

Person specification

Associate type: Chief examiner - T level

Summary of Role

- Maintain and monitor the standards for a set of assessments within a Technical Qualification (TQ).
- Chair Assessment Materials Evaluation Committee (AMEC) meetings and participate in all stages of the production process until sign off as required.
- Monitor the standards of Principal Examiners and/or Principal Moderators
- Chair and participate in awarding meetings to ensure standards of assessment are maintained across allocated assessments and over time
- Compile an annual report on the performance of allocated assessments for the technical qualification (TQ)
- Keep up to date with any relevant changes to City & Guilds products, processes, services and systems
- Advise upon appointments of Principal Examiners and/or Principal Moderators and provide training, mentoring, and coaching on assessment setting, marking and moderation of assessments.

Essential	Desirable
<p>Availability to attend meeting or manage key activities throughout the year – especially during key marking and awarding times:</p> <p>Summer series – Examinations – June, July, August Employer set projects: May, June, July, August Occupational specialisms: May, July, August</p> <p>Autumn series – Examinations: - November, December, January, February Employer set projects: December, January, February</p>	<p>Experience of producing assessments or marking the qualification concerned (or similar type of qualification)</p>
<p>Have Industry specific qualifications relating to the sector area</p>	<p>Data analysis skills</p>
<p>Have current or recent experience of teaching or assessing in the relevant subject and level</p>	<p>EQA/IQA/Assessor D,A/V or TAQA units Qualified to level 4 or above in the associated sector</p>
<p>Have up to date, relevant subject knowledge and/or occupational industry experience</p>	<p>Experience of co-ordinating standardisation activities for teams of assessors / markers</p>
<p>Have experience of co-ordinating a team</p>	<p>Experience of producing published reports and training / guidance material</p>
<p>Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel</p>	

<p>Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account</p>	
<p>Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing</p>	
<p>Have attention to detail and ability to work well under pressure and meet deadlines</p>	