

Operational Principal Examiner

Purpose

To be responsible for the standardisation and monitoring of marking for the paper and in turn produce any associated assessment materials to an appropriate standard.

Responsibilities

- To ensure parity of standards across optional questions and question papers
- To monitor the marking standards of all examiners (including Assistant Principal Examiners, Team Leaders and Examiners), ensuring accuracy and consistency throughout.
- To monitor the standards of examiners, advise on their appointment, training and reappointment.
- To attend the awarding meeting, advise on mark ranges for the grade boundaries.
- To submit an evaluation report on performance of the question paper.
- To liaise with the Chair, Chief and other Principal Examiners throughout the standardisation and marking windows about the maintenance of standards and quality of marking.

Experience/qualifications needed

- You will have assessment experience up to Team Leader level in the relevant qualification
- You will have experience of teaching the relevant subject and level
- You will have experience of managing people
- You will have the ability to work well under pressure
- You will have the ability to meet deadlines.



Competencies required

- Decision Making
- Delivery Focused
- Leadership/Influencing
- Teamwork
- Maximising Potential in Self and Others
- Change management/flexibility
- You will have the ability to work well under pressure and meet deadlines.
- You will be required to have excellent communication, strong organisation and IT skills

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