

# Scrutineer

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## About Pearson

Welcome to Pearson, the world's leading learning company. We have a simple mission: to help people make more of their lives through learning.

We are the UK's largest awarding body and offer qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, EDI and LCCI.

## Purpose

The Scrutineer checks the final proofs of the question paper to ensure that the questions can be answered in the time allowed and that there are no errors or omissions. The Scrutineer works through the question paper and checks the mark scheme to ensure that the marks given are identical to those on the question paper.

## Responsibilities

- Read the copy and indicate any printing errors or omissions.
- Where appropriate, and if directed to do so by the Content Production Manager, work through the question paper and answer the questions as a candidate sitting the question paper.
- Bring to the attention of the Content Production Manager any other feature of the question paper which may cause difficulties for the candidates.
- Submit a full report to the Content Production Manager on the form provided and within the timescale agreed with the Content Production Manager.

## Experience/qualifications needed

- You will have a degree or equivalent.
- You will be a qualified teacher.

### **Competencies Required**

- You will be able to communicate well in both English and the target language.
- 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.

### **Additional information**

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