



# Pearson

## Chief of Examiners – LCCI

### Summary

The Chief examiner takes responsibility for a complete specification. They are responsible for ensuring that year on year the examination as a whole, meets the requirement of the specification and maintains standards.

### Responsibilities

- To ensure that the question papers, as a whole, cover the assessment criteria as set out in the specification, and satisfactorily sample the appropriate content.
- To work closely with the Qualification Delivery and Award Manager in carrying out all designated responsibilities. All recommendations arising from these responsibilities must be made to the QDAM.
- To chair the Question Paper Evaluation Committee (QPEC) meeting(s).
- To submit a Chief Examiner Paper Performance Report each series and participate in the Grading process.
- To submit an Annual Qualification Report on the assessment for the qualification every year.  
To review and act on any report about the qualification, e.g. level of demand.

### Experience and qualifications needed

- You will have a degree or equivalent.
- You will have teaching experience, in the relevant subject area.
- You will have assessment experience equal to, or above team leader level in the relevant subject area.
- You will have experience of managing people.
- You will have the right to work in the UK and a UK bank account
- [Desirable] You will hold a teaching qualification.

### Competencies required

- You will be IT literate
- You will be a good communication
- You will work with integrity to uphold standards
- You will have sound organisational skills



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- You will have the ability to work well under pressure
- You will have the ability to meet deadlines.