

Deputy Chief Examiner

Role Overview	Deputises for the Chief Examiner
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1. Assessment Production

1.1	Produce appropriate assessment materials and associated mark scheme within agreed timescales
1.2	If relevant, ensure that the materials comply with any related blueprints or test specification and include a complete, comprehensive draft mark scheme prior to the Assessment Material Evaluation Committee (AMEC) meeting
1.3	Participate in assessment production/sign-off meetings
1.4	Review and approve, on receipt of the Scrutineer's report, any changes required to assessment materials in consultation with the Chief Examiner

2. Standardisation

2.1	Support with the standardisation activity
2.2	Mark a small number of papers for at least one component of the examination in order to become familiar with the paper and mark scheme

3. Marking

3.1	If required, quality assure and provide feedback on the marking (sampling of marking or seeded papers) of marker/s and/or Marking Team Leads
3.2	Collate marking reports, summarising trends and issues
3.3	Report any suspicion of collusion or unfair practice or any evidence of irregularities on the part of candidates or centres to City & Guilds' staff
3.4	Inform City & Guilds immediately if unable to work
3.5	Alert Chief Examiner of candidate answers which appear deserving of marks but which are not within the parameters of the mark scheme
3.6	If marking online, alert City & Guilds to system failures and anomalies such as marks being allocated by marking examiners not reflected on system or incorrect calculations

4. Awarding and Post-results

4.1	Prepare for and participate in awarding activities, when requested.
4.2	Prepare for and participate in the review of marking meeting, as required
4.3	Review candidates' marked scripts when requested by City & Guilds eg appeals

5. Associate support

5.1	Provide on-line and/or telephone first line support to markers and/or Marking Team Leads, where appropriate. This could be at evenings and weekends as agreed with team members
5.2	Make regular contact with markers to provide updates

6. Advice to City & Guilds

6.1	Provide advice to City & Guilds on all aspects of the assessment
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7. Communication

7.1	Inform City & Guilds immediately if unable to complete allocated work
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7.2	Respond to phone calls and emails within 2 working days
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All duties must be carried out in accordance with City & Guilds procedures and instructions.