

## **Lead Examiner (Next Generation BTEC)**

### **Purpose of the Role**

For specified externally assessed components within BTEC Next Generation programmes in a given sector and level, the Lead Examiner will be the responsible and accountable subject expert for an externally assessed unit - in terms of specification interpretation, and the accuracy and correctness of assessment items.

### **Key Accountabilities**

The Lead Examiner will:

- lead and support the development, production, review and amendment of externally assessed items for the area of subject responsibility
- lead a team of examiners
- lead on the awarding of assessment outcomes
- keep up to date with changes in the sector
- have detailed and up to date knowledge and understanding of the range of external assessment methodologies to be deployed
- report to and update the Chief Examiner on a regular basis
- produce an 'end of exam series' report within the parameters of a defined template in order to comment on national standards
- report back to Pearson within agreed time-frames
- contribute to Pearson's 'Ask the Expert' service where required
- represent Vocational Assessment or Pearson as required
- undertake any other duties appropriate to the work of Vocational Assessment in relation to this role.

### **The Assessment Development Process**

For the development of external assessments, the Lead Examiner will:

- write new external assessments in line with SAMs for a given unit
- be responsible for the quality of all items deployed for external assessment
- assist with the statistical analysis of external assessment data
- advise Pearson of any changes which could have an impact on items' performance
- ensure all items provide a valid and fair test of achievement
- check the sense and meaning of items
- input and lead on the training for item writing as required
- lead on the standardisation of item writers as required
- attend QPEC meeting(s) to finalise external assessment instruments
- review amended external assessment instruments as necessary
- sign off content or amend when requested to do so
- respond to queries from Pearson concerning technical issues with items.

For the delivery of external assessments, the Lead Examiner will:

- lead on the pre-standardisation of the senior examining team
- lead on the training and standardisation of Examiners
- lead on the monitoring of Examiners during the marking period
- be responsible for the quality of marking
- be responsible for the awarding of external assessment outcomes
- provide timely feedback on Examiner performance at the end of each exam series

## PERSON SPECIFICATION

### Previous Work Experience:

Essential	Desirable
<ul style="list-style-type: none"> <li>Substantial subject knowledge and expertise within the sector</li> <li>Significant experience in delivering and assessing vocational qualifications</li> <li>Experience in the production of external assessments within the sector</li> <li>Evidence of Continuous Professional Development (CPD) in the field of assessment of vocational qualifications</li> <li>Leading a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of advising and supporting others in the production of external assessment within the sector.</li> <li>Experience of marking and results delivery, to include the examination process, pre-standardisation and standardisation activities, and awarding</li> <li>Experience of teaching or assessing externally assessed qualifications</li> <li>Experience of analysing statistical data in relation to performance of tested items.</li> </ul>

### Skills and Knowledge:

Essential	Desirable
<ul style="list-style-type: none"> <li>A clear understanding of the educational landscape and regulatory requirements for qualifications</li> <li>Detailed knowledge of the specifications that comprise the area of expertise for the role</li> <li>Excellent report writing skills</li> <li>Ability to edit materials to ensure they are grammatically correct and fit for purpose</li> <li>Excellent communication, written, verbal, IT and interpersonal skills</li> <li>Ability to understand the implications of decisions taken on Pearson's behalf and not to operate outside the sphere of responsibility defined within this job description</li> <li>Demonstrable people management skills</li> </ul>	<ul style="list-style-type: none"> <li>Intermediate to advanced level skills in the use of Microsoft Word and Excel</li> </ul>

### 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 of a minimum of 10 days, depending upon the requirements and workload for the sector, in any given year for attending meetings
- Abide by the terms of conditions as stated in the contract for work