

Compilation Checker	
Role Overview	Produces and/or reviews assessment compilations
1. Assessment Production	
1.1	Produce and/or review assessment compilations and associated mark schemes and guidance documents 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
1.3	Review and respond to City & Guilds feedback, and/or Scrutineer reports according to agreed timescales, and amend assessment materials, where necessary
1.4	Check and update assessment materials and marking schemes to ensure maximum inclusiveness and the avoidance of unnecessary barriers to access
1.5	Where required, proof-read and sign-off final materials, assessments and/or related guidance against the edited copy by the relevant deadline
1.6	Participate in any required training activities
2. Communication	
2.1	Inform City & Guilds immediately if unable to complete allocated work
2.2	Respond to phone calls and emails within 2 working days

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