

Chief Examiner (on-demand MCQ and centre-marked assessments)

Role Overview	Maintain and monitor standards for a range of assessments within a qualification
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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 can progress to the next stage of the process

2. Standards Setting and Monitoring

2.1	Be available for consultation on standards setting activities, where required
2.2	Review reports on the performance of the assessment, where required

3. Associate support

3.1	Provide training, mentoring and coaching to Associates as required
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4. Advice to City & Guilds

4.2	Provide advice to City & Guilds on all aspects of the assessments and qualifications
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5. Communication

5.1	Inform City & Guilds immediately if unable to complete allocated work
5.2	Respond to phone calls and emails within 2 working days

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