

Chair of Examiners

Role Summary

The Chair of Examiners is responsible to Edexcel for maintaining standards in a subject or group of subjects across different syllabi and methods of assessment from year to year.

Responsibilities

- To chair the Question Paper Evaluation Committee (QPEC) meeting(s).
- To ensure the question paper(s) and mark schemes meet the requirements of the assessment criteria as set out in the specification.
- To chair the Awarding meeting for each syllabus in the designated subject or subject area, checking that the required standards are brought to bear in each examination component and in each subject as a whole.
- To recommend mark boundaries for each grade in each subject at the conclusion of the Awarding process.
- To participate in (a) conferences with teachers and (b) courses for examiners as required.
- To collaborate closely with the Qualification Delivery and Award Manager in carrying out all designated responsibilities. All recommendations arising from these responsibilities must be made through the QDAM.

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**).