

Task profile

Associate type: Chief Examiner - T Levels

Monitored by: Chair of Examiners

Managed by: Assessment Team

Contracted Days: As per Annual contract / supply of services

There will be **two** assessment/marking windows per year: one in Summer, one in Autumn

A Chief **must** act as a Principal Examiner and/or Principal Moderator for at least one assessment / set of assessments within a TQ.

Task purpose

- 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.

Key Contracted Responsibilities

1. Assessment Production

Maintain and monitor the standards for allocated set of assessments within a Technical Qualification (TQ) to ensure all allocated assessments 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

Seek to ensure parity across Occupational Specialisms assessments where there are pathways in terms of demand for the learners (if applicable to allocated assessments)

Prepare for and participate in the scoping and/or setting meeting(s) for Employer Set Projects (ESPs) (if applicable)

Approve, with the Principal Examiner, upon receipt of the Revisor's and Scrutineer's report, any changes required to assessment materials.

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

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

Sign-off all allocated assessment materials at relevant stages of production confirming materials are able to progress to the next stage of the process

Measures:

- 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
- Meetings are prepared for and attended as requested
- 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
- 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
- Security of assessment materials, scripts or evidence are maintained at all times in line with City & Guilds guidance and policies.

2. Standardisation and Marking

Provide advice and guidance to the Principal Examiner(s) and/or principal moderators on moderation and marking of the internally assessed, externally moderated / validated assessments

Attend pre-standardisation of markers meetings as required.

Attend moderator meetings, as necessary, to monitor the standards of Principal Moderator(s).

Sample the marking of Principal Examiner(s) and provide feedback as required

Review candidate's marked evidence when requested by City & Guilds as part of the post results service. (eg when Principal examiner is the sole marker)

Measures:

- Advice and guidance is accurate and aligns with City & Guilds policies and guidance on best practice
- Meetings are prepared for and attended as requested
- Principal Examiners marking is sampled in line with City & Guilds guidance, risks are escalated in timely manner to City & Guilds
- Feedback provided to Principal Examiners and/or Principal Moderators is in line with agreed mark scheme/ marking grid and provided within agreed timescale
- Phone calls and emails from City & Guilds and/or Chair/Chief Examiner(s) 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

3. Awarding/Standard Setting & Reporting

Review statistical data, Principal examiner pre awarding commentary and recommendations.

Prepare for and chair awarding meetings

Compile an annual report after terminal series on the performance of allocated assessments for the Technical Qualification (TQ).

Advise on queries and enquiries concerning the specification and assessments as requested by City & Guilds

Participate in meetings related to the subject and/or assessment at the request of City & Guilds

Measures:

- Meetings are prepared for and attended as requested
- The standards for allocated set assessments within a Technical Qualification (TQ) are maintained.
- Annual Reports are accurate, professional, concise and completed within the agreed timescale
- Advice and guidance is accurate and aligns with City & Guilds policies and guidance on best practice
- Phone calls and emails from City & Guilds and/or Chair/Chief Examiner(s) 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

4. Training, CPD and Principal examiner/Principal moderator recruitment

Attend and participate in all training as requested by City & Guilds

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

Advise upon appointments of Principal Examiners and/or principal moderators as required and provide training, mentoring, and coaching.

Measures:

- Attend and participate in all training
- Actions and advice are carried out in line with the latest updates or guidance provided by City & Guilds
- Advice on marker recruitment or actions linked to marker monitoring study are completed within the agreed timescale a

LIMITATIONS

A Chief must not be involved in any marking activity for centres where they have an established link.

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

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