

Principal Examiner (on-demand MCQ and centre-marked assessments)	
<b>Role Overview</b>	Responsible for the overall standard of an assessment
<b>1. Assessment Production</b>	
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
<b>2. Standards Setting and Monitoring</b>	
2.1	Prepare for and participate in standard setting activities, when requested.
2.2	Prepare for and participate in the relevant meetings, as required
2.3	Review results when requested by City & Guilds eg appeals
<b>3. Advice to City &amp; Guilds</b>	
3.1	Provide advice to City & Guilds on all aspects of the assessment
<b>4. Communication</b>	
4.1	Inform City & Guilds immediately if unable to complete allocated work
4.2	Respond to phone calls and emails within 2 working days

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