

Science Visiting Principal Monitor Leading Monitoring

Aim

As Lead Monitor, you will draw on professional judgement and expertise to establish a clear standard for your monitoring team, ensuring common understanding and consistent application of the Common Practical Assessment Criteria (CPAC) for GCE Sciences.

You will support and monitor your team throughout the centre monitoring process. Where necessary you will take corrective action and advise your team in order to maintain standards that are consistent with the specification and assessment criteria, to ensure that all centres comply with the requirements of the specification so that candidates receive accurate results on time.

The main elements of the Lead Monitor task are as follows:

- Prepare for and lead the standardisation process
- Monitor the quality of monitoring and provide feedback to monitors
- Mentor members of the monitoring team as required
- Complete all required supporting documentation
- Review original assessment decisions as required
- Prepare for and lead additional monitoring arrangements for centres as required, including centre phone calls and training visits
- Prepare centre support and present CPD training sessions if required.

*Monitoring will require accompanied visit(s).

Essential Criteria

For this task you will need:

- Current or recent teaching experience in a relevant subject area
- Appropriate subject expertise
- A record of high quality marking/ moderating with OCR
- Analytical and interpretive skills
- Collaboration and communication skills
- Diplomatic Approach
- Problem solving skills
- Mentoring experience
- Time management skills
- A meticulous approach
- An understanding of regulatory requirements for standardisation and awarding
- The ability to use IT confidently and effectively.

Science Visiting Principal Monitor

You will need to demonstrate these qualities by completing:

- An application form
- A selection task
- An interview.

All tasks must be undertaken:

- In accordance with the Code of Conduct for Examiners and Assessors
- In accordance with relevant instructions
- To specified deadlines
- In-line with Ofqual regulations OCR procedures and in accordance with the OCR Standard Terms for Assessment Services.

Conflict of Interest Declaration

It is important that you submit a Conflict of Interest form each time you accept an invitation to undertake an assessment task for OCR. The form includes an explanation of what constitutes a conflict of interest. The declaration of a conflict of interest in most cases does not disqualify you from undertaking the task. Even if you do not have a conflict of interest to declare you need to submit the Conflict of Interest form to confirm this. You also need to submit a declaration if a conflict arises, or your declaration requires amending at any point whilst undertaking the task.