

Chief Examiner

Role Summary

The Chief Examiner takes responsibility for a complete specification and is responsible to the Chair of Examiners for ensuring that the examination as a whole, including coursework, meets the requirements of the specification and maintains standards, year on year. Chief Examiners also undertake the role of Principal Examiner or Principal Moderator for at least one component of the examination.

Responsibilities

- To supervise the Principal Examiners and Principal Moderators.
- To supervise the construction of the question papers and mark schemes to ensure appropriate standards.
- To ensure that the question papers, as a whole, cover the assessment criteria as set out in the specification, and satisfactorily sample the appropriate content.
- To participate in the Awarding process, ensuring that there is comparability in the standards of awards made via different options or tiers.
- To act as Principal Examiner or Principal Moderator for at least one component of the examination

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**).