



Pearson

External Examiner (EE) – HN Nuclear Engineering (RQF)

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 student 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
- Source appropriate materials for the training, standardisation and centre support, as requested
- Retain records of communication with centres so that an audit trail of the verification process exists for 18 months after certification

- Undertake any other duties appropriate to the work of Technical & Professional Assessment in relation to this role
- Escalate, to Pearson, any instances where a centre's delivery of Pearson BTEC Higher National provision gives you particular cause for concern.

PERSON SPECIFICATION

Previous Work Experience

Essential:

- Significant experience in delivering and assessing BTEC Level 4 to level 7 qualifications
- Evidence of at least 25 hours per annum of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications in the field of Nuclear Engineering

Desirable:

- Significant experience in delivering and assessing Nuclear/ Engineering-related qualifications at or above Level 5
- Accreditation by a relevant professional body

Skills

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 ability to meet tight deadlines
- The ability to develop and monitor clear action plans
- The ability to work effectively as both an individual and as part of a team

Desirable:

- Word processing and basic spreadsheet manipulation
- A willingness to engage in online training and standardisation and to use technology-based approaches to communication and centre support

Knowledge

Essential:

A thorough understanding and cognisance of:

- The Quality Assurance Agency's (QAA) Quality Code for Higher Education
- Nuclear reactor technology
- The generation of the nuclear energy
- Nuclear safety
- Nuclear Decommissioning
- Radioactive waste management and disposal
- Radiation Protection
- The nuclear power industry in the UK
- Legislation and regulations governing nuclear energy in the UK

Requirements

- Any associate undertaking this role must:
- Have personal IT equipment capable of running Pearson required software
- Have a suitable internet connection
- Have a personal and secure email account
- Have a postal address in the United Kingdom or Republic of Ireland
- Declare any conflicts of interest that could impact on the role
- Have availability for a maximum of 8 allocations in any given year
- Abide by the terms of conditions as stated in the contract for work