

## Quality Assurance of the Examination Series

### Task Descriptors

*All tasks must be completed according to relevant instructions and to specified deadlines.*

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

### Essential Criteria

For this task you will need:

- appropriate subject expertise
- relevant assessment experience
- IT skills
- analytical and interpretive skills
- collaboration and communication skills
- time management skills
- a meticulous approach.

*Demonstrated by:*

*written application*

*written application*

*written application and selection task*

*selection task*

*written application, interview or selection task*

*written application, interview or selection task*

*interview or selection task*