



Pearson

## Lead Examiner - T- Level

Pearson are delighted to have been awarded the contract to develop the Technical Qualifications for T Levels in Digital: Digital Production, Design and Development and Construction: Design, Surveying and Planning from 2020.

You can find out more [here](#)

As a result we are looking to appoint a number of Lead Examiners, responsible for creating engaging content that meets the requirements of the assessment within the Core and Occupational specialty.

### Purpose

For specified externally assessed components within the T Level programme in a given sector at level 3, 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:

- Work with employers and providers to create assessments
- 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 (also known as a Lead Examiners Report)
- 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 Sample Assessment Materials (SAMs) for a given unit/component
- 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
- Input and lead on the training for item writing (if required)
- Lead on the standardisation of item writers as required
- Attend Question Paper Evaluation Committee (QPEC) meeting(s) to finalise external assessments
- Review amended external assessments as necessary
- 'Sign off' on the quality and appropriateness of the assessment 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

### Essential

- 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

### 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, 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.