

The *Chief Examiner* role consists of two vital assessment tasks with responsibility for a qualification as a whole; these are the *Quality Assurance of Setting of Assessment Material* (QASAM) and the *Quality Assurance of the Examination Series* (QAES).

Aim – Quality Assurance of Setting of Assessment Material

The QASAM task is an essential part of the assessment material production process. As Chief Examiner you will provide direction for the first draft of assessment material based on evidence and feedback from previous examination series. You will also review and provide feedback at all relevant stages on the quality of assessment material and participate in the Assessment Material Evaluation Committee (AMEC). This role is central to ensuring that all assessment material meets OCR requirements and the Ofqual Code of Practice.

The main elements of the QASAM task are as follows:

- Provide direction for the setting of the **first draft** of assessment material.
- Review the assessment material as and when required.
- Prepare feedback on the assessment material and participate in the AMEC.
- Provide subject specific assessment advice to OCR as required.

Aim – Quality Assurance of Examination Series

The QAES task involves supervising, supporting and monitoring the senior assessment team to ensure timely and accurate results. You will play a vital role in maintaining standards over time, ensuring consistency and comparability between units within a specification.

The main elements of the QAES task are as follows:

- Supervise, support and monitor the assessing teams.
- Prepare for and participate in any related meetings/activities as required.
- During the Awarding process ensure standards are maintained year on year.
- Draft and submit reports as required.
- Provide subject specific assessment advice to OCR as required.
- Complete all required supporting documentation.
- Post-results, review original assessment decisions as required.

Essential Criteria and Selection Process

The following qualities are essential for these tasks and will form the basis of the criteria for selection:

- Current or recent teaching experience in a relevant subject area.
- Appropriate subject expertise.
- Relevant assessment expertise.
- Analytical and interpretive skills.
- Collaboration and communication skills.
- Problem solving skills.
- A meticulous approach.
- Mentoring experience.
- The ability to produce and review material to a specified brief.
- An understanding of regulatory requirements for setting of assessment material.
- An understanding of regulatory requirements for standardisation and awarding.

You will need to demonstrate these qualities by completing:

- An application form
- A selection task
- An interview

All tasks must be undertaken:

- After completing appropriate training.
- In accordance with the Code of Conduct for Examiners and Assessors.
- In accordance with relevant instructions.
- To specified deadlines.
- Declaring at all stages of the task have been completed in order to ensure fit for purpose assessment material.
- In-line with GCSE, GCE, Principal Learning and Project Code of Practice.