



Scrutineer

Purpose of this role:

- 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.

Key Accountabilities:

- 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.

PERSON SPECIFICATION

Previous Work Experience:

Essential:



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- You will hold a minimum of one year teaching experience at the level and subject applied for



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Skills and Knowledge:

Essential

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

Desirable

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



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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
- Declare any conflicts of interest that could impact on the role
- Have availability, dependent 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