

Chair of Assessments/Examiners	
Role Overview	Maintain and monitor standards for a range of qualifications for an industry area or range of assessments within a qualification
1. Assessment Production	
1.1	Review assessments and relevant mark schemes/criteria where the Chief and Principal Examiner are the same person.
1.2	Complete final check of assessments and mark schemes
2. Marking	
2.1	Provide a second opinion where the Chief Examiner has acted as Principal Examiner and/or the sole marker
3. Awarding	
3.1	Review the awarding process outcomes and recommend grade boundaries for each assessment
4. Associate support	
4.1	Monitor the standards of the Chief Examiner/s and/or Principal Examiner/s
4.2	Provide training, mentoring and coaching to Associates as required
5. Advice to City & Guilds	
5.1	Where needed, support in the recruitment process of new Principal and/or Chief Examiners
5.2	Provide advice on subject related matters to City & Guilds
5.3	If requested, support with appeals, complaints and investigations
6. Communication	
6.1	Inform City & Guilds immediately if unable to complete allocated work
6.2	Respond to phone calls and emails within 2 working days

All duties must be carried out in accordance with City & Guilds procedures and instructions.