

Scrutineer	
Role Overview	Completes, reviews and reports on final assessment material
1. Assessment Production	
1.1	Without reference to the mark scheme(s)/marking guidance, sit the final drafts of all assessment materials under the conditions of the assessment, i.e. as a candidate within the allocated time
1.2	Review the Assessment material by responding to the final drafts as a candidate, i.e. without reference to the mark scheme(s) to ensure: <ul style="list-style-type: none"> • the assessments can be answered or completed in the time allowed • there are no errors, ambiguities or omissions • the assessments are set at the right level for the qualification • the assessments meet the requirements of the specification content
1.3	Complete the scrutineer checklist to validate that the assessment and mark scheme is complete and accurate.
1.4	Submit completed assessment materials with a report on the findings of the review
1.5	Respond to any requests for further clarification on findings
1.6	Attend meetings and training as required
2. Communication	
2.1	Respond to phone calls and emails within 2 working days
2.2	Inform City & Guilds immediately if unable to complete allocated work

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