

PRINCIPAL MODERATOR PROFILE / ASSISTANT PRINCIPAL MODERATOR PROFILE

As a Principal Moderator/Assistant Principal Moderator you:

- select and prepare material for standardisation, including browsing candidate evidence and delivering briefings
- monitor the quality of moderation of your team and provide constructive feedback
- supervise visiting team leaders/moderators, requiring you to make accompanied visit(s) to centres or complete this task remotely
- contribute to the awarding process
- participate in the review of results and appeals
- check and review centre submitted tasks as required

provide:

- support to OCR in responding to centre queries regarding moderation
- prompt responses either to panel members or Cambridge OCR staff
- reports in a professional and timely manner

will be responsible for:

- completing your own allocation of moderation and undertake additional moderation where necessary
- leading and supporting your team during standardisation and throughout marking, ensuring the agreed standards are maintained and deadlines are met

will need to:

- communicate professionally with OCR colleagues from multiple departments
- adhere to regulatory requirements
- respond and act upon moderation issues

must be:

- experience in teaching/developing/setting assessment materials for this specification or a similar specification
- experience in moderation on this panel or a similar panel
- able to create a supportive and effective working environment in a remote setting and face to face (if relevant)
- able to communicate clearly with their panel and all stakeholders
- a subject expert with a strong understanding of the specification and assessment
- organised and motivated to ensure deadlines are met
- confident when providing feedback
- willing to undertake relevant training

