

Business Studies Examiner

An Examiner marks candidates' responses in accordance with the pre-defined mark scheme, whilst adhering to Code of Practice and examination procedures. Most subjects will be marked onscreen using ePEN, which can be done from home. A few subjects are still marked in the traditional method, using paper scripts sent through the post. A high level of subject knowledge is necessary in order to apply the mark scheme. Each examiner will receive an agreed allocation of scripts.

Responsibilities

- To mark accurately and consistently to ensure overall standards are maintained
- To submit samples to your Team Leader at designated times
- To ensure milestones for marking are adhered to
- To ensure all administration is completed as specified.

Experience and Qualifications Required

- You will hold a minimum of one year's full time teaching experience of the relevant qualification and subject.
- You will have a degree or equivalent

Competencies Required

- You will have the ability to work well under pressure
- You will have the ability to meet deadlines
- You will have a high level of subject knowledge in order to apply the mark scheme.

Economics Examiner Job Description

Issued: 18/11/2016 Version: Version 2 Author: GQ Assessment Approver: James Harrison



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