

# BTEC Lead Examiner

## Purpose of the role

A BTEC Lead Examiner will be the responsible and accountable subject expert for externally assessed units - in terms of specification interpretation, and the accuracy and correctness of assessment items.

The Lead Examiner will:

- Lead and support the development, production, review and amendment of externally assessed items for the area of subject responsibility
- Lead a team of examiners
- Lead on the awarding of assessment outcomes
- Keep up to date with changes in the sector
- Have a detailed and up to date knowledge and understanding of the range of external assessment methodologies to be deployed
- Report to and update the Senior Examining and Standards Verifier on a regular basis
- Produce an end of year report within the parameters of a defined template in order to comment on national standards
- Report back to Pearson within agreed service-level agreements
- Contribute to Pearson's 'Ask the Expert' service
- Represent Vocational Assessment or Pearson as required
- Undertake any other duties appropriate to the work of Vocational Assessment in relation to this role.

## The Assessment Development Process

For the development of external assessments, the Lead Examiner will:

- Write new external assessment instruments in line with SAMs for a given unit
- Be responsible for the quality of all items deployed for external assessment
- Assist with the statistical analysis of external assessment data
- Advise Pearson of any changes which could have an impact on items
- Ensure all items provide a valid and fair test of achievement
- Check the sense and meaning of items
- Input and lead on the training for item writing as required
- Lead on the standardisation of item writers as required
- Attend QPEC meeting(s) to finalise external assessment instruments
- Review amended external assessment instruments as necessary
- Sign off content or amend when requested to do so
- Respond to Pearson staff queries concerning technical issues with items.

For the delivery of external assessments, the Lead Examiner will:

- Lead on the pre-standardisation of the senior team
- Lead on the training and standardisation of Examiners
- Lead on the monitoring of Examiners during the marking period
- Be responsible for the awarding of external assessment outcomes.
- Have UK school-based teaching experience, in the relevant subject and qualification.
- Have the right to work in the UK and a UK bank account.



## PERSON SPECIFICATION

### Previous Work Experience

#### Essential

- Substantial subject knowledge and expertise within the sector
- Significant experience in delivering and assessing general or vocational qualifications
- Experience in the production of external assessments within the sector
- Evidence of Continuous Professional Development (CPD) in the field of assessment of general or vocational qualifications
- Leading a team

#### Desirable

- Experience of advising and supporting others in the production of external assessment within the sector.
- Experience of marking and results delivery, to include the examination process, prestandardisation and standardisation activities, and awarding
- Experience of teaching or assessing general qualifications
- Experience of analysing statistical data in relation to performance of tested items.

### Skills and Knowledge

#### Essential

- A clear understanding of the educational landscape and regulatory requirements for qualifications within the Qualification and Credit Framework (QCF)
  - Detailed knowledge of the specifications that comprise the area of expertise for the role
  - Excellent report writing skills
  - Ability to edit materials to ensure they are grammatically correct and fit for purpose
  - Excellent communication, written, verbal, IT and interpersonal skills
  - Ability to understand the implications of decisions taken on Pearson's behalf and not to operate outside the sphere of responsibility defined within this job description □
- Demonstrable people management skills



## Desirable

- Intermediate to advanced level skills in the use of Microsoft Word and Excel

## Requirements

Any associate undertaking this role must:

- Have personal IT equipment capable of running Pearson required software
- Have a suitable internet connection
- Have a personal and secure email account
- Have a postal address in the United Kingdom or Republic of Ireland
- Declare any conflicts of interest that could impact on the role
- Have availability of a minimum of 10 days, depending upon the requirements and workload for the sector, in any given year
- Abide by the terms of conditions as stated in the contract for work

## 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 and LCCI.

We value the power of inclusive culture and embed diversity and inclusion in everything we do. Pearson promotes a company culture where differences are embraced as strengths, opportunities are equal and accessible, consideration and respect are the norm. Through our talent, we believe that diversity and inclusion make us a more innovative and vibrant company. People are at the centre of our company. We are committed to a sustainable environment and workplace ecosystem where talent can learn, grow, and thrive.





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