

CHIEF EXTERNAL QUALITY ASSURER PROFILE

As a Chief External Quality Assurer you:

- select and prepare candidate material for standardisation purposes
- lead standardisation
- lead and support your team throughout the assessment period
- monitor the compliance of centres feeding back to OCR any issues
- direct your team to ensure that all suspected malpractice is reported immediately
- ensure your team's verification is completed to deadlines
- compile, review and edit reports and produce any other supporting documentation as required
- provide sector and subject specific advice to OCR as needed

provide:

- regular feedback
- positivity and encouragement
- detailed, reasoned and timely responses to queries

will be responsible for:

- reviewing and monitoring the performance of your team
- maintaining regular contact to support your team
- intervening proactively
- responding promptly where issues or concerns are identified
- providing constructive feedback to your team
- cascading information to your team from OCR

will need to:

- create a positive and encouraging team environment
- get to know each member of your team and the support they need
- support each member of your team to meet deadlines
- keep up to date by undertaking relevant training

must be:

- available to support and advise your team throughout the assessment period
- confident giving constructive and/or difficult feedback
- empathetic, sensitive, positive, supportive, flexible and encouraging
- committed to supporting your team to ensure fairness for all candidates
- an experienced external quality assurer with a proven track record
- a subject expert with a well-developed understanding of the specification
- skilled at managing multiple commitments at the same time
- able to use the IT systems and applications necessary to complete your task

