

## Principal Examiner (LTL)

### Purpose

To produce appropriate assessment materials, including question papers and mark schemes, and be responsible for the standardisation of its marking.

### Responsibilities

- To produce a working draft paper / respond to any amendments or suggestions and produce a draft paper.
- To set / approve questions and mark schemes - demonstrate the specification's content and assessment criteria has been met in the question papers (may take the form of a grid). Its content should be clear and fit for purpose.
- To attend the Question paper Evaluation Committee meeting (QPEC) and produce a final draft.
- To ensure final question papers meet the specification content and assessment objectives.
- 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.

### Experience/qualifications needed

#### Essential

- You will hold a degree
- You will hold a teaching qualification
- You will have experience of teaching the relevant subject and level
- You will have the ability to work well under pressure
- You will have the ability to meet deadlines.

#### Desirable

- You will have assessment experience
- You will have experience of managing people



### 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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