

Lead Examiner (BTEC Technicals)

Purpose of the Role

For specified externally assessed components within BTEC Technical programmes in a given sector and level, the Lead Examiner will be the responsible and accountable subject expert for an externally assessed unit - in terms of specification interpretation, and the accuracy and correctness of assessment items.

Key Accountabilities

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 detailed and up to date knowledge and understanding of the range of external assessment methodologies to be deployed
- report to and update the Chief Examiner on a regular basis
- produce an 'end of exam series' report within the parameters of a defined template in order to comment on national standards
- report back to Pearson within agreed time-frames
- contribute to Pearson's 'Ask the Expert' service where required
- 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 assessments 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' performance
- 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 queries from Pearson concerning technical issues with items.

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

- lead on the pre-standardisation of the senior examining team
- lead on the training and standardisation of Examiners
- lead on the monitoring of Examiners during the marking period
- be responsible for the quality of marking
- be responsible for the awarding of external assessment outcomes
- provide timely feedback on Examiner performance at the end of each exam series

PERSON SPECIFICATION

Previous Work Experience:

Essential	Desirable
<ul style="list-style-type: none"> Substantial subject knowledge and expertise within the sector Significant experience in delivering and assessing vocational qualifications Experience in the production of external assessments within the sector Evidence of Continuous Professional Development (CPD) in the field of assessment of vocational qualifications Leading a team 	<ul style="list-style-type: none"> 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, pre-standardisation and standardisation activities, and awarding Experience of teaching or assessing externally assessed qualifications Experience of analysing statistical data in relation to performance of tested items.

Skills and Knowledge:

Essential	Desirable
<ul style="list-style-type: none"> A clear understanding of the educational landscape and regulatory requirements for qualifications 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 	<ul style="list-style-type: none"> 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 for attending meetings
- Abide by the terms of conditions as stated in the contract for work