

Chief Examiner

Role Overview

Maintain and monitor standards for a range of assessments within a qualification

1. Assessment Production

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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 |

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.