



## 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 Higher National 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 External Examiner activity within agreed service-level agreements
    - Provide source materials for the standardisation of centre assessors, internal verifiers as requested
  - Undertake any other duties appropriate to the work of Technical & Professional Assessment in relation to this role

## Previous Work Experience:

### Essential:

- A working knowledge of the BTEC Higher National QCF standards with significant experience in delivering and assessing current BTEC Higher National RQF standards for the sector
- Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of BTEC Higher National qualifications for the sector

## Skills and Knowledge

### Essential:

- Qualified to degree level or above in the sector
- Able to engage in online training and standardisation and to use technology-based approaches to communication and centre support
- Excellent communication, written, verbal, IT and interpersonal skills
- A good working knowledge of the sector Higher National specifications
- A customer-focused approach
- Ability to meet deadlines
- Develop and monitor clear action plans
- Ability to work effectively as part of a team
- IT literate with Word processing and Excel skills
- Secure and reliable internet connection