



**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)
DEPARTMENT OF EDUCATIONAL LEADERSHIP AND
MANAGEMENT SCHOOL OF EDUCATIONAL STUDIES
COLLEGE OF EDUCATION
UNIVERSITY OF SOUTH AFRICA
(Ref: CEDU/DELM/MKR/11-2023)**

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.
- b) 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.
- c) focus on programmatic and graduate attributes and critical cross-field outcomes in assessment of learning.
- d) 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
- e) 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 Educational Leadership and Management is inviting suitable applicants for providing assessment services to be appointed as independent contractors (markers) on a yearly basis. The purpose of this positions is to appoint competent and suitable candidates to complete and execute assessment task professionally and ethically align to the Assessment Policy and Guidelines.

Requirements:

- Applicable and relevant equivalent to **NQF level 9** (MEd/MPhil/MTech/MEd OR **NQF level 10** (e.g. Ph.D/DEd/DPhil/DTech) Specialization in **Education leadership and management, law and policy, classroom management, development and financial management, digital management and curriculum.**
- At least 5-years teaching experience (primary or secondary) or relevant experience in the education field (TVET College /University)
- At least 3-years subject methodology teaching experience (CAPS school) or 5-years relevant experience in the education field (TVET College /University)

Duties:

- Complete and execute assessment task professionally
- Comply and adhere to all Unisa tuition, assessment and examination and plagiarism policies and guidelines
- Act in the ethical and professional manner dealing with all assessment tasks
- Execute duties as stipulated in contract and task agreement

- Marking of assessment tasks fairly and consistently
- Meet deadlines of allocated assessment task
- Attend markers meeting and submit marking reports timeously
- Maintain confidentiality of all assessment tasks

Knowledge, skills and abilities

- Basic knowledge of the discipline applying for
- Basic knowledge of assessment and assessment practices
- Basic knowledge of marking and procedures
- Basic knowledge of constructive feedback on assessment tasks
- Basic knowledge of academic dishonesty and plagiarism
- Knowledge of 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 lecturer or students)
- Must have good time management skills
- Ability to resolve conflict and maintain confidentiality of all assessment tasks
- Ability to work under pressure with adherence to deadlines

Recommendations:

- Computer and Internet skills
- Have own desktop computer or laptop and internet connectivity (no computers or data bundles will be provided)
- Advanced communication skills and proficiency in English
- Digital literacy skills – competent in ICT and online learning environments
- Experience in online marking tools or software or LMS (Moodle will be an advantage)
- Commitment to marking and meeting deadlines for all assessments
- Friendly, patient, and sensitive to a diversity of students

To apply please fill the application form by clicking this link <https://forms.office.com/r/90uNswHMhY> and submit the following documents via e-mail.

- 1) An application letter indicating willingness to mark assignments and/or exam scripts for any of the modules listed below.
- 2) Comprehensive **UPDATED** and signed curriculum vitae (most recent)
- 3) Only a certified copy of the **HIGHEST** qualification as per requirement
- 4) Certified copy of ID/Passport and valid visa
- 5) Please write the module code of the module you are applying for on the subject line of the e-mail.

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

Email applications to CEDU1@mylife.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: 15 November 2023

Independent Contractor (MARKER) positions are available in the modules listed in the Department of Educational Leadership and Management

MODULE CODE	MODULE NAME	Purpose of module	Educational Leadership And Management Delivery and Assessment Mode	Number of Markers Required
BEd HONOURS POSTGRADUATE: NQF LEVEL 8				
TAM 2601	The Teacher as the manager	Purpose: The purpose of this module is to explore the roles of the teacher as leader, manager and professional. It builds on the discussions on "Being a teacher" as well as the modules on "Sociology of Education" and the "South African Education System" and explores issues that will be critical to the successful design and execution of effective classroom management.	Assessment 1 = Quizz Assessment 2 = Written assessment Assessment 3= Quiz Assessment =4 Exam Delivery mode and assessment mode: online, continuous assessment mode	14 Markers
CMG3701	The classroom management	The purpose of this module is to direct your exploration of your role as a classroom manager by highlighting important aspects in the prescribed book and by providing activities which should enhance your knowledge and skills. Student will be guided by the relevant sections in your prescribed book thoroughly to familiarise yourself with the terminology. Do extra reading to ensure that you develop informed opinions on selected topics creatively, critically and independently.	On-line 1 assessment- Introduction to classroom management and 1 assessment- Education Law 1 examination	3 Markers

BEd HONOURS POSTGRADUATE: NQF LEVEL 8				
HED4812	Contemporary Approaches to Educational Leadership and Management	This module will focus on basic leadership and management principles and practices in an educational organisation and explore ways in which teachers can effectively function as leaders and managers. It develops learner skills and competencies in leadership and management and ability to apply these skills and competencies in different educational context.	Not yet finalised	10 markers