



Pearson

Chief of Examiners – LCCI

Summary

The Chief examiner takes responsibility for a complete specification. They are responsible for ensuring that year on year the examination as a whole, meets the requirement of the specification and maintains standards.

Responsibilities

- To ensure that the question papers, as a whole, cover the assessment criteria as set out in the specification, and satisfactorily sample the appropriate content.
- To work closely with the Qualification Delivery and Award Manager in carrying out all designated responsibilities. All recommendations arising from these responsibilities must be made to the QDAM.
- To chair the Question Paper Evaluation Committee (QPEC) meeting(s).
- To submit a Chief Examiner Paper Performance Report each series and participate in the Grading process.
- To submit an Annual Qualification Report on the assessment for the qualification every year.
To review and act on any report about the qualification, e.g. level of demand.

Experience and qualifications needed

- You will have a degree or equivalent.
- You will have teaching experience, in the relevant subject area.
- You will have assessment experience equal to, or above team leader level in the relevant subject area.
- You will have experience of managing people.
- You will have the right to work in the UK and a UK bank account
- [Desirable] You will hold a teaching qualification.

Competencies required

- You will be IT literate
- You will be a good communication
- You will work with integrity to uphold standards
- You will have sound organisational skills



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- You will have the ability to work well under pressure
- You will have the ability to meet deadlines.