

External Examiner (EE)

Purpose of this Role

- Undertake sampling of assessment and internal verification decisions for units from a range of programmes within a Principal Subject Area (PSA) in order to affirm that national standards have been achieved and upheld
- Support centres during the sampling process
- Support centres in the delivery of BTEC programmes to national standards.

Key Accountabilities

Covering a defined range of programmes within a PSA, the External Examiner will:

- Undertake sampling of learner work within defined parameters and rules to establish whether assessment outcomes and internal verification processes meet national standards
- Provide sampling-related support and development to centres
- Produce reports for centres and Pearson on the: sampling undertaken; outcomes reached and support provided
- Apply appropriate sanctions where it is deemed that flawed assessment or internal verification decisions or processes mean that national standards are not met
- Produce targeted actions for centres to assist with remedial action where national standards are not being upheld
- Support centres to understand and implement identified actions
- Source materials for training and standardisation
- Report back to Pearson and centres following EE activity within agreed service-level agreements
- Provide source materials for the standardisation of centre assessors, internal verifiers and lead internal verifiers as requested
- Undertake any other duties appropriate to the work of Technical and Professional Assessment in relation to this role

Previous Work Experience:

Essential:

- Significant experience in delivering and assessing BTEC Level 4 to level 7 qualifications
- Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications

Desirable:

- A willingness to engage in online training and standardisation and to use technology-based approaches to communication and centre support

Skills and Knowledge

Essential:

- Excellent communication, written, verbal, IT and interpersonal skills
- A good working knowledge of the specifications that comprise the area of expertise for the role
- A customer-focused approach
- The need to meet deadlines
- Develop and monitor clear action plans
- Ability to work effectively as part of a team

Desirable:

- Word processing and intermediate Excel skills