

Chief Examiner	
Role Overview	Maintain and monitor standards for a range of assessments within a qualification
1. Assessment Production	
1.1	Review assessment materials and ensure parity across versions/series
1.2	Check assessment materials and marking schemes to ensure maximum inclusiveness and the avoidance of unnecessary barriers to access
1.3	Check assessment materials and marking schemes to ensure they are meeting the specification criteria and coverage over time
1.4	Check that assessment materials are original and do not overlap with sample content
1.5	Chair assessment production/sign-off meetings to agree amendments to assessment materials and any related marking schemes
1.6	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
2. Standardisation	
2.1	Support standardisation activities as requested
2.2	Where required, provide feedback to Principal Examiners on the sample and quality of work
2.3	Support, where appropriate, the recruitment of Principal Examiners
3. Marking	
3.1	Provide a second opinion where the Principal Examiner is the sole marker
3.2	Compile the Chief Examiner's Report on the assessments, within the specified time
4. Awarding and Post-results	
4.1	Be available for consultation post quality standards panel review and awarding activities
4.2	Prepare for and participate in awarding activities, when requested.
4.3	Review awarding meeting reports on the performance of the examination including recommending preliminary mark ranges for the grade boundaries
4.4	Prepare for and lead the review of marking meeting, as required
4.5	Review candidates' marked scripts when requested by City & Guilds eg appeals
5. Associate support	
5.1	Monitor the standards of Principal Examiner/s, when requested
5.2	Provide training, mentoring and coaching to Associates as required
6. Advice to City & Guilds	
6.1	Be available for consultation on key dates, such as the day of the examination

6.2	Provide advice to City & Guilds on all aspects of the assessments and qualifications
6.3	If requested, support with appeals, complaints and investigations
7. Communication	
7.1	Inform City & Guilds immediately if unable to complete allocated work
7.2	Respond to phone calls and emails within 2 working days

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