

Principal Examiner

Role Overview	Responsible for the overall standard of an assessment
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1. Assessment Production

1.1	Produce appropriate assessment materials and associated mark scheme and guidance documents within agreed timescales, ensuring copyright requirements are followed where necessary
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	Complete any provided templates in full, adhering to house style guidance and assessment principles.
1.4	Prepare for and participate in meetings relating to the production of the assessment materials at the request of city and guilds e.g. sign-off meetings
1.5	Review and approve, on receipt of the Scrutineer's report, any changes required to assessment materials in consultation with the Chief Examiner
1.6	Ensure assessment materials and marking schemes promote maximum inclusiveness and avoid unnecessary barriers to access

2. Standardisation

2.1	Co-ordinate and lead 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	Alert Chief Examiner of candidate answers which appear deserving of marks but which are not within the parameters of the mark scheme
3.5	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	Produce a report for the awarding meeting on the performance of the examination including recommending preliminary mark ranges for the grade boundaries
4.3	Prepare for and participate in the review of marking meeting, as required
4.4	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	Be available for consultation on key dates, such as the day of the examination for dated assessments
6.2	Provide advice to City & Guilds on all aspects of the assessment
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.