

## Task profile

**Associate type:** Chair of Examiners – T-Levels

**Managed by:** Qualification Assessment & Development

For Examinations and Employer Set Projects there will be **two** assessment/marking windows per year: one in Summer, one in Autumn

For Occupational Specialism there will be **one** assessment marking window per year

## Task purpose

Maintain and monitor standards across all assessments within a Technical Qualification (TQ) or across multiple TQs within a subject area.

### Key Contracted Responsibilities

#### 1. Assessment Production, Marking and Awarding

Provide guidance and feedback to the Chief/Principal Examiner(s) and/or Principal moderators as and when requested

Monitor the standards of Chief Examiners by sampling assessments during production as required

Act as the final decision maker on matters where full agreement cannot be reached from associate panel members (i.e., AMEC, Standardisation, Awarding etc).

Review the outcome of awarding meetings and recommend for approval the proposed grade boundaries to the QSP

Seek to ensure parity across Occupational Specialisms assessments where there are pathways in terms of demand for the learners

#### Measures:

- Advice and guidance is accurate and aligns with City & Guilds policies and guidance on best practice
- Chief examiners/Assessments are sampled in line with City & Guilds guidance, risks are escalated in timely manner to City & Guilds
- Phone calls and emails from City & Guilds, Chief Examiner(s) and/or Principal moderators are responded within 2 working days during key marking and awarding periods
- Security of assessment materials, scripts or evidence are maintained at all times in line with City & Guilds guidance and policies.

#### Where the Chief Examiner acts as the Principal Examiner or Principal Moderator for an assessment, the Chair is required to:

Review and sign-off the assessments at the relevant points within the assessment production process.

Prepare and chair Assessment Material Evaluation Committee (AMEC) meetings.

Sample marking when the Principal Examiner acts as the sole Marking Examiner.

Attend pre-standardisation of markers meetings.

Attend pre-awarding meeting with City & Guilds staff.

Attend awarding meetings.

**Measures:**

- Guidance and feedback to the Principal Examiner and/or Principal moderator is in line with City & Guilds writing and training and guidance and provided within agreed timescales
- Allocated assessments as whole cover the assessment criteria, as set out in the specification, and satisfactorily sample the appropriate content, and over a reasonable number of years the assessments as a whole address all the specification content
- Feedback from City & Guilds, revisor and/or scrutineer reports is responded within agreed timescales and in line with City & Guilds assessment writing training and guidance
- Meetings are prepared for and attended as requested
- Feedback from City & Guilds, revisor and/or scrutineer reports is responded within agreed timescales and in line with City & Guilds assessment writing training and guidance
- Principal Examiners marking is sampled in line with City & Guilds guidance, risks are escalated in timely manner to City & Guilds

**2. Recruitment, training & Advice**

Keep up to date with any changes to relevant City & Guilds products, processes services and IT systems required for the role - through training, standardisation activities, webinars, Associate updates, website and email correspondence

Provide advice on subject related matters on queries and enquiries concerning the TQs as requested by City & Guilds

Advise upon appointments of Chief and Principal Examiners, Principal Moderators and Marking Examiners, and provide training, mentoring, and coaching on assessment setting, marking and moderation of assessments.

Participate in meetings related to the subject at the request of City & Guilds

Undertake training as requested by City & Guilds

**Measures:**

- Advice and guidance is accurate and aligns with City & Guilds policies and guidance on best practice

**LIMITATIONS**

A Chair cannot act as a Chief or Principal for the same qualification.

A Chair must not be involved in moderation activity in centres where they have an established link.

A Chair must not be involved in the delivery of centre training events if they have been involved in a substantial part of the development of the external test and are likely to know the content of the test.

A Chair must complete and submit a Conflict-of-Interest declaration form to outline any potential conflicts. This must be updated whenever circumstances change.