

Principal Examiner

Role Summary

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

Responsibilities

- To produce and approve question paper(s) and mark scheme(s) from draft to finalised version to deadline. To ensure the final question papers meet the specification content and assessment objectives. The content should be accurate and fit for purpose.
- To attend the Question Paper Evaluation Committee meeting (QPEC) and confirm a final draft.
- Be responsible for a team of Assessment Associates (AA), Team Leaders and Assistant Principals where necessary. Lead, manage and monitor the standardisation of all marking during an exam session to deliver against key milestones.
- To monitor progress of marking on question paper(s) ensuring 100% mark completion by required deadline, with support of the Subject Team.
- To ensure parity of standards across the question paper(s) by monitoring the marking standards of all Assessment Associates, ensuring accuracy and consistency throughout.
- Report on the performance of Assessment Associates after completion of marking.
- Participate in the awarding activity for a unit of the qualification. To attend the awarding meeting, recommend appropriate mark ranges for the grade boundaries and produce supporting reports.
- Complete a report on the performance of the question paper(s) for each examination series.
- Re-mark work in connection with enquiries about results (EARs) of an examination.
- Keep up to date on the changes in the Education as well as regulatory requirements set by the regulator.
- Collect and prepare materials for Training from Pearson events as required.
- Provide a reply as necessary to comments on and criticisms of examinations.

- Complete the senior examiner review process with QDAM/SL by the required deadline.

Experience and Qualifications Required

- You will have a relevant degree or equivalent in the subject.
- You will ideally be a qualified teacher, with UK school-based teaching experience, in the relevant subject and qualification.
- You will have assessment experience of leading a team of examiners, ideally in the relevant qualification.
- You will have experience of managing people.

Competencies Required

- Decision making
- Delivery focused
- Leadership/influencing
- Teamwork
- Maximising Potential in self and others
- Change management/flexibility

In addition to this:

- You will work well under pressure and meet deadlines.
- You will be required to have excellent communication, strong organisation and IT skills.

You must have the right to work in the UK and have a UK bank account.

Please be aware that for all our senior roles, you will be required to have access to a personal PC with internet connection in order to carry out your duties (for more details please see our **System Requirements**).