

Asset Languages Chief Examiner

Criteria

1) Knowledge and qualifications

Essential

- 1.1 Be educated to NQF Level 4/5 or equivalent
- 1.2 Have current knowledge of the UK examination system
- 1.3 Have good written and verbal communication skills
- 1.4 Be IT literate
- 1.5 Have a high level of proficiency in the relevant language

Desirable

- 1.6 Have knowledge of current developments in education
- 1.7 Have a recognised teaching or training qualification or equivalent

2) Experience

Essential

- 2.1 Have relevant assessment experience and a proven record of teaching or training within the subject area concerned
- 2.2 Have experience of managing a team
- 2.3 Have experience of writing assessment materials for learners

3) Personal qualities

Essential

- 3.1 Be able to lead and motivate a team
- 3.2 Be able to collaborate with others
- 3.3 Be able to give and receive constructive criticism
- 3.4 Be able to identify and solve problems
- 3.5 Be able to work to fixed time scales
- 3.6 Be able to pay close attention to detail

Desirable

- 3.7 Be able to reflect on and evaluate own work
- 3.8 Be able to cope with and adapt to change

4) Other expressed needs

Essential

- 4.1 Have a flexible approach to prioritising workloads

Desirable

- 4.2 Have an understanding of statistics

Asset Languages Chief Examiner

Task Descriptors

1) Task Setting

- 1.1 Supervise the construction of the question papers, answers and grids for the papers within the specifications
- 1.2 Ensure the specification content and assessment objectives are covered as required by OCR
- 1.3 Attend meetings as required to ensure parity between questions/tasks
- 1.4 Aid in the selection of the item writing team when requested by Asset Languages
- 1.5 Review question papers, answers and grids in light of feedback from Vettors and Proof Readers
- 1.6 Check final proof and print copy of the question paper/tasks
- 1.7 Ensure that materials are appropriate and comply fully with the Item Writer Guidelines for the particular paper
- 1.8 Prepare materials for, and chair, all question paper production meetings ensuring that the meetings are run effectively and efficiently
- 1.9 Proof read and vet all question paper materials, including pre-tests, live tests, mark schemes etc. and tape scripts and cassettes/CDs if appropriate
- 1.10 Attend recording sessions, act as producer as requested, and monitor the recording of texts
- 1.11 Prepare recommendations on the tasks in advance of the meeting
- 1.12 Provide feedback to item writers at meetings, or by phone as necessary, and via annual item writer feedback forms if requested to do so
- 1.13 Provide assistance required in the production of support materials for the particular examination papers, for example, work on Item Writer Guidelines, standardisation videos for Speaking Tests, Examination Reports and Examination Handbooks

2) Appraisal and feedback

- 2.1 Report on the performance of assessors for the relevant language, giving written advice to OCR