

# Principal Examiner

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## Role Summary

The Principal Examiner produces appropriate assessment materials, including question papers and mark schemes, and is responsible for the standardisation of its marking.

## Responsibilities

- To produce a working draft paper / respond to any amendments or suggestions and produce a draft paper.
- To set / approve questions and mark schemes - demonstrate the specification's content and assessment criteria has been met in the question papers (may take the form of a grid). Its content should be clear and fit for purpose.
- To attend the Question paper Evaluation Committee meeting (QPEC) and produce a final draft.
- To ensure final question papers meet the specification content and assessment objectives.
- To ensure parity of standards across optional questions and question papers monitor the marking standards of all examiners (including Assistant Principal Examiners, Team Leaders and Examiners), ensuring accuracy and consistency throughout.
- To monitor the standards of examiners, advise on their appointment, training and reappointment.
- To attend the awarding meeting, advise on mark ranges for the grade boundaries.
- To submit an evaluation report on performance of the question paper

### **Experience and qualifications required**

- You will have a degree or equivalent
- You will be a qualified teacher
- You will have experience of teaching the relevant subject and level
- You will have assessment experience up to Team Leader level in the relevant qualification
- You will have experience of managing people

### **Competencies required**

- You will be a good communicator
- You will have sound organisational skills
- You will have the ability to work well under pressure
- You will have the ability to meet deadlines
- You will be IT literate

Please be aware that for all our senior roles, you will be required to have access to a personal PC with broadband internet connection in order to carry out your duties (for more details please see our **System Requirements**).