

## Lead PLSC Examiner

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### Role Summary

The Lead PLSC Examiner produces appropriate assessment materials, including question papers and mark schemes, and is responsible for the standardisation of its marking.

### Responsibilities

- 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.
- To monitor the standards of examiners, advise on their appointment, training and reappointment.
- To attend the awarding meeting, advise on mark ranges for the grade boundaries.
- To submit an evaluation report on performance of the question paper
- Provide reports for examiners' report
- Monitoring of quality of marking and providing feedback to subject team
- Primary responsibility for the design, preparation and quality assurance of materials for use in the induction of new markers and Team Leaders
- Assisting with responses to complaints letters
- Feed back to Pearson on mark scheme quality issues
- Training New Examiners

### 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 at the relevant level
- You will have assessment experience up to Team Leader level in a 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**).