and execute assessment tasks professionally,
- Comply and adhere to all Unisa tuition, assessment and examination and plagiarism policies and guidelines,
- Act in an ethical and professional manner in dealing with all assessment tasks,
- Execute duties as stipulated in the contract and task agreement,
- Marking of assessment tasks fairly and consistently,
- Meet deadlines of allocated assessment tasks,
- Attend markers' meetings and submit marking reports timeously,
- Work closely with the teaching teams,
- Maintain confidentiality of all assessment tasks.

### Knowledge, skills and abilities

- Knowledge of the discipline,
- Basic knowledge of assessment and assessment practices,
- Basic knowledge of marking processes and procedures,
- Knowledge of constructive feedback on assessment tasks,
- Knowledge and awareness of academic dishonesty and plagiarism, including some knowledge of current Ais,
- Teamwork/leadership skills,
- Good interpersonal and communication skills (listening, speaking, reading and writing),
- Must be honest / ethical and show empathy when required to mark assessment tasks,
- Must have good problem-solving and decision-making skills.
- Must be service-orientated (actively looking for ways to help and support lecturers or students),
- Ability to resolve conflict.
- Ability to maintain confidentiality for all assessment tasks,
- Ability to work under pressure with adherence to deadlines (excellent time management skills).

### Recommendations:

- Computer and Internet skills
- Have own desktop computer or laptop and internet connectivity (no computers or data bundles will be provided),
- Digital literacy skills – competent in ICT and online learning environments,
- Experience in online marking tools or software or LMS (Moodle will be an advantage),
- Friendly, patient, and sensitive to a diversity of students,
- Some knowledge of or experience in ODL will be an added advantage.

### To apply, you need to submit the following:

1. An application letter indicating willingness to mark assignments and/or exam scripts/ portfolios for any of the modules listed below.
  2. Comprehensive, **Updated** and signed curriculum vitae (most recent)
  3. Within 6 months certified copies of
    - Identity document/passport
    - **Highest** qualification as per requirement
    - SAQA verification of foreign qualifications (if applicable)
    - valid permit (foreign applicants).
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided as part of the curriculum vitae.
- Unisa is not obliged to fill advertised positions.

**Note:** The required documents should be submitted as a single file (**one PDF**) to the email provided below.

Applicants are expected to first complete the form on the **Portal** <https://forms.office.com/r/4G2hSdgpQ7> and thereafter forward the supporting documents to the attention of [chsmarkers@unisa.ac.za](mailto:chsmarkers@unisa.ac.za)



We welcome applications from persons with disabilities.

**Assumption of duty:** The candidates will have to undergo **an interview (either face-to-face or Microsoft Teams)** and **online Moodle training sessions**. Completion of the prescribed training on various aspects of Marking on the Moodle platform is compulsory.

**Closing date: 23 May 2024**

**Applications sent to an incorrect email address will not be considered.**

- **Incomplete forms, late submissions, and absence of supporting documents will be disregarded.**

**Independent Contractor (Marker) positions are available in the modules listed in the Department of English Studies:**

**Name of Qualification: BACHELOR OF ENGLISH STUDIES**

<b>Module Code</b>	<b>Module Name</b>	<b>Purpose of module</b>	<b>Name of Department/ School</b>	<b>Number of independent contractors required</b>
<b>ENG1511</b>	English Proficiency for University Studies	This module aims to develop learners' ability to read critically with comprehension and insight. It will improve their linguistic competence and develop their ability to write critically and logically.	ENGLISH STUDIES	5
<b>ENG1512</b>	English for Economic and Management Science	The module will enable students to apply language structures and conventions in relation to their studies in the field of the economic and management sciences.	ENGLISH STUDIES	2
<b>ENG1513</b>	Foundations in English for University Studies	This module aims to develop learners' ability to read critically with comprehension and insight, improve their linguistic competence and develop their ability to write critically and logically.	ENGLISH STUDIES	1
<b>ENG1514</b>	Applied English Language Foundation and Intermediate Phase First Additional Language	Lay foundations for the study of language by introducing students to the general characteristics and functions of the English language. The module provides students with an overview of the basic levels of language analysis namely, phonetics, phonology, morphology, syntax, semantics and pragmatics.	ENGLISH STUDIES	5

<b>ENG1515</b>	Applied English Language for Foundation and Intermediate Phase-Home Language	Lay foundations for the study of language by introducing students to the general characteristics and functions of the English language. The module provides students with an overview of the basic levels of language analysis namely; phonetics, phonology, morphology, syntax, semantics and pragmatics.	ENGLISH STUDIES	4
<b>ENG1516</b>	Applied English Literature Foundation and Intermediate Phase First Additional Language	The purpose of this module is to introduce literary genres with an emphasis on children's literature (fiction, non-fiction, rhymes, songs, plays and storytelling) to first level FP B.Ed. students of English as a Home Language.	ENGLISH STUDIES	2
<b>ENG1503</b>	Academic Language and Literacy in English	The purpose of this module is to develop learners' ability for critical reading and critical writing which are essential academic skills, improve their Academic English competence (academic discourse and literacy) and develop their ability to read and write academic genres (for disciplines and various contexts), such as argumentative and essay writing, research-based essays, research articles, lectures, using appropriate conventions, such as citation, and research skills.	ENGLISH STUDIES	15
<b>ENN1504</b>	Practising Workplace English		ENGLISH STUDIES	15
<b>ENG2611</b>	Applied English Language for Foundation and Intermediate Phase First Additional Language	Adopt an integrated approach to the use of language systems, literature and visuals to promote analytical skills.	ENGLISH STUDIES	4
<b>ENG2612</b>	Applied English Language for Foundation and Intermediate Phase Home language	Adopt an integrated approach to the use of language systems, literature and visuals to promote analytical skills.	ENGLISH STUDIES	2
<b>ENG2613</b>	Applied English Literature for Foundation and Intermediate Phase First Additional Language	The skill of reading short passages of children's literature in three different genres: prose, poetry and drama with close attention paid to author's creative choices regarding language usage.	ENGLISH STUDIES	2

<b>ENG2614</b>	Applied English Literature for Intermediate Phase Home Language	The skill of reading short passages of children's literature in three different genres: prose, poetry and drama with close attention paid to author's creative choices regarding language usage.	ENGLISH STUDIES	2
<b>ENG2601</b>	Applied English Language Studies: Further Explorations	The purpose of this module is to equip students with the skill of reading designated texts with the purpose of contextual analysis to arrive at meaning related to selected themes and genres. You will also learn the skills of argumentation and the capacity to write coherently in Academic English.	ENGLISH STUDIES	3
<b>ENG2602</b>	Genres in Literature and Language: Theory Style and Poetics	The skill of reading short passage of literature in three different genres: Prose, Poetry and Drama with close attention to authors' creative choices regarding language usage.	ENGLISH STUDIES	3
<b>ENG1501</b>	Foundations in English Literacy Studies	This module will establish a literary and academic foundation for English studies. It will introduce students to representations of diversity in literature.	ENGLISH STUDIES	5
<b>ENG1502</b>	Foundations in English Language Studies	Foundations in Applied English Language Studies is to introduce you to the study of the English Language	ENGLISH STUDIES	5