**Marker Pool terms and conditions:**

* Commitment to be in the marker pool for 2 years (from time of appointment) – to be reviewed annually following this time period
* Attend/access relevant training in a timely manner and refresh self with each assignment prior to marking
* To engage with any marking related matters as required
* Be available to mark up to 15 assignment scripts per year (plus any occasional additional scripts such as resubmissions which may take the number of scripts marked above this number). We generally ask markers to mark between 2-3 assignments per submission point
* Given the changes in programme structure (I.e. being organised by scaffolding competency development rather than speciality per se) markers are asked to mark work according to competency development and the marking scheme rather than speciality per se.
* Payment – will be a fixed fee per assignment (fees can be found below) and time allowance to attend/access training/ attend to other marking related matters. Additional payments will be made on an ad hoc basis as required (i.e. fixed fee per extra script taking the number of scripts being marked over the nominal 15 allowed for)
* Notice period – that at least two months notice is given if a marker wishes to withdraw from the marker pool (to allow time to recruit and train a replacement marker)
* That if a marker becomes unavailable to the marking pool (for good reason) that the marker makes the assessment admin person/marker pool coordinators aware as soon as possible
* The Lancaster D.Clin.Psy Programme reserves the right to terminate a relationship with a marker in the marker pool
* The marker has a current and valid registration with the HCPC
* The marker consents to their contact details being shared with other markers and programme staff for the purposes of the business of the marking process

**Assignments requiring marking as part of the Marker Pool arrangements:**

Placement Assignment- Live Skills (PALS) #1, #2, #3 [PALS information in the programme handbook](http://wp.lancs.ac.uk/dclinpsy/placement-assignment-live-skills-pals/)

Placement Assignment –Service Evaluation (PASE) [PASE information in the programme handbook](http://wp.lancs.ac.uk/dclinpsy/placement-assignment-service-evaluation-pase/)

Thesis Preparation Assignment (TPA)  [TPA information in the programme handbook](http://wp.lancs.ac.uk/dclinpsy/thesis-preparation-assignment-tpa/)

**Payment:**

PALS = £90 per assignment

PASE = £60 per assignment

TPA = £60 per assignment

Any assignment requiring further marking i.e. for a resubmission attempt, will be paid out at the fixed fee cited above.

One off retrospective payment of £121 (to paid at the start of each academic year i.e. September) to cover training time and additional marking related tasks during the preceding 12 months. If a marker joins the marker pool part way through the year they will be given a pro rata allowance depending on when they join the pool.

With the exception of the one off payment for training/admin tasks – **payment MUST be claimed per number of scripts marked following the completion of that marking round.**

**Contact information:**

Please use the mainMarking email address when returning marking to the programme. dclinpsymarking@lancaster.ac.uk

**Please address specific queries to the individuals listed below**

*Marker Pool Coordinators:*

Claire Anderson - c.l.anderson@lancaster.ac.uk

Emma Munks – e.munks@lancaster.ac.uk

*Assignment Coordinators*:

* Placement Assignment –Live Skills (PALS) - Will Curvis w.curvis@lancaster.ac.uk and Emma Munks e.munks@lancaster.ac.uk
* Placement Assignment – Service Evaluation (PASE) – Jo Armitage j.armitage@lancaster.ac.uk and Katy Bourne k.bourne@lancaster.ac.uk
* Thesis Preparation Assignment (TPA) – Suzanne Hodge s.hodge@lancaster.ac.uk and Stacey Story s.story1@lancaster.ac.uk

*Assignment admin:*

* Jen Whitfield is the main contact from the admin team her email address is j.whitfield@lancaster.ac.uk, although you are more likely to hear from Jen via the DClinPsy Marking email address dclinpsymarking@lancaster.ac.uk – for any payment related queries, please use this email address.