Role Profile

Role Title	**Marker** for the Chartered Project Professional Standard Assessment Re-Development Pilot 2026.

Reports to	APM Professional Standards Manager - Standards

Main purpose of the role

Markers are responsible for the marking the advanced technical knowledge exam question responses, and for assessing the professional practice presentation recordings submitted by applicants for the Chartered Project Professional Standard assessment re-development pilot. Markers are required to use professional judgement to interpret applicants' responses through applying the prescribed mark scheme and competence criteria accurately and consistently.

When undertaking all marking work, markers are required to adhere to standard marking procedures and agreed deadlines. Marking activities will be delivered under the direction of a marking personnel.

Marking will be completed remotely (e.g. at home) using Surpass marking software.

Who we are looking for

We are looking for experienced project professionals, who are holders of the Chartered Project Professional Standard themselves, and have a sound understanding of the areas covered by the Chartered Project Professional Standard and the APM Competence Framework 3rd Edition.

You must not be affiliated with any APM Accredited Training Providers or with any coaching/ training programmes for ChPP, or currently involved in the development or delivery of project management qualifications for another awarding organisation.

Please don't be put off if you don't have previous marking or tutoring experience. Before starting any marking, all of our markers will be provided with training both in how to interpret and apply mark schemes and also in how to use the marking software.

You will need to have a home computer or laptop with stable internet connection and a private email address in order to be able to take part.

You will need to be able to complete the marking at home, or another private location, where it is not possible for others to access or view confidential test questions, mark schemes or applicants' responses.

Time commitment

Marking for the pilot will take place from Monday 27 April through to Friday 8 May, so it is imperative that you have good availability during this time. It is also essential that you be able to commit to attendance at the relevant training sessions on top of your allocation and quotas as a marker.

The training and standardisation sessions are as below:

- Attend the Onboarding/welcome meeting (via MS Teams): **10 March 2026, 12:30 to 13:00**

- Attend two training sessions (via MS Teams)
    - **Monday 13 April 2026, 12:30 to 14:00** Training on how to mark and the correct interpretation of the mark scheme and competence criteria.
    - **Tuesday 14 April 2026, 16:30 to 17:30** Training in how to use the online marking system.

- Attend marker standardisation exercises (via MS Teams)
  - **Week commencing 4 May 2026 (3 hours)**
  - **Week commencing 11 May 2026 (3 hours)**

All training and standardisation will take place remotely.

You will be required to commit to marking for approximately 15 hours within this period. Within this time frame you will be able to undertake the marking at times of your choosing, which will make it easier to fit around your other commitments.

Responsibilities

Key responsibilities

Training

- Participate in and complete all mandatory training to the required standard.
- Demonstrate you can apply the mark scheme and understand and identify competence criteria accurately and consistently and to the required standard during the training provided.

Marking

- Conduct marking in line with processes, procedures and timelines as agreed.
- Mark applicants' technical knowledge exam responses, using the Surpass marking software.
- Assess applicant's professional practice presentation and Q&A responses using the Surpass marking software.
- Ensure all deadlines for marking and assessing are met.
- Respond proactively to any feedback from APM, including remarking responses to a revised mark scheme where required.

Communication and administrative activities

- Maintain regular contact with APM as required, escalating issues as they arise.
- Respond to all emails and phone calls from APM within 72 hours.
- Complete administrative tasks as required.
- You will act professionally at all times in all forms of communication.

IT compliance

- Have personal IT equipment capable of running the on-screen marking system.
- Have relevant malware and appropriate virus protection software.
- Have a suitable internet connection.
- Ensure the email address used for your marker role is not a school or work email address; it must be personal and not shared with anyone else.

Confidentiality

- Undertake all marking activities, including training and on-screen marking, in a private place.
- Ensure confidentiality of all materials shared with you as part of your marking role
- Do not disclose any information about any aspect of your marking work in any way, e.g. on forums, social networking sites, etc.

Key performance measures

- Attend training sessions, as required.
- Complete all marking to a high level of accuracy and consistency.
- Meet all assessment deadlines.

Person specification – Marker for ChPP

Attribute	Essential
Qualifications	• Holds the Chartered Project Professional Standard.
Experience	• Current experience as a practicing project professional. • Have evidence of up to date engagement with CPD including knowledge and awareness of current practice and methodologies and willingness to continue such engagement
Knowledge	• A sound level of knowledge and understanding of the areas within the Competence Framework 3rd Edition and ChPP competences.
Skills	• IT literate • A high level of accuracy and attention to detail • Able to meet deadlines
Behaviour / Competency	• Understand and comply with confidentiality requirements