INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)
DEPARTMENT OF STATISTICS
SCHOOL OF SCIENCE
COLLEGE OF SCIENCE ENGINEERING AND TECHNOLOGY (CSET)
UNIVERSITY OF SOUTH AFRICA
(REF: CSET/STATS/12-2023)

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 Statistics 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 qualification in **Statistics** at **NQF level 9** (MSc) OR **NQF level 10** (PhD)

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 online application form from the attached link https://forms.office.com/r/2Heumb2QkQ and send the following documents to csetmarkesr@unisa.ac.za

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

Please note:

*Required documents should be submitted as a single file (**one PDF**) to the email provided

*Use email address as provided its typed correctly **csetmarkesr@unisa.ac.za**

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 December 2023**

Independent Contractor (MARKER) positions are available in the modules listed in the Department of Statistics

MODULE CODE	MODULE NAME	PURPOSE OF MODULE	NAME OF DEPARTMENT	NUMBER OF MARKERS
Name of Qualification: Higher Certificate in Mathematics and Statistics (90129) and Bachelor of Sciences Mathematics and Statistics (98801)				
STA1501	**Descriptive Statistics and Probability**	**Purpose:** The purpose of this module is to give learners an entry level understanding and appreciation of the basic concepts and use of statistics. Qualifying students will have a critical understanding of the purpose and limitations of statistical methods. They will be able to interpret and present statistical information by using appropriate tables or charts, and by means of numerical measures relating to central location, relative standing and variability as well as basic concepts of probability. They will understand the basic concepts of association and trend analysis	**Statistics Department**	**1**
STA1504	**Basic Statistics for Experimental Sciences**	**Purpose:** The purpose of this module is to give learners the basic statistical skills needed in Statistics experimental work in particular in the Physical sciences. Qualifying students will be able to utilize Department their knowledge and their analytical, practical and interpretative skills in using statistics and statistical software in collecting and capturing data from an experiment, analysing the data and reporting on it. They will be able to apply their skills to assist in decision making.	**Statistics Department**	**1**
STA1505	**Statistics for Beginners**	**Purpose:** The purpose of this module is to give learners the basic statistical skills needed in Statistics experimental work in particular in the Physical sciences. Qualifying students will be able to utilize Department their knowledge and their analytical, practical and interpretative skills in using statistics and statistical software in collecting and capturing data from an experiment, analysing the data and reporting on it. They will be able to apply their skills to assist in decision making.	**Statistics Department**	**1**
STA1506	**Basic Statistical Computing**	**Purpose:** The purpose of this module is to give learners entry level practical and professional skills at using a statistical computer program to do data management and data exploration. The qualifying student is familiar with data cleaning and coding, data entry and capturing, as well as exploring data and producing reports summarising the key points of the data. The contents of this module are at the entry level of data management and data exploration, for the future professional statistician in the academic, government or industry sectors.	**Statistics Department**	**1**
STA1507	**Introduction to Research Skills**	**Purpose:** The purpose of this module is to give learners basic skills in planning and conducting a statistical investigation. Qualifying students will be able to utilize their knowledge and their analytical, practical and interpretative skills in statistics and statistical software by undertaking a basic statistical research project in real life and reporting on it. They will be able to apply their skills to assist in decision making.	**Statistics Department**	**1**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.