

Deputy Chair of Examiners

Criteria

1) Knowledge and qualifications

Essential

- 1.1 Be educated to NQF level 4/5 or have an equivalent level of subject-specific experience/expertise
- 1.2 Have considerable knowledge of the UK qualifications system and related current developments
- 1.3 Have an understanding of relevant assessment principles
- 1.4 Be IT literate

Desirable

- 1.5 Have knowledge of interpreting statistical data
- 1.6 Have knowledge of the relevant Ofqual Codes of Practice

2) Experience

Essential

- 2.1 Have a proven track record in teaching or relevant skills training
- 2.2 Have participated extensively in the relevant examination or assessment process, for example question paper/task setting, standardisation, script marking, moderation and awarding

Desirable

- 2.3 Have experience of chairing meetings
- 2.4 Have experience of specification development
- 2.5 Have experience of performance management systems

3) Personal qualities

Essential

- 3.1 Have excellent interpersonal skills of developing co-operative working relationships with colleagues
- 3.2 Respond positively to meeting deadlines and working under pressure
- 3.3 Have excellent time management skills

Desirable

- 3.4 Be able to lead and motivate a team

4) Other expressed needs

Essential

- 4.1 Have an analytical approach
- 4.2 Be able to deal with challenging situations (resolve conflict)
- 4.3 Be able to manage meetings in a timely fashion
- 4.4 Be willing to work weekends where required
- 4.5 Have home-based computer facilities including Word, Excel and email

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Task Descriptors

- 1) Act as Chair of Examiners as required and as defined by the Ofqual codes of practice and OCR procedures
- 2) Maintain standards across different specifications within a qualification from year to year
- 3) Chair relevant meetings as required
- 4) Submit reports as required
- 5) Monitor the standards of Senior Assessors